

The Constitution

Of the Michigan Capital Chapter of the
American Society for Public
Administration
Ratified March 31, 2000

Table of Contents

I. Name and Purpose	3
II. Membership.....	3
III. Officers and the Governing Body	3
V. Meetings.....	6
VI. Committees.....	6
VII. Bylaws	6
VIII. Sections	7
IX. Fees	7
X. Amendments	7
XI. Ratification	7
XII. Miscellaneous Provisions	8

**The Constitution
Michigan Capital Chapter
of the American Society for Public Administration**

I. Name and Purpose

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

Section 2. This Chapter is organized for the professional development 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, process, and art of public administration.
- b. Advancing the equality of opportunity for all persons through public administration.

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 Michigan 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 the greater mid-Michigan area.

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 officers and Board members and to participate in all Chapter activities.

Section 3. No individual shall be refused membership in the Chapter because of race, color, religion, national origin, gender, marital status, physical or mental characteristics.

III. Officers and the Governing Body

Section 1. The officers of this Chapter shall be a President, a Vice-President for Programs, a Vice-President for Membership, a Secretary, and a Treasurer.

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The Constitution, Michigan Capital Chapter of the American Society for Public Administration

Section 2. The governing body of the Chapter shall be the Board which shall consist of the Chapter officers, the most recent Past President, and five members at-large. If the most recent Past President is not available, a sixth at-large member shall be elected. The Board shall supervise and control the affairs of the Chapter and its actions shall follow the general policies of the Society.

Section 3. The President shall serve as presiding officer of the Board and chief executive officer of the Chapter, with authority to represent the Chapter in all matters pertaining to its affairs, and shall:

- a. Preside at the annual chapter business meeting, at other regular meetings of the Chapter, and at regular and special board meetings.
- b. Enforce the provisions of the Chapter Constitution and bylaws and carry out the mandates of the Chapter.
- c. Appoint members of committees, as authorized in the Constitution or by the Board, and members of all special committees who shall serve at the President's pleasure.
- d. Maintain effective communications with regional and national officers and national headquarters.
- e. Authorize expenditures within the approved budget.
- f. Perform such other duties as are usually incidental to the office of President.

Section 4. The Vice-President for Programs shall be the senior vice-president and, as such, shall assist the President in the discharge of duties as directed and shall:

- a. Be prepared to serve as acting President in the temporary absence of the President.
- b. Serve as chair, program committee, and shall call meetings of the committee as required to execute its duties.
- c. Act in an advisory capacity to the President on matters of policy and procedure concerned with chapter program and educational activities.
- d. Coordinate the promotion of chapter programs and special projects.
- e. Be responsible for the preparation and administration of a program of chapter activities.
- f. Perform other such duties as may be delegated by the President.

Section 5. The Vice-President for Membership shall:

- a. Serve as chair, membership committee, and shall call meetings of the committee as required to execute its duties.
- b. Act in an advisory capacity to the President on matters of policy and procedure concerned with chapter membership activities.
- c. Coordinate the promotion of membership recruitment activity.
- d. Maintain records on chapter membership and develop necessary statistics to reflect chapter activity.
- e. Be responsible for a program designed to retain chapter membership.
- f. Perform such other duties as may be delegated by the President.

Section 6. The Secretary shall:

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The Constitution, Michigan Capital Chapter of the American Society for Public Administration

- a. Record the minutes of chapter business and board meetings.
- b. Maintain files of chapter correspondence and records.
- c. Publish chapter notices and newsletters as directed by the President and Board.
- d. Upon request, make available to the chapter members bylaws passed by the Board.
- e. Mail to each chapter member a copy of the constitution, as amended, upon passage of amendments to the constitution.
- f. Perform other duties as may be delegated by the President and the Board.

Section 7. The Treasurer shall:

- a. Serve as chair, finance committee, and shall call meetings of the committee required to execute its duties.
- b. Receive and safely keep all monies and other securities of the Chapter, to be drawn therefrom for the expenses of the Chapter only with authorization of the President, or when absent, the Vice-President for Programs.
- c. Keep a true account of all receipts and disbursements in detail, and at each board meeting, at each regular chapter business meeting, and at such other times as may be required, shall render the same.
- d. Report, as approved by the Board, the actual income and expenditures for the fiscal year for the Chapter.
- e. Perform such other duties as may be delegated by the President and the Board.

Section 8. All persons comprising the Board 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.

IV. Nominations and Elections

Section 1. The President, Vice-President for Programs, Vice-President for Membership, Secretary, Treasurer, and members at-large shall be elected for two-year staggered terms as provided by Section 2. Elections shall be held each year prior to the June meeting of the Chapter.

Section 2. At the initial election after the Chapter Constitution is adopted by the chapter members, the President, Secretary, and the Treasurer and two members at-large shall be elected for two year terms. Also, at the initial election after the Chapter Constitution is adopted, the Vice-President for Programs, Vice-President for Membership, and three members at-large initially elected for a one-year term, shall be elected for two-year terms. In the event that any officer or any member at-large seat becomes vacant before the full two-year term is completed for that seat, the vacancy shall be filled for the remainder of the term, at the next annual election.

Section 3. The names of those on the nominating committee shall be indicated in writings to all chapter members with a request for written recommendations for nominations to be submitted to the nominating committee. Names submitted to the nominating committee by a petition signed by 10 members shall appear on the ballot. A person's name will

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The Constitution, Michigan Capital Chapter of the American Society for Public Administration

appear on the ballot for only one position. More than five persons shall be nominated for the Board.

Section 4. A plurality of chapter members voting shall decide elections for officers. The five persons receiving the highest number of votes for board member at large shall be elected. In case of ties, the Board shall cast the deciding ballot.

Section 5. Officers and board members elected shall take office on July 1.

V. Meetings

Section 1. This Chapter shall hold at least four program activities during the designated chapter year, including the annual business meeting. Chapter members shall be given at least five business days written notice of time, place, and the agenda for the annual meeting which shall include announcing the election results.

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

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

VI. Committees

Section 1. The Board may establish committees for various purposes. Committee chairs and members shall be appointed by the President with the advice and consent of the Board. All such committees shall be appointed to terms effective July 1, and expiring the following June 30.

VII. Bylaws

Section 1. The Board may pass bylaws to establish operational guidance for the Board or Chapter.

Section 2. Bylaws shall be consistent with the constitution.

Section 3. Bylaws, or amendments to the bylaws, may be approved by a majority of those elected to and serving on the Board.

Section 4. Copies of the bylaws shall be provided to each board member and shall be provided to chapter members upon request.

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VIII. Sections

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

IX. 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 board.

X. Amendments

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

- a. Amendments may be proposed by the Board or by a petition signed by 10 percent of the chapter members. Amendments proposed by petition shall be submitted to the members within 45 days of receipt by the Board of a valid petition.
- b. Votes on amendments to this constitution shall be by secret ballot and shall be considered approved if favored by a plurality of those voting.

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.

Section 3. After amendments are passed, one copy of the constitution, as amended, shall be mailed to each chapter member.

XI. 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.

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XII. Miscellaneous Provisions

Section 1. No part of the net earnings of the Chapter shall inure to the benefit of, or be distributed 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.

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 5(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 the 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 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 fiscal year of the Chapter shall end in the month of June. The employer identification number assigned by the Internal Revenue Service to this Chapter is 36-2340300.

Adopted by the Board: February 15, 2000

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