

# **Constitution of the Public Administration Graduate Association**

## **Article I. Organization Name**

The name of the organization shall be the Public Administration Graduate Association. The organization may also refer to itself as PAGA.

## **Article II. Statement of Purpose and Objectives**

**Statement of Purpose** - The Public Administration Graduate Association exists to enhance the educational experiences of MPA students in the Department of Public Administration and Ph.D. students in School of Public Affairs at University of Nevada, Las Vegas (UNLV) by fostering communication among professionals, alumni, practitioners, faculty and students while providing services to assist students' educational and personal development.

### **Objectives:**

- Provide a forum through which students exchange information, network and gain support from other students in an informal setting
- Seek out and provide information on available internships, fellowships and assistantships
- Provide orientation services for incoming students
- Encourage publishing activities by students
- Provide a list of conferences open to students and assist students in obtaining the means to attend
- Facilitate students' development of public administration job-related skills
- Represent the student perspective on various faculty committees
- Serve as a means for student socialization and recreation

## **Article III. Executive Board**

The Executive Board shall consist of all PAGA officers as described in Article III, Section A. The Executive Board shall conduct the daily business of the organization and report to the full membership at general meetings.

### **Section A. PAGA Officers and Responsibilities**

These officers shall be elected in accordance with Article IV, Section B and Section C, of this constitution, and be responsible for carrying out the following enumerated duties:

**President** - Presides over PAGA meetings and Executive Board meetings, acts as the primary Graduate & Professional Student Association (GPSA) representative for PAGA, and is first signer on all organizational expenditures. In the event an Executive Board position becomes vacant, the president will assume the position's responsibilities.

**Vice-President of Social Events**- Presides in absence of the President and acts as Special Projects Coordinator. Special Projects shall be defined as those projects undertaken by the

organization and not mandated by this constitution. Organizes and delegates responsibilities for the social activities of PAGA.

Vice-President of Development – Representative who works closely with the President to coordinate, plan, and implement career and professional development events with students, alumni, members of the community, and other practitioners.

Treasurer - Maintains the financial records for PAGA and is official second signer on all PAGA accounts.

Secretary - Notifies members of upcoming meetings and events in accordance with Article VI and is official recorder of minutes of all official PAGA meetings.

Community Relations Representative – Acts as primary representative for students, alumni, members and community service activities. This includes responsibility for alumni outreach to inform alumni of professional development, community service and social activities.

Advisor – Any faculty member of the Department of Public Administration may become the advisor for PAGA. This faculty member will give consultation and guidance, but does not have any voting rights at executive and general meetings.

All publications of PAGA must be approved by no less than three members of the executive board.

## **Section B. Terms of Office, Eligibility, Resignation, Vacancies and Removal from Office**

Eligibility - All members of PAGA are eligible to become elected officers.

Term of Office - Term of office will begin in the summer term following the spring semester elections and last through the spring term.

Resignation – An officer may resign their office at any time by giving written notice to the Executive Board. Procedures outlined in Article III Section B will be used to fill the vacancy.

Vacancies - In the event of a vacancy occurring in the office of President, the Vice-President shall immediately assume the office of President. For all other Constitutional offices, the Executive Board shall fill the vacancy by vote of quorum of entire membership after the vacancy occurs. The elected shall serve for the remainder of the term. No sitting member of the Executive Board shall be eligible to fill a vacancy on the Executive Board except in the case of the Vice President filling a vacated Presidency.

Removal from Office - Any PAGA officer can be removed from the office for failure to fulfill their duties as required by this Constitution. Removal of any officer from their position requires two-thirds vote of the entire Executive Board and the general membership attending either a general or special meeting.

## **Article IV. Elections**

### **Section A. Elections Supervisor, Responsibilities**

The Elections Supervisor shall be an impartial observer and shall not be allowed to cast a vote in the election, or run for office. Specifically, this responsibility should be assumed by the Executive Board member with the highest authority and not seeking election. The election shall be conducted either by selected by secret ballot at a PAGA meeting or by e-mail under the discretion of the Executive Board. It is the responsibility of the Elections Supervisor to maintain the validity of the ballots and the anonymity of all PAGA members. If either the validity or anonymity of the election is found by the Elections Supervisor to be violated, the election shall be declared null and void, with a new election to be held within thirty days.

### **Section B. General Election, Procedures**

The PAGA general election shall be held within the last thirty days of the final day of classes in the Spring academic semester.

All members are eligible to vote in the general election.

### **Section C. Special Election, Procedures**

The PAGA special election shall be held within thirty days of the first PAGA general meeting in the Fall academic semester.

## **Article V. Membership**

Any student, with a full-time or part-time course load, who has full graduate degree-seeking status in the Department of Public Administration or School of Public Affairs; or who has full graduate degree-seeking status in any other college, school or department at University of Nevada, Las Vegas, as verified by their college, school or department; or who is enrolled in the Ph.D. Public Affairs program; or who is enrolled in a dual degree program with Public Administration; or is enrolled in the Certified Public Administration Program as verified by the program coordinator or director of the school, can obtain membership of PAGA. Membership can only be revoked if these requirements are no longer met, therefore there will be no appeals process.

No university student may be denied membership on the basis of race, creed, religion, gender, age, sexual orientation, national origin, marital status, parental status, or the inability to pay dues.

No hazing or discrimination will be used as a condition of membership in this organization.

### **Revocation of Membership**

Membership may be revoked if a student is no longer enrolled in the Department of Public

Administration or School of Public Affairs or if the student is otherwise ineligible to participate under the rules of the University of Nevada, Las Vegas. The member will be notified in writing of the possible revocation at least 72 hours prior to the vote and will be allowed to address the organization in order to relate to members any relevant defense prior to the voting for removal. Membership can only be revoked upon a 2/3 majority vote of eligible members and will be valid until such time as the member resumes coursework in the Department of Public Administration or School of Public Affairs or satisfies university rules.

## **Article VI. Meetings**

### **Section A. Frequency**

The Executive Board shall meet at least twice per semester (fall, spring, summer) and shall conduct the daily business of the organization between general meetings. Activities of the Executive Board shall be reported to the full membership during general meetings. There shall be at least two general meetings per fall and spring semester. All PAGA student members are encouraged to attend both Executive Board meetings and general meetings.

### **Section B. Notice**

All meetings will be announced at least two weeks in advance of the meeting.

### **Section C. Minutes**

Minutes of all general meetings will be disseminated to members during or before the next general meeting, at which time they can be amended and approved by a majority vote of members.

## **Article VII. Amendments**

Changes to this Constitution shall be submitted in writing to a member of the Executive Board for presentation during an official, announced Fall, Spring or Summer meeting (Executive Board or general meeting) of PAGA. A three-fourths majority vote of those members present, including all members of the Executive Board, shall be required to enact proposed changes to the Constitution. By-laws may be amended at any PAGA meeting (Executive Board or general meeting) with a three-fourths majority vote of those members present, including the entire Executive Board, at an official, announced meeting of PAGA. In both cases, the proposed changes will be made available to all PAGA members for examination no less than two weeks prior to the meeting at which the changes will be voted upon.