

BYLAWS

SECTION FOR WOMEN IN PUBLIC ADMINISTRATION

ARTICLE I: NAME

The organization shall be known as the Section for Women in Public Administration.

ARTICLE II: PURPOSE

The Section for Women in Public Administration honors the achievements of women in public administration, and encourages the professional development of women teaching in the field and practicing as public administrators.

ARTICLE III: MEMBERSHIP

Section 1. Membership in the Section shall be open to any member in good standing of the American Society for Public Administration who desires active participation in the Section.

Section 2. Dues shall be set by the Board of Directors and approved by the National Council.

Section 3. Honorary membership may be awarded from time to time at the discretion of the Board of Directors.

ARTICLE IV: OFFICERS

Section 1. The Officers of the Section shall be a Chair, Vice Chair, Treasurer, and Secretary, whose terms shall be one year. The Chair and Vice Chair may serve two consecutive terms, if the Board determines that to do so is in the best interest of the Section. The Vice Chair has the right of succession. The Treasurer and Secretary may serve consecutive terms.

Section 2. The Chair, Vice Chair, Treasurer, and Secretary shall serve as the Executive Committee, which is authorized to act in place of the full Board on any matters arising between scheduled meetings that require immediate attention. Any actions taken by the Executive Committee shall be reported to the Board and read into the minutes of the next meeting.

Section 3. The Chair shall set the agenda, call and preside over meetings, present the annual budget to the Board for approval and manage all transactions with National Office. The Chair shall manage the business of the Section in consultation with the Board.

Section 4. The Vice Chair shall act in the absence of the Chair.

Section 5. The Treasurer shall maintain accounts, prepare the budget in concert with the Chair, present the financial records for annual audit, record receipts, charges and disbursements, and file reports to be reviewed by the Board.

Section 6. The Secretary shall ensure that Board meetings are properly recorded and shall work with the Archivist for the purposes of preserving the Section's institutional memory and ensuring that the events of the year are properly passed on to the new leadership team.

ARTICLE V: BOARD OF DIRECTORS

Section 1. The Board of Directors shall consist of fifteen (15) voting members, comprised of no more than nine (9) members of the Section to serve three-year, staggered terms, one (1) student member to serve a two-year term, and the Chair, Vice Chair, Immediate Past Chair, Treasurer, and Secretary. Board members may serve no more than two consecutive terms, unless the Board accepts the nominating committee's finding, after diligent effort, of no available candidate.

Section 2. Vacancies occurring during the year shall be filled by the Chair in consultation with the Board. In the event of a Chair vacancy, the Vice Chair shall move to that position and the Vice Chair position shall remain vacant until the next scheduled election.

Section 3. The President and Executive Director of the Society, the Section's Liaison from National Council and the Archivist shall serve on the Board in an ex-officio capacity.

Section 4. Board members are expected to participate in all meetings and internet-based discussions, chair or serve on at least one committee, and remain members in good standing. Board members may, upon prior written notice, be removed by the Executive Committee after two unexcused absences or not fulfilling the duties associated with the office.

Section 5. An Archivist shall be appointed by the Chair and serve at the pleasure of the Board. Records to be maintained in the Archives shall be designated and forwarded to the Archivist.

ARTICLE VI: MEETINGS

Section 1. Annual Meeting of the Section shall be held at each National Conference of the Society.

Section 2. The Chair shall also convene meetings of the Board of Directors to occur coincident with mid-year meeting of National Council and at each National Conference of the Society. These regularly scheduled meetings may be cancelled only through a majority poll of the Board.

Section 3. Additional meetings of the Board or committees may be called as may be deemed appropriate.

Section 4. The conduct of the meetings shall be governed by Roberts Rules of Order. Parliamentary discretion shall be vested in the Chair. The Chair shall recognize all attendees wishing to be heard, and shall grant the floor except in the discussion of a motion.

ARTICLE VII: APPOINTMENTS

The Chair may make appointments to ad hoc positions and committees as necessary to carry out the business of the Section. Committee Chairs are members of the leadership team and invited to participate in all Board meetings. Committee Chairs who are not Board members do not have voting privileges.

ARTICLE VIII: ELECTIONS

Section 1. Eligibility. Members of the Section may be nominated for the Board of Directors. To be eligible for nomination for Vice Chair, a member must have served the Section in some other capacity for at least one year.

Section 2. Nominations. The Chair shall appoint a nominating committee to solicit and receive nominations for Board positions, including Vice Chair, Treasurer, and Secretary. The nominating committee shall be chaired by the Immediate Past Chair. Nominees should be geographically and otherwise representative of the diversity of the Section. The nominations slate shall be presented to the membership prior to the Annual Meeting.

ARTICLE IX: VOTING

A simple majority of Board members present and voting is necessary for passage of all motions.

ARTICLE X: AMENDMENTS

These by laws may be amended by two-thirds of the Board members present, and may be approved by a majority of the Section members present at the Annual Meeting of the Section, or by a majority of those voting through electronic or mailed ballots. All amendments shall be referred to the Society for approval.

###

Adopted July 15, 2003

Ratified by National Council November 16, 2003.

Amended by SWPA Membership Meeting, April 2, 2006.