

BYLAWS
of the
Empire State Capital Area Chapter
of the
American Society for Public Administration
(Adopted: January 23, 1990. Amended: July 3, 1990)

Article I: Name

(Constitutional authority: Article I, Section A)

Section A. Effective July 1, 1989, the name of this organization became the Empire State Capital Area Chapter of the American Society for Public Administration. It shall be hereinafter referred to as the Chapter, and the national organization shall be referred to as national ASPA.

Article II: Purpose

(Constitutional authority: Article I, Section B)

Section A. The purposes of this Chapter are:

1. To advance the objectives of national ASPA, as restated in the Chapter's Constitution;
2. To serve the interests of Chapter members; and
3. To provide programs of interest on subjects related to public administration to Chapter members, students and practitioners of public administration at all levels of government in the Empire State Capital area.

Article III: Membership and Membership Fees

(Constitutional authority: Article II, Sections A and C; Article III, Section A)

Section A. Chapter membership shall be limited to persons holding membership in national ASPA, who have elected to affiliate with the Chapter.

Section B. There are no membership fees payable to the Chapter. Annual membership fees are paid to national ASPA, which in turn pays the Chapter the appropriate rebate for the respective class of membership, based upon a member's voluntary designation of affiliation to the Chapter.

Article IV: Duties of Officers and Council

(Constitutional authority: Article IV, Sections A, B, C and E)

Section A. President.

1. The President: Shall perform all constitutional duties as required; shall preside at meetings of the Council and at Chapter business meetings; shall direct the President-Elect and the Treasurer to prepare the annual budget for presentation to the Council as provided for in

Article VIII of these Bylaws; shall subsequently submit such budget to the Council; and shall perform such other duties as the President or the Council may deem necessary to carry out the plans, policies and programs of the Chapter.

Section B. President-Elect.

1. The President-Elect: Shall function as Vice-President; shall act for and in the place of the President in the event of the President's inability to serve; shall, under the direction of the President and in cooperation with the Treasurer, prepare the annual budget for the forthcoming year, and provide it in a timely manner to the President for submission by the President to the Council, as provided for in Article VIII of these Bylaws; and shall perform such other duties as are assigned by the President or the Council.

2. In the event of the President-Elect's inability to serve a full term as President-Elect and/or such individual's succeeding term as President, the Council may designate any member of the Chapter (but preferably a current member of the Council) to serve as interim Vice-President. In such cases, the Chapter's members shall elect, at the next general election, a President to serve in the next succeeding Chapter year and a President-Elect.

Section C: Secretary.

1. The Secretary: Shall perform all constitutional duties as required; shall be responsible for maintenance of the Chapter Constitution and the Chapter Bylaws; shall be responsible for the maintenance of Chapter correspondence; shall issue Council meeting calls; shall record minutes of Council and Chapter business meetings; and shall be responsible for all notifications to Chapter members required by the Chapter's Constitution and these Bylaws, other than notifications that are clearly the responsibility of the Chapter's Nominating Committee, Awards Committee or other Chapter committee.

Section D: Treasurer.

1. The Treasurer: Shall be the steward of all Chapter funds; shall be responsible for receiving and disbursing all Chapter funds and maintaining the related accounts; under direction of the President, shall assist the President-Elect in preparing an annual budget for presentation to the Council, as provided for in Article VIII of these Bylaws; and shall furnish periodic financial reports to the President and to the Council.

Section E: Council.

1. The Council shall be the governing body of the Chapter. Council members: Shall perform all duties assigned to them in the Chapter's Constitution and in these Bylaws; and are expected to assume leadership responsibilities vital to the effective operation of the Chapter.

2. The Council shall consist of thirteen voting members, including the four (4) Chapter officers (President, President-Elect, Secretary and Treasurer), the eight (8) Council members and the immediate Past-President. A Council member may serve as Secretary or as Treasurer; however, each person, who holds two offices, shall, nevertheless, have only one vote (not a vote for each office). Any officer of the governing body of national ASPA, who is a Chapter member while holding such national office, shall serve as an ex officio, nonvoting member of

the Council.

3. All Committee Chairpersons shall be invited to all Council meetings and are expected to attend so that they can report directly to the Council and provide the Council with the benefit of their advice.

Article V: Election of Officers and Council Members

(Constitutional authority: Article IV, Sections A, B, D, E and G; Article V, Section B; and Article VI, Sections A, B, C, D and E)

Section A. The term of office of members of the Council shall be two years and of all other offices shall be one year.

Section B. No later than February 15 of each year, beginning in 1990, the Nominating Committee shall prepare and present to the Council a slate of at least two (2) candidates, who have confirmed that they are willing to serve, if elected, for each elective office (i.e., for the office of President-Elect and for the office to be held by each of four (4) Council members), and for any replacement for each vacant office due to an incompleting term. Nominees for President-Elect must have a history of involvement in the activities of the Chapter. The nominees for Council Members shall include, if possible, at least one person who shall be under the age of 30 years at the time of election and one person who is not an employee of New York State.

Section C. No later than February 22 of each year, the Council will act formally to accept, or to amend, the proposed slate of candidates presented by the Nominating Committee. The Secretary shall thereafter, within seven (7) calendar days of the Council's action, notify each Chapter member in writing of the proposed slate and of the procedure for submitting an independent nominating petition; such notification shall not constitute the ballot and may be done by inclusion in the Chapter's newsletter or by separate means to each Chapter member.

Section D. Independent nominating petitions.

1. An independent nominating petition may be submitted by any Chapter member and must meet each of the following criteria to be valid:

a. The name of the person being nominated, the name of each countable signer, the office for which the person is being nominated, and the date of each countable signature must be intelligible to the Nominating Committee and to the Council;

b. The petition must contain at least twenty (20) signatures signed, in the same calendar year in which current Chapter members as of the time of filing submit the petition;

c. The petition must be received by the Chairperson of the Nominating Committee by March 15.

2. Not later than March 18, the Nominating Committee shall make a determination concerning the validity of each petition for recommendation to the Council.

3. Not later than March 19, the Chairperson of the Nominating Committee shall: Notify the

person listed to be nominated on each petition of the office for which the person was nominated, and of the Nominating Committee's determination concerning the validity of the petition; and, with respect to each person nominated on a petition determined to be valid, whether the nominee is willing to serve if elected. A written appeal to the Council of only a determination of nonvalidity can be made by the person listed for nomination; it must be delivered to the President by March 21.

4. Not later than March 22 of each year, the Nominating Committee shall present to the Council either all independent nominating petitions with a recommendation by the Nominating Committee concerning the validity of each such petition, or, a written certification that no such petition was received. Not later than March 24, the Council shall act formally on each petition presented to accept or deny, such recommendation of validity or nonvalidity, and on each appeal, if any, of such recommendation of nonvalidity by the Nominating Committee. The Secretary shall notify the Chairperson of the Nominating Committee of the Council's action on each petition, including any appeal, within twenty-four (24) hours of the Council's action.

Section E. Not later than March 29 of each year, following the formal action by the Council on the proposed slate of candidates and independent petitions, if any, the final slate of candidates, which shall include any approved independent nomination(s), shall be presented by the Nominating Committee to the membership by means of a mail ballot. Ballots shall be due by April 15.

Section F. Beginning in 1990, the terms of office for all Chapter officers and Council members shall commence on May 1.

Section G. In the event of a tie vote for any elective office, the Council shall determine the winner by a simple majority vote of the Council members present and voting on the matter at any regular or special Council meeting. In the event of a tie vote by the Council members present and voting on the matter, the President shall cast the deciding vote.

Article VI: Committees

(Constitutional authority: Article V, Section B; Article VIII, Sections A and B; Article IX, Section E)

Section A. Committees Generally.

Duties and responsibilities of all Chapter committees shall be assigned by the President with the consent of the Council or by the Council. The President shall appoint the Chairperson of each committee and all members of the Awards Committee and the Nominating Committee. The President shall serve as ex officio member of all Chapter committees, except for the Awards Committee. Each Committee Chairperson, with the approval of the President, shall select the membership of that Committee, except for the Awards Committee and the Nominating Committee. Unless reappointed by the incoming President, all Chapter committees, except the Awards Committee, shall terminate on April 30 of each year; prescriptions relating to the duration of term of appointment to the Awards Committee are included below in Section C of this Article of these Bylaws.

Section B. Standing Committees.

Annually, the President shall appoint a Chairperson for each of the following standing committees:

1. Membership Committee -- prior to June 1;
2. Awards Committee -- prior to September 1;
3. Nominating Committee -- prior to January 1;
4. Public Policy Issues Committee -- prior to June 1.

Section C. The Awards Committee.

1. The Awards Committee shall consist of a Chairperson and eight (8) members. The President shall appoint each Committee member for a three-year term, with three (3) members to be appointed annually. The President shall also designate the Chairperson, who shall serve one year as the Chairperson. Beginning in 1990, the term of office for three appointments shall begin on October 1, whether the appointment is effectuated by October 1 or later, and whether an individual is appointed to a full three (3) year term or is appointed, effective at some date after the beginning of the term of the appointment, to complete the term of some other appointee who, for whatever reason, shall not complete service as a member of the Committee for the full duration of the appointment. Also, beginning in 1990, the term of appointment pertaining to each individual already appointed to the Awards Committee as of the effective date of this amendment to these Bylaws shall end on September 30 of the year in which the appointment pertaining to that individual ends.

2. Every effort will be made to "balance" membership of the Awards Committee by including a member of the private sector and a member of local government and a member of a nonprofit organization;

3. Acknowledging the historical relationship between the Chapter and the State Academy with regard to the Nelson A. Rockefeller Award, designated Committee members shall jointly serve on the State Academy Rockefeller Award Selection Committee.

4. The following guidelines shall govern the operation of the joint "State Academy/Chapter Rockefeller Award Selection Committee":

a. The Chairperson of the Chapter Awards Committee and designated members of the Chapter Awards Committee shall serve on the State Academy Rockefeller Award Selection Committee;

b. The Chairperson of the State Academy Board of Directors shall notify the President of the Chapter of the recommended nominee for the Rockefeller Award;

c. The President of the Chapter shall present the name of the Rockefeller Award nominee to the Council for a vote; the President shall notify the Chairperson of the State Academy Board of Directors of the result;

d. The Rockefeller Award winner shall be announced at the Chapter's Annual Institute. The award will actually be presented at a State Academy dinner honoring the winner.

5. The Council shall review annually the procedures to be followed by the Awards Committee.

6. Revisions to the procedures established for the guidance of the Awards Committee must be approved by a vote of two-thirds of the Council members present and voting on the issue.

7. A member of the Awards Committee, who is nominated for a Chapter Award shall have the option to resign from the Awards Committee and have the nomination considered by the Committee, or to reject being considered for the Award. If the latter option is selected, the Committee member can continue to serve the remainder of such individual's term of appointment.

Section D. Nominating Committee.

The President shall appoint a Nominating Committee to include not less than five (5) members, at least two (2) of whom must be Council members and all of whom Chapter members, and shall designate the Chairperson of such Committee. Prospective members of this Committee should be forewarned that the Chapter Constitution bars nomination of candidates from among its members.

Section E. Ad Hoc Committees.

With the consent of the Council, the President may establish ad hoc committees.

Article VII: Quorum

(Constitutional authority: Article IV, Section F)

Section A. A quorum of the Chapter Council shall consist of seven (7) members, including the President or the President-Elect and at least one other Chapter officer. For purposes of determining a quorum, each individual is counted as one, even if an individual holds more than one office.

Article VIII: Budget and Fiscal Management

(Constitutional authority: Article III, Sections A and B; Article IV, Sections A, C, D and F; Article V, Section B)

Section A. Beginning in 1990, the fiscal year of the Chapter shall commence on March 1 and end on the last day of February.

Section B. Beginning in 1990, the President, who shall have directed the President-Elect and the Treasurer to prepare a budget for the ensuing fiscal year, shall present such budget to the Chapter Council by February 1 of each year. The Council shall adopt an annual budget, not later than its February meeting, based upon recommendations received from the President.

Section C. The annual budget shall be presented in terms of expected revenues and

expenditures related to Chapter activities and programs to be undertaken during the fiscal year period. Insofar as practicable, it should distinguish between normal Chapter administration and the Chapter's major programs relating expected revenues and expenditures for each of the latter.

Section D. Obligations shall not be incurred, nor expenditures made, in excess of budgeted funds and/or for purposes not contemplated in the annual budget, without prior approval of the Council.

Section E. Between May 1 and June 30 of each calendar year, the Council shall order an audit of the accounts and financial situation of the Chapter for the most recently completed fiscal year.

Article IX: Relationship to the State Academy for Public Administration

(Constitutional authority: Article V, Section B; Article VII, Section B; Article X, Section C)

Section A. In 1974, the Chapter encouraged the establishment of a State Academy for Public Administration (hereinafter referred to as the State Academy) for the purpose of furthering the objectives of national ASPA and for providing a mechanism for making available the public administration skills of Chapter members to federal, state and local governmental entities and to nonprofit organizations.

Section B. The Chapter bears no financial responsibility for the State Academy.

Section C. Members of the Chapter may be granted the privileges of Fellows of the State Academy if they have been:

1. Recipients of an annual award of the Chapter, as provided for by Article X, Section A, of these Bylaws, or
2. President of the Chapter for a full term.

Section D. The two independent, but related, organizations (the Chapter and the State Academy) shall exist in a cooperative effort to further the interests of public administration at all levels of government (federal, state and local) in the Empire State Capital Area.

Article X: Awards

(Constitutional authority: Article I, Section B; Article V, Section B; Article VII, Sections A and B; Article VIII, Sections A and B; and Article X, Section C)

Section A. The Chapter may present annually one or more of the following awards for the purposes indicated:

1. NELSON A. ROCKEFELLER AWARD. For a career of distinguished public service within government in New York State, which demonstrated exemplary performance and achievements in the development and conduct of major public programs or the resolution of major public problems and which has had a substantive influence on public policy within New

York State.

ELIGIBILITY: Any individual, presently or formerly in the public service, may be nominated for the Rockefeller Award provided the above criteria are met. Nominees must be nominated for accomplishments achieved in service in any branch of New York State or local government, in the service of a public benefit corporation or in Federal service in New York State.

2. ALFRED E. SMITH AWARD. For outstanding individual service and initiative, which has exemplified superior management and administration within New York State and which has contributed significantly to the resolution of a major governmental problem, to the development of a major governmental program, or which has effected major economies and/or efficiencies in the governmental process. The service rendered, which may consist of a singular accomplishment, should be far in excess of the normal expectation of the duties of the nominee's position and the level of the position within the organization.

ELIGIBILITY: Any individual in the public service, other than an elected official, may be nominated for the Smith Award provided the above criteria are met. Nominees must be nominated for an accomplishment achieved in service in any branch of New York State government, in the service of a public benefit corporation or in Federal service in New York State.

3. CHARLES EVANS HUGHES AWARD. For outstanding individual service, which has exemplified superior management and administration within New York State and which has contributed significantly to the resolution of major governmental problems, to the development of major governmental programs, or that has effected major economies and/or efficiencies in the governmental process over an extended period of time. The service rendered, should be far in excess of the normal expectations of the duties of the nominee's position and the level of the position within the organization.

ELIGIBILITY: Any individual in the public service, other than an elected official, may be nominated for the Hughes Award, provided the above criteria are met. Nominees must be nominated for accomplishments achieved in service in any branch of New York or in Federal service in New York State.

4. FRANK C. MOORE AWARD. For outstanding individual service, which exemplified superior management and administration within local government, and which has contributed significantly to the resolution of a major governmental problem, to the development of a major governmental program, or that has effected major economies and/or efficiencies in the governmental process. The service rendered may be recent and singular or may encompass a series of accomplishments over a period of time. Such achievements should be far in excess of the normal expectation of the duties of the nominee's position and the level of the position within the organization.

ELIGIBILITY: Any individual in the public service, other than an elected official, may be nominated for the Moore Award, provided the following criteria are met. Nominees must be nominated for accomplishments while serving in a unit of local government (county, city, town, village, school district) within the area encompassed by the Chapter.

5. YOUNG ADMINISTRATOR AWARD. For outstanding individual service, which has exemplified superior management and administration within New York State that has contributed significantly to the resolution of a major governmental problem, to the development of a major governmental program, or that has affected major economies and/or efficiencies in the governmental process by an administrator with less than ten years of public service. The service rendered should be far in excess of the normal expectation of the duties of the nominee's position and should reflect promise and potential for the nominee to assume future high level positions within government in New York State.

ELIGIBILITY: Any individual in the public service, other than an elected official, may be nominated for the "Young Administrator" Award, provided the above criteria are met. Nominees must be nominated for accomplishments achieved in service in any branch of New York State government, in the service of a public benefit corporation or in Federal service in New York State.

Section B. The Awards Committee, at its discretion, may solicit clarifying or additional information from the nominator, as it deems necessary, to assure full and appropriate consideration of all nominations. To assure that all nominations are evaluated on as uniform a basis as possible, the following guidelines should be utilized by the Awards Committee and are intended to refine the criteria on which the awards are based:

1. The intent of the awards is to recognize individual service and initiative beyond the normal responsibilities of the nominee's position. The awards are not intended for supervision or leadership of staff or of the oversight of work of the staff supervised by the nominee.

2. The awards are intended to recognize superior managerial or administrative achievement. The intent is to give recognition to superior practitioners of the art and skills of public administration. The Awards Committee should seek evidence within the nomination of managerial or administrative achievements in the public service.

3. The extent to which the performance for which the nominee is proposed is superior, relates to the level of responsibility the nominee holds within the organization's hierarchy. The expected level of performance would increase as the level of the nominee's position in the hierarchy rises.

Section C. The Council may also authorize one or more awards to recognize special achievements in place of or in addition to any of the five awards mentioned in Section A of this Article.

Section D. The Council may determine, for the guidance of the Awards Committee, the maximum number and the categories of the awards to be given in any year.

Section E. The Awards Committee will make every effort to broaden the pool of applicants for all awards, with particular emphasis upon those in middle management administration.

Article XI: Positions on Public Policy

(Constitutional authority: Article I, Section B; Article V, Section B; Article VIII, Section A; Article

IX, Sections A, B, C, D, E and F)

Section A. The Council shall determine, by a two-thirds vote of its members present and voting on the topic at any regular or special Council meeting, the public policy issues which shall be studied to determine the position, if any, that the Chapter will take publicly. In determining the subjects appropriate for policy statements, the Council shall follow the guidelines adopted by the Council of national ASPA.

Section B. Prior to taking valid final action, in accord with Section E below and partially through use of the process described in Section E below, the Council must determine, by two-thirds vote of its members present and voting on the issue, that the proposed public policy statement meets each of the following criteria; failure to make such determination on each of these three (3) criteria invalidates any final action:

1. The Chapter policy position to be taken pertains to an issue or issues concerning public administration and its advancement or improvement;
2. The position to be taken will be acceptable to, and considered pertinent by, a majority of the Chapter members;
3. The position to be taken does not benefit the interests of the Chapter members representing one level of government (federal, state or local) at the expense of those representing another level of government.

Section C. The Committee on Public Policy Issues shall follow the procedures established by the Council for the guidance of the Committee in preparing statements on public policy issues. Revisions to those procedures, which shall be reviewed annually by the Council, shall require the approval of two-thirds of its members present and voting at any regular or special Council meeting.

Section D. The Committee on Public Policy Issues shall submit, for the consideration of the Council, a proposed statement on the position to be taken on any public policy issue selected for study by the Council.

Section E. The Council may make a statement of intention to take a position on a public policy issue by a two-thirds vote of its members present and voting on the topic. The Council shall direct the Secretary to distribute to each Chapter member such statement of intention, and a notice that the full text of such proposed policy statement, as prepared for formal determination by the Council, shall be available on request to the Secretary. The Secretary shall promptly provide such text to any Chapter member who requests it. The Council shall not make a determination to issue a public policy statement on an issue until (1) at least four (4) weeks, but not more than twelve (12) weeks, have lapsed since notification to Chapter members of the Council's intention to take a position on such issue, and (2) each Chapter member so requesting of the President, has an opportunity to make a presentation to the Council on the matter. The Council may adopt the proposed public policy statement as submitted or may change it prior to final action. A determination by the Council to adopt a resolution or to issue publicly a statement on policy issues shall be made by a two-thirds vote of its members present and voting on the issue at any regular or special Council meeting. The Council shall direct the Secretary to promptly distribute, to each Chapter member, the text of any resolution or

statement of position on a public policy issue that has been approved for issuance by the Council.

Article XII: Rights of Membership

(Constitutional authority: Article II, Sections A, B and C; Article III, Sections A and B; Article V, Section B; Article VI, Section D; Article IX, Sections A, B, C and D; Article X, Sections A and B); and Article XI, Section A)

Section A. Only members of national ASPA, who have elected to affiliate with the Chapter, shall be eligible for membership in the Chapter.

Section B. Chapter members shall have the right to vote in the election of Chapter officers and Council members, to be notified of the intent of the Chapter to take a position on public policy issues and of the text of any statement or resolution to be issued publicly, and to hold a position as Chapter officer, Council member or Committee Chairperson.

Section C. Chapter members shall be notified, in writing, of all Chapter meetings and programs. Timely publication of notices in a periodic Chapter newsletter to members, or by other means approved by the Council, shall satisfy these notification requirements.

Article XIII: Chapter Council Meetings

(Constitutional authority: Article IV, Sections B and D; Article V, Sections A and B; Article VI, Sections A, D and E; and Article XI, Section B)

Section A. Frequency of Council Meetings. The Council shall meet whenever duly convened by the President, but not less than ten (10) times annually, including any special meetings that may be convened in February to act on a proposed slate of candidates presented by the Nominating Committee and any special meeting that may be convened in March to act upon the recommendations of the Nominating Committee concerning independent nominating petitions, if there are any, and on appeals of determinations of nonvalidity concerning independent nominating petitions, if there are any.

Section B. Notification of Council Meetings. The Secretary shall notify all Council members: Of the time and place of such meeting, at least ten (10) days preceding each Council meeting, in writing, except that notification can be made by telephone at least three (3) days in advance of such meeting; and of the scheduled business to be considered. This notification requirement applies to all regular and special meetings of the Council; for example, any special meeting that must be convened to take timely action on recommendations of the Nominating Committee.

Section C. Parliamentary Procedures Governing Conduct of Council Meetings. The rules contained in the Scott Foresman Roberts' Rules of Order, 1980 edition, shall govern this Chapter in all cases in which they are consistent with these Bylaws and with the Constitutions of this Chapter and of national ASPA.

Article XIV: Amendment of the Chapter Constitution

(Constitutional authority: Article XI, Sections A, B, C and D; Article XII, Section B)

Section A. Methods of Proposing Amendments.

1. Proposals or petitions to amend the Chapter Constitution may be submitted subject to the following requirements:

- a. The proposal or petition must be in writing and must be submitted to the President;
- b. The proposal or petition may be submitted at any regular or special meeting, or in between meetings, of the Council; any proposal or petition received in between meetings shall be presented by the President at the next meeting of the Council;
- c. Any Council member may propose an amendment either on the member's own initiative or at the request of any Chapter member(s);
- d. Any Chapter member may submit a petition for an amendment;
- e. To be valid, such a petition must meet each of the following criteria:
 - i. It must contain, at the time of submission, at least Twenty-five (25) signatures of current Chapter members, who signed the petition during the same calendar year in which it is submitted;
 - ii. The proposed amendment, the name of each countable signer and the date of each countable signature must be intelligible to a majority of the Council;
- f. In addition to submission in writing, any such proposal shall be made by introduction of a motion; a motion for such a proposal needs to be seconded in order to receive further action; if there is no second to the motion, the proposal is deemed, for the purpose of submission at any subsequent regular or special meeting, not to have been introduced (See Section B, Subsections 3 and 4, of these Bylaws for time constraints on reintroduction of seconded motions for amendment);
- g. In addition to submission in writing, any such petition shall be introduced by a motion; any Council member may make or second the motion, but if no member volunteers to make the motion, the President shall make it; if no member volunteers to second the motion, the President shall designate an officer to second it;
- h. The President must entertain introduction of such a proposal or petition at the meeting at which a Council member or a Chapter member requests the opportunity to formally submit it, or at the first meeting after receipt of the proposal or petition, if the President receives it in between meetings;
- i. After the motion has been formally introduced, and if seconded, the President shall take appropriate action, within parliamentary procedures, with or without discussion, in accord with Section B, Subsection 1, of these Bylaws, to table the motion for discussion and/or action until a future meeting.

2. The President may refer such a petition to the Secretary to review and submit a recommendation or recommendations to the Council concerning the validity of such petition; if so referred, the Secretary shall submit such recommendation(s) at the next regular or special meeting of the Council for determination and the Council shall act on the recommendation(s) at the meeting at which it (they) is (are) presented.

3. It is desirable for a proposal or petition for amendment of the Chapter Constitution to contain the following elements to facilitate its consideration by the Council:

a. A clear identification of what part of the Constitution is affected, or, if no existing part is affected, that it is a proposed addition;

b. The suggested wording of the proposed amendment,

c. A statement of its purpose;

d. A statement of its expected impact on Chapter activities;

e. A statement of its expected impact on national ASPA and on any specialized Section(s) authorized by national ASPA.

Section B. Timetable for actions by the Council.

1. In accord with Section A above, a proposal or a petition to amend the Chapter Constitution may be received at any time; other than action to receive such a proposal and to proceed with validation activities concerning a petition containing such a proposal, and possibly some introductory discussion, if the majority of the Council so prefers, the Council shall not take further action on such a proposed amendment for at least twenty-eight (28) calendar days after its receipt, and, must take some kind of action within one hundred twenty-four (124) calendar days after its receipt; that action may be to take formal action or to defer formal action.

2. The Council must take formal conclusive action on such a proposed amendment within one hundred eighty-six (186) calendar days after its receipt; such action, which must be taken by a formal motion passed with a majority vote of the Council, may be either to approve, to disapprove, or to take no action to approve or disapprove the proposed amendment.

3. If the Council's formal conclusive action on such proposed amendment is to take no action to approve or to disapprove it, the proposed amendment may be submitted again after the following May 1, when new members take office; a vote of no action to approve or disapprove may be made only once on any specific proposal, and, if the proposed amendment is submitted again, the Council's formal conclusive action must be either to approve or disapprove it.

4. If the Council's formal conclusive action on such proposed amendment is to disapprove it, it may be submitted again after at least twelve (12) months have lapsed from the time of its receipt by the Council.

5. If the Council's formal conclusive action on such proposed amendment is to approve it, the Council shall call a special election by mail ballot for the express purpose of submitting one or

more proposed amendment(s) to the Chapter membership at large for a vote of approval or disapproval, and shall set the latest date by which the ballots shall be due, which must be at least twenty-eight (28) calendar days after the day on which the ballots are mailed.

6. The Secretary shall conduct the special election and shall certify the results to the Council at the next regular meeting following the election, or at a special meeting, if one is called for the express purpose of receiving the results of the election, and, shall deliver to the President, at that meeting, the ballots and summary count sheet showing the results of the election. In case of a tie vote, the President shall cast the deciding ballot.

7. Amendments to the Chapter Constitution shall become effective when the results of the special election are certified by the Secretary to the Council, or, in case of a tie vote, when the President casts the deciding ballot.

8. The Secretary shall publish the results of the special election in a document that is sent to every member of the Chapter; such document may be the Chapter newsletter.

9. The Secretary shall file with national ASPA a copy of any approved amendment to the Chapter Constitution and a copy of the subsequently revised text of the Constitution.

Article XV: Amendment of Bylaws

(Constitutional authority: Article V, Sections A and B; Article XI, Sections A, B, C and D)

Section A. These Bylaws may be amended by a two-thirds vote of the Council members present and voting on the matter at any regular or special Council meeting.

Section B. The Council shall direct the Secretary to send written notice of any such proposed amendment to each Council member at least ten (10) calendar days prior to the meeting at which the amendment will be considered.

Section C. The Secretary shall notify all members of the Chapter of any amendment to the Bylaws as soon as possible after its adoption by the Council.