

URBAN AFFAIRS STUDENT ASSOCIATION (UASA)
BYLAWS
Revised 1 May 2003
Passed 15 May 2003
Enforced 22 May 2003

Article One: Name

The name for the organization shall be the Urban Affairs Student Association (hereinafter referred to as UASA) of the School of Urban Affairs and Public Policy (the School) at the University of Delaware in Newark, Delaware.

Article Two: Membership

All students enrolled full-time, part-time, or sustaining status in the School are members of UASA and are entitled to the rights thereof. The UASA membership shall include all students enrolled in MA, MPA, and PhD programs within the School of Urban Affairs and Public Policy.

Article Three: Purpose

The purposes for which UASA is formed are the following:

- 3.1. Provide a representative forum for students' opinions to be voiced
- 3.2. Advocate for the interests of students in the School
- 3.3. Facilitate communication between School faculty, staff, administrators, and graduate students within the School
- 3.4. Participate in the development and formation of policy and practices as they relate to activities and functions of students in the School
- 3.5. Make recommendations to the administration of the School on all matters determined pertinent to students in the School
- 3.6. Participate in the professional development of students in the School
- 3.7. Provide social and networking opportunities to students in the School
- 3.8. Disseminate pertinent information within the School

Article Four: Officers

- 4.1 Positions. The UASA shall have nine (9) elected Officer positions that shall be elected by the students of the School. The nine elected Officers shall be:
 - 4.1.1 President
 - 4.1.2 Vice President
 - 4.1.3 Secretary
 - 4.1.4 Treasurer
 - 4.1.5 Graduate Student Senator
 - 4.1.6 PhD Program Representative
 - 4.1.7 MA Program Representative
 - 4.1.8 MPA Program Representative (Full-time student)
 - 4.1.9 MPA Program Representative (Part-time student)
- 4.2 Qualifications. All elected officers must:
 - 4.2.1 Meet the basic membership criterion
 - 4.2.2 Be in "good standing" as defined by University standards
 - 4.2.3 Be available to attend at least three-fourths (3/4) of all meetings and activities
 - 4.2.4 For specific degree program representatives (PhD, MA, and MPA FT/PT), be a student within respective program they wish to represent
- 4.3 Duties.
 - 4.3.1 The **President** shall
 - 4.3.1.1 Serve as the official spokesperson for UASA
 - 4.3.1.2 Assure fair and equal representation of students within the School

- 4.3.1.3 Appoint all chairpersons for committees or subcommittees established by UASA
- 4.3.1.4 Act as moderator at all UASA Officer and general student body meetings
- 4.3.1.5 Organize an agenda prior to all student body meetings
- 4.3.1.6 Receive all resolutions and recommendations of UASA Officers and committees
- 4.3.1.7 Represent UASA or designate another UASA Officer to represent UASA at pertinent meetings of the School or University
- 4.3.2 The **Vice President** shall:
 - 4.3.2.1 Assist the President with the duties in Section 4.3.
 - 4.3.2.2 Perform all duties of the President in the event of absence, incapacity, or resignation
 - 4.3.2.3 Chair or designate another member to chair social and networking events
 - 4.3.2.4 Be responsible for developing one social and networking event each semester
- 4.3.3 The **Secretary** shall
 - 4.3.3.1 Be responsible for publicity of all UASA events
 - 4.3.3.2 Record all minutes of UASA officer and student body meetings
 - 4.3.3.3 Notify members of the date, time, and place of all student body meetings
 - 4.3.3.4 Maintain the electronic materials of UASA
 - 4.3.3.5 Prepare and post UASA updates or newsletters
 - 4.3.3.6 Be responsible for the administration of elections, unless running for an office
- 4.3.4 The **Treasurer** shall
 - 4.3.4.1 Explore mechanisms for funding UASA activities
 - 4.3.4.2 Maintain accurate and up-to-date financial records if necessary
 - 4.3.4.3 Be responsible for all purchases made by UASA or the processing of all funding requests through appropriate channels in a timely manner
 - 4.3.4.4 Work with the President to prepare an advisory budget for the academic year
 - 4.3.4.5 Chair or designate another member to chair professional development events
 - 4.3.4.6 Be responsible for developing one professional development event each semester
- 4.3.5 The **Graduate Student Senate Representative** shall:
 - 4.3.5.1 Represent all students of the School to the Graduate Student Senate
 - 4.3.5.2 Inform students of the proceedings of the Graduate Student Senate
 - 4.3.5.3 Chair or designate another member to chair community service events
 - 4.3.5.4 Be responsible for developing one community service event each semester
- 4.3.6 The **PhD Representative** shall:
 - 4.3.6.1 Attend and vote at all meetings of the Urban Affairs Program Faculty (UAPP Faculty)
 - 4.3.6.2 Attend and vote at all meetings of the School of Urban Affairs Faculty (SUAPP Faculty)
 - 4.3.6.3 Actively seek and represent options of the collective PhD student body
 - 4.3.6.4 Communicate information among the PhD student body, UAPP Faculty, and SUAPP Faculty
 - 4.3.6.5 Notify PhD students of pertinent meetings, program changes, or upcoming events
- 4.3.7 The **MA Representative** shall:
 - 4.3.7.1 Attend and vote at all meetings of the Urban Affairs Program Faculty (UAPP Faculty)
 - 4.3.7.2 Attend and vote at all meetings of the School of Urban Affairs Faculty (SUAPP Faculty)
 - 4.3.7.3 Actively seek and represent options of the collective MA student body
 - 4.3.7.4 Communicate information among the MA student body, UAPP Faculty, and SUAPP Faculty
 - 4.3.7.5 Notify MA students of pertinent meetings, program changes, or upcoming events
- 4.3.8 The **MPA Representative (full-time)** shall:

- 4.3.8.1 Attend and vote at all meetings of the Master of Public Administration Program Faculty (MPA Faculty)
- 4.3.8.2 Attend and vote at all meetings of the School of Urban Affairs Faculty (SUAPP Faculty)
- 4.3.8.3 Actively seek and represent options of the collective MPA student body
- 4.3.8.4 Communicate information among the MPA student body, MPA Faculty, and SUAPP Faculty
- 4.3.8.5 Notify MPA students of pertinent meetings, program changes, or upcoming events
- 4.3.9 The **MPA Representative (part-time)** shall:
 - 4.3.9.1 Attend meetings of the Master of Public Administration Program Faculty (MPA Faculty) when possible
 - 4.3.9.2 Attend meetings of the School of Urban Affairs Faculty (SUAPP Faculty) when possible
 - 4.3.9.3 Actively seek and represent options of the collective MPA student body
 - 4.3.9.4 Communicate information among the MPA student body, MPA Faculty, and SUAPP Faculty
 - 4.3.9.5 Notify MPA students of pertinent meetings, program changes, or upcoming events
- 4.3.10 **All Officers** shall:
 - 4.3.10.1 Attend all officer meetings, unless absence is excused by President
 - 4.3.10.2 Assist the Secretary in dissemination of information
 - 4.3.10.3 Participate in the administration of elections, unless running for an office
- 4.4 Removal from office. Should an elected Officer fail to meet the criteria outlined above for their position, as well as general elected Officer requirements, the remaining UASA Officers have the right to remove such an individual, and replace them with an interim representative. To remove an Officer, a unanimous vote in favor of removal is required of the remaining UASA Officers.
- 4.5 Replacement. If an Officer must resign from his/her elected position for any reason, or if an Officer is removed from office, the remaining Officers have the responsibility of notifying the student body of the vacancy, searching for a candidate for the position, and appointing a new Officer for that position. The appointment shall be made through a three-fourths (3/4) approval vote of the remaining Officers. If applicable, the new Officer must be from the same degree program he/she wishes to represent.

Article Five: Meetings

- 5.1 Officer Meetings
 - 5.1.1 UASA Officers shall hold an Officer meeting at least once each academic semester.
 - 5.1.2 Other Officer meetings may occur as called by the President or a majority decision of the Officers
 - 5.1.3 Officers shall be made aware of general meetings with a minimum notice of forty-eight (48) hours from the start of the meeting
 - 5.1.4 For purposes of voting, a quorum shall be required for Officer meetings, except when voting on removal of an Officer, in which complete attendance is required for a quorum
 - 5.1.5 A quorum shall constitute a two-thirds (2/3) of the Officers
- 5.2 General meetings
 - 5.2.1 UASA shall hold a general meeting of the student body at least once each academic semester.
 - 5.2.2 Other general meetings may occur as called by the President or a majority decision of the Officers
 - 5.2.3 The student body of the School shall be made aware of general meetings with a minimum notice of forty-eight hours from the start of the meeting; if bylaw changes are to be voted on at the meeting, there shall be a minimum notice of two weeks.
 - 5.2.4 For purposes of voting, a quorum shall be required for all general membership meetings.
 - 5.2.5 A quorum shall constitute one-tenth (1/10) of the total number of students of the general membership.

Article Six: Activities

- 6.1 UASA is responsible for organizing a social event at least once each academic semester
- 6.2 UASA is responsible for organizing a professional development event at least once each academic semester
- 6.3 UASA is responsible for organizing a community service event at least once each academic year
- 6.4 UASA shall participate in student recruitment activities organized by the School
- 6.5 UASA shall solicit student body participation for all activities

Article Seven: Elections

- 7.1 Elections shall be held for yearly positions during the spring academic semester. Each election cycle will include a nomination period of no less than two weeks, a publicly announced candidate forum, and an election day.
- 7.2 Election Timetable
 - 7.2.1 First Monday of April: begin nomination period
 - 7.2.2 Third Monday of April: close nomination period, candidate Acceptance/Decline of offer due by midnight.
 - 7.2.3 Third Wednesday in April: candidate information as deemed necessary due to Secretary, or Officer running the election. These materials can include a candidate's biography and photograph for the UASA bulletin board.
 - 7.2.4 Fourth Week of April: a public candidate forum for nominees to express interest and provide student body a chance to ask questions and hear proposals from candidates shall be held during this week
 - 7.2.5 First Week of May: an Election Day shall take place during this week
 - 7.2.6 Should School not be in session in accordance to any date on this time table due to national/school holiday, emergency, or spring break, then all dates thenceforth from when the conflict occurs shall be pushed back one (1) week.
- 7.3 Nomination Procedure
 - 7.3.1 Students may nominate themselves or others for Officer positions
 - 7.3.2 Nominations must be in writing and delivered to the Secretary or individual in charge of the election (election official) within the specific time frame. These can be hand-delivered written documents, or can be sent via e-mail
 - 7.3.3 Nominations must include the following:
 - 7.3.3.1 Nominee name
 - 7.3.3.2 Nominee e-mail address or other point of contact
 - 7.3.3.3 Position for which being nominated
- 7.4 Election Procedure
 - 7.4.1 The student body shall be notified of voting procedures, including where to obtain ballots and how they may vote at least forty-eight (48) hours prior to election day
 - 7.4.2 Polls shall be open from a minimum of nine (9) a.m. to nine (9) p.m. in Graham Hall on election day
 - 7.4.3 Ballots must be made available to students who cannot come to Graham Hall during that time frame, and wish to vote via another method.
- 7.5 Voting Procedure
 - 7.5.1 In Person: attend the pre-determined site and complete a ballot
 - 7.5.2 Absentee: obtain a ballot, cast your vote and return it to the election official it in a sealed envelope with signature over the seal. Any ballots/envelopes that are not signed and sealed or received at least 24 hours before the election day will not be counted. The ballot must contain the voter's program of study, but no other means for identification is necessary on the ballot itself.
 - 7.5.3 E-mail: e-mail messages must be sent to the election official and include student's social security number and program of study and must be received no later than nine (9) p.m. on election day.

- 7.5.4 Fax: all faxes must be sent to the election official and contain the student's name, student ID number, program of study, and current telephone number. All faxes must be received no later than nine (9) p.m. on election day
- 7.5.5 Members may only vote one time. Their names will be on a list in possession of the election official, and crossed off prior to receiving a ballot if voting in person, or once their fax/e-mail/absentee ballot is received. Actual ballots must include the voter's program of study, but otherwise shall remain anonymous.
- 7.5.6 All students may vote for the four officer positions (President, Vice-President, Secretary, Treasurer) along with the Graduate Student Senator. Students may vote only for the representative of their perspective programs as follows:
 - 7.5.6.1 MA Students for MA Representative
 - 7.5.6.2 PhD Students for PhD Representative
 - 7.5.6.3 Full-Time MPA Students for Full-Time MPA Representative
 - 7.5.6.4 Part-Time MPA Students for Part-Time MPA Representative
- 7.5.7 Results must be announced no later than 24 hours after polls close
- 7.6 Transition Procedure
 - 7.6.1 Newly elected officials shall assume the reigns of their position on the university determined last day of classes for the spring semester
 - 7.6.2 Officials from the previous year must surrender all information regarding the position to the newly elected representative during the time between the election results announcement and the date of transition.

Article Eight: Bylaw Amendments

- 8.1 Bylaw amendments may be suggested by UASA Officers or any general member
- 8.2 Any amendment to UASA bylaws must be approved by a majority of the UASA Officers
- 8.3 The student body of the School shall be made aware of proposed changes with minimum notice of two weeks
- 8.4 Proposed changes shall be placed on the UASA bulletin board and hard copies must be made available upon request
- 8.5 Amendments to the Bylaws must have three-fourths (3/4) approval by the one-tenth quorum (1/10) of the student body
- 8.6 Approval may be granted through a general membership meeting, Officer elections, or a special election