

**CHARTER OF THE  
DELAWARE ASSOCIATION FOR PUBLIC ADMINISTRATION**

**I. NAME AND PURPOSE**

- a. The name of the organization shall be the Delaware Association for Public Administration (DAPA). The Delaware Association for Public Administration is the local chapter for the American Society for Public Administration (ASPA) serving public administrators in the State of Delaware.
- b. This Association is organized for the following educational and scientific purposes:
  - 1. To facilitate the exchange of knowledge and results of experience among persons interested or engaged in the field of public administration;
  - 2. To encourage the collection, compilation, and dissemination of information on matters relating to public administration;
  - 3. To encourage the improvement of the public service;
  - 4. To advance generally the science, processes, and art of public administration.

**II. MEMBERSHIP**

- a. Any person interested in the purpose of the Association shall be eligible for membership.
- b. The Council of the Association may establish membership classes and other categories of participation and dues and fees and rules governing membership.
- c. All members shall have the right to vote for officers and for Council members of the Association, to attend meetings of the Association, to hold office, and to receive the publications of the Association.

**III. COUNCIL**

- a. The governing body of the Association shall be the Council and shall consist of the President, First Vice-President/Secretary, Second Vice-President, Treasurer and five members-at-large. All members of the Council shall be elected by an annual ballot for a term of two years. Council members shall serve until their successors are elected or appointed to take office. The President, First Vice President/Secretary and three Council positions will be elected in even numbered years; the Second Vice President, Treasurer and two Council positions shall be elected in odd numbered years.

The President shall fill by appointment any vacancy in the Council caused by death, resignation, or other inability to serve. In the case of death, resignation, or inability of the President to perform the duties of office, the First Vice-President shall immediately succeed as President for the remainder of the term.

- b. The Council shall be vested with the management of the affairs of the Association. The Council shall adopt such rules and by-laws as may be appropriate for the governance of the Association, by simple majority vote. These rules and by-laws shall be designated as the *DAPA By-Laws*, and shall be recorder in an organized fashion and maintained by the DAPA President or his or her designee. By-laws shall be repealable by a simple majority vote of Council. The Council shall have the power to contract for all necessary things and services in connection with the management of the Association, including any employees, and to provide for the business and conduct of annual, regular and special activities; and the issuance and distribution of publications.
- c. The President may call an advisory referendum of all members of the Association whenever, in his judgment, the best interests of the Association will be served by obtaining a vote of the entire membership concerning an issue or issues.
- d. The Association shall operate on a calendar year basis (January 1 to December 31). This includes the election of officers, financial reporting, and annual awards.

#### **IV. OFFICERS, BOARDS, AND COMMITTEES**

The Council may establish committees and boards for various purposes. Chairman and members of the board, and committees shall be appointed by the President.

#### **V. NOMINATIONS AND ELECTIONS**

- a. The Council shall select a Nominating Committee prior to each annual meeting. The Nomination Committee shall consist of three members, at least one of these members, excluding the President, shall be a member of the Council.
- b. The Nomination Committee shall nominate one or more candidates for each Council position to be filled.
- c. The Nomination Committee shall present a ballot to the general membership before the end of the calendar year. This ballot shall include the names of the recommended candidates for election.
- d. Space shall be provided on the ballot for writing in the names of additional candidates.
- e. The nominee receiving the highest number of votes for each office shall be declared elected.
- f. The President shall announce the results of the election.

- g. The newly elected Council members shall assume office January 1.
- h. To be eligible for nomination as President, First Vice President/Secretary, Second Vice President and Treasurer, a person must be a member of the American Society for Public Administration and the Delaware Association for Public Administration.

## **VI. Quorum**

Five Council members and ten members of the Association shall respectively constitute a quorum. All action shall be by majority vote of members present unless otherwise provided by law or in this charter.

## **VII. MEETINGS**

- a. The annual meeting of members shall be held at a time and place designated by the Council. The President or Council may call special meetings.
- b. Meetings of the Council shall be held upon written or printed notice to be sent not less than five days before the date of the meeting. Meetings shall be at the call of the President or of any five members of Council.

## **VIII. AMENDMENTS**

This charter may be amended by a majority vote of Association members present and voting at any annual meeting or special meeting call for this purpose. Voting may also be done by mailed ballot.

## **IX. COMMITTEES**

### Types of Committees

There shall be two types of DAPA Committees: *functional and special*. Functional committees are those which pertain to the organization and regular activities of DAPA, and shall consist of the following: Program; Education; Regional/National Affairs; Finance and Membership; and, Communications. Special committees will, from time-to-time, be created to investigate special interests or conduct special activities. Special committees shall expire each year at the time of elections, but may be continued by approval of the new Council.

### Committee Functions: Functional Committees

The person chairing each committee shall be responsible for calling meetings, allocating tasks among committee members, coordinating with other committees, and filing a progress statement to the DAPA Council prior to or at the time of monthly Council meetings.

***Program Committee:*** Shall be responsible for planning, arranging, and actualization of regular DAPA general membership meetings, including but not limited to luncheon/dinner programs and special events.

***Education Committee:*** Shall be responsible for assembling information on the occurrence of courses, workshops, and conference that are of relevance to the interests of Public Administration. This information shall be conveyed to the Executive Secretary for insertion in the DAPA Newsletter. The committee shall serve as a liaison between educational institutions in Delaware and DAPA. The committee shall also be responsible for the promotion of a promotion plan for such activities as job jamborees.

***Regional/National Affairs Committee:*** Shall be responsible for ensuring that DAPA is represented at appropriate Regional/National ASPA events, such as conferences and committee meetings, and shall serve, in cooperation with the DAPA secretary, as chief communicator with ASPA and chapter affiliates.

***Finance and Membership Committee:*** Shall be responsible for developing and implementing plans and activities for expanding the financial resources of DAPA. This committee shall set dues and fees for DAPA membership and programs and, with respect to all fees, to the extent possible, see that some form of subsidy exists for DAPA members. An additional responsibility is the development and recommendation of policies regarding the use of DAPA monies to support DAPA activities and members. This committee shall also be responsible for membership development and servicing; this includes developing and implementing a recruitment plan, refining membership benefits, and maintaining DAPA/ASPA membership rosters. Each committee member shall be a recruiter/representative for DAPA/ASPA within his/her respective agency, organization, or jurisdiction. An additional responsibility is the development and recommendation of policies regarding the use of DAPA monies to support DAPA activities and members.

***Communications Committee:*** Shall be responsible for collecting and disseminating information about DAPA, ASPA, and public administration internally (to members) and externally (to the public). This committee shall be responsible for publishing a newsletter for DAPA members; serving as a liaison between DAPA and educational institutions and DAPA and the print and electronic media. An additional responsibility shall be promoting public administration and public service to students, citizens, and other interested persons and organizations.