

Constitution of the Public Administration Student Association of the University of North Carolina at Charlotte

The Gerald G. Fox Master of Public Administration Program

Revised and Adopted October 26, 2018

Original Constitution Adopted September 27, 2000

Article I: Organization Name

This Constitution establishes the Public Administration Student Association (PASA) at the University of North Carolina at Charlotte.

Article II: Mission

The mission of the Public Administration Student Association is to provide professional development, service, and social networking opportunities for public administration students to connect them with each other, employers and institutions, and the Charlotte community.

Article III: Purpose

The purpose of PASA shall be to:

- a. Represent the students enrolled in the Gerald G. Fox Master of Public Administration program and its associated graduate programs and course offerings.
- b. Act as the liaison to the UNC Charlotte Graduate and Professional Student Government (GPSG) and related university organizations.
- c. Serve as a network and resource for students enrolled in public administration classes;
- d. Act as a current student liaison to the MPA Alumni Group, and
- e. Work to enhance the stature of the Public Administration program within the UNC Charlotte community and the surrounding Charlotte metropolitan area.

Article IV: Powers

PASA shall have the following powers and responsibilities:

- a. To conduct the business necessary and proper to fulfill PASA's mission and purpose.
- b. To charter itself as an officially registered organization with the GPSG.
- c. To select an Executive Board to make decisions on behalf of the membership.
- d. To establish meetings, programs, and events on behalf of PASA.
- e. To report actions and events to students, faculty and staff, GPSG, and other stakeholders.
- f. To establish committees to carry out work, as deemed necessary.
- g. To review and approve constitutional amendments, as detailed in Article XI.
- h. To operate and act in accordance with all GPSG rules and regulations, and
- i. To have any other powers necessary and proper for the performance of its duties under this Constitution and any associated bylaws

Article V: UNC Charlotte Policies and Procedures

PASA shall abide by all UNC Charlotte rules and regulations, especially policies regarding sponsoring and/or participating in events on and off campus and those related to the civil rights and freedoms of UNC Charlotte students.

Article VI: Composition

PASA shall be composed of:

- a. An Executive Board, which shall include the following officers described in Article IX.
- b. Voting Members, comprised of all students who have signed the PASA Code of Ethics and whose signature is on the membership list maintained by the Secretary.
- c. Faculty or Professional Advisors as deemed necessary.

Article VII: Membership

- A. Any UNC Charlotte student in good standing enrolled in a public administration class in a current or future term (MPAD course prefix) is represented by PASA and can participate in any PASA activity.
- B. Voting Membership is restricted to individuals who have signed the registration form and been placed on the membership list maintained by the Secretary. Voting Members have the privilege of voting on all motions and amendments arising during PASA meetings.
- C. General or Voting members may be removed for violating UNC Charlotte policies, falling out of good academic standing, or for other reasons as established by PASA.

Article VIII: Nondiscrimination Statement

In keeping with UNC Charlotte's policy of non-discrimination, PASA does not discriminate in its membership policies or otherwise against any person on the basis of race, color, religion, gender, national origin, age, sexual orientation, socioeconomic status, veteran status, or physical or mental ability or disability. In the event of any addition to these protected classes by UNC Charlotte, that class will be automatically adopted into this Nondiscrimination Statement.

Article IX: Officers

- A. Officers shall:
 - a. Serve in accordance with the provisions of the PASA Constitution.
 - b. Meet the qualifications for a Voting Member as detailed in Article VII Section B.
 - c. Hold each other to the highest professional standards of conduct and integrity.
 - d. Adopt and review a PASA Code of Ethics.
 - e. Sign the PASA Code of Ethics prior to assuming their office and adhere to the Code of Ethics throughout the duration of their PASA service.
 - f. Review the PASA Constitution on an annual basis, initiate and make changes as necessary, and approve for presentation any changes or amendments, and
 - g. Meet as a group on a regular basis to conduct governing work relevant to PASA.

- B. The Executive Board shall consist of the officers specified in the PASA Constitution or as required by the GPSG. Their duties shall be as follows:
- a. President
 - i. The President shall be empowered to call and conduct meetings, represent PASA at UNC Charlotte functions, and speak on behalf of PASA.
 - ii. The President will initiate and oversee general business and programs or projects necessary to fulfill PASA's purpose so long as they are consistent with its Constitution and Code of Ethics.
 - iii. The President reserves the right to act or designate an appointee in the place of any officer in the event they are unable to perform their duties in a timely manner.
 - b. Vice President
 - i. The Vice President shall have the power of the President at any time and length that the President is unable to fulfill the duties of that office.
 - ii. The Vice President shall also serve as the parliamentarian, liaison to the alumni and Alumni Student Group, and oversee all established committees.
 - c. Senator
 - i. The Senator shall be responsible for attending GPSG meetings as required and serve as the GPSG-PASA liaison.
 - ii. The Senator shall also oversee participation in community service projects and monitor service hours completed by PASA.
 - d. Treasurer
 - i. The Treasurer shall be responsible for attending all required financial meetings, maintaining the PASA budget and all pertinent financial records, and provide responsible and competent oversight of PASA budgetary and financial matters.
 - ii. The Treasurer shall also be responsible for assisting public administration students in obtaining and applying for available funding offered through UNC Charlotte and the GPSG.
 - iii. The Treasurer will act in accordance with all GPSG financial regulations.
 - e. Secretary
 - i. The Secretary shall be responsible for recording and communicating the minutes of PASA meetings and PASA correspondence in a timely manner and maintain the accuracy of the PASA website.
 - ii. The Secretary shall also retain and maintain all historical PASA documents.
 - iii. The Secretary will also make available the PASA Code of Ethics and maintain the list of Code of Ethics signatories.

Article X: Functions and Operations

- A. Officers shall serve for one academic year beginning May 15. In the event of an officer graduating or resigning mid-year, officers will be replaced following the process detailed in Section B.
- a. Officers can be impeached for violating UNC Charlotte policies, falling out of good academic standing, or for other reasons as established by a two-thirds vote of the Executive Board and official members in attendance at a scheduled PASA meeting.

B. Selection of New Officers

- a. It shall be the responsibility of the PASA Executive Board to gather nominations for new Executive Board members annually at the end of each spring semester.
- b. Nominees must meet the criteria for membership established in Article VII.
- c. Executive Board officers shall be selected by one of the following methods:
 - i. In the event there is only one nomination for any particular office by the close of the nomination period, the nominated candidate will be appointed to office by the Executive Board.
 - ii. In the event there are multiple nominations for any particular office, a vote will be conducted by the tallying the votes.

C. Faculty and Professional Advisors

- a. The role of PASA Advisors shall be to:
 - i. Support PASA and its membership
 - ii. Attend PASA meetings if requested
 - iii. Interpret University policies and regulations
 - iv. Sign or co-sign forms or documents when needed
 - v. Connect PASA with various campus personnel and resources and promote PASA within the Public Administration program and campus wide.
- b. At least one Faculty Advisor shall serve in that capacity until a successor is approved by PASA's Executive Board.
- c. The Executive Board may nominate and approve other Faculty or Professional Advisors as deemed necessary. These additional advisors are only obligated to serve for the current academic year, but may maintain their role beyond the current year as they desire.

D. Meetings and Voting Procedures

- a. The President shall regularly call and hold Business Meetings to organize the ongoing activities of PASA. Meetings should be well-publicized and scheduled to be as convenient to the membership as possible.
- b. A quorum for any Business Meeting is defined as at least three of the five Executive Board Officers defined in the PASA Constitution.
- c. Voting on any motions or amendments is restricted to the Voting Membership.
- d. In the event that a Business Meeting is unable to be held due to unforeseen circumstances, the President retains the authority to conduct official business through electronic means so long as said communications are open to the PASA Voting Membership.
- e. The Secretary retains the authority to conduct online voting open to Voting Membership through a secure means, the results of which shall be entered in the PASA minutes associated with the meeting from which the vote arose.

- E. In the event that the normal operating procedures outlined in the PASA Constitution are not able to be fulfilled due to a lack of organizational capacity (such as the vacancy in several Executive Board offices or loss of a university charter due to neglect), the President, in conjunction with the Faculty Advisor, shall have the authority to make decisions on behalf of the whole of PASA until normal operations can be restored.

Article X: Associations with Other Student Organizations

PASA retains the power to enter into agreements with other student organizations whose activities also benefit the Public Administration program or its students, subject to the following conditions:

- a. PASA cannot relinquish its duty as the University-recognized representative of public administration students by the GPSG.
- b. Any financial arrangements (such as sharing of revenues or event proceeds) must be agreed upon in writing before the decision to officially partner in an activity with another student organization is made.

Article XI: Constitutional Amendments

Amendments or changes to the PASA Constitution can be proposed by any Voting Member in good standing. Proposed constitutional amendments shall follow the following process:

- a. A written document containing shall be submitted to the Executive Board containing, at minimum, the following information:
 - i. The text of the proposed amendment
 - ii. The rationale and justification for the amendment
 - iii. A listing of all known or anticipated functional consequences of the amendment
- b. The Executive Board will then consider the proposed amendment in a closed session. The Board will then vote whether to accept or reject the proposal.
- c. If the proposal is accepted, a vote on the proposed amendment will be held for the Voting Membership at the next regularly scheduled Business Meeting or by an online means as described in Article IX Section D.

Article XIII: Organizational History

The Public Administration Student Association was originally chartered as the Master of Public Administration Student Group (MPASG) on September 27, 2000. The MPASG constitution was previously revised on February 24, 2010 and September 7, 2017. The UNCC MPA program experienced significant growth since the MPASG's founding, including the creation of non-degree graduate certificate and undergraduate early entry programs.

Following a period of discernment, it was decided to rename the MPASG to demonstrate inclusiveness towards non-MPA students in the public administration program. The MPASG was renamed the Public Administration Student Association by a vote of the membership, effective October 26, 2018. As its sole successor organization, PASA retains the full history, rights, and privileges of the previous Master of Public Administration Student Group.