

**STUDENT ASSOCIATION OF POLICY AND  
ADMINISTRATION (SAPA) BYLAWS  
Revised 24 February 2013  
Passed 11 March 2013  
Enforced 12 March 2013**

**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 (SPPA) at the University of Delaware.

**Article Two: Membership**

Any student that is enrolled full-time, part-time, or has sustaining status in SPPA, are members of SAPA, and are entitled to the rights thereof.

**Article Three: Purpose**

The purpose of SAPA is to:

- 3.1 Facilitate communication between SPPA faculty, staff, administrators, and students;
- 3.2 Advocate for the interests of SPPA students by providing a forum for students to share their views and opinions on issues affecting the student body;
- 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 SPPA on all matters determined pertinent to students;
- 3.5 Provide opportunities for professional development and general welfare of students in SPPA;
- 3.6 Provide social and networking opportunities to students in SPPA; and
- 3.7 Actively engage in the community on a local, regional, and national level to improve student understanding of policy development and civic responsibility.

**Article Four: Officers**

- 4.1 Positions. SAPA shall have ten (10) Officer positions.
  - 4.1.1 The ten (10) Officer positions of SAPA shall be:
    - President;
    - Vice President;
    - Secretary;
    - Treasurer;
    - PhD Program Representative;
    - MA-UAPP Program Representative;
    - MA-HP Program Representative;
    - MPA Program Representative;
    - DISA Program Representative; and
    - Continuing Education Representative.
- 4.2 Qualifications/Requirements. All elected Officers must:
  - 4.2.1 Meet the basic membership criterion (refer to Article 2);
  - 4.2.2 Be in “good standing” as defined by University standards;
  - 4.2.3 Attend at least one-half (1/2) of all meetings and activities. Absences must be excused by the President;

- 4.2.4 Be a student within the respective program they wish to represent; and
- 4.2.5 Assist the Secretary in the dissemination of SAPA/SPPA-related 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 SPPA;
- 4.3.1.3 Appoint all chairpersons for committees or subcommittees established by SAPA;
- 4.3.1.4 Act as moderator at all SAPA meetings;
- 4.3.1.5 Organize an agenda prior to all General meetings;
- 4.3.1.6 Receive all resolutions and recommendations of SAPA Officers, committees, and members;
- 4.3.1.7 Represent SAPA or designate another SAPA Officer at pertinent meetings of SPPA or the University; and
- 4.3.1.8 Serve on the Professional Development Committee.

4.3.2 The **Vice President** shall:

- 4.3.2.1 Assist the President with the duties outlined in Article 4, § .3.1;
- 4.3.2.2 Perform all duties of the President in the event of their absence until the President returns or a replacement is found. (See Article 4, § 5-6);
- 4.3.2.3 Serve as parliamentarian of SAPA, enforcing the provisions set forth in the Bylaws; and
- 4.3.2.4 Serve on the Social Committee;

4.3.3 The **Secretary** shall

- 4.3.3.1 Be responsible for publicity of all SAPA events, in conjunction with Committees;
- 4.3.3.2 Record and distribute all minutes of SAPA Officer and General meetings;
- 4.3.3.3 Notify members of the date, time, and location of all meetings;
- 4.3.3.4 Maintain all of SAPA's electronic materials;
- 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; and
- 4.3.3.7 Serve on the Community Service Committee;.

4.3.4 The **Treasurer** shall

- 4.3.4.1 Maintain accurate and up-to-date financial records for SAPA;
- 4.3.4.2 Be responsible for all purchases made by SAPA or the processing of all funding requests through appropriate channels in a timely manner;
- 4.3.4.3 Work with the President to prepare an advisory budget for the upcoming academic year; and
- 4.3.4.4 Serve on the Fundraising Committee.

4.3.5 The **PhD Representative** shall:

- 4.3.5.1 Attend and vote at SPPA faculty meetings;
- 4.3.5.2 Actively seek and represent opinions of the collective PhD student body;
- 4.3.5.3 Act as a liaison between the PhD student body, SPPA Faculty and Staff; and
- 4.3.5.4 Notify PhD students of pertinent meetings, program changes, or upcoming events.

4.3.6 The **MA-UAPP Representative** shall:

- 4.3.6.1 Attend and vote at SPPA faculty meetings;
- 4.3.6.2 Actively seek and represent opinions of the collective MA student body;
- 4.3.6.3 Act as a liaison between the MA student body, SPPA Faculty and Staff;
- 4.3.6.4 Notify MA-UAPP students of pertinent meetings, program changes, or upcoming events;
- 4.3.6.5 Represent all UAPP (MA and PhD) students at Graduate Student Government

- meetings; and
- 4.3.6.6 Inform students of decisions made and issues discussed at Graduate Student Government meetings.
- 4.3.7 **The MA-HP Representative shall:**
  - 4.3.7.1 Attend and vote at SPPA faculty meetings;
  - 4.3.7.2 Actively seek and represent opinions of the collective MA-HP student body;
  - 4.3.7.3 Act as a liaison between the MA-HP student body, SPPA Faculty and Staff;
  - 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 Graduate Student Government meetings; and
  - 4.3.7.6 Inform students of decisions made and issues discussed at Graduate Student Government 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 SPPA faculty meetings;
  - 4.3.8.3 Actively seek and represent opinions of the collective MPA student body;
  - 4.3.8.4 Act as a liaison between the MPA student body, MPA Program Faculty, and SPPA Faculty and Staff;
  - 4.3.8.5 Notify MPA students of pertinent meetings, program changes, or upcoming events;
  - 4.3.8.6 Represent all MPA students at Graduate Student Government meetings; and
  - 4.3.8.7 Inform students of decisions made and issues discussed at Graduate Student Government meetings.
- 4.3.9 **The MS-DISA Representative shall:**
  - 4.3.9.1 Attend and vote at SPPA faculty meetings;
  - 4.3.9.2 Actively seek and represent opinions of the collective MS-DISA student body;
  - 4.3.9.3 Act as a conduit between the MS-DISA student body , SPPA Faculty and Staff;
  - 4.3.9.4 Notify MS-DISA students of pertinent meetings, program changes, or upcoming events;
  - 4.3.9.5 Represent all DISA (MS and PhD) students at Graduate Student Government meetings; and
  - 4.3.9.6 Inform students of decisions made and issues discussed at Graduate Student Government meetings.
- 4.3.10 **The Continuing Education Representative shall:**
  - 4.3.10.1 Attend SPPA Faculty meetings, when possible;
  - 4.3.10.2 Actively seek and represent opinions of the collective Continuing Education student body;
  - 4.3.10.3 Act as a liaison between the Continuing Education student body, SPPA Faculty and Staff; and
  - 4.3.10.4 Notify Continuing Education students of pertinent meetings, program changes, or upcoming events.
- 4.4 SAPA Officers designated to attend SPPA faculty meetings shall do so on a rotating basis. 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, or Officer qualifications/requirements, the remaining SAPA Officers have the right to remove this individual from office, and replace them with an interim representative. To remove an Officer from his/her position, 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 their position, the remaining Officers have the responsibility of notifying the SPPA faculty and student body of the vacancy, and searching for a candidate to fill that position. Officers retain the right to fill any vacancy by either holding a direct election or appointing an interim Officer to the open vacancy. If Officers elect to appoint a new member, it shall be made through a majority 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 President may designate three (3) or more SAPA members to create a committee.
- 5.1.2 Interested SAPA members, upon approval by the President, may also form committees voluntarily.
- 5.1.3 Once created, a committee may carry over into the proceeding academic year, provided it has maintained the above membership and record keeping requirements.
- 5.2 Committee Requirements.
- 5.2.1 All committees are required to send one (1) delegate to the general meeting to report the business of the committee each month.
- 5.2.2 Are required to record minutes and take attendance at all official committee meetings. Minutes must be emailed to the SAPA President and Secretary by the end of each calendar month.
- 5.3 Standing Committees.
- 5.3.1 The following committees must have three (3) active members each year:
- Professional Development Committee;
  - Social Committee;
  - Community Service Committee; and
  - Fundraising Committee.

### **Article Six: Meetings**

- 6.1 Officer Meetings.
- 6.1.1 SAPA Officers shall hold at least one (1) 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 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.
- 6.1.4.1 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 (1) General meeting each academic semester.
- 6.2.2 Other General meetings may be called by the President, or by a majority vote of the Officers.
- 6.2.3 The SPPA student body shall be notified of General meetings with a minimum notice of forty- eight (48) hours from the start of the meeting.

## **Article Seven: Activities**

- 7.1 SAPA is responsible for organizing at least one (1) 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 (1) professional development event each academic semester.
- 7.3 SAPA is responsible for organizing at least one (1) community service event each academic semester.
- 7.4 SAPA is responsible for organizing at least one (1) fundraising event each academic semester.
- 7.5 SAPA is responsible for co-hosting at least one (1) picnic with SPPA each academic semester.
- 7.6 SAPA is responsible for co-hosting a winter holiday party with SPPA.
- 7.7 SAPA shall participate in student recruitment activities organized by the School.
- 7.8 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 (2) weeks, a publicly announced candidate forum, and an election day.
- 8.2 Election Timetable.
  - 8.2.1 On or before the first Monday of April: Begin nomination period.
  - 8.2.2 On or before the third Monday of April: Close nomination period, candidate(s) must accept or decline nomination offer by midnight.
  - 8.2.3 On or before the third Wednesday in April: Candidate submission information must be delivered via email to [sapassociation@gmail.com](mailto:sapassociation@gmail.com). These materials should include a candidate's biography and photograph, to be displayed on the SAPA bulletin board.
  - 8.2.4 On or before the 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 On or before the 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, Faculty, and Staff in SPPA may nominate students for Officer positions.
  - 8.3.2 Nominations must be submitted via email to [sapassociation@gmail.com](mailto:sapassociation@gmail.com) before the deadline.
  - 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 candidate is being nominated.
- 8.4 Election Procedures.
  - 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 nine (9) a.m. to nine (9) p.m. on Election Day.
  - 8.4.3 Ballots must be made available via email.
- 8.5 Voting Procedures.
  - 8.5.1 Ballots will be distributed via email as an electronic survey. SAPA members may only vote once. The ballots will reflect the voter's program of study, but otherwise shall remain anonymous.

8.5.2 All SPPA graduate students may vote for the following five Officer positions: President, Vice-President, Secretary, Treasurer, and Continuing Education Representative. Undergraduate SPPA students may only vote for the following 4 Officer positions President, Vice-President, Secretary, and Treasurer.

8.5.3 Students may only vote for the representative of their respective program(s) as follows:

- PhD Students for the PhD Representative;
- MA-UAPP Students for the MA-UAPP Representative;
- MA-HP Students for the MA-HP Representative;
- MPA Students for the MPA Representative; and
- MS-DISA Students for the MS-DISA Representative.

8.5.4 Results of the election must be announced no later than twenty-four (24) hours after the polls close.

8.6 Transition Procedure.

8.6.1 Newly elected Officers shall assume their position on the last day of classes of the spring semester.

8.6.2 Officers from the previous year must surrender all information regarding their position to newly elected representatives during the time between election results are announced and the date of transition.

#### **Article Nine: Bylaw Amendments**

9.1 Any SAPA member may suggest bylaw amendments.

9.2 The SPPA student body shall be made aware of proposed changes with a minimum notice of two (2) weeks.

9.3 Proposed changes shall be placed on the SAPA bulletin board in Graham Hall, and hard copies must be made available upon request.

9.4 Approval of Bylaw amendments must be completed during a general membership meeting.

9.5 All Officers must be present at the general meeting in which Bylaws are being voted upon.

9.6 Approval of Bylaw amendments is voted upon by SAPA Officers and requires three-fourths (3/4) approval to pass.