

CONSTITUTION Of the Public Administration Club

ARTICLE I. NAME

This organization shall be known as the Public Administration Club (PA Club).

ARTICLE II. PURPOSE AND GOALS

Section I. Purpose

The purpose shall be to provide students interested in public administration with opportunities to network and to participate in events on and off campus related to the major.

Section II. Objectives

The major objectives shall be to (1) provide students with workshops and guest speakers, (2) to participate in events related to public administration, (3) to assist students with internships applications, and (4) to allow those interested in public administration to network and share related experiences.

ARTICLE III. MEMBERSHIP

Section I. Eligibility

1. Membership to the Public Administration Club is open to all students enrolled at the University of Central Arkansas.
2. Any member or officer having two unexcused absences a semester from any meeting or event may be removed from the organization. A quorum of 50% of membership + 1 must be present at the meeting and a two-thirds majority vote must be obtained to remove the individual.

ARTICLE IV. OFFICERS

Section I. Requirements for Officers

1. The officers of the Public Administration Club must meet the following requirements: (1) have a 2.000 cumulative grade point average; (2) be an enrolled student in good standing with the University of Central Arkansas.

Section II. Officers and Duties

President – Shall preside over regular and executive meetings, coordinate group activities, and communicate with the officers and advisors on all matters.

Executive Vice President – Shall assist the president, oversee all activities of Sub-ordinate offices and preside over meetings in the absence of the president.

Vice President of Communications – Shall conduct all intra-organizational communication and inter-organization communication, maintain a membership contact list, and arrange all advertising/publicity for the organization.

Secretary – Shall record minutes at all business meetings, check attendance at functions, maintain a membership database, and review excuses for absences.

Treasurer – Shall collect dues, pay bills, oversee all monetary transactions, prepare a SAFA budget proposal for each upcoming year and oversee that budget.

ARTICLE V. ELECTION, REPLACEMENT AND REMOVAL OF OFFICERS

Section I. Election Process

1. Elections shall be held at the first regular meeting during the month of August. A quorum (51% of total membership) must be present and a simple majority vote will win; newly elected officers shall assume responsibility at the meeting following elections.
2. The term of office for officers shall be two semesters.

Section II. Replacement of Officer Vacancies

1. In case of a vacancy in any office, a new officer shall be elected to complete the term. Such election shall be held during the meeting following that which the announcement of a vacancy takes place. The office of President, however, shall be occupied by the Vice President for the remainder of the term.

Section III. Removal of an Officer

1. Officers are subject to removal from office by the Public Administration Club and/or the Public Administration Club's faculty/staff advisor should the requirements in Article IV, Section I, be violated. A quorum (see Article VI, Section III) must be present at the meeting and a two-thirds majority vote obtained to remove an officer.

ARTICLE VI. MEETINGS

Section I. Regular Meetings

1. The regular meetings of the Public Administration Club at UCA shall be held at a minimum, but not limited to one meeting per month. Specific time and place will be decided upon at the first meeting of the academic year.

Section II. Called/Special Meetings

1. A called/special meeting of the Public Administration Club shall be held when the officers vote to have one. A called/special meeting shall be defined as any meeting other than a regular meeting.

Section III. Quorum Defined

1. A quorum shall consist of 50% of the total membership + 1 and must be present to conduct business.

ARTICLE VII. ADVISOR

Section I. Selection

1. The advisor must be a faculty/staff member.
2. The advisor will be selected by the entire membership at the second regularly scheduled meeting in the fall and serve for two (2) semesters or one (1) year term.
3. The advisor shall attend business meetings and to the best of his/her ability, see that the organization's purposes/activities are within University policy.

ARTICLE VIII. STANDING OR SPECIAL COMMITTEES/CONSTITUTIONAL AMENDMENTS

Section I. Standing/Special Committees

1. Committees may be created and/or dissolved by the Executive Council (President, Vice President, Secretary, and Treasurer). Such committees shall discharge such responsibilities as may be assigned by the Executive Council.

Section II. Constitutional Revision

1. The constitution may be revised or amended at any meeting provided notice has been given to members prior to that meeting as to the need for such revision or amendment. A proposed amendment will go into effect if approved by a two-thirds majority of a quorum (see Article VI, Section III).

ARTICLE IX. FINANCES

Section I. Accounting Year

1. The accounting year for the Public Administration Club will be consistent with the Student Activity Fee Allocation budget year. The funds of this organization shall be accrued by the funds received from SAFA, fees, fines, dues, and by such other means as the organization shall determine.

Section II. Dues

1. Dues shall be \$5 per semester (or determined per academic year) and will be collected from all members of the Public Administration Club.

Section III. Monetary Transactions

1. In order for a monetary transaction to take place (sign check, deposit, etc.) and be authorized, it must be signed and approved by both advisor and president after being prepared by the treasurer.

Section IV. Contracts

1. In order for a contract to be binding, both advisor and President must sign the contract.

Section V. Dissolution of Organization and Allocation of Remaining Funds

1. Should the organization be dissolved for any reason, all the monies will go to the University of Central Arkansas Foundation.