

Charter and Bylaws

Section on

International and Comparative Administration

(As amended and approved by the National Council, April 13, 1986)

The American Society for Public Administration recognizes the development of specialized areas of interest within its membership as important to the furtherance of the purposes of the Society. Accordingly, it has granted and approved the following Charter and Bylaws for the Section on International and Comparative Administration. These are subject to the Constitution and Bylaws of the Society and to official ASPA policies regarding creation and termination of sections.

ARTICLE I. Name and Purpose

Section 1. Name: This organization shall be known as the ASPA Section on International and Comparative Administration. (It is the successor of the Comparative Administration Group of ASPA and the International Committee, whose functions were assigned to CAG).

Section 2. Purpose: Within the broad purposes of ASPA, SICA seeks to conduct programs, activities, and research within the fields of international, comparative, and development administration for those members having specialized interests in these areas. These fields include the public policy, organization and administration of other countries, international' organizations, and U.S. programs abroad as well as comparative perspectives on domestic and/or foreign public policy and administration. It also seeks to relate the international aspects of public policy and administration to domestic concerns of all members of ASPA.

ARTICLE II. Activities

Section 1. Activities: The Section on international and Comparative Administration may undertake the following activities:

1. Provide leadership to the general interests of ASPA in supporting the American Consortium for International Public Administration.
2. Publish a Newsletter periodically to disseminate and exchange information regarding activities to the Section Members.

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ARTICLE II. Activities continued

3. Organize and present workshops and panels at ASPA national, regional, and local chapter conferences and meetings.
4. Encourage and sponsor research in international, comparative, and development administration and assist or engage in the publication of findings.
5. Devise and sponsor projects promoting the exchange of persons between the United States and other countries for the purpose of attending conferences, observation, study, and research in international, comparative and development administration.

Section 2. Annual Report: The Section on International and Comparative Administration shall prepare and submit an annual report on its activities to the ASPA National Council at the time of the ASPA national conference. The report will include information on Section achievements in program and budget during the previous year and projected activities and budget for the .following year.

ARTICLE III. Membership

Section 1. Membership in the Section on International and Comparative Administration shall be open to all ASPA members who desire active association with the Section and who pay the Section dues.

Section 2. Members shall have the right to hold office in the Section; to vote for elective officers; to receive publications of the Section; to participate in all activities of the Section; and to receive such benefits and opportunities as are available through the Section.

ARTICLE IV. Officers and their Responsibilities

Section 1. The elective officers of the Section shall be the Chairperson, Chairperson-elect, immediate Past-Chairperson, and twelve members. The term of the Chairperson and Chairperson-elect, who will automatically succeed to the office of Chairperson, shall be one (1) year. The twelve members will serve staggered three- year (3) terms. These elective .officers constitute the Section Executive Committee.

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ARTICLE IV. Officers and their Responsibilities

Continued

Any vacancies on the Executive Committee of less than one (1) year will be appointed by the Executive Committee for the unexpired term of office.

Section 2. The ASPA Executive Director or his/her designate and the Council shall serve as ex-officio members of the Executive Committee.

Section 3. In consultation with the Executive Committee, the Chairperson appoints the Newsletter Editor, conference coordinators, regional and chapter liaison officers, committee and task force chairpersons. With the approval of the Executive Committee, the Chairperson shall appoint a Treasurer and Secretary for the Section. These officers may be selected among section members outside of the Executive Committee.

Section 4. The Executive Committee is responsible for the overall performance and functioning of the Section. Among its responsibilities will be the following:

- A. Determining section dues, subject to approval by the ASPA National Council.
- B. Approving section annual programs and budget.
- C. Adopting positions on issues of relevance to section concerns.
- D. Accepting donations, grants, and contracts for the Section, subject to ASPA policy regarding this matter.

Decisions shall be taken by majority vote; in case of tie, the Chairperson's vote shall prevail.

The Chairperson's responsibilities will include: providing leadership to the Section; representing the Section; chairing the Executive Committee; presiding at Section meetings; signing correspondence; supervising implementation of section programs and budget.

ARTICLE V.- Elections

Section 1. All members of the, Section on International and Comparative Administration shall have the right to vote for, and to be nominated to, Section elective offices.

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ARTICLE V. Elections

Continued

Section 2. The following election procedures shall be followed:

- A. The Chairperson will appoint a Nominating Committee of five (5) members at least four (4) months prior to the annual Section meeting;
- B. The Nominating Committee will receive nominations and publish a slate of candidates at least three (3) months prior to the annual Section meeting;
- C. The Nominating Committee will receive additional nominations from the petition process up to two (2) months prior to the annual Section meeting such additional nominations to be signed by 25 members of SICA and accompanied by a statement from the nominee expressing interest and willingness to serve the Section;
- D. Ballots will be mailed out at least one (1) month prior to the annual Section meeting;
- E. New officers will be announced at the annual Section meeting; and
- F. Newly elected officers will assume office at the annual Section meeting, to be held in conjunction with the ASPA National Conference.

ARTICLE VI. Finances and Administration

Section 1. Grants and Contracts: The ASPA National Council is responsible for approving, receiving and auditing grants or contracts solicited by the SICA. As a tax exempt non-profit educational organization, ASPA is qualified to receive designated donations (on a tax deductible basis for the donor) for the programs and activities sponsored by SICA. An overhead charge may be applied to the grants and contracts which are administered by the ASPA National Office.

Section 2. Accounting Models: SICA dues, enrollment fees and other revenues shall be collected and quarterly allocated to the Section by the ASPA Executive Director. The Section may opt to maintain its own financial records, checking and savings accounts, and be responsible for all financial transactions. In this case, it shall follow such accounting procedures as may be specified by ASPA's

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ARTICLE VI. Finances and Administration

Continued

Finance and Administration Committee and shall furnish an annual audit report to the National Council. Or it may choose to purchase such financial services from the ASPA National Office. In the latter case, the ASPA Executive Director shall maintain separate accounting records for SICA and shall provide periodic reports, at least bi-monthly, to the Section Chairperson, or as mutually agreed

If SICA purchases financial services from the ASPA National Office, an annual fee will be charged against the Section to defray the servicing cost; the fee shall include a flat rate levied equally on each section, plus a variable rate, the amount of which will depend on the number of spending transactions performed for each section. The flat and unit transaction rates will be determined annually by the Executive Director and announced at the ASPA National Conference for the following fiscal year.

Section 3. Change of Accounting Model: SICA may opt to change the accounting model by decision of the Executive Committee. For the change to take effect in the following year, the ASPA Executive Director shall be notified of the desire for change at least two months before the new fiscal year begins.

Section 4. Administration and Support: SICA shall be responsible for the administration and support of its programs and activities. A program, budget, and work plan shall be prepared and approved by the Executive Committee every year for the coming year. Section responsibilities may include scheduling section meetings running Section elections, organizing program sessions during ASPA's national, regional and local chapter conferences and meetings, preparing and distributing section brochures, producing newsletters and publications, developing and conducting membership campaigns, as well as maintaining meeting and financial records.

The ASPA Executive Director shall provide the SICA with periodic membership rosters and labels, ASPA handbooks and membership brochures and application forms, ASPA officers newsletters, and any other appropriate information.

In addition, the ASPA Executive Director shall organize workshops on section administration and development whenever needed, and shall provide coordination and linkage between SICA and other ASPA organizational components.

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ARTICLE VI. Finances and Administration

Continued

Section 5. Purchase of Administrative Services: SICA may wish to purchase specific services occasionally from the National office (such as handling of sale of section publications for example). Services and their respective costs shall be negotiated between the ASPA Executive Director and the Section Chairperson.

ARTICLE VII. Meetings

Section 1. General Membership Meetings: A general membership meeting of SICA will be held at least annually at each ASPA National Conference, and may be held elsewhere at other times of the year

Section 2. Executive Committee Meetings: The SICA Executive Committee shall meet at each ASPA National Conference and at such other times as may be conveniently arranged by the Chairperson.

Section 3. Other Meetings: The Executive Committee may arrange for regional special or other meetings of SICA or its committees at such times and places as appropriate. Funding for all meetings will be limited to amounts budgeted, unless special additional funds are made available from other sources.

ARTICLE VIII. Amendments

Section 1. Substantive changes in this Charter and Bylaws may be voted upon by the section membership at the annual section meeting or through mail ballot and shall then be referred to the National Council. If interim action appears necessary, the SICA Executive Committee may submit amendments to the ASPA National Council.

Section 2. Clarifying changes which are in accord with policies of the National Council and which the Executive Director of ASPA and the Section Chairperson consider desirable may be made in this Charter and Bylaws from time to time without referral to the National Council. Such changes shall then be referred to the SICA membership for information with reasons for changes.

ADOPTED BY THE SICA MEMBERSHIP AT ITS ANNUAL MEETING ON APRIL 3, 1979 AT THE LORD BALTIMORE HOTEL, BALTIMORE.

APPROVED BY THE ASPA NATIONAL COUNCIL AT ITS MEETING ON APRIL 4, 1979 AT THE BALTIMORE HILTON HOTEL, BALTIMORE.

MEMORANDUM OF AGREEMENT BETWEEN THE
AMERICAN SOCIETY FOR PUBLIC ADMINISTRATION
AND THE ASPA SECTION ON
INTERNATIONAL AND COMPARATIVE ADMINISTRATION

(As amended and approved by the National Council, April 13, 1986)

In accordance with the basic policy on ASPA-Section relationships adopted in December 1978 by the ASPA National Council, the attached revised Charter and Bylaws for the ASPA Section on International and Comparative Administration has been approved by the ASPA National Council. The following is the memorandum of agreement between ASPA and SICA.

I. Membership: All members of SICA must be individual members of ASPA and pay the annual dues appropriate to their class of membership and the annual dues of the Section as set by the Executive Committee with the approval of the ASPA National Council.

II. Subscribers to SICA Newsletter and Publications:

Deleted

III. Finances: SICA dues, enrollment fees, and other revenues are collected and allocated quarterly to SICA by the ASPA Executive Director.

Financial services to SICA are provided by the ASPA National Office. These include the maintenance of separate accounting records, the provision of monthly financial statements and the disbursement of funds as authorized by the SICA Chairperson in accordance with the SICA budget as adopted by the SICA Executive Committee.

In return for such services, SICA will pay ASPA an annual flat fee and a fixed charge for each spending transaction performed. The rates of such a fee and charge for FY 1980 are \$250.00 per year and \$5.00 per check issued.

SICA may change the above accounting model and provide for its own accounting services. In such case, it will notify the ASPA Executive Director of the desire for change no later than May 31 in the same year that the change is to be effective starting July 1. An amendment to this memorandum of agreement will then be signed by the ASPA Executive Director and the SICA Chairperson on behalf of the Section.

IV. Administration: SICA is wholly responsible for the administration and support of its programs and activities, as specified in Article VI, Section 4 of the SICA Charter.

The ASPA Executive Director will provide SICA with periodic membership rosters and labels, ASPA handbooks and membership brochures, application forms, ASPA officers newsletter, membership records, and any other appropriate information. In addition, the ASPA Executive Director will organize workshops on Section administration and development and will provide coordination and linkage between SICA and other ASPA organizational components.

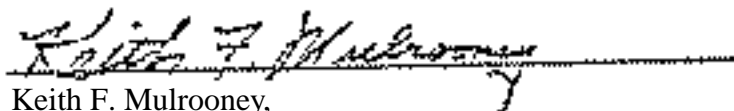
SICA may purchase specific services occasionally from the ASPA National Office upon negotiation with and agreement by the ASPA Executive Director as to the service (s) and costs involved.

V. Program Areas for SICA: Any member of ASPA who joins SICA by paying the Section dues may participate in any and all SICA programs and activities. SICA will establish such committees, subcommittees, and other work groups as are necessary to carry out its programs as it deems desirable, provided expenses incurred for such activities in any one year do not exceed the balance available, except when special grants or other additional resources are developed to cover these costs.

VI. Annual Report: SICA will submit annually a written report on its past year's activities and coming years program and budget to the National Council at the time of the ASPA National Conference.

AGREED

For the National Council of the
American Society for Public Administration



Keith F. Mulrooney,
Executive Director

27 July '79
Date

For the Section on International and Comparative Administration



Jean-Claude Garcia-Zamor
Chairman, SICA

2 August 79
Date

Note: Amended by Council Resolution, April 13, 1986.