

CONSTITUTION FOR THE
KEYSTONE STATE CHAPTER OF THE
AMERICAN SOCIETY FOR PUBLIC ADMINISTRATION¹

ARTICLE I. Name and Purpose

- Section 1. The name of this organization shall be the Keystone State Chapter (Chapter) of the American Society for Public Administration (Society).
- Section 2. The purposes of this Chapter shall be those of the Society, namely:
- a. To facilitate the exchange of knowledge and results of experience 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 encourage the improvement of public service; and
 - d. To advance generally the science, processes, and art of public administration.
- Section 3. The Chapter shall serve all counties in the Commonwealth of Pennsylvania.
- a. Upon such time another chapter of the Society becomes active within the Commonwealth of Pennsylvania, the Keystone State Chapter shall represent the following counties: Adams, Berks, Centre, Clinton, Cumberland, Dauphin, Franklin, Juniata, Lebanon, Lancaster, Lycoming, Mifflin, Montour, Northumberland, Perry, Schuylkill, Snyder, Union, and York, and all other counties in the Commonwealth of Pennsylvania not covered by the newly formed chapter.

ARTICLE II. Membership

- Section 1. Any person interested or engaged in the fields of public administration shall be eligible for membership in the Society.
- Section 2. Any person who becomes a member of the Society may elect to become a member of the Chapter.
- Section 3. The Chapter shall encourage interested persons other than members to participate in Chapter programs and activities with a view to accomplishing the purposes of the Society and the Chapter as well as enlarging the Society's influence and membership.

ARTICLE III. Officers and the Governing Body

- Section 1. The officers of the Chapter shall be the President, President-Elect, Secretary, and Treasurer. Their duties shall be those customarily performed by such officers. The President-Elect shall

¹ Amended May 18, 1967; Articles III and IV amended on May 22, 1975; Articles III, IV, V, VI, and VII amended on May 10, 2012; Articles V and IX amended on June 11, 2013; and amended on September 22, 2018..

assume the functions of the President in his or her absence, and upon completion of the term as President-Elect shall succeed to the office of President for one term of two years.

- Section 2. The governing body of the Chapter shall be the Board of Directors, which shall consist of the officers (President, President-elect, Secretary, and Treasurer), the most recent Past President, and 10 Board of Directors members. The Board of Directors shall supervise and control the affairs of the Chapter and its actions shall be consistent with the general policies of the Society. The President shall serve as Chair of the Board of Directors. The Board shall include 10 members plus the present and past officers, as herein stated, for a total of 15 members.
- Section 3. The President shall have the power to make interim appointments to fill any vacancies on the Board of Directors, subject to approval by the Board of Directors. Appointments made to fill vacancies shall remain in effect until such time as the next general election of the Board of Directors.
- Section 4. The Secretary and the Treasurer shall be appointed for each Chapter year by the Board of Directors and serve at its pleasure.
- Section 5. All Chapter officers and Board of Directors members shall be members of the Society or shall become members within 30 days after election or appointment.
- Section 6. The President shall appoint, and may remove, the Chair of the Standing and Special Committees. There shall be a Standing Committee for Program, Communications, and Membership. The Special Committee(s) shall be determined by the President.
- Section 7. The Chair of a Committee, regardless of whether a Standing or Special Committee, shall preside at meetings of the Committee, schedule Committee meetings, and shall provide a report of the Committee status and activities at meetings of the Board of Directors and membership. Each Chair and each Committee shall carry forth activities of its own initiative, activities as assigned by the Board and/or members, and shall conduct those activities as may have been identified and assigned through the Chapter's Strategic Plan.
- Section 8. The Secretary shall maintain a record of attendance for the Board of Directors' meetings. The Secretary shall provide a written notice to members who miss two consecutive meetings without a reasonable justification. Three consecutive meeting absences without a reasonable justification shall be grounds for removal from the Board of Directors if affirmed by a majority vote by the Board of Directors.

ARTICLE IV. Elections

- Section 1. The President, the President-Elect, and the Board of Directors' members shall be elected by a plurality of the members voting by either physical presence and voting or absentee ballot at the annual meeting at which the biennial election will be held in odd numbered years. Notice of the forthcoming annual election shall be given at least 30 days prior to the annual meeting thereby providing an opportunity for members to request an absentee ballot. Such requests must be received by the designated election officials at least 10 days prior to the annual meeting. Written ballots shall be returned to the designated election officials by one calendar day before the annual meeting in order to be valid. Elections shall be supervised and administered by the Board of Directors.

Section 2. Nominations for President, President-Elect, and Board of Directors' members shall be made by a Special Committee appointed by the President. The Special Committee's nominations shall be announced at least 30 days before the annual meeting. Nominations may also be made by any member of the Chapter from the floor at this meeting when there are vacancies on the slate of candidates for the Board of Directors.

ARTICLE V. Meetings

Section 1. The Chapter shall hold at least three general Chapter meetings during the January 1 to December 31 Chapter year.

Section 2. The annual meeting shall be held at a time and place designated by the Board of Directors. Chapter members shall be given at least 30 days-notice of time, place, and, so far as possible, the business to come before members at the annual meeting.

Section 3. Other meetings of the Chapter shall be held at times designated by the President or Board of Directors.

Section 4. Officers and Board of Directors' members, who are not able to be physically present at a board meeting, may participate in any board meeting by telephone or other means of telecommunication. Members of the Chapter may do the same for any membership meetings, including the annual membership meeting.

Section 5. The Secretary shall provide a copy of any approved minutes by the Board of Directors to the general membership of the Chapter within 30 days of adoption.

ARTICLE VI. Amendments

Section 1. Amendments to this Constitution may be proposed by the Chapter Board of Directors and adopted by two-thirds vote of members present and voting at a regularly called Chapter meeting.

Article VII. Parliamentary Procedures

Section 1. Meetings of the Chapter shall be governed by the guidelines and rules included in the most recent edition of *Robert's Rules of Order* in all cases to which they are applicable and in which they are consistent with the Law and the Constitution of the Chapter.

Article VIII. Tax Exempt Declarations

Section 1. No part of the net earnings of the Chapter shall inure to the benefit of, or be distributable to, any other officer of the Chapter, or any other private person, except that the Chapter shall be empowered to pay reasonable compensation for services rendered to or for the Chapter and to make payments and distributions in furtherance of the purposes set forth hereinabove.

- Section 2. No substantial part of the activities of the Chapter shall be the carrying on of propaganda, or otherwise attempting to influence legislation (except as otherwise permitted by Section 501(h) of the Code), and the Chapter shall not participate in, or intervene in (including the publishing or distribution of statements concerning) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, the Chapter shall not carry on any other activities not permitted to be carried on:
- a. by an organization exempt from federal income tax under Chapter 501(c)(3) of the Code,
or
 - b. by an organization, contributions to which are deductible under Chapter 170(c)(2) of the Code.
- Section 3. In the event of dissolution or final liquidation of the Chapter, after paying or making provision for the payment of all the liabilities and obligations of the Chapter and for necessary expenses thereof, all of the remaining assets and property of the Chapter shall be distributed to the Society provided it remains organized and operated exclusively for charitable or educational purposes and shall, at the time, qualify as an exempt organization under Section 501(c)(3) of the Internal Revenue Code, and, if not, to an organization which does so qualify. In no event shall any of such assets or property be distributed to any officer or to any private individual.
- Section 4: The fiscal year of the Chapter shall end on December 31.
- Section 5: The Employer Identification Number (EIN) assigned by the Internal Revenue Service to this Chapter is: 23-2160304.

Amend footnote:

¹ Amended May 18, 1967; Articles III and IV amended on May 22, 1975; Articles III, IV, V, VI, and VII amended on May 10, 2012; Articles V and IX amended on June 11, 2013; and amended on September 22, 2018..