

## **Constitution of the University of Southern Indiana**

### **Master of Public Administration Society**

#### **PREAMBLE**

The University of Southern Indiana Master of Public Administration Society is dedicated to promoting the education of the roles and responsibilities of our federal, state, and local municipal governments so that students can utilize, conceptualize, and understand the workings of the government entities which influence our lives.

#### **Article I: Organization Name**

This organization shall be called the University of Southern Indiana Master of Public Administration Society (hereafter known as “*USI MPA Society*”).

#### **Article II: Mission Statement & Goals**

##### Section 1: Mission Statement

The mission of the USI MPA Society is to promote professional development for MPA students and build relationships between students and local community leaders within government and nonprofit organizations throughout Evansville, Southwestern Indiana, and the Tri-State region.

##### Section 2: Goals

- Promote opportunities for professional development in the field of public administration for graduate students.
- Facilitate partnerships between leaders in the government and non-profit sectors with graduate students, faculty, and program alumni for educational advancement.
- Encourage and enhance the educational experience and professional endeavors of the MPA students at the University of Southern Indiana through networking opportunities and social experiences.

#### **Article III: Membership**

##### Section 1: Membership Declaration

Membership shall be open to any student currently enrolled and accepted within the Master of Public Administration program at the University of Southern Indiana who wishes to be associated with the MPA Society. We welcome open participation and follow the policy of the University of Southern Indiana to be in full compliance with all Federal and State Non-discrimination and Equal Opportunity laws, orders and regulations relating to race, sex, religion, disability, age, national origin, sexual orientation, or status as a disabled veteran or veteran of the Vietnam Era.

Membership dues are collected annually or semi-annually during the semester. A member in good standing is classified as one who pays dues and participates in one MPA Society scheduled event per semester. These meetings include general membership, committee, social events, and executive board meetings.

Voting rights shall be extended to members in good standing as defined by the bylaws.

During the fall and spring semesters , the treasurer shall update and maintain memberships. Members in good standing will be allowed to vote for officers on the executive board.

#### **Article IV: Amendments and Review**

##### Section 1: Amendments

Any executive board member, member in good standing, or the faculty advisor may propose an amendment to the constitution of the USI MPA Society. Officers of the executive board will then have one calendar week to decide and vote on the issue. The constitutional vote shall be held at the next general membership meeting. This shall be communicated to the members. All members with voting privileges which are present at the meeting shall have one vote. A two-thirds vote in favor of the proposal shall constitute ratification of the amendment.

##### Section 2: Constitution Review

It is the duty of the executive board to organize a committee that will review the constitution annually.

#### **Article V: Officers & Terms of Office**

##### Section 1: Executive Board

The governing body of the MPA Society shall be the executive board. The executive board shall have general authority over the actions of the MPA Society. All decisions will also be made by the majority vote of the executive board.

##### Section 2: Executive Board Members

The members of the executive board shall consist of the president, vice president, treasurer, and secretary of the MPA Society.

##### Section 3: Term of Office for Executive Board Members

The term of office for every executive board position within the executive board of the MPA Society shall be one calendar year from the date of election into the position. Half of the

executive board positions will be elected in alternating years. In the event of a vacant office, the term of office shall be filled as defined in Article V, Section 4(a) of the constitution. The executive board shall serve for one calendar year from the time of election.

#### Section 4: Vacancies on the Executive Board

- a) A vacancy shall be declared when any member of the executive board resigns in writing or is removed from office. If a vacancy occurs, a special election will be held and voted on by the general membership.
- b) The president must name a candidate to fill each vacancy at the next executive board meeting if no members in good standing express interest in the position.

### **Article VI: Executive Board Procedures**

#### Section 1: Executive Board

The president is responsible for setting the agenda ~~48 hours~~ before the general membership meeting and emailing the agenda to the executive board members.

#### Section 2: Quorum

A quorum of the executive board shall be noted when a minimum of three executive board members are present and at least two are not proxies, as defined in section three. If quorum is not met, no official business may be conducted.

#### Section 3: Proxies

Any executive board member who expects to miss a meeting may designate a proxy to serve in his/her place. The use of a proxy must be communicated to the president and/or vice president prior to the start of the meeting. The proxy must be a member in good standing and assumes only the role of a voting member of the council.

#### Section 4: Election for the Executive Board

- a) The elections for executive board members shall take place in the spring semester, the specific date set by unanimous consent of the executive board members during this time. This date shall be promulgated to the members in good standing.
- b) Members in good standing for over 30 days shall be eligible to vote for office in the election. Candidates may seek any number of offices, but can only serve in one position. The requirement is waived both for voters and candidates in the event of a special election.
- c) The order of elections will ~~then~~ start with the President and follow the prescribed chain of command. Every member in good standing will be allowed to vote once for every election, and simple majority vote will declare the winner for each elected position. If, in any of these races, no candidate receives a majority vote, a run-off will be held between the top two candidates. Those who do not win elections are allowed to run for other

offices, and nominations for offices will not be closed until the time of voting.

- d) The election shall be overseen by the faculty advisor, which must be present at the time of voting and election.

#### Section 5: Executive Board GPA

(a) All members of the Executive Board must achieve and maintain a minimum 3.0 GPA within the Master of Public Administration program.

### **Article VII: Titles and Duties of the Executive Board**

#### President:

- a) Chief executive officer of the executive board.
- b) Act as the official representative to other groups and the media.
- c) Adhere to the mission statement and constitution of the USI MPA Society.
- d) Carry out the mandates, policies, and directives of the executive board.
- e) Preside over general membership and executive board meetings.
- f) Appoint, with the consent of the executive board, such officers as may be necessary to the functioning of the USI MPA Society and delegate to these officers any of the duties or powers as is necessary.
- g) Delegate to the vice-president, any of the duties or powers of the presidency as he/she may see fit. These delegated duties and powers may be revoked at any time.

#### Vice President:

- a) Assume the operational duties of the president in the absence of the president.
- b) Coordinate the participation of members in the MPA Society.
- c) Coordinate publicity for meetings and events.
- d) Maintain lines of communication with student groups and media.
- e) Organize service and outreach events.
- f) Perform such duties as the executive board or president may assign

#### Secretary:

- a) Assume the administrative duties of the president in the absence of the vice-president.
- b) Serve as clerk to the executive board.
- c) Maintain the official record of the executive board of the USI MPA Society.
- d) Compile e-mail to all members the minutes of each executive board and general membership meeting.
- e) Work with treasurer to maintain membership database.
- f) Maintain chapter records.
- g) Coordinate written, voice, and electronic communication for the USI MPA Society.
- h) Forward mail, voicemail, and electronic communication for the USI MPA Society.
- i) Perform duties as the executive board may assign.

Treasurer:

- a) Be the chief financial officer of the executive board.
- b) Assume the duties of the president in the absence of the vice-president and secretary.
- c) Control expenditures of the USI MPA Society.
- d) Compile and deliver the monthly financial record of the USI MPA Society.
- e) Maintain the financial record of the USI MPA Society.
- f) Works with secretary to maintain membership database.
- g) Will coordinate fundraising efforts.
- h) Perform such duties as the executive board may assign.

The executive board will appoint committees as needed.

Past Presidents

All past presidents of the USI MPA Society may choose to serve as ex-officio members to the executive board.

### **Article VIII: Officer Vacancies**

Section 1: Removal of Officers

Officers may be removed at any time by majority vote of the executive board, along with the approval of the faculty advisor.

Section 2: Removal of Executive Board Members Due to Excessive Absence

- a) The president will communicate the request for ~~the~~ resignation of any executive board member, after obtaining a consensus from other board members, whom has missed two regularly scheduled executive board meeting in the current semester, resulting in quorum not being met at those meetings. This request must come during the week immediately after missing an executive board meeting (regardless of whether quorum was met or not). The executive board member must comply.
- b) The elected board members may request the resignation of the president under the same criteria as described in Article IX, Section 3(a), and Article IX, Section 3(b) for removal of executive board members. The elected executive board members must vote unanimously to invoke this subsection, and the departmental sponsor must approve the removal through writing.
- c) The faculty advisor may remove any executive board member or members who have not maintained the minimum GPA for the Master of Public Administration program, found guilty of a serious disciplinary offense by campus authorities, demonstrated extreme disloyalty to the USI MPA Society, abused their authority as officers of the USI MPA Society or other serious offenses.

## **Article IX: Finances**

### **Section 1: Accounts**

- a) The USI MPA Society shall maintain an agency fund with the University's Bursar. The faculty advisor and other designees shall be the signatory on this fund.
- b) The Society may open other checking and savings accounts as deemed necessary for the conduct of Society business. The Executive Board shall determine the financial institution that will hold the accounts.

### **Section 2: Expenditures**

- a) Withdraws from the University fund shall require the signature of the Treasurer and Faculty Advisor.
- b) Withdraws of cash from any additional checking or savings accounts of the Society shall require the approval of the Treasurer and one additional officer or the Faculty Advisor to be withdrawn.
- c) Expenses to be paid with a credit or debit card or by check shall require the signature of the Treasurer, Faculty Advisor, or other officer.
  - a. Credit and debit cards shall only be issued to the Treasurer and Faculty Advisor.
- d) All receipts must be returned to the Treasurer after each purchase.

### **Section 3: Reimbursements**

- a) All purchases must be approved by the Treasurer prior to reimbursement.
- b) Any purchases for reimbursement must follow all other expenditure rules of the Society including returning receipts to the Treasurer.
- c) Members who make personal expenditures for the USI MPA Society may be reimbursed as a standard expenditure. Reimbursement checks to the Treasurer must be signed and approved by the President.

### **Section 4: Annual Financial Report**

- a) A written financial report shall be organized annually by the Treasurer. The report shall include photocopies of any and all financial statements accumulated since the previous report with a brief written description and explanation of all financial activity. A copy of the report shall be immediately delivered to the President and a second is to be placed in the official record of the USI MPA Society.

### **Section 5: Financial Reports**

- a) The Treasurer, at every regular meeting of the Society, shall deliver a summary of deposits and expenses since the last meeting.

### **Section 6: Budget**

- a) The Treasurer shall compile a budget for the coming fiscal year and present it to the membership for approval at the last meeting of the calendar year. If the Treasurer fails to present a budget at the last meeting of the calendar year, the previous year's budget shall be used until a new budget is presented and approved.
- b) If the members reject the budget, the previous year's budget shall be used until a new one is presented by the Treasurer and approved by the membership.

Section 7: Fiscal year

- a) The fiscal year of the Society shall be August 1<sup>st</sup> to July 31<sup>st</sup>. The budget shall be for every fiscal year.

Section 8: Audit

- a) The Executive Board may appoint from time to time, a committee to audit the finances of the Society. The committee shall include no fewer than two members of the Society and shall not include any Treasurer or President in office during the time of which the audit is to include.