

**SOUTH FLORIDA CHAPTER
AMERICAN SOCIETY FOR PUBLIC ADMINISTRATION
ASPA
BYLAWS**

Chartered in 1959

**Amended August 6, 1991
Amended June 1995
Amended June 1996
Approved as Amended May 1, 2006
Amended January 2014
Amended October 2019
Amended December 2020**

ARTICLE I
NAME AND PURPOSE

Section 1. Name

The name of this organization shall be the South Florida Chapter (hereinafter referred to as the Chapter) of the American Society for Public Administration (hereinafter referred to as the Society).

Section 2. Purpose

The purpose of this Chapter shall be:

- a. To facilitate the exchange of knowledge and experiences among persons interested or engaged in the field of public administration;
- b. To encourage the collection, compilation, and dissemination of information on matters relating to public administration;
- c. To promote the interaction of students of public administration with public administration practitioners in all feasible ways;
- d. To encourage the active involvement of students and members of minority groups in Chapter activities;
- e. To advance the science, processes, and art of public administration.

Section 3. Political Endorsements

The Chapter may take positions on matters of public policy relating to public administration based on Chapter analysis of issues, a report of which shall accompany a statement of position. The Chapter shall not endorse candidates for public office.

ARTICLE II
MEMBERSHIP

Section 1. Membership

Any person interested in the purposes of the Society shall be eligible for membership in the Chapter. Membership in the Society shall be a condition of membership for official participation in the Chapter.

Section 2. Participation

The Chapter shall encourage interested persons, other than members, to participate in Chapter programs and activities in order to accomplish the purposes of the Society and the Chapter and to pursue the Society's goals and enhance its membership.

ARTICLE III
ORGANIZATION, OFFICERS AND GOVERNING BODY

Section 1. Officers

The Officers of the Chapter shall be the President, the President-Elect, the Immediate Past President, the Recording Secretary, the Corresponding Secretary, the Treasurer, and the Student Representative. Their duties shall be those customarily performed by such officers.

Section 2. Executive Board

The Officers of the Chapter shall constitute the Executive Board and shall have the powers of the Board between meetings. The actions of the Executive Board shall be submitted to the Board for ratification.

Section 3. Composition of the Board

The Board of the Chapter shall consist of the President, the President-Elect, the Immediate Past President, the Recording Secretary, the Corresponding Secretary, the Treasurer, the Student Representative and up to nine Directors, all of whom shall be members of the Chapter and the Society. Any member serving on the National Council (of the Society), who is not currently an official board member, shall be an Ex-Officio member of the Board with voting privileges. Prior to the May meeting, the Board shall determine the number of Director Offices for which members of the Chapter may seek election to.

The Board shall supervise and direct the affairs of the Chapter, it shall be responsible for ensuring that the Chapter is operating effectively and filing all required reports to the Society. The actions of the Board shall be consistent with the general policies of the Chapter and the Society. Board members shall not receive compensation or any other personal financial benefit from their service on the Board.

Section 4. Advisory Board

The Advisory Board of the Chapter may consist of representatives from the following groups: Florida International University; the University of Miami; Barry University; Florida Memorial College; St. Thomas University; NOVA Southeastern University; Florida Atlantic University; the Conference Of Minority Transportation Officials; the Miami Dade League of Cities; the Broward League of Cities; the Miami-Dade City/County Management Association; the Broward City County Management Association; the United Way; the League of Women's Voters; Catalyst Miami; the International Hispanic Network; and other groups as approved by the Chapter Board of Directors.

The Advisory Board shall be the link between ASPA and their respective organizations. They will advise ASPA on Chapter activities, programming and assist ASPA in publicizing and recruiting members and participation in ASPA programs. Members of the Advisory Board are encouraged but not required to be members of ASPA. The Chair of the Advisory Board shall be a member of the Chapter Executive Board. The Advisory Board shall meet as needed but not less than semi-annually.

Section 5. Vacancies

The Board shall have the power to make interim appointments to fill any vacancy on the Executive Board or Chapter Board, except that of President-Elect.

In the event of a vacancy in the position of President-Elect prior to June 30, a Special Election will be held to fill the post, following procedures in this Article. A vacancy which occurs less than six months before the end of the term will be filled at the next scheduled election. All members of the Chapter are eligible as candidates for Officer positions.

Section 6. Attendance

Any member of the Board, except the Immediate Past President, who shall be absent for any three consecutive Board meetings without just cause during a one year period, shall be considered to have resigned from the Board. The Board may then declare this Office vacant by a majority vote of the remaining Board members.

Section 7. Terms of Office

The President, President-Elect, Immediate Past President, the Recording Secretary, the Corresponding Secretary, the Treasurer, and the Student Representative shall each serve for a term of one year commencing at the Chapter's annual meeting during January of each year.

No member shall serve more than two (2) consecutive terms as Recording Secretary, Corresponding Secretary and Treasurer unless an affirmative vote by the Board waives this provision by 2/3 vote.

Directors shall serve two year terms, or for the remainder of the unexpired term if appointed to fill the position. The maximum years of consecutive service shall not exceed twenty (20) years on the governing body of the Chapter unless an affirmative vote by the Board waives this provision by a 2/3 vote.

The President-Elect shall automatically become President at the annual meeting. In the event of a vacancy in the Office of the President, the President-Elect shall become President. Under these latter provisions, the newly-installed President may, should (s)he desire, automatically continue in office for the following full term.

ARTICLE IV
DUTIES AND OBLIGATIONS OF OFFICERS AND DIRECTORS

The Board of Directors is the administrative and policy making body for the South Florida Chapter.

Section 1. The President Shall:

- preside at all meetings of the Board;
- perform the duties associated with the general and active management of the affairs of the Board of Directors;

- perform any other duties assigned by the Directors or the Chapter members;
- be the official spokesperson for the Chapter;
- be the only person authorized to designate spokespersons to speak officially on behalf of the Chapter;
- preside at all meetings of the Chapter;
- be the Chief Executive Officer of the Chapter;
- appoint the Chairpersons of Committees and in consultation with the Chairperson, appoint the members, and cooperate with them to effect regular functioning and reporting of such Committees;
- ascertain that regular elections are duly called, noticed and held;
- sign all contracts, deeds, mortgages, title bond contracts and other written instruments in the name of and on behalf of the Chapter, as authorized by the majority of the members.

Section 2. The President-Elect Shall:

- perform the duties of the President in his/her absence;
- serve as advisor to the President at all times;
- serve in such capacities as assigned by the President;
- share with the President the responsibility of serving as liaison in working with Committee Chairpersons to effect regular functioning and reporting;
- become President for the unexpired term in case the President cannot fulfill his/her obligations due to resignation, incapacity, removal, or death.

Section 3. The Recording Secretary Shall:

- be responsible for the Chapter's correspondence at the direction of the President;
- record and file accurate Minutes of all Board of Directors meetings;
- maintain an updated membership roster;
- be responsible for mailing meeting notices in a timely fashion;
- be responsible for mail-out ballot elections/vote on Amendments as prescribed by Article III, Section 4, and Article V, respectively.

Section 4. The Corresponding Secretary Shall:

- be the Chapter Publication Editor;
- assist with Recording Secretary duties as required;
- be responsible for press releases and media relations.

Section 4. The Treasurer Shall:

- prepare a proposed annual budget and submit it to the Board for approval by the second meeting of the newly elected Board;
- submit a monthly financial report to the Board;
- submit financial reports in the aftermath of special events;
- submit to the Society all the required documentation (e.g. Chapter Information Form and Chapter Financial Report)
- keep an accurate documented account of all Chapter monies received and deposited;
- have custody of all funds and securities of the Chapter;

- when necessary, endorse on behalf of the Chapter all checks, notes or other obligations and evidences of the payment of money payable to the Chapter or coming into his/her possession;
- deposit the funds arising therefrom, together with all other funds of the Chapter, in such banks as may be selected by the Board, or properly care for them in such other manner as determined by a majority of the members;
- be one of the signatories to the Chapter's bank account along with either the President or President-Elect.

Section 5. The Director(s):

- may be assigned by the President to either Chair a Committee or be a member of a Committee;
- shall perform such additional duties as may be prescribed by the President and approved by the Board.

Section 6. The Student Representative Shall:

- have leading responsibility for the annual student membership campaign;
- be responsible for organizing at least one networking event per year for students;
- be responsible for notifying students about different opportunities (e.g. scholarships, conferences, job opportunities, etc.).

ARTICLE V ELECTIONS

Section 1. Nominations and Elections Committee

The Nominations and Elections Committee will be chaired by the President-Elect and at least one (1) other member of the Chapter, to serve on this Committee. These appointments will be submitted to the Board for their approval.

Section 2. Duties

The Nominations and Elections Committee will formally solicit nominees for all available positions. The nominations for Officers and Directors will be announced in the meeting notice for, and at the May meeting. All nominees for Officers or Directors will be given an opportunity to make a brief statement of their qualifications and their intent to serve for the coming year. In the event that a nominee withdraws from an uncontested ballot after nominations are closed, the Nominations and Elections Committee shall select an alternate and poll the Board for this change.

Section 3. Election Process

Promptly following the completion of nominations, as provided in Section 2 of this Article, the Recording Secretary shall prepare an official electronic ballot, which shall be sent following the May meeting along with brief statements and CV of nominees, as submitted, to all members of the Chapter. The Recording Secretary shall direct that all completed ballots be returned to the Nominations and Elections Committee. This Nominations and Elections Committee will count the ballots and announce the results at the annual meeting in the month of June.

Section 4. Tie Vote

The method for breaking any tie vote in an election for Officer or Director of the Chapter shall be by coin toss conducted by the president. In the event that, after all ballots have been counted, the Nominations and Elections Committee determines that a tie vote exists for any Officer or Director, the Chairperson shall notify the president who shall, at the earliest convenient time, convene a meeting of the Board of Directors including those candidates affected by the tie vote for the purpose of breaking the tie. In the presence of a majority of the board members, the president shall conduct a single coin-toss to determine the winner of the election. Failure of any candidate affected by any tie vote to attend the meeting shall not encumber the process to break the tie vote and determine the winner.

Section 5. Eligibility

For purposes of this Article, only members in good standing shown on the May 1st Chapter membership roster provided by the Society shall be eligible to be nominated for, or elected as an Officer or a Director.

ARTICLE VI
MEETINGS

Section 1. Membership Meetings

This Chapter shall hold at least four program activities during the January 1 – December 31 Chapter year, including the annual business meeting.

Section 2. Annual Meeting

The annual meeting shall be held in December, unless otherwise specified by the Board. The Board shall define the Chapter annual strategic goals during the annual meeting.

Section 3. Other Meetings

Other meetings of the Chapter shall be held at times and places designated by the President or by the Board, to include meetings using teleconferencing. The minutes of these meetings and all Board meetings can be sent for review and approval electronically.

Section 4. Notice

Chapter members shall be given at least five (5) days' notice by fax, phone or e-mail advising of the time, place, and the scheduled business agenda items to be considered at all regular meetings.

Section 5. Quorum

Provided proper notice has been given, a quorum consisting of not less than 51% of the elected Board members counted as a whole, shall be required for the conduct of business of the Board. No quorum shall be required for the conduct of annual business meetings. Unless specifically precluded by some portion of these Bylaws, either Body may take action only upon the affirmative vote of the eligible members present and voting.

Section 6. Parliamentary Procedure

The conduct of business at meetings of the Chapter and the Board shall be in accord with applicable sections of "Robert's Rules of Order" which are not in conflict with these Bylaws.

ARTICLE VII COMMITTEES

The Board may establish committees for various purposes. Committee chairpersons and members shall be appointed by the President. All such committees shall terminate at the annual meeting upon the election of new Officers and Board. The Standing Committees shall be: Program Development; Chapter and Membership Development; By-Laws and Chapter History; and Communication.

The Chairperson(s) of Committees:

- must be active members of the Chapter;
- need not be members of the Governing Board
- committee members may include individuals who are not members of the Chapter

ARTICLE VIII CHAPTER SECTIONS

The Board may establish Chapter Sections, in conjunction with National ASPA Sections, or when 10 Chapter members in good standing so request. The Board may establish Chapter Sections of special interest to the membership. The members of said Sections shall elect a Chairperson, with approval of the Chapter Board.

ARTICLE IX FEES AND EXPENDITURES

Section 1. Membership Fees

All members of the Chapter shall be assessed an annual National ASPA membership fee to cover the necessary expenses of the Chapter. That portion of the national membership dues designated for rebate to the Chapter shall constitute the fee for Chapter membership when received by the Chapter Officers.

Section 2. Other Fees

Other fees, as deemed necessary for continuing and special projects, may be assessed by the Board.

Section 3. Chapter Funds

At the first meeting of the newly elected Board, the Board shall establish a policy regarding disbursement of Chapter funds.

ARTICLE X
FISCAL YEAR

The fiscal year of the Chapter shall be January 1 through December 31. The employer identification number assigned by the Internal Revenue Service to this Chapter is: 52-1204206.

ARTICLE XI
AMENDMENTS

Amendments to the Chapter Bylaws may be proposed to the membership by the Board. Thirty days written notice must be provided to the membership with an electronic ballot. The results shall be announced at the next appropriate regular meeting. The membership shall be informed of the results of the vote regarding amendments to the Bylaws.

ARTICLE XII
BYLAWS REVIEW

These Bylaws shall be reviewed every five (5) years or as scheduled by the officers of the Chapter by the Bylaws Committee.