

CONSTITUTION FOR THE HAMPTON ROADS CHAPTER OF AMERICAN SOCIETY FOR PUBLIC ADMINISTRATION

I. Name and Purpose

Section 1. The name of this Chapter shall be the Hampton Roads Chapter of the American Society for Public Administration, hereafter referred to as the Chapter.

Section 2. This Chapter is organized for the professional and educational purposes of: exclusively charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, as now in effect or as may hereafter be amended ("Code"). Without limiting the generality of the foregoing, such purposes include the following:

- (a) Advancing the science, processes, and art of public administration.
- (b) Advancing the equality of opportunity of all persons through public administration.
- (c) Advancing the importance of public service.

In furtherance of its exclusively charitable and educational purposes, the Chapter shall have all general powers of an unincorporated association under the law of the state of Virginia as now in effect or as may hereafter be amended, together with the power to solicit and accept grants and contributions for such purposes.

Section 3. The Chapter shall serve Chesapeake, Franklin, Gloucester County, Hampton, Isle of Wight, James City County, Newport News, Norfolk, Poquoson, Portsmouth, Southampton County, Suffolk, Surry County, Williamsburg, Virginia Beach, and York County.

II. Membership

Section 1. Chapter membership shall be limited to persons holding membership in the American Society for Public Administration.

Section 2. Chapter members shall have the right to vote for Chapter President-Elect, Student Representative, and Council and to participate in all Chapter activities.

III. Officers

Section 1. The officers of this Chapter shall be a President, President-Elect, Secretary, and a Treasurer. Their duties shall be those customarily performed by such officers.

Section 2. The governing body of the Chapter shall be the Chapter Council (herein "Council"), which shall consist of the Chapter officers, the two most recent Past Presidents, and 8 Council persons, 4 to be elected each year for two years. The Council shall have one Student Representative to be elected each year. The Local COMPA Chapter President shall also be invited to be a part of the governing body of the Chapter. The Council shall supervise and control the affairs of the Chapter and its actions shall follow the general policies of the Society. The President shall serve as presiding officer of the Council.

Section 3. The Secretary and Treasurer shall be appointed by the President and shall serve at his/her pleasure. The Secretary shall be responsible for preparing and issuing an annual report of activities and finances to all members of the Chapter.

Section 4. Officers and Council members shall serve until their successors are elected or appointed to take office. The President shall fill interim vacancies in one of two methods: 1) interim appointments to fill any vacancies; 2) include the vacant position on the ballot for the remainder of the term if an election is already scheduled to take place. Any vacancy in the office of President or President-Elect shall be filled by an interim appointment of the Council from among its own membership. All interim appointees shall serve until the next regular election.

Section 5. The quorum of the Council shall consist of 6 members including the President or President-Elect.

Section 6. All persons composing the officers and governing body comprising the Council shall be members of the American Society for Public Administration or shall become members within thirty days after election or appointment and shall be Chapter members in good standing and shall participate regularly in Chapter meetings. Members of the governing body deemed by the other members of the governing body not to be performing their duties may be removed from office by a majority vote of the governing body.

IV. Nominations and Elections

Section 1. The President-Elect, who will automatically succeed to the office of President upon completion of the President's term, and the Student Representative shall be elected at the Chapter's organizational meeting for a term of office ending June 30 of the following year. Four Council members shall be elected for terms expiring the following June 30.

Section 2. Nominations for the offices of President-Elect, Student Representative, and Council members shall be made by a nominating committee of three regular members to be appointed by the President at least ninety days before the annual meeting. These nominations shall be announced at the Chapter meeting held before the Annual Meeting. Nominations may also be made from the floor by any regular member of the Chapter.

Section 3. Ballots will be sent to Chapter members thirty days prior to the Annual Meeting. Ballots will be returned to and counted by the President. A majority of the Chapter members voting shall decide all elections. In case of ties, the President shall cast the deciding ballot.

V. Meetings

Section 1. This Chapter shall hold at least four program activities during the designated Chapter year, including the annual business meeting.

Section 2. The annual meeting shall be held in May or June unless otherwise specified by the Council.

Section 3. Other meetings of the Chapter shall be held at times and places designated by the President or by the Council.

Section 4. Chapter members shall be given at least seven days notice in writing of the time, place, and the scheduled business to be considered at all regular meetings. In case of extreme weather, Chapter meetings will be canceled. Any fees paid by members for the meeting will be credited towards the next meeting. Notification of cancellation will be made by the President to all members utilizing appropriate communicative methods which may include television, radio, and other electronic media reasonably available.

Section 5. Meeting location shall be held in a location easily accessed by most members. Location shall be a neutral site not associated with any religious institute.

VI. Committees

Section 1. The Council may establish committees for various purposes. Committee chairs shall be appointed by the President; committee members will be appointed by the chair. All such committees shall terminate at the annual meeting upon the election of new officers and Council. Committee chairs for running committees, including the marketing, membership, and newsletter committees may be reappointed at the discretion of the President.

VII. Sections

Section 1. The Council may establish Chapter Sections in conjunction with ASPA sections of the American Society for Public Administration or, whenever 10 Chapter members so request, the Council may establish Chapter Sections of special interest to the membership. The members of said sections shall elect a Chairperson, with approval of the Council.

VIII. Fees

Section 1. That portion of the national membership dues designated for rebate to the Chapter shall constitute the fee for Chapter membership.

Section 2. Other fees as deemed necessary for continuing and special projects may be assessed by the Council.

IX. Amendments

Section 1. Amendments to this Constitution may be made in the following manner:

(a) Amendments may be proposed by the Council, such proposed amendments to be submitted to the membership in accordance with article V, Section 4, of this Constitution, and such proposed amendments may be adopted by a two-thirds vote of regular members present and voting at a regularly called meeting.; or

(b) Amendments may be proposed by a two-thirds vote of regular members present and voting at a regular meeting.

Such proposed amendments are to be submitted to the membership in accordance with Article V, Section 4, of this Constitution, and such proposed amendments may be adopted by a two-thirds vote of regular members present and voting at the next succeeding regularly called meeting.

Section 2. Consistent with inclusion of this Chapter in the group federal income tax exemption ruling of the American Society for Public Administration (identified by the Internal Revenue Service as Group Exemption Number 3155), all amendments to the Chapter Constitution which may be made from time to time shall be submitted to the American Society for Public Administration for its approval.

X. Ratification

This Constitution shall be considered ratified upon approval of the American Society for Public

Administration and upon favorable vote of the organization meeting of this Chapter.

XI. Miscellaneous Provisions

Section 1. No part of the net earnings of the Chapter shall inure to the benefit of, or be distributable to any director or officer of the Chapter, or any other private person, except that the Chapter shall be authorized and empowered to pay reasonable compensation for services rendered to or for the Chapter and to make payments and distributions in furtherance of the purposes set forth hereinabove.

Section 2. No substantial part of the activities of the Chapter shall be the carrying on of propaganda, or otherwise attempting to influence legislation (except as otherwise permitted by Section 501(h) of the Code, and the Chapter shall not participate in, or intervene in (including the publishing or distribution of statements concerning) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, the Chapter shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under Section 501(c)(3) of the Code, or (b) by an organization, contributions to which are deductible under Section 170(c)(2) of the Code.

Section 3. In the event of dissolution or final liquidation of the Chapter, after paying or making provision for the payment of all of the liabilities and obligations of the Chapter and for necessary expenses thereof, all of the remaining assets and property of the Chapter shall be distributed to the American Society for Public Administration provided it remains organized and operated exclusively for charitable or educational purposes as shall at the time qualify as an exempt organization under Section 501(c)(3) of the Code, and if not, to an organization which does so qualify. In no event shall any of such assets or property be distributed to any director or officer or to any private individual.

Section 4. The Chapter shall release its membership mailing list on a case-by-case basis and only under these circumstances: (a) the list is to be used by an organization that shares the values of ASPA, will advance the Chapter and benefit our members, and (b) any organization the Chapter releases its membership list to must agree not to use it for fund raising or solicitation purposes. In addition, any Chapter member may request that his/her name and contact information not be given out to other organizations and will be promptly deleted from such distribution lists.

Section 5. The fiscal year of the Chapter shall be from January 1 – December 31. The employer identification number assigned by the Internal Revenue Service to this Chapter is: 52-1204138.

Adopted by the organization meeting of November 16, 2000.

Amended and amendments adopted by the organization meeting of November 15, 2001.

Amended and amendments adopted by the organization meeting of May 8, 2003.

Amended and amendments adopted by a chapter wide electronic vote October 19-26, 2018.

**BYLAWS OF THE CONSTITUTION
HAMPTON ROADS CHAPTER
AMERICAN SOCIETY FOR PUBLIC ADMINISTRATION**

ORGANIZATION DESCRIPTIONS

Awards Committee Enacts the process of receiving applications, selecting recipients, and arranging to present awards. Awards include the Julian Hirst Distinguished Service Award, the George Robert House, Jr. Outstanding Service Award and the Dr. Wolfgang Pindur Award for Distinguished Service in Academia and Practice. Committee submits applications and nominations for the Chapter to receive awards. Performs other related tasks requested by the President. Chair is appointed for one year by the President. Committee members are selected by the Chair.

Council Elected to two year term. Responsible for the overall well being of the Chapter. Attends Council and Chapter Meetings regularly and assures Chapter is run in accordance with Constitution of Chapter and National.

Marketing Committee Works closely with the Membership Chair by being proactive in obtaining new members and garnering participation by non-members in attending meetings in hope of gaining future members. Solicits advertisements from public and non-profit organizations to be included in the programs for the following events: Issues in Public Administration, Annual Symposium, Professional Forum for Students and Regional Conferences. Also solicits the participation of such organizations as exhibitors for these events. Ensures that all Chapter events are promoted beyond the regular membership through various multi-media formats, including but not limited to the National ASPA website, various regional newsletters and journals, etc. Also researches new ways to market Chapter events beyond the immediate membership. Performs other related tasks requested by the President. The Marketing Chairperson is appointed by the President for one year, but may be reappointed for consecutive years due to the importance of continuity in this position. Committee members are appointed by the Chair.

Membership Committee Works closely with the Marketing Chair by being proactive in obtaining new members and garnering participation by non-members in attending meetings in hope of gaining future members. Keeps records of Chapter membership. Sends applications for new members when requested. Sends letters to those members whose membership have expired and to potential members targeted by the Council. Prepares mailing labels of membership for all mailings. Performs other related tasks requested by the President. The Chair is appointed by the President for one year, but may be reappointed for consecutive years due to the importance of continuity in this position. Committee members are appointed by the Chair as desired.

Nominating Committee Nominates ASPA members for the positions of Chapter Council, President-Elect and Student Representative. Responsible for announcing these nominations and taking any from the floor at Professional Development Day. Responsible for preparing and distributing ballots with nominations and tallying results. Committee consists of the President, the President-Elect, and the Immediate Past-President.

Past- The latest two Past Presidents serve on the Governing Body for the year. The Immediate

President Past President also serves on the Nominating Committee. The role of these two Past Presidents is to provide guidance and experience to the Governing Body.

President Assumes position for one year after serving as President-Elect for a year. Appoints Committee Chairs, Treasurer, and Secretary and Chairs Chapter Council Meetings. Sends out ballots for elections and tallies results. Assures that the Chapter is run in accordance with Chapter and National Constitution and is kept financially healthy. Acts as spokesperson for Chapter. Appoints people to regional and national positions as necessary. Works closely with Regional Chapters and ASPA National.

President-Elect Elected officer. Oversees the Program Committee and assures regular events are planned and executed properly. Assists President with overseeing other Committees. Performs other related tasks requested by the President. Becomes familiar with the Chapter Constitution and Bylaws.

Issues in Public Administration: Annual Symposium Oversees the planning and production of the program for Issues in Public Administration: Annual Symposium including the preparation of fliers. Works with the WebMaster/Mistress and with the Marketing Committee for the distribution of fliers for event. Works with Program Committee Chair to coordinate facility needs. Works with Marketing Committee to coordinate the printing of advertisements and the set-up of tables for non-profits and others. Oversees the creation and printing of programs.

Professional Forum for Students Committee Oversees the planning and production of the program for Professional ~~Student~~-Forum for Students including preparation of fliers. Works with the WebMaster/Mistress and with the Marketing Committee for the distribution of fliers for event. Works with the Program Committee Chair to coordinate facility needs, coordinates with the Treasurer to assure bills are paid. Works with Marketing Committee to coordinate the printing of advertisements in the program and the solicitation and arrangement of public and non-profit exhibits. Oversees the creation and printing of programs and registration/informational fliers ensuring that they are mailed to all members.

Program Committee Sets up Chapter functions in hotels, restaurants, etc., including meals, meeting rooms, receptions, etc. and coordinates with the facility's staff. The Chairperson is the President-Elect and is given the authority to sign contracts for the Chapter and coordinates with the Treasurer to assure bills are paid. Functions include breakfasts, lunches, dinners, banquets, receptions, Professional Development Day, Student Day, Regional Conferences, and any other functions the Chapter sponsors. Responsible for coordinating with the Treasurer to obtain number of registrations for a particular event. Responsible for obtaining speakers for regular Chapter functions but not Professional Development Day, Student Day or Regional Conferences. Coordinates the printing and distribution of fliers for events with the WebMaster/Mistress and Marketing Committee. Performs other related tasks requested by the President. The Chairperson selects committee members as desired.

Regional Conference Committee Oversees the planning and production of Regional Conference. Works with Program Committee Chair to coordinate facility to hold Regional Conference, with the Membership Chair and WebMaster/Mistress to coordinate the printing and distribution of announcements, the treasurer for registration and money management, and the Marketing Committee for advertising, and uses Treasurer to manage money. Oversees the creation and printing of programs for Conference. Chair is appointed by the President.

Committee members are selected by the Chair.

<u>Scholarship Committee</u>	Enacts the process of receiving applications, selecting recipient (s), and arranging to award the scholarship (s). Chair is appointed by President for one year. Committee members are selected by the Chair. Obtains guidance from Council on rules for giving scholarships and amount and number of scholarships to be awarded.
<u>Secretary</u>	Attends Council meetings and is responsible for taking notes and producing official minutes of meetings and other tasks requested by the President. Is appointed for one year by the President.
<u>Special Committee</u>	Enacted by President as needed.
<u>Student Representative</u>	Elected for one year. Is a junior or senior or graduate student at a local university/college with a major in a public administration related field. Serves as the liaison between the council and the local colleges, performing such duties as soliciting student Ambassadors to represent ASPA in the different colleges. Acts as Professional Forum for Students Chair. Performs other related tasks requested by the President.
<u>Treasurer</u>	Oversees the finances of the Chapter. Receives registrations and money from Chapter events and maintains bank account. Pays Chapter bills. Receives website registration count and notifies Program Chair. Invests money with guidance from Council. Maintains financial statements for audit. Prepares end of year financial report for ASPA National. Receives rebates from ASPA National. Appointed for one year by the President.