University of North Dakota
Masters in Public Administration Student Organization
Constitution

ARTICLE I. NAME AND PURPOSE

Section 1. Name: The name of this organization established by this constitution shall be University of North Dakota Masters in Public Administration Student Organization.

Section 2. Purpose: The purpose of this organization shall be to:

A. Provide opportunities for professional growth within the field of Public Administration.
B. Encourage communication among student members, faculty, the College of Business and Public Administration, the Administration of the University of North Dakota, and professionals within the Public Administration field.

Section 3. Affiliations: This organization is not affiliated with any local, state or national group.

ARTICLE II. NON-DISCRIMINATION STATEMENT

Section 1. Non-discrimination Statement: Membership in the University of North Dakota Public Administration Graduate Student Organization shall be without regard to race, color, creed, national origin, religion, sex, sexual orientation, gender identity, age, veteran’s status, marital status, political affiliation or physical, mental or medical disability unrelated to the Purpose of the organization.

ARTICLE III. MEMBERSHIP

Section 1. Requirements for Membership:

A. Membership is open to:
   1. All candidates for a Masters in Public Administration, to include both local and distance candidates. (Graduate Student Member)
   2. All candidates for a Certificate in Public Administration, a Certificate in Health Administration, and a Certificate in Policy Analysis, to include both local and distance candidates. (Graduate Student Member)
   3. All faculty/staff of the Public Administration Department at the University of North Dakota. (Faculty/Staff Member)

B. Additional membership may consist of:
   1. Undergraduate students accepted to but not yet matriculated into the Masters in Public Administration Program. (Undergraduate Student Member)
   2. Alumni who hold a Masters Degree in Public Administration from the University of North Dakota. (Alumni Member)
   3. Interested community members who are in a position related to Public Administration. (Community Member)

C. Voting members shall consist of all members who:
   1. All members who meet membership requirements under Article III. Section 1.A.

D. Non-students cannot vote on the following:
   1. Election or removal of officers.
2. Removal of members.
3. Amendments to the constitution or bylaws.

E. No academic credit shall be offered for participation and/or membership in this organization.

Section 2. Removal of Members:

A. Grounds for removal of members include:
   1. Violation of University Policy.
   2. Violation of the UND Code of Student Life.
   3. Violation of attendance policy as stated in the bylaws.

B. A member may be removed by the following process:
   1. A petition to remove the member should be submitted to the President. Such a petition must contain the signatures of at least 25%, of the voting members. When such a petition is received, the President shall call a meeting of the organization to decide upon removal.
   2. The grounds for removal are to be presented by the President at a regular or special meeting of the organization.
   3. The member in question shall be provided two weeks to present a defense either in person or in writing.
   4. Voting is not to occur sooner than ½ hour after the presentation of the grounds and defense have been made. In order for a vote for removal to take place, at least a simple majority of the voting membership must attend the meeting and a 2/3 majority vote of the members present at that meeting is required for removal.

Section 3. Appeal of Removal of Members:

A. Members may appeal their removal, but the appeal must be made within two weeks of the vote for removal by requesting the President to call a special meeting of the organization. The President shall notify all members of this meeting, which is to occur at least two weeks and not more than one month after the appeal request is received by the President.

B. The decision to repeal the vote for removal shall require at least a 2/3 majority of the voting membership to attend the meeting, and a 2/3 majority vote of the members present at the special meeting.

ARTICLE IV. OFFICERS

Section 1. Elected Officers: The officers of this organization will be:

A. President.
B. Vice President.
C. Secretary.
D. Treasurer.

Section 2. Qualifications for Holding Office:

In order to be eligible to hold an office in this organization, the following qualifications must be met.
A. The candidate must be a Graduate Student Member of the organization.

B. The candidate must be able to serve out a full one-year term.

C. The Candidate must be able to adequately perform the required duties/functions of the office. These duties/functions may include attendance at required University sponsored training, meetings, or other MPASO events.

Section 3. Elections:

A. The officers of the organization shall be elected for a term of one year.

B. There will be no restrictions placed on the number of terms of office a member may hold.

C. Elections will be held in April.

D. Election to office will be by simple majority vote of the members present.

Section 4. Duties of the Officers:

A. The President shall be the principal executive officer and shall have the following duties:

1. To preside at all meetings of the organization.
2. To call special meetings of the organization, when required.
3. To submit an Officer Roster Card at the beginning of each semester to the Assistant Director for Student Involvement.
4. To schedule all practices, classes, and other activities of the organization, and to obtain appropriate facilities for these activities.
5. To prepare and file any report required by the University.
6. To appoint committee chair people subject to the approval of the Executive Committee.
7. To perform other duties as specified in the bylaws.
8. To prepare and maintain a manual/binder related to the office and to review all materials in the transition of the incoming President prior to giving up the office.
9. Other duties as required.

B. The Vice President shall have the following duties:

1. To assume the duties of the President (until a special election can be held) in the event of a vacancy in the office.
2. To serve as an ex-officio member of the Standing Committees of the organization.
3. To plan the officers' orientation and organization retreats.
4. To perform other duties as assigned by the President or as specified in the bylaws.
5. To prepare and maintain a manual/binder related to the office and to review all materials in the transition of the incoming Vice President prior to giving up the office.
6. Other duties as required.

C. The Secretary shall have the following duties:
1. To keep a record of all members of the organization.
2. To keep a record of all activities of the organization.
3. To keep and distribute minutes of each meeting of the organization.
4. To notify all members of meetings.
5. To handle all official correspondence of the organization.
6. To perform other duties as assigned by the President or as specified in the bylaws.
7. To prepare and maintain a manual/binder related to the office and to review all materials in the transition of the incoming Secretary prior to giving up the office.
8. Other duties as required.

D. The Treasurer shall have the following duties:

1. To keep all financial records of the organization.
2. To prepare and submit financial reports to the members.
3. To prepare the annual budget and all budget requests for funds.
4. To submit financial records for an annual audit to the Assistant Director for Student Involvement at the end of Spring semester.
5. To become familiar with University accounting procedures and policies.
6. To perform other duties as assigned by the President or as specified in the bylaws.
7. To prepare and maintain a manual/binder related to the office and to review all materials in the transition of the incoming Treasurer prior to giving up the office.
8. Other duties as required.

Section 5. Vacancy of an Office:

A. In the event of a vacancy in an office other than the President before the expiration of a full term, a special election shall be called by the President within two weeks to fill the vacancy.

B. In the event of a vacancy in the office of the President before the expiration of a full term, a special election shall be called by the Vice President within two weeks to fill the vacancy.

Section 6. Removal of Officers:

A. Grounds for removal of an officer include:

1. Violation of University policy.
2. Violation of the UND Code of Student Life.
3. Failure to perform the duties of the office as set forth in the constitution and bylaws of the organization.
4. Failure to uphold the provision of this constitution and bylaws.

B. An officer may be removed by the following process:

1. A petition to remove the officer in question must be submitted to another officer. Such a petition must contain the signatures of 25% of the voting members of the organization. When such a petition is received, the officer shall call a meeting of the organization to decide upon removal.
2. The grounds for removal are to be presented by the officer in charge at a regular or special meeting of the organization.
3. The officer under review shall be provided two weeks to present a defense either in person or writing.
4. Voting is not to occur sooner than \( \frac{1}{2} \) hour after the presentation of the grounds and defense have been made. In order for a vote for removal to take place, at least a simple majority of the voting membership must attend the meeting and a 2/3 majority vote of the members present at that meeting is required for removal.

Section 7. Appeal of Removal of Officer:

A. An officer may appeal his/her removal, but such appeal must be made within two weeks of the vote for removal by requesting a special appeal meeting of the organization. The President, or Vice President if the President is the officer being removed, shall notify all members of this meeting which is not to occur less than two weeks and not more than one month after the appeal request is received.

B. The decision to repeal the vote for removal shall require at least a 2/3 majority of the voting membership to attend the meeting, and a 2/3 majority vote of the members present at the meeting.

Section 8. Changes in Officers.

All changes in officers or mailing addresses shall be submitted to the Assistant Director for Student Involvement within two weeks of such a change.

ARTICLE V. ADVISOR

Section 1. Advisor Selection.

A. The Advisor to this organization must be a member of the UND faculty or staff.

B. The organization Advisor shall be appointed by Executive Committee.

Section 2. Role of the Advisor.

A. The Advisor must co-sign all financial transactions of the organization.

B. The Advisor shall assist the officers and the members in accomplishing the purpose of this organization.

C. The Advisor shall regularly review the financial records of the organization and forward mailings to the appropriate officers.

ARTICLE VI. MEETINGS

Section 1. Meetings:

A. Business meetings of the organization shall be called by the President at least twice a semester during the academic year.

B. Non-business meetings for the purpose of instruction, practice, or other activities shall be held upon one week notice to the members, etc.

Section 2. Special Meetings:
A. Special meetings may be called by the President upon one week notice to the members.

B. The President shall call a special meeting when requested by 25% of the voting membership.

Section 3. Quorum:

A. A quorum at business meetings shall consist of 6 members, of which 3 must be officers, present at a business meeting.

B. Quorum is not required to hold non-business meetings (such as instruction, classes, or other activities).

Section 4. Parliamentary Authority:

The Parliamentary Authority for this organization shall be Sturgis Standard Code of Parliamentary Procedure.

ARTICLE VII. EXECUTIVE COMMITTEE

Section 1. Responsibility:

Management of this organization shall be vested in an Executive Committee responsible to the entire membership to uphold this constitution.

Section 2. Membership:

Membership shall consist of the President, Vice President, Secretary, Treasurer, and the Advisor.

Section 3. Meetings:

The Executive Committee shall meet at least once before each business meeting to organize and plan future activities and agenda items for meetings.

Section 4. Quorum:

A quorum of this committee shall consist of 2/3 of the members.

ARTICLE VIII. COMMITTEES

Section 1. Authority to Establish Special Committees:

The President shall have the authority to appoint any special committees, with the approval of the Executive Committee, as well as meet the needs of the organization.

Section 2. Special Committees:

At this time there are no special committees.

ARTICLE IX. FINANCIAL STRUCTURE

Section 1. University Account:

A. All funds from University sources must be deposited and maintained in a University of North Dakota account.
B. The President and/or the Treasurer shall be authorized to sign all financial
transactions dealing with organization funds.

C. The Advisor of the organization must co-sign all financial transactions of the
organization.

D. The financial records/ledger of the on-campus account must be submitted for an
annual audit to the Assistant Director for Student Involvement at the end of the
Spring Semester.

Section 2. Dues:

Dues for this organization shall be approved by a simple majority vote of the voting
membership at the elections meeting. At this time there are no dues requirements.

ARTICLE X. BYLAWS

Section 1. Provision for Bylaws:

A. The organization may approve bylaws for the specific operation of the
organization.

B. No bylaw shall be adopted that is contrary to the provisions of this constitution.

Section 2. Vote Required:

A. The organization may adopt, amend, or rescind any bylaw by 2/3 majority vote
of the voting membership at the meeting.

B. Any proposed bylaw must be publicized to the members at least two weeks
prior to the meeting at which it is going to be voted upon.

ARTICLE XI. AMENDMENTS

Section 1. Ratification:

A. A proposed amendment to this constitution shall be presented to the members at
least one meeting prior to the meeting at which the vote shall be held.

B. Ratification of an amendment to this constitution shall require a 2/3 majority
vote of the members present at a regularly scheduled business meeting of the
organization and all amendments to this constitution shall be approved by the
Student Policy Committee before they take effect.

This constitution was approved by the organization’s members on 2/2/2011.

President

Officer

Advisor

Assistant Director for Student Involvement

Date approved by Student Policy Committee: