

NASPAA SMALL PROGRAMS SECTION
By-Laws

Article I -- Name and Purpose

- A. There is hereby established a NASPAA Section for Small Programs who are challenged by a small student body and/or who have a limited number of faculty.
- B. The Section shall have the following purposes and functions:
 - 1. Provide an institutional linkage for small programs to NASPAA, including the membership, Executive Council, Sections, and Committees, particularly in regard to issues associated with accreditations, finance, and program management and operating requirements;
 - 2. Assist emerging programs by communicating the benefits of NASPAA, accreditation, and the MPA to our universities and our communities;
 - 3. Serve as a clearinghouse for the exchange of information on small program management and education delivery among member institutions;
 - 4. Aid NASPAA member institutions in developing creative strategies for delivering the MPA in the small program sector;
 - 5. Promote and facilitate the involvement and representation in activities of NASPAA;
 - 6. Expand the opportunities for professional development of faculty.
 - 7. Promote research on management and education in small programs.

Article II -- Membership

The membership of the Section shall consist of those NASPAA institutions (including affiliates) in good standing electing to join and support the activities of the Section. Each institution so electing shall appoint the Principal Representative as the one voting representative to the Section. The principal Representative may name a delegate to represent the institution as voting member of the Section. If the Principal Representative or delegate is unable to attend the meeting, this person may designate a voting substitute.

Article III -- Officers and Their Selection

- A. Officers of the Section shall consist of a Chairperson, a Chairperson-elect, and four Executive Committee members. Except for the Chairperson-elect, terms of office shall be for two years, but initially, two Executive Committee members shall serve three year terms. The Chairperson-elect shall serve a one-year term in the year preceding the year of assumption of the position of chairperson. Thus a Chairperson-elect shall be chosen every other year. Together these officers shall constitute the Section's Executive Committee.

- B. The Chairperson shall appoint annually a Nominating Committee to submit to the Section's annual meeting a slate of officers to fill occurring vacancies. The criteria guiding nominations will include: prior involvement in NASPAA, geographical location, type of program, gender, and ethnic background. The position of Chairperson shall automatically be filled by the person who held the position of Chairperson-elect during the preceding year. All officers shall serve until their successors have been properly elected.
- C. The officers shall be elected at the annual meeting by a majority vote of the designated representatives of member institutions of the Section present at the meeting.
- D. Vacancies occurring prior to elections shall be filled by the Executive Committee, except that any vacancy in the position of Chairperson shall be filled automatically by the Chairperson-elect during the second year of the Chairperson's term of office.
- E. The Principal Representative or any person formally designated by the Principal Representative of a member school as the school's delegate to the Section shall be eligible for election or appointment to an office in the Section.

Article IV -- Meetings

- A. An annual meeting of the Section shall be held in conjunction with the annual conference of the National Association of Schools of Public Affairs and Administration.
- B. Other meetings of the Section shall be held as deemed necessary by the Section's Executive Committee.

Article V -- Financial Matters

- A. The NASPAA Executive Council shall retain final authorization for all fiscal activities of the Section.
- B. The Executive Committee of the Section may authorize the levying of dues, but the amount of such dues shall be ratified by majority vote of the Section membership and approved by the NASPAA Executive Council.

Article VI -- Amendment of By-Laws

These By-Laws may be amended by a majority vote of the institutions that are members of the Section, each such institution having one vote, in accordance with the NASPAA By-laws.

APPROVED BY NASPAA EXECUTIVE COUNCIL, OCTOBER 18, 2003