

POLICIES AND PROCEDURES FOR CONDUCT OF BUSINESS FOR THE
SECTION FOR WOMEN IN PUBLIC ADMINISTRATION
AMERICAN SOCIETY FOR PUBLIC ADMINISTRATION

Approved by the Board – April 1, 2006

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A. ADMINISTRATION

A.1. EXECUTIVE COMMITTEE

The Chair, Vice Chair, Secretary, and Treasurer are the Officers of the Section as provided for in the bylaws. The Officers shall also serve as the Executive Committee.

The Executive Committee led by the Chair shall be responsible for the day-to-day administration of the Section, and shall be empowered to take action on matters between scheduled meetings of the Board. The full Board should be notified of such action as soon as it is taken.

A record of all proceedings must be kept for business and archival purposes.

The Executive Committee may handle its communications and unscheduled meetings electronically including voting on matters of timely concern. Where practical, the use of conference calls may be appropriate.

Minutes of all meetings will be kept and circulated to each member of the Board of Directors.

A majority vote is required on all matters before the Executive Committee.

A.2. BOARD OF DIRECTORS

The Board of Directors of the Section shall number fifteen (15) as provided for in the Bylaws.

The Board members must fully participate in the leadership of the Section and must attend two regularly scheduled meetings held in the Fall, generally in Washington, D.C. at National Headquarters, and in the Spring, during the Society's Annual Conference, consistent with the meeting schedule of National Council.

Members are expected to maintain close contact throughout the year in order to assure currency with all Section business.

Seasoned Board members are expected to chair committees to which the Section Chair assigns them. All members will be assigned to committees.

Other responsibilities include contribution of news and/or articles to the section newsletter; *Bridging the Gap*; promotion of section goals; and new member recruitment.

The Board will also be responsible for setting policy and goals for the year, determining dues, evaluating bylaws every five years or more frequently, if required, suggesting committee appointments, assisting in filling vacancies and with the advice and counsel of committee chairs approving event and program planning. From time to time other business may include possible publications and the Section's role in public policy issues.

The Board must also approve the budget before any expenditures may be made.

In the event that a Board member is unable to attend a meeting, they must notify the Chair immediately. The Chair will attempt to arrange a conference call, so that participation may be assured. Cost of the conference call will be the final determination on whether to provide participation by conference call.

In addition to two scheduled meetings a year, the Chair may schedule additional meetings of the Board as needed.

A 3. APPOINTMENTS

As provided in the bylaws, the Chair is charged with making appointments to committees and task forces and other groups for which an election is not required.

Standing Committees are:

- Executive
- Finance
- Audit
- Nominating

Other Committees which may be appointed are:

- Membership
- Bylaws and Policy
- Communications
- Hall of Fame Awards
- Professional Development
- National Conference Events

Every Board member has at least one specific assignment. Appointments are for one year, but may be renewable.

Committee work is not limited to the Board and appointments to committees may include others from the membership.

A 4. VACANCIES

Vacancies occurring on the Board because of resignation or inability to continue will be filled by the Chair with the approval of the Board of Directors for the remaining period of time until the next annual election.

If such vacancy occurs within three months of that election, the position may remain open unless the Board determines otherwise.

Responsibilities of that Board member may be temporarily reassigned by the Chair of the Section.

Should a member of the Board be deemed not fulfilling responsibilities, that person should be contacted by mail by the Chair to determine why the responsibilities have not been handled and whether the member desires to continue on the Board. The Chair will provide the response to the Board and upon a majority vote, the member may be retained if satisfactory information is provided. Otherwise, the Board shall vote to remove the member from the Board. The Chair will notify the member of the outcome.

A.5 MEETINGS

A.5.a. BOARD OF DIRECTORS

Two regularly scheduled meetings of the Board are called for the Board. The midyear meeting, generally in Washington, D.C., is held in conjunction with the National Council midyear meeting schedule. The Annual Board meeting is held during the Society's Annual Meeting held in various venues throughout the United States.

Board members are expected to attend both meetings. The midyear board meeting attendance may be by conference call. Any Board member missing two consecutive meetings will be notified by the Secretary, if contact has not already been made or excuses accepted, within 30 days after the second absence. The notice will be to inform the member that they are in violation of attendance requirements and have 30 days to contact the Chair as to why they missed two consecutive meetings without notification.

A.5.b. EXECUTIVE COMMITTEE

Meetings of the Executive Committee may be held in person, telephonically, or by email at the call of the Chair. Minutes will be taken of the meeting and transmitted to the Board.

A.5.c. MEMBERSHIP

The Annual Meeting of the membership will take place during the Society's Annual Conference. Notice well in advance will be provided through the Section's newsletter and electronic mail.

If issues are anticipated that require a vote of the membership, notification together with all supporting documentation must be in the hands of the Members no later than two weeks in advance of the scheduled meeting.

A.6. VOTING

Matters before the Board for a vote, will be passed/failed by majority with the exception of bylaw amendments which require a two-thirds vote of the members present.

Secret votes of the Board of Directors are not allowed.

A roll call of a vote may be requested by any member of the Board.

The motion will be read back by the Secretary before the vote is taken.

A.7. REPORTS

The Chair is required to advise the membership of Committee Chair appointments by written report at the start of the term of office. It shall be published in the Section newsletter, *Bridging the Gap*. A copy of the notification shall be maintained in permanent archival files.

The Chair will prepare both a mid-year and annual report on the Section for presentations at each of the two scheduled meetings of the Board, and for the Annual Meeting of the Membership.

Publication of an article or synopsis of the reports should be included in the next Section newsletter for the benefit of those unable to be present.

In addition, as a condition of providing the Section's officers with indemnification, the Chair must furnish the Society (ASPA) the following reports:

Annual Report
List of Officers
Work Plan for the year
Financial statement for the fiscal year ending December 31.

A.8. ARCHIVES

In the interest of preserving the history of the Section, a system of archives will be maintained. An Archivist with the appropriate skills shall be appointed by the Chair every three years. The primary skills required are: 1) experience in record keeping in an organization that included determining records retention schedules, 2) intimate knowledge of the operations and history of SWPA, 3) availability and knowledge of technological means to store materials electronically.

It is incumbent on Officers of the Section to assure that all documents, surveys, newsletters, reports, lists of Board members and Officers, ballots, awards, minutes, agendas, news releases and clippings, copies of bylaws and charter, publications and other papers of significance be forwarded to the Archivist. Also maintained will be albums and photographs.

The material will be made available on request of interested Section researchers and a record shall be kept of access granted/denied.

Selected material will be available on the Section web site. A survey will be prepared by the Archivist in consultation with the Chair to be distributed to all previous chairs and current Board for input on material to be included in the electronic and hard copy Archives.

There will be a periodic review to determine additional materials that need to be added to the Archives.

A.9. CO-SPONSORSHIP

The Section may be asked to co-sponsor events, both at National conference and through chapters. In all cases, the decision will be made by the Board of Directors.

In the case of external requests, careful consideration should be made of the purpose and that the organization has a mission compatible with those of the Section and the Association, and that it is non-political nor partisan.

A request for event co-sponsorship should be made in writing describing the event with potential audience, cost, location, dates, speakers and contact numbers. In addition, if a fee or donation to the event is to be charged to SWPA, attribution of that fee should also be indicated and considered in the Board's decision.

A.10. BYLAW REVIEW

As a regular practice, the bylaws of the Section will be reviewed at least every five years by a committee appointed by the Chair for that purpose. However, this is not meant to discourage a more frequent review, if required.

Amendments will be presented to the Board and then to the membership for consideration on a schedule consistent with bylaw requirements. This includes prior notification of the membership.

A.11. DUES

Dues for membership in the Section are charged and payable consistent with the Society's billing date. Any change in dues shall be set by the Board of Directors and forwarded to National Council for approval, to be effective at the next billing cycle.

Membership in SWPA shall be contingent on the timely payment of dues to the Society as well as the Section.

A.12. DIVERSITY ISSUES

The Section has no separate policy statement on Sexual Harassment and Affirmative Action but instead opted to adopt the Society's policies as its own. A copy of those policies are included as Appendix I.

B. FINANCE

B.1. FINANCE COMMITTEE

The Finance Committee, chaired by the Treasurer, will commence its work immediately upon appointment. In addition to the Treasurer, the Committee will be composed of the members set forth in the by laws.

The fiscal year of the Section shall be January 1 through December 31 of each year consistent with the Section Charter.

The Finance Committee is responsible for all financial planning of the Section. The Treasurer will have responsibility for managing all financial transactions of the Section, including bank accounts, investments, receipts and disbursements, and records of each activity.

The Committee will monitor the budget, and will prepare monthly reports for the Chair.

The Chair of the Finance Committee will submit a report to the Board of Directors at each regularly scheduled meeting. The Treasurer will submit an annual financial report to the National ASPA office.

B.1.a. BUDGET

The Finance Committee will prepare a craft budget for the next calendar year. The Committee will develop deadlines for submission of budget items (budget calls) and advise all committees of deadlines.

Committees anticipating expenditures will submit their funding requests to the Finance Committee for consideration.

The draft budget will be submitted to the Chair who will review and present it to the Board of Directors for approval.

The budget will show anticipated income and expenses by line item.

Amendments to the budget during the fiscal year may be made only after the request with appropriate explanation is made to the Finance Committee and approved by the Executive Board.

B.1.b. DISBURSEMENTS

Reimbursements and vendor payments will be made only on budgeted expenditures. Documentation and bills must be submitted to the Treasurer for payment in a timely manner.

In the event of unanticipated expenditures, the Committee Chair will make the request to the Section Chair and must be approved by the Executive Committee.

The Treasurer will make reimbursement within thirty days of receipt of full documentation. Reimbursement forms are available from the Treasurer.

B.1.c. BANKING

The Section will maintain appropriate financial accounts in an FDIC insured institution. All accounts will be overseen by the Treasurer, who is authorized to transfer funds between accounts with notification to the Chair. The Treasurer will make deposits into the appropriate account.

The Treasurer and Chair of the Section are authorized to sign checks for approved expenditures.

Authorization documentation by the Section must be filed with the designated financial institutions and signed by the Secretary of the Section.

B.1.d. SPECIAL ACCOUNTS

Special accounts may be designated on request of the Finance Committee and by a vote of the Board of Directors to accommodate dedicated funds, and they shall be segregated from regular accounts. Revenue shall be kept in interest-bearing accounts and only used for the designated purpose. With appropriate approval and documentation, the Treasurer may make any transfers to the checking account for expenses as needed.

Separate and complete records must be maintained for all accounts.

B.1.e. FEDERAL EXEMPTION

The Treasurer is authorized to furnish National Office by August 31st of each year a written request that the Section be included in the group exemption status report to the Internal Revenue Service.

B.2. FUNDRAISING

Reserved for later. Include purpose, how, where money goes.

B 3. AUDIT COMMITTEE

An annual audit will be conducted not more than sixty days following the close of the calendar year.

A committee appointed by the Chair will conduct the audit, convened for that purpose only and shall consist of a minimum of two members of the Section, not members of the SWPA Finance Committee. One member of the committee will be from the Society Finance Committee and is not required to be a Section member.

If the Treasurer is unable to complete the term of office, an audit must be conducted within twenty days of departure.

Copies of the audit will be provided to the Chair and transmitted to the Board within five days. After the audit is accepted by the Board, the Chair will provide an audit statement to ASPA National Office.

C. PLANNING

C.1. WORK PLAN

The Chair in consultation with the Vice Chair, will develop a work plan for the year's program which will address the goals and mission of the Section. It should be a cohesive program so that resulting progress may be measured. The work of all committees should be carried out consistent with the work plan.

The work plan will be provided to the Board at the Annual Meeting of the Board for approval and submitted to the Society with the reports required to be submitted annually.

The activity of the work plan should engage the Board throughout the year. Any specific events should also be consistent with the plan.

The Chair will present a written and oral progress report on the work plan at the mid-year Board meeting and at the Annual Meeting of the Board.

It is anticipated that the next year's work plan will build on that of the previous year, even if leadership or membership changes.

C.1.a. ANNUAL CONFERENCE PROGRAM

In consultation with the ASPA National Conference Program Chair, the Section Chair shall appoint a member of the Section to be the Section's liaison to the Conference Program Committee. The purpose of this liaison is to assure that a representative number of gender related sessions are approved and that women are represented proportionate to their membership in the Society on the Conference Program.

C.2. EVENTS

C.2.a. ANNUAL MEETING

In compliance with Section bylaws, an Annual Meeting of the Section membership will be scheduled each year coincident with the Annual Meeting of the Society. The Chair and Vice Chair will coordinate the time and agenda for the meeting. Notice of the meeting will be published in the newsletters of the Section and the Society and electronically to all members of the Section.

The Chair will present an annual report and call for reports from the Treasurer and each of the Committees. An agenda will be made available to each member present as well as the minutes of the previous Annual Meeting for which the Chair will seek adoption. In addition to scheduled agenda items, there should be an agenda item for New Business so that members may bring forth their comments.

The results of the election of new officers and members of the Board will be made as part of the business of the meeting.

The Vice Chair and new Board will be presented at the end of the meeting. The Vice Chair will assume the Chair position at the end of the last SWPA event at the conference.

In matters requiring a vote, a majority of Section members present and voting will rule, unless a change in bylaws is presented which requires a two-thirds vote of the members present and voting.

C.2.b. ANNUAL BREAKFAST

An Annual Section Breakfast Meeting has become a tradition, open to all ASPA members and their guests. The Chair will assign a member of the Board as Chair of a committee and to assume lead responsibility for planning including logistics, food service, program, printed materials, and staffing. A committee of not less than six members will be appointed by the Section Chair.

The Finance Committee will set the fee and coordinate with the Society's Finance Director on collections. Previous records on cost and attendance will be used in setting the fee. The Finance Committee will determine who will receive complimentary registrations. At a minimum, the guest speaker, Hall of Fame awardees, and scholarship recipients will receive complimentary registrations.

Advance publicity will be handled through the Communications Committee, including newsletter notices and conference packet flyers. The Communications Committee Chair will serve on the planning committee.

The event will serve as a forum for an invited speaker of significant accomplishment. The Hall of Fame Awards and Scholarship Awards will be part of the program. Each awardees will be invited to make short remarks.

A budget for the breakfast must be included in the approved annual budget of the Section and show anticipated revenues as well as expenditures.

C.2.c. EXHIBIT BOOTH

The committee that plans the breakfast meeting will also be responsible for designing the exhibit booth and work with other committees to provide the necessary handouts and information. At a minimum, SWPA ribbons, SWPA brochure, ASPA membership forms, small quantity of Bridging the Gap, and banner will be available. It is suggested that some giveaway item(s) be available. The committee will be responsible for staffing the booth along with Section volunteers. Shifts should be two hours and allow for a 15 minute overlap.

D. MEMBERSHIP

D.1. MEMBERSHIP COMMITTEE

The Section Chair will appoint a Membership Committee that will take responsibility for developing a plan for retention and recruitment for the Section. The Committee may make recommendations to the Chair on new policies to assure the success of the plan.

Recommendations may include suggested publicity, outreach surveys, campaigns, and marketing. The plan will also include a budget estimate. The membership plan will be approved by the Board of Directors.

Both goals and strategies should be contained in the plan. Reports are expected at each of the two regular meetings of the Board. The entire Board should be involved in the membership recruitment and retention effort.

The Committee shall maintain demographic records and periodically evaluate their progress.

The Committee will take an active role assuring welcome to new members and suggesting opportunities for new policies. The Membership Committee will provide a letter of welcome to all new members on behalf of the Officers and Board of Directors. It will include but not be limited to current Officers and Board, schedules of meetings, list of committees and invitation to join one, and information on the upcoming National Conference to the extent that is available. Welcome letters to new members should include a request for an email address if not already indicated.

The Committee shall send a letter to any member who has not renewed their dues within two months of expiration to determine reason for non-renewal and urge consideration of renewal. A short survey may be designed for this purpose.

Literature in support of membership plan implementation should be developed in cooperation with the Communications Committee.

Progress reports will be made at each of the two scheduled meetings of the Board of Directors.

D.2. MEMBERSHIP LIST

A computerized list of Section members is maintained and kept current by staff of the Society. The Membership Committee will access the list on a regular basis to determine current membership levels and other information needed to carry out their duties.

Access to ASPA and Section members is limited to members and staff. No list or name of individual members will be furnished to non-members. Members are not free to use the list for other than Section-related communications.

E. COMMUNICATIONS

E.1. COMMUNICATIONS COMMITTEE

The Communications Committee will have charge of all forms of communications for the Section including publicity, publications, web page and media relations. The Committee will develop an agenda, consistent with the plans approved by the Board of Directors.

The Committee will include the Chair, the Managing Editor of *Bridging the Gap*, the Web Master, and other members appointed by the Section Chair.

The Communications Committee, will have responsibility for publications oversight including planning, scheduling, reviewing bid proposals for communications activities when appropriate, monitoring production, final draft approval, and publicity. Drafts of all publications should be reviewed for approval by the Chair of the Section.

If new publications are anticipated, the Communications Chair may appoint a member to that responsibility. In the past, the Section has produced a video, published membership books and other printed material.

The Committee's work should begin as soon as the Chair is appointed, with a plan prepared and presented to the Section Chair on a mutually agreed date. Thereafter, reports by the Committee Chair will be expected at each of the two regularly scheduled meetings of the Board.

E.1.a. NEWSLETTER

The Section's newsletter, *Bridging the Gap*, will have a Managing Editor in charge who will serve on the Communications Committee.

The Managing Editor will have her own assistants, including a News Editor, Feature Editor, and Book Review Editor each of whom will assist in soliciting news and articles for publication. Section members having specific experience in these areas, should be encouraged to be included on the newsletter staff.

Bridging the Gap will be published at a minimum three times a year with issues soon after the Annual Meeting, again in the fall, and an issue prior to Annual Meeting.

The newsletter will be circulated to all Section members by email. In the event that a member requires a hard copy, it may be requested by the member.

E.1.b. EDITORIAL POLICY

The Managing Editor will have final responsibility for editing and production of the newsletter. Each edition will be dated by month and year, rather than by season for consistency in archiving.

The newsletter is read by Section members and others who have a wide variety of interests. Matters of editorial content should therefore appeal to both the practitioners and members of the academic community, to new members in the field as well as those more senior.

No article shall consist of more than 500 words. Lead articles shall include a short letter from the Chair and a significant item of news. Officers and members of the Board shall be listed in each edition for purposes of contact and membership promotion.

Section committees may request space to assist in their goals, including recruitment of new members, soliciting candidates for election, for awards and scholarships.

Following Annual Meeting and the Awards ceremony, photographs and a release to the newsletters of the Section and the Society will be the responsibility of the Communications Committee. Since the newsletter is transmitted electronic, special attention must be given to inclusion of photographs so that their size is minimized.

Articles on policies and legislation affecting women, in particular women in the public sector will be featured.

It is emphasized that nothing be published that is not consistent with the goals and mission of the Section and the Society. The Section Chair or Vice Chair shall review each issue before it is published.

E.1.c. WEB PAGE COORDINATOR

A web page will be maintained in coordination with the National Office. A web page coordinator for the Section shall be appointed to maintain the currency of the information and to remain in continuous contact with those responsible at the National Office. This will also require continuous communications among all committee chairs and the Section Chair. The web page coordinator will serve as a member of the Communications Committee.

The web page coordinator will work with the Archivist and National Office to include pertinent archival materials on the web page.

E.1.d. PUBLICATION COSTS

All anticipated financial needs shall be included in a budget estimate submitted to the Finance Committee. It is imperative that careful records be kept on every cost and in a very timely manner so that our obligations may be handled efficiently. If costs are incurred external to the section when publications are produced, each cost must be substantiated not only with an invoice but it must be approved for payment by the Chair of the Committee by signature, and forwarded to the Treasurer for payment, with a copy to the Section Chair.

E.1.e. OUTREACH

The Communications Committee in consultation with the Membership Committee will develop plans to reach and involve members on a continuing basis to further goals, identifying a manageable commitment for the year. The Communications Committee Chair will serve on the Membership Committee.

If releases or advertisements are anticipated for PA Times, they should be planned by the Committee in consultation with the Chair of the Section. It is imperative that all communications be coordinated and closely controlled as a policy so that our message is consistent. The speaker for the Section will be the Section Chair, unless designated otherwise.

E.2. ELECTRONIC COMMUNICATIONS

The use of electronic mail (email) shall be appropriate in the regular conduct of business of the Section by the Executive Committee, the Board of Directors, and the Committees.

For membership mailings, careful note should be made that all members of the Board have access. In the unlikely event that there is any exception, those persons shall receive information by mail or telephone to assure that they have been kept current.

The circulation of the newsletter will be by email with hard copies going to those who request them. Newsletters may be accessed by members on the Section's web page.

F. ELECTION PROCESS

F.1. NOMINATING COMMITTEE

The Nominating Committee, will be chaired by the Immediate Past Chair of the Section, as provided by the bylaws. The Vice Chair shall serve on the committee with one additional member appointed by the Section Chair.

The Committee will begin its work by ascertaining members' terms and anticipated vacancies. Recruitment and outreach to membership will begin four months prior to the National Conference with an announcement in *PATimes* and by email to all members of the Section with a deadline not less than three months before the National Conference. A Nomination form will be developed to be used for all nominations. The Committee shall meet not less than two months prior to the National Conference.

Careful consideration shall be given to demographics of nominees, such as geographic, professional position, age, and experience in ASPA and the Section. Though not required, it is recommended that the Vice Chair position be rotated between academic and practitioner.

A letter, or email, if appropriate, advising candidates of nomination should be sent by the Nominating Committee Chair requesting a return confirmation of agreement to serve if elected. The letter should include all the requirements of the position. It is important that each nominated candidate verify her interest in seeking the position, and understand fully the responsibilities and expectations. The term of office should be clearly stated. The Chair of the Section will be kept current on the progress of the Nominating Committee.

F.2. VOTING

The election of Officers and Board of Directors shall take place candidates at annual membership meeting each year, timed so that votes may be tabulated and announced at the end of the meeting.

The Nominating Committee will prepare the slate of nominees which will be provided every member of the Section four weeks prior to the National Conference, with instruction that the election will occur at the membership meeting at the National Conference.

Majority will rule in the election. In the case of a tie in a competitive election, the Executive Committee will make a determination of protocol. The Secretary will report the resulting vote count to the Section Chair, who will notify the successful candidates.

G. AWARDS

G.1 HALL OF FAME AWARDS

Three recognition awards referred to as the Hall of Fame Awards are made each year at the Annual Breakfast of the Section. These awards are named for women who were outstanding in their fields and former leaders, now deceased. The criteria for each award is as follows:

Joan Fiss Bishop Award: To an individual who, by example and action, has promoted increased participation of women in the public administration profession, exhibits a defined contribution to increased involvement in the- public sector, innovative leadership and accomplished professionalism in the individual's own public sector career, and commitment to the public administration profession through membership in American Society for Public Administration.

Julia Henderson Award: For outstanding service to the Section. Nominee must have served the Section for several years, have made a demonstrated impact on the work of the Section, and is a current member in good standing.

Rita Mae Kelley Award: This award recognizes outstanding research contributions to gender related issues. It is not a requisite that the nominee be a member of the Section or the Association, but shall have performed research on an issue significant to the role of women in -public administration and shall have made an impact through that research on women's lives.

The Committee will have responsibility for making recommendation to the Board for all three awards and in addition to the Chair; will consist of two members for each award and. the Chair of the Communications Committee. Timing of Annual Meeting will determine the schedule for solicitation and recommendations. The announcement for nominations for the awards will follow the same schedule as the Society awards and appear in Society publications and be transmitted electronically to all Section members. The announcements will include the award name, criteria, deadline for submission, and previous winners. Publicity may be enhanced by a short article in PA Times.

If recipients are able to attend, they are requested to make a short acceptance speech at the Annual Breakfast.

Follow up coverage in both PA Times and Bridging the Gap, with photographs, should be submitted for publication, immediately following the event.

If there are no recommendations for an award or nominees do not meet the award criteria, the Section will refrain from making that award until the following year.

H. PROFESSIONAL DEVELOPMENT

H.1. PROFESSIONAL DEVELOPMENT COMMITTEE

Consistent with the goals and mission of the Section, the Professional Development Committee will be charged with developing a plan to provide professional development for members, including training, access to information relevant to education, workshops, panels, speakers and employment opportunities as well as other innovations.

Use of the Section's web page will be critical to this effort. The newsletter should also be included. The Book Review Editor of the newsletter may be included on the Committee for guidance in selecting occasional reviews that enhance professional development for both practitioners and the academic community, for new professionals as well as those who have been in the work force for some time.

A demonstration of our continuing commitment in the area of professional development is the grants and scholarships awarded each year.

The Committee will develop a plan to address its charge, so that progress may be reported at the mid-year meeting of the Board, and again at the Annual Meeting. The plan should be developed as a “work in progress” and continue through successive committees with changes as necessary.

H.1.a. GRANTS

Local chapters of the Society may apply for a grant to provide support for education, training, research, and for outreach to women in public administration. Special consideration is directed toward women who are entering the field or who are currently employed and seeking to upgrade positions in public service. Additionally, other Sections of ASPA may apply for funding for co-sponsorship of workshops at the National Conference on gender related topics.

The committee will rate each proposed project on the extent to which it provides opportunities for women in public administration, evidence of outreach activities to diverse sectors of women, includes some matching support from the local Chapter or the ASPA Section, and features women as facilitators, trainers, speakers, or participants.

Proposals should be submitted by a local ASPA Chapter or ASPA Section with its letter of support to the Section's Professional Development Committee. Final approval will be made by the Board of Directors upon recommendation by the Professional Development Committee.

Proposals must include title, project director with contact information, program description, benefits, budget, and statement of support from the applicant. Funding of up to \$500 is available.

There is no time period for submission of requests but in order for decisions to be made in a timely manner, the request must be received at least four months prior to the event.

H.1.b. SCHOLARSHIPS

This program was designed to provide a practitioner and a Master's or Doctorate level graduate student an opportunity to attend the Society's National Conference. On occasion, more than two awards have been made when exceptional applicants are available.

One Scholarship winner in each category will receive \$500 to assist with expenses in attending the next National Conference. The schedule for application and selection will be the same as the Society's schedule for student travel awards. Awardees will be recognized at the Section's Annual Board Meeting, Annual Meeting, and Annual Breakfast during the conference.

Applicants for each category must submit a formal application and must be members of American Society for Public Administration. They should also have a keen interest in public administration and impact of gender/diversity on professional choices and decisions. Practitioners should have a gross annual salary no greater than \$30,000. Student applicants must be enrolled in a full-time graduate program in public administration or public policy. Two letters of nomination from a professor, ASPA chapter or section officer, or supervisor must accompany the application. The Professional Development Committee will develop an application form and review it each year for its relevance.

In the event submissions are not received for the student category, applications not used for the ASPA student travel awards may be used to determine qualified student recipient(s).

I. LEGAL

I.1. INDEMNIFICATION

The Officers of the Section are indemnified through the Society. Indemnification comes with a requirement that the Society's National Office be furnished the following reports:

- An Annual Report;
- A list of officers;
- A work plan for the year;
- A financial statement for the previous fiscal year.

I. 2. COPYRIGHT

The Section has copyright privilege governed by the rules of the U.S. Copyright Office for the publication *The Right Word*. The Board of Directors has voted not to republish as it is now dated material. It remains a matter of record that this copyright continues to exist.

I.3. TAX EXEMPT STATUS

The Section has been approved and admitted to the Society's group federal tax exemption ruling provided it continues to meet Internal Revenue Service requirements:

- All members, directors and officers of the Section are members of the Society
- Provision that the Section may be established or disestablished at the sole discretion of the Council
- Statement that amendments to Section documents may ~~only~~ be made only with advance approval by the Council
- Statement that the Council reserves the contractual right at any time to bar the Section from using "Society for Public Administration" in its name when Section acts in any manner detrimental to the Society's reputation or goodwill
- No Section officials may incur debts or obligations on behalf of the Society, or represent to any person that they have the authority to do so

I.4. NON-FINANCIAL ASSETS

The Section controls non-financial assets which include but are not limited to our Section, its name, membership list, records, archives, publications, copyrights, bylaws, and policies. Assets also include banners and badges used at the Section's Annual Meeting booth. No use of any of these assets may be made without consent of the Board of Directors of the Section.

J. LIAISON FROM NATIONAL COUNCIL

It is the policy of National Council of the Society to assign liaisons to each of the Sections of the Society from its membership. The role of the Liaison is to advise the Section of actions and plans of National Council. The liaison is welcome to the section meetings but is not required to be a member of the Section. The Liaison will have no vote on matters before the section unless she/he is a member of the Section.