

STUDENT ASSOCIATION OF POLICY AND ADMINISTRATION (SAPA)
BYLAWS
Revised 2nd March 2012
Adopted 15th March 2012

Article One: Name

The name for the organization shall be the Student Association of Policy and Administration (hereinafter referred to as SAPA) of the School of Public Policy and Administration (the School/SPPA) at the University of Delaware.

Article Two: Membership

Any student that is enrolled full-time, part-time or sustaining status in the School are members of SAPA and are entitled to the rights thereof. The SAPA membership shall include all students enrolled in the Master of Arts in Urban Affairs and Public policy program (MA), Master of Arts in Historical Preservation program (MA-HP), Master of Public Administration program (MPA), Disaster Science and Management program (DISA), PhD program, and the Continuing Education program.

Article Three: Purpose

The purpose of SAPA is to:

- 3.1. Facilitate communication between School faculty, staff, administrators, and graduate students within the School,
- 3.2. Advocate for the interests of SPPA students by providing a representative forum for students' opinions,
- 3.3. Participate in the development and formation of policy and practices as they relate to activities and functions of students in the School,
- 3.4. Make recommendations to the administration of the School on all matters determined pertinent to students in the School,
- 3.5. Participate in the professional development of students in the School,
- 3.6. Provide social and networking opportunities to students in the School, and
- 3.7. Engage constructively in the community on a local, regional and national level to improve administration and the development of policy.

Article Four: Officers

- 4.1 Positions. The SAPA shall have ten (10) elected Officer Positions that shall be elected by the students of the School. The ten elected Officers shall be:
 - 4.1.1 President,
 - 4.1.2 Vice President,
 - 4.1.3 Secretary,
 - 4.1.4 Treasurer,
 - 4.1.5 PhD Program Representative,
 - 4.1.6 MA Program Representative,
 - 4.1.7 MA-HP Program Representative,
 - 4.1.8 MPA Program Representative,
 - 4.1.9 DISA Program Representative, and
 - 4.1.10 Continuing Education Representative.
- 4.2 Qualifications/Requirements: 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 Attend at least three-fourths (3/4) of all meetings and activities,
 - 4.2.4 Be a student either within the School or be a student within the respective program they wish to represent,
 - 4.2.5 Attend all officer meetings, unless absence is excused by the President, and
 - 4.2.6 Assist the Secretary in the dissemination of information.

- 4.3 Duties.
- 4.3.1 The **President** shall:
- 4.3.1.1 Serve as the official spokesperson for SAPA,
 - 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 SAPA,
 - 4.3.1.4 Act as moderator at all SAPA 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 SAPA Officers and committees, and
 - 4.3.1.7 Represent SAPA or designate another SAPA Officer to represent SAPA 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 4.3.1,
 - 4.3.2.2 Perform all duties of the President in the event of absence, incapacity, or resignation,
 - 4.3.2.3 Serve as parliamentarian of the organization, enforcing the provisions set forth in these bylaws,
 - 4.3.2.4 Chair or designate another SAPA Officer to chair social and networking events, and
 - 4.3.2.5 Be responsible for developing one social and networking event each academic semester.
- 4.3.3 The **Secretary** shall
- 4.3.3.1 Be responsible for publicity of all SAPA events,
 - 4.3.3.2 Record all minutes of SAPA officer and student body meetings,
 - 4.3.3.3 Notify members of the date, time, and place of all student body and Officer meetings,
 - 4.3.3.4 Maintain the electronic materials of SAPA,
 - 4.3.3.5 Prepare and post SAPA updates or newsletters,
 - 4.3.3.6 Be responsible for the administration of elections, unless running for an office,
 - 4.3.3.7 Be responsible for developing one community service event each academic semester, and
 - 4.3.3.8 Chair or designate another SAPA Officer to chair community service events.
- 4.3.4 The **Treasurer** shall
- 4.3.4.1 Explore mechanisms for funding SAPA activities,
 - 4.3.4.2 Maintain accurate and up-to-date financial records,
 - 4.3.4.3 Be responsible for all purchases made by SAPA 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 upcoming academic year,
 - 4.3.4.5 Chair or designate another SAPA Officer to chair professional development events, and
 - 4.3.4.6 Be responsible for developing one professional development event each academic semester.
- 4.3.5 The **PhD Representative** shall:
- 4.3.5.1 Attend and vote at faculty meetings of the School of Public Policy and Administration (SPPA),
 - 4.3.5.2 Actively seek and represent options of the collective PhD student body,
 - 4.3.5.3 Act as a liaison between the PhD student body, UAPP Program Faculty, and SPPA Faculty, and
 - 4.3.5.4 Notify PhD students of pertinent meetings, program changes, or upcoming events.
- 4.3.6 The **MA Representative** shall:
- 4.3.6.1 Attend and vote at faculty meetings of the SPPA,
 - 4.3.6.2 Actively seek and represent options of the collective MA student body,
 - 4.3.6.3 Communicate information among the MA student body, UAPP Program Faculty, and SPPA Faculty,
 - 4.3.6.4 Notify MA students of pertinent meetings, program changes, or upcoming events,
 - 4.3.6.5 Represent all UAPP students at the Graduate Student Senate meetings, and
 - 4.3.6.6 Inform students of decisions made and issues discussed at Graduate Student Senate meetings.
- 4.3.7 The **MA-HP Representative** shall:
- 4.3.7.1 Attend and vote at faculty meetings of the SPPA,
 - 4.3.7.2 Actively seek and represent options of the collective MA-HP student body,
 - 4.3.7.3 Communicate information among the MA-HP student body, MA-HP Program Faculty, and SPPA Faculty,
 - 4.3.7.4 Notify MA-HP students of pertinent meetings, program changes, or upcoming events,
 - 4.3.7.5 Represent all MA-HP students at the Graduate Student Senate meetings, and
 - 4.3.7.6 Inform students of decisions made and issues discussed at Graduate Student Senate meetings.

- 4.3.8 The **MPA Representative** shall:
 - 4.3.8.1 Attend and vote at meetings of the Master of Public Administration Program Faculty (MPA Faculty),
 - 4.3.8.2 Attend and vote at faculty meetings of the SPPA,
 - 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 Program Faculty, and SPPA Faculty,
 - 4.3.8.5 Notify MPA students of pertinent meetings, program changes, or upcoming events,
 - 4.3.8.6 Represent all MPA students at the Graduate Student Senate, and
 - 4.3.8.7 Inform students of decisions made and issues discussed at Graduate Student Senate meetings.
- 4.3.9 The **DISA Representative** shall:
 - 4.3.9.1 Attend and vote at faculty meetings of the SPPA,
 - 4.3.9.2 Actively seek and represent options of the collective DISA student body,
 - 4.3.9.3 Communicate information among the DISA student body, DISA Faculty, and SPPA Faculty,
 - 4.3.9.4 Notify DISA students of pertinent meetings, program changes, or upcoming events,
 - 4.3.9.5 Represent all DISA students at the Graduate Student Senate, and
 - 4.3.9.6 Inform students of decisions made and issues discussed at Graduate Student Senate meetings.
- 4.3.10 The **Continuing Education Representative** shall:
 - 4.3.10.1 Attend meetings of the SPPA Faculty, when possible,
 - 4.3.10.2 Actively seek and represent options of the collective Continuing Education student body,
 - 4.3.10.3 Communicate information among the continuing education student body and SPPA Faculty, and
 - 4.3.10.4 Notify Continuing Education students of pertinent meetings, program changes, or upcoming events.
- 4.4 Those Board members designated to attend meetings of the SPPA faculty shall do so on a rotating basis to be determined by the Board at the start of each academic year. This rotation will ensure that no more than three (3) officers attend any one SPPA faculty meeting.
- 4.5 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 SAPA Officers have the right to remove this individual, and replace them with an interim representative. To remove an Officer, a unanimous vote in favor of removal is required of the remaining SAPA Officers.
- 4.6 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 and searching for a candidate to fill that position. The Board retains the right to fill any vacancy by either holding a direct election or through appointment. If the Board elects to appoint a new member it 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: Committees

- 5.1 Creation of Committees.
 - 5.1.1. The Board may designate three (3) or more SAPA members to create a committee. Interested SAPA members upon approval by the Board may also form committees voluntarily.
 - 5.1.2. All standing committees are required to take minutes and attendance during any official meeting. Minutes must be emailed to the SAPA Secretary by the end of each calendar month.
 - 5.1.3. At least one member of each standing committee is required to attend each month's regularly scheduled SAPA general meeting to report on the business of the committee.
 - 5.1.4. Once created, a committee may carry over into the proceeding academic year provided it has maintained the above membership and record keeping requirements.

Article Six: Meetings

- 6.1 Officer Meetings.
 - 6.1.1 SAPA Officers shall hold at least one Officer meeting a month, while school is in session.
 - 6.1.2 Additional Officer meetings may be called by the President, or by a majority vote of the Officers.
 - 6.1.3 Officers shall be made aware of general meetings with a minimum notice of forty-eight (48) hours from the start of the meeting.

- 6.1.4 For purposes of voting, a quorum shall be required for Officer meetings, except when voting on the removal of an Officer; in which complete attendance is required for a quorum.
 - 6.6.4.1 A quorum shall constitute a two-thirds (2/3) of the Officers.
- 6.2 General meetings.
 - 6.2.1 SAPA shall hold at least one general meeting of the student body each academic semester.
 - 6.2.2 Other general student body meetings may be called by the President, or by a majority vote of the Officers,
 - 6.2.3 The student body of the School shall be made aware of general meetings with a minimum notice of forty-eight (48) 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.
 - 6.2.4 For purposes of voting, a quorum shall be required for all general membership meetings.
 - 6.2.5 A quorum shall constitute one-tenth (1/10) of the total number of students of the general membership.

Article Seven: Activities

- 7.1 SAPA is responsible for organizing at least one social event each academic semester.
 - 7.1.1 Happy hours are not recognized as social events.
- 7.2 SAPA is responsible for organizing at least one professional development event each academic semester.
- 7.3 SAPA is responsible for organizing at least one community service event each academic year.
- 7.4 SAPA shall participate in student recruitment activities organized by the School.
- 7.5 SAPA shall solicit student body participation for all activities.

Article Eight: Elections

- 8.1 Yearly elections shall be held for Officer 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.
- 8.2 Election Timetable.
 - 8.2.1 First Monday of April: Begin nomination period.
 - 8.2.2 Third Monday of April: Close nomination period, candidate(s) must accept or decline nomination offer by midnight.
 - 8.2.3 Third Wednesday in April: Candidate submission information must be delivered to current Secretary, or Officer running the election. These materials may include a candidate's biography and photograph, to be displayed on the SAPA bulletin board.
 - 8.2.4 Fourth Week of April: A public candidate forum shall be held one day during this week. This forum will give nominees a chance to express interest in the Officer position they are running for, allow the student body to ask the candidate questions, and allows candidates to voice their proposals on what they intend to accomplish while in office.
 - 8.2.5 First Week of May: An Election shall take place during one day in this week.
 - 8.2.6 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 by one (1) week.
- 8.3 Nomination Procedure.
 - 8.3.1 Students in the School may nominate themselves or others for Officer positions.
 - 8.3.2 Nominations must be submitted either in writing and/or in email format, and must be delivered to the current Secretary or individual in charge of the election (election official) within the specific time frame.
 - 8.3.3 Nomination submissions must include the following:
 - 8.3.3.1 Nominee name,
 - 8.3.3.2 Nominee e-mail address or other point of contact, and
 - 8.3.3.3 Position for which being nominated.
- 8.4 Election Procedure.
 - 8.4.1 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.
 - 8.4.2 Polls shall be open from (9) a.m. to nine (9) p.m. on election day.
 - 8.4.3 Ballots must be made available via email.

- 8.5 Voting Procedure.
 - 8.5.1 Ballots will be distributed via email as an electronic survey. Members may only vote once. The ballots will reflect the voter's program of study, but otherwise shall remain anonymous.
 - 8.5.2 All students may vote for the following five officer positions (President, Vice-President, Secretary, Treasurer, and Continuing Education Representative).
 - 8.5.3 Students may vote only for the representative of their respective programs as follows:
 - 8.5.3.1 PhD Students for the PhD Representative,
 - 8.5.3.2 MA Students for the MA Representative,
 - 8.5.3.3 MA-HP Students for the MA-HP Representative,
 - 8.5.3.4 MPA Students for the MPA Representative.
 - 8.5.3.5 DISA Students for the DISA Representative, and
 - 8.5.3.6 Continuing Education Students for the Continuing Education Representative.
 - 8.5.4 Results of the election must be announced no later than twenty-four (24) hours after polls close.
- 8.6 Transition Procedure.
 - 8.6.1 Newly elected Officers shall assume their position on the last day of classes for the spring semester.
 - 8.6.2 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 Nine: Bylaw Amendments

- 9.1 SAPA Officers or any general member may suggest bylaw amendments.
- 9.2 Amendment to SAPA bylaws must be approved by a majority of the SAPA Officers.
- 9.3 The student body of the School shall be made aware of proposed changes with a minimum notice of two weeks.
- 9.4 Proposed changes shall be placed on the SAPA bulletin board and hard copies must be made available upon request.
- 9.5 Amendments to the Bylaws must have three-fourths (3/4) approval by the one-tenth quorum (1/10) of the student body.
- 9.6 Approval may be granted through a general membership meeting, Officer elections, or a special election.