

Southeastern Conference for Public Administration

Bylaws, Policies, and Guidelines

Last amended October 6, 2017

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BYLAWS OF THE SOUTHEASTERN CONFERENCE FOR PUBLIC ADMINISTRATION

Chapter 1 PURPOSE AND ORGANIZATION

Section 1.1 Purpose

The Southeastern Conference for Public Administration (SECoPA) enhances the public service field in the Southeast by providing opportunities for:

- Scholarly and practice-based exchanges
- Professional development and networking
- Nurturing students, new practitioners and academics
- Developing leaders in the profession

Section 1.2 Organization

SECoPA is organized exclusively for charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes described in section 501(c)(3). No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

Chapter 2 MEMBERSHIP

Section 2.1 Membership

Any person or institution located in the southeastern region (District III) of ASPA may apply for membership in the Southeastern Conference for Public Administration, Inc., hereinafter called "Conference," by completing a current Application for Membership in the American Society for Public Administration (ASPA) and by paying the requisite dues for the appropriate class of membership. Any active member of ASPA in District III is automatically a member of the Conference.

Section 2.2 Dues

Dues are established for ASPA membership at the National level for each class of membership. Additional dues that may be appropriate may be proposed by the Board of Directors to the membership of the Conference for approval. The Board of Directors shall have the power to accept or reject any application for membership in the Conference.

Section 2.3 Classes of Membership

2.3.1 Regular Membership

Regular membership is open to an individual who meets the requirements for membership established by the Board of Directors in accordance with the purposes of the Conference as established in the Articles and bylaws.

2.3.2 Institutional Membership

Institutional Membership is open to any organization supporting the purposes of the Conference and who meets the requirements for membership established by the Board of Directors.

Section 2.4 Meetings

There shall be a meeting of the membership at the annual conference to conduct Conference business.

Chapter 3 BOARD OF DIRECTORS

Section 3.1 Purpose

The Board of Directors (hereinafter referred to as the Board) shall determine the policies of the Conference with regard to the purposes of the Conference as stated in Article II of the Articles of Incorporation.

Section 3.2 Membership

The Board shall consist of the Officers, eight Directors, the most immediate eligible past President, and an archivist. Four Directors shall be elected each year for two-year terms. Board members shall be nominated based on geographic dispersion, profession, race, and gender diversity. One member of the Board must be from the State of Florida to comply with the Articles of Incorporation. Eligibility for membership on the Board shall include all members of the Conference. Nomination for membership on the board is open to all members who attend the annual meeting of the Conference. Election to the Board will occur at each succeeding annual meeting. Eligibility for membership on the Board will be withdrawn when a Director fails to pay any required dues for any year of his/her eligibility or misses two meetings annually unless excused by the President. Nomination for reinstatement may be granted by a majority vote of the Board at any meeting of the full Board and membership may be reinstated at the succeeding annual meeting. National Council Representatives and National Officers residing in District 3 shall serve in an ex-officio (voting) capacity. If a SECoPA Board Member is elected to National Council, their Board seat is vacated and the seat is filled as stated in Section 3-6. The archivist shall serve as an ex-officio (non-voting) member.

Section 3.3 Duties of the Board

The Board will set Conference guidelines and provide general annual conference oversight including program and finance, ensure a regular audit is conducted, and other duties as required. One of the ASPA National Council District 3 representatives will be designated to make a formal report on ASPA national activities at the annual SECoPA Board pre-conference meeting.

Section 3.4 Officers

The Officers of the Board shall include a President and President-elect, serving one-year terms in each position; and a Secretary, and Treasurer serving multi-year terms with duties as follows:

3.4.1 President

The President shall preside at all meetings of the Board and shall serve as the President of the Board of the Conference; shall be an ex-officio member of all committees; shall appoint the Treasurer for the Board in consultation with the President-elect; shall appoint the Secretary for the Board; shall appoint the Chairs for each of the standing committees; and shall serve as immediate past President in the succeeding year. The President shall serve as liaison with ASPA National.

3.4.2 President-elect

The President-elect shall automatically become President at the next annual meeting of the Conference; shall serve as a member of the Board of the Conference; shall consult with the President regarding appointment of the Treasurer; shall in the absence of the President, assume all the duties and privileges of the President; shall permanently assume the duties of the President until the next election should the President resign or otherwise be unable to perform the duties of the office, such succession not to preclude the normal assumption of the position of President by the President-elect as provided above.

3.4.3 Secretary

The Secretary shall record and maintain the minutes of meetings of the Board; shall prepare the correspondence of the Board; shall maintain files of all matters pertaining to the Board; shall serve as a member of the Board of the Conference; shall be responsible for conveying official records to the archivist; and shall perform such other duties as the President may direct.

3.4.4 Treasurer

The Treasurer shall act as Treasurer of the Board. The Treasurer shall be subject to oversight by the Finance Committee for the Conference and the Conference President and will faithfully execute the policies and procedures the Conference Board and the Finance Committee establish. The Treasurer shall be responsible for the collection and dispersal of Conference funds in accordance with such policies as may be established by the Board and under the Articles of Incorporation.

Section 3.5 Records

All officers are responsible for conveying official records to the Secretary. The Secretary shall convey official records to the Archivist.

Section 3.6 Succession

In the event of a vacancy on the Board, a majority of the remaining Board members will select an individual to fill the remaining portion of the term.

Section 3.7 Standing Committees

There shall be three Standing Committees: Finance, Nominations and Elections, and Site Selection. The President of the Board shall appoint the Chair and membership of each Standing Committee. The President of the Board may elect to delegate responsibility to each Committee Chair for selecting Committee membership and reporting the members to the Board within 30 days of their selection as Committee Members. Each Committee Chair will maintain and update an activities checklist needed to be accomplished during the Chair's term of office. This checklist will be forwarded to each new Committee Chair at the beginning of their term of office. Each Committee should seek to reflect regional diversity in its membership. Subcommittees may be proposed by the committee chairs to the President for joint appointment. The responsibilities for each of these committees include:

3.7.1 Finance

The Finance Committee shall establish financial policies and procedures subject to Board approval and shall provide direct oversight to the Treasurer. Along with notification to the SECoPA President and Board, the Chair of the Finance Committee will notify the ASPA Executive Director (or designated staff liaison) of any contract that SECoPA enters into that would incur a cost of more than \$1,000. This notification will be for informational purposes and advice only as ASPA will not have any veto authority.

3.7.2 Nominations and Elections

The Nominations and Elections committee shall include all activities involved in the nomination and election of officers for the Board. The Nominations and Elections Committee shall meet or confer at least 60 days prior to the annual regional conference to prepare a slate of nominees for the offices of President-elect, and four Directors. The slate shall be submitted to the Board in their meeting at the Annual Conference for approval. Elections shall be conducted at the annual meeting of the Conference. The Nominations and Election Committee shall be responsible for all preparation, distribution, receiving, and counting of all ballots.

3.7.3 Site Selection

The Site Selection Committee shall be responsible for announcing call for future sites for the Annual Conference, reviewing the proposals, and making a recommendation to the Board for approval and notification in accordance with SECoPA Conference Guidelines approved by the Board. The Site Selection Committee shall solicit bids from District III ASPA chapters for the hosting of the annual conference.

Section 3.8 Meetings

3.8.1 Annual Board Meetings

Annual Board meetings shall be held in connection with the SECoPA Annual Conference at a time and place to be announced and included in the Conference Program.

3.8.2 Special Board Meetings

Special Board meetings may be called from time to time either by the President with written concurrence by a majority of the members of the Board or by written petition of 3/5th of the members of the Board.

3.8.3 Electronic Board Meetings

The President may put forth an issue by electronic means to the Board at her/his discretion for discussion and a vote. These votes shall be considered a part of the official records and a formal notification made at the next Board Meeting.

Section 3.9 Quorum

The quorum for the transaction of business at any meeting of the Board shall be as set out in Article VII of the Articles of Incorporation.

Section 3.10 Procedures

The Rules contained in the most recent edition of *Roberts Rules of Order, Revised*, shall govern the conduct of all meetings of the Board in all cases in which they are applicable and in which they are not inconsistent with these bylaws.

Chapter 4 MANAGEMENT

Section 4.1 Archivist

The Board shall appoint the Archivist for a term of not less than three years. The Archivist is responsible for maintaining historical records provided by the Secretary.

Section 4.2 Agreement between ASPA and SECoPA

ASPA and SECoPA agree to work together to promote membership in ASPA.

ASPA National shall provide to SECoPA: use of the ASPA name and logo according to branding specifications and subject to approval by ASPA National; promotion of SECoPA via their online and printed media, including a half-page of advertising in *PA Times*; list SECoPA on its online calendar; monthly updates of the roster of ASPA members in District 3; one (1) complimentary registration at the ASPA national conference for a member of the SECoPA Board of Directors; one (1) complimentary exhibit/booth space for SECoPA at the ASPA national conference; inclusion of literature promoting SECoPA in the ASPA conference attendee bags at no cost.

ASPA can provide (upon request from SECoPA): conference liability insurance coverage under ASPA's policy; SECoPA-hosted panel at the ASPA national conference; technical and other assistance to SECoPA to offer distance learning or webinars/seminars (based on ASPA staff availability); administrative services such as credit card processing, conference management, registration or administrative oversight on a negotiated fee-for-service basis.

ASPA representative(s) will host a session at the SECoPA annual conference, attend the business meeting, and attend either the pre- or post-conference Board meeting.

SECoPA *shall* provide to ASPA National: notification of any contract that exceeds \$1,000 (for informational purposes only, not subject to ASPA approval); roster of registrants for the annual conference in a reasonable time period following the conference; two (2) complimentary registrations at the SECoPA annual conference; one (1) complimentary exhibit/booth space; inclusion of literature promoting ASPA in the SECoPA conference attendee bags at no cost.

The SECoPA representative to the ASPA national conference will attend the ASPA Business Meeting.

Chapter 5 AMENDMENTS OF THE BYLAWS

These bylaws may be amended in accordance with the procedures set forth in Article VII of the Articles of Incorporation.

Chapter 6 DISSOLUTION

In the event of the dissolution of SECoPA and after the payment or the provision for payment of all the liabilities of the Corporation, the Board in its sole discretion shall transfer all net assets of SECoPA to the American Society for Public Administration, designated for District III expenditures.

Adopted October 24, 1985.

Amended October 13, 1988.

Amended September 26, 1997.

Amended June 3, 2005.

Amended October 8, 2005.

Amended October 15, 2010.

Amended September 23, 2011.

Amended October 2, 2015.

Amended October 6, 2017.

end Bylaws