



# **THE MASTER OF PUBLIC ADMINISTRATION STUDENT ASSOCIATION CONSTITUTION/BY-LAWS**

## **Article I**

### Section 1

## **Name**

The name of this organization shall be Master of Public Administration Student Association. The association is also recognized as a Student Chapter of International City/County Management Association (ICMA).

## **Article II**

### Section 1

## **Purpose**

The purpose of the MPASA is to organize, execute, and facilitate activities beneficial to students of the Master of Public Administration program in several areas including, but not limited to:

- Helping students solidify and actualize their career goals through professional development.
- Supporting and aiding students in their pursuit of academic excellence.
- Administering activities which allow students the opportunity to integrate themselves socially and professionally.
- Planning and executing service projects to help the community.

## **Article III**

### Section 1

## **Authority**

This organization is a recognized student organization at Augusta University and adheres to all campus policies as set forth in the Student Organization Handbook and the Student Code of Conduct.

## **Article IV**

### Section 1

## **Membership**

Membership in the organization shall be open to all students regularly enrolled at Augusta University Master of Public Administration program and students interested in the program. Each regular member has equal rights and privileges.

### Section 2

The organization shall have no rules or policies that discriminate on the basis of race, religion, national origin, ethnicity, color, age, gender, gender identity, marital status, citizenship, sexual orientation, or disability.

- Section 3 The organization shall make every effort to prohibit its members and officers from engaging in acts of hazing or committing any act that endangers the safety of its members or others.
- Section 4 Members shall not be required to pay dues
- Section 5 Members shall be required to attend at least 1 of the organization's regularly scheduled meetings.
- Section 6 The Master of Public Administration Student Association complies with all State and Federal laws and Augusta University policies on hazing. This organization recognizes hazing to be any action taken or situation created to inflict physical or mental discomfort, embarrassment, harassment or ridicule upon an individual or group. Further, the members of this organization understand that any individual or group found responsible for hazing will be subject to disciplinary action, which may result in probation, suspension, or revocation of Graduate Student Government Association (GSGA) recognition.

**Article V**

**Officers**

- Section 1 The officers of the organizations shall be the President, Vice President, Treasurer and Secretary, Events & Volunteers Coordinator, and GSGA/Graduate Student Council Representative(s).
- Section 2 Powers and Duties of Officers
1. The President shall:
    - a. Chair the MPASA monthly meetings.
    - b. Oversee the projects of all officers.
    - c. Maintain communication with the Director of the Master of Public Administration Program and the Student Association's Advisor.
    - d. Maintain contact with the Office of Student Life & Engagement (SLE) and adequately utilize the SLE approved platform, such as [Presence](#), in order to remain in good standing as a Registered/Sanctioned Organization.
    - e. Remain in good academic standing with the University throughout his/her term of office.
    - f. The President shall be the official spokesperson of the organization, representing the policies, views, and

opinions of the organization in its relations with the campus and community at large.

- g. The President shall complete the annual student organization training. He or she should attend the Presidents' Roundtable and other additional trainings provided by the SLE as needed.

2. The Vice President shall:

- a. Communicate and assist in directing the activities of the other officers.
- b. Oversee election procedures in the spring for the next school year's officers.
- c. Serve as the President in his/her absence
- d. Assume the office of President if the office becomes vacant.
- e. Maintain all social media outlets of the MPASA, such as the [Facebook group](#). Reach out to the Department of Social Sciences to update the MPA [website](#), [Facebook page](#) and [Twitter page](#). If VP does not have social media accounts, then another officer will be appointed to fulfill this duty.
- f. Remain in good academic standing with the University throughout his/her term of office.

3. The Treasurer shall:

- a. Work with the department office to handle all financial affairs and budgeting of the organization, maintain all necessary accounting records, and prepare monthly financial reports for the membership.
- b. Oversee how the MPA Student Association spends its allocated funds for the school year with the Department of Social Sciences.
- c. Assist in organizing fundraisers as necessary
- d. Present requests for contingency funds from the GSGA as necessary.

- e. Remain in good academic standing with the University throughout his/her term of office.

4. The Secretary shall:

- a. Take minutes at all meetings of the organization, keep these on file, and submit required copies to all organization members.
- b. The Secretary shall be responsible for all organization correspondence and shall keep copies thereof on cloud-based sharable file such as [box](#), [Presence](#), [Google drive](#).
- c. The Secretary shall maintain membership records for the organization.
- d. Organize publicity of events through multiple forms of communication including/but not limited to: Room reservation through the Department of Social Sciences, virtual meeting setup through university-approved software such as MS Teams or WebEx.
- e. Remain in good academic standing with the University throughout his/her term of office.

5. The Events & Volunteers Coordinator shall:

- a. Take training provided by SLE and make reservations through SLE approved platforms such as [Presence](#).
- b. Ensuring the organizational membership is educated and meetings, activities, and events follow required policies and procedures of the university.
- c. Organize community service projects to benefit the local, state, national, or global communities.
- d. Establish a relationship with a non-profit organization to serve as the official charity for the MPASA.
- e. Assist in organizing special events or fundraisers as necessary to include:
  - 1) End of the semester celebration for spring and fall focused on graduates but open to all MPA students.
  - 2) Any professional development events or community service events.

- f. Remain in good academic standing with the University throughout his/her term of office.
6. The GSGA and Graduate Student Council Representative(s) shall:
- a. Attend monthly the GSGA and the Graduate Student Council meetings.
  - b. Serve as liaison between the MPASA, the GSGA and the Graduate Student Council.
  - c. Keep MPASA student and board members informed about GSGA and Graduate Student Council events and other relevant issues.
  - d. Remain in good academic standing with the University throughout his/her term of office.
7. The Professional Development Coordinator shall be appointed by the president or the academic advisor as needed to coordinate townhall, panel, or any guest speaker events:
- a. Organize professional development events, including speakers.
  - b. Organize opportunities for students to socialize and network with other students, faculty, and alumni.
  - c. Relay current information of relevant events and local career building opportunities to members of the MPASA.
  - d. Maintain contact with the Augusta Chapter of the American Society of Public Administration and ICMA and coordinate events with them when necessary.
  - e. Remain in good academic standing with the University throughout his/her term of office.

Section 3

To be eligible for and to hold office in this organization, candidates must be currently enrolled for the semester.

**Article VI**

**Selection/Removal of Officers**

Section 1

The President, Vice President, Treasurer and Secretary, GSGA/Graduate Student Council representative, Events & Volunteers Coordinator are elected as needed. Elections are held at the end of each semester and shall be held online or take place at a regularly scheduled meeting of the organization at which a

quorum is present. Section 2 Positions shall be open to all members who are currently enrolled.

- Section 3 Nominations for officers shall be submitted two weeks prior to an election via email or through an electronic form. Members may nominate themselves for an office.
- Section 4 MPASA as a whole shall strive to provide reasonable continuity between existing and incoming officers and discourage full turnover of all officers at a given semester unless extenuating circumstances occur.
- Section 5 Officers shall be elected by majority vote.
- Section 6 Votes shall be cast by secret ballot; however, when there is only one candidate for an office, a motion may be made to elect the candidate by acclamation.
- Section 7 The following officer shall be appointed by the advisor or the president as needed: Professional Development Coordinator.
- Section 8 Officers shall assume office on the next semester following the election and are recommended to serve for one year unless extenuating circumstances occur.
- Section 9 Officers may be recalled from office for cause. To initiate a recall election, a petition signed by 10 members must be submitted at a regular meeting and a recall vote shall be taken at the next regular meeting. The officer subject to recall shall be given written notice of the recall at least 72 hours prior to the meeting at which the recall vote will be held and shall be given an opportunity to provide a defense. A two-thirds vote is required to remove an officer.
- Section 10 If the position of President becomes vacant as the result of resignation, ineligibility or recall, the Vice President shall assume the office of President. Vacancies in any other elected office shall be filled by an election held at the next regular meeting where the vacancy was announced. Nominations may be made at the meeting where the vacancy is announced, and nominations may also be made from the floor at the time of the election. The President may appoint an interim officer to fill the vacancy until the election is held.

Section 11 An officer shall be removed if he/she is not in good academic standing with the Augusta University as deemed by the Graduate School Office.

**ARTICLE VII**

**Advisor(s)**

Section 1 The organization shall appoint an individual employed as a faculty of the Department of Social Sciences at Augusta University to serve as the advisor to this organization. Graduate Assistants and Student assistants are not eligible to serve as advisors. The advisor shall fulfill the responsibilities specified in the Student Organization Handbook. Advisors shall serve on an academic year basis or until their successor has been selected.

Section 2 The organization also may appoint a community advisor. The primary qualification is service in a public administration field and a willingness to assist the organization.

**ARTICLE IX**

**Amendments**

Section 1 Proposed amendments to this constitution and by-laws shall be presented to the membership, in writing, one meeting prior to the meeting where the amendment will be voted upon.

Section 2 Amendments require approval by two-thirds of the voting members present at a regular meeting. The amendment shall be effective immediately unless otherwise stipulated in the amendment.

Section 3 A copy of any amendments to these documents must be uploaded into the student organization's Jag Life portal and submitted to the SLE no later than two weeks after adoption.

This constitution with by-laws was adopted on the 14 of December in the year 2020 and most recently revised on the 14 of December in the year 2020.

President Name (Print): Si-Long Chen

President Signature:

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*Si-Long Chen*  
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Date: 12/14/2020

Advisor Name (Print): Rhucha P. Samudra

Advisor Signature:

DocuSigned by:  
*Rhucha P. Samudra*  
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Date: 12/14/2020



### Certificate Of Completion

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| AutoNav: Enabled                                  | Envelope Originator:    |
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| Time Zone: (UTC-05:00) Eastern Time (US & Canada) | 1120 15th Street        |
|   | Augusta, GA 30912       |
|   | SCHEN1@augusta.edu      |
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Si-Long Chen  
schen1@augusta.edu  
Administrative Assistant  
Augusta University  
Security Level: Email, Account Authentication (None)

### Signature

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Rhucha P. Samudra  
RSAMUDRA@augusta.edu  
Augusta University  
Security Level: Email, Account Authentication (None)

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Signature Adoption: Pre-selected Style  
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