

Section on Transportation Policy and Administration

Charter

PREAMBLE.

The American Society for Public Administration (ASPA) recognizes and encourages the development of specialized areas of interest, within its membership, as important to the advancement of the principles of the Society. This Charter is subject to the Constitution and Bylaws of the Society and to the official ASPA policies governing the creation, evaluation, and termination of sections.

ARTICLE I. Name and Purpose.

Section 1. This organization shall be known as the **Section on Transportation Policy and Administration (STPA)** of the American Society for Public Administration.

Section 2. The Section is established to assist in the advancement and professional development of public administration in the field of transportation policy and administration.

Section 3. The Section is organized for exclusively charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, as now in effect or as may hereafter be amended (“Code”). Without limiting the generality of the foregoing, such purposes include the following:

- (a) Advancing the science, processes, and art of public administration.
- (b) Advancing the equality of opportunity of all persons through public administration.

In furtherance of its exclusively charitable and educational purposes, the Section shall have all general powers of an unincorporated association, together with the power to solicit and accept grants and contributions for such purposes.

ARTICLE II. Activities

Section 1. The Section may undertake the following activities:

1. Encourage participation in national and regional conferences, including organizing and conducting panels and workshops and the publishing of proceedings.
2. Encourage and support activities and programs on transportation policy and administration at the ASPA Chapter level.
3. Publish a newsletter and other publications periodically to disseminate and exchange information on activities and research opportunities to the Section membership.
4. Establish liaison with professionals and professional organizations in transportation policy and administration through the consideration of common purposes and problems.

5. Encourage schools of public affairs and administration to develop appropriate academic requirements and courses in the transportation field in order to equip future public manager with skills required for job performance and accountability.
6. Develop position statements, as appropriate, on public issues.

Section 2. The STPA shall prepare and submit to the ASPA National Council any section reports required by ASPA.

Section 3. Limitations to Section Activities: No substantial part of the Section shall be the carrying on of the propaganda, or otherwise attempting to influence legislation (except as otherwise permitted by Section 501(h) of the Code), and the Section shall not participate in, or intervene in (including the publishing or distribution of statements concerning) any political campaign on behalf or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, the Section shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under Section 501(c)(3) of the Code, or (b) by an organization, contributions to which are deductible under Section 170(c)(2) of the Code.

ARTICLE III. Membership.

Section 1. Membership in the STPA shall be open to all individual members of ASPA who desire active association with the Section and who pay the annual section dues.

Section 2. All members shall have the right to vote for elective officers of the Section, to receive publications of the Section, to participate in all activities of the Section, and to receive other benefits and opportunities as appropriate.

ARTICLE IV. Officers and their Responsibilities.

Section 1. Elective Officers: The elective officers of the STPA will be a Chairperson, a Chairperson-Elect, and six (6) members of the Executive Committee. The term of office of the Chairperson shall be two years. The term of office of the Chairperson-Elect shall be one year. The Chairperson-Elect will automatically succeed to the office of Chairperson upon completion of the Chairperson's term. Any vacancy in the office of Chairperson-Elect shall be filled by appointment of the Executive Committee for the unexpired term of the office. The elected members of the Executive Committee shall be elected for staggered terms of 3 years.

Section 2. Responsibilities of the Chairperson: The Chairperson's responsibilities shall include providing leadership to the Section, representing the Section at National Council meetings, representing the Section at the ASPA Conference, chairing the Executive Committee, presiding over Section meetings, signing official correspondence, and supervising implementation of Section programs and budgets.

Section 3. Appointed Officers: The Chairperson, with the approval of the Executive Committee, may appoint a Secretary and Treasurer for the Section.

Section 4. Other Appointments: The Chairperson, in consultation with the Executive Committee, appoints the newsletter editor, conference coordinators, regional and chapter liaisons, committee and task for chairpersons, and any other officers as needed.

Section 5. Executive Committee: The Executive Committee shall consist of the Chairperson, Chairperson-Elect, immediate past Chairperson, and ten (10) members, four (4) appointed by the Chairperson, in consultation with the Chairperson-elect, who shall serve staggered terms of three (3) years. The ASPA Executive Director or their designee shall serve as ex-officio, non-voting member.

Section 6. Responsibilities of the Executive Committee: The Executive Committee is responsible for the overall performance and functioning of the Section. Decisions shall be taken by majority; in case of a tie, the Chairperson's vote shall prevail. Among its responsibilities, will be the following:

1. Determining Section dues, subject to approval by the ASPA National Council.
2. Approving Section annual programs and budget.
3. Accepting donations, grants, and contracts for the Section, subject to ASPA policy regarding this matter.

ARTICLE V. Elections.

Section 1. Eligibility: Members of STPA have the right to vote for, and be nominated to, Section elective offices.

Section 2. Election Procedures: The following procedures shall be followed:

1. The Executive Committee shall solicit nominations from the entire membership at least one (1) month prior to the annual Section meeting, and shall distribute a ballot prior to that meeting; in response to the call for nominations, members who submit a petition signed by at least ten (10) members of the Section shall automatically be placed on the ballot.
2. Ballots will be electronically distributed prior to the annual Section meeting and will include instructions for how votes can be cast and the deadline.
3. New officers will be announced at the annual Section meeting.
4. Newly elected officers will assume office at the annual Section meeting.

ARTICLE VI. Finances and Administration.

Section 1. Fiscal Year: The fiscal year for STPA shall be January 1 – December 31.

Section 2: Grants and Contracts: The ASPA National Council is responsible for approving, receiving, and auditing grants and contracts solicited by STPA. As a tax exempt, non-profit, educational organization, ASPA is qualified to receive designated donations for the programs and activities sponsored by STPA.

Section 3. Accounting Models: STPA dues, enrollment fees, and other revenues shall be collected and allocated quarterly to STPA by the ASPA Executive Director. STPA may opt to maintain its own financial records, checking and savings account, and may be responsible for all financial transactions. In this case, it shall follow such accounting procedures as may be specified by ASPA's Finance and Administration Committee, and shall furnish an annual audit report to the National Council. Alternatively, it may choose to purchase such financial services from the ASPA National Office. In the latter case, the ASPA Executive Director shall maintain separate accounting records for STPA and shall provide periodic reports, at least bi-monthly to the STPA Chairperson, or as mutually agreed. If financial services are provided by the ASPA National Office, an annual fee will be charged against STPA to defray the cost of such services.

Section 4. Change of Accounting Model: STPA may opt to change the accounting model by approval of its Executive Committee. For the change to take effect in the following year, the ASPA Executive Director shall be notified of the desire for change at least two (2) months before the new fiscal year begins.

Section 5. Administration and Support: STPA shall be responsible for the administration and support of its programs and activities. A program, budget, and work plan shall be prepared and approved by the STPA Executive Committee every year for the coming year. Section responsibilities include, but are not limited to, the following:

1. Scheduling Section meeting and taking minutes thereof.
2. Conducting Section elections.
3. Organizing program sessions during ASPA's national and regional conferences.
4. Preparing and distributing Section promotional materials.
5. Producing newsletters and publications.
6. Planning and executing all workshops.
7. Developing and conducting membership campaigns.
8. Maintaining meeting and financial records.

The ASPA Executive Director shall provide STPA with periodic membership rosters, ASPA handbooks and membership reports, and any other appropriate information.

In addition, the ASPA Executive Director shall organize workshops on section administration and development and shall provide coordination and linkages between STPA and other ASPA organizational components.

Section 6. Purchase of Administrative Services: STPA may wish to occasionally purchase specific services from the ASPA National Office (such as handling the sale of Section publications). Services and their response costs shall have to be negotiated between the ASPA Executive Director and the Section Chairperson.

ARTICLE VII. Meetings.

Section 1. Annual Membership Meeting: The annual STPA membership meeting shall be held at each national ASPA conference. At least four (4) weeks of notice shall be given to all Section members. Those members in attendance at the annual membership meeting shall constitute a quorum.

Section 2. Executive Committee Meetings: The Executive Committee shall meet at least annually at each national ASPA conference and at other times and places as may be arranged by the STPA Chairperson or at the request of two-thirds (2/3) of the Executive Committee.

Section 3. Other Meetings: The Section Chairperson or the Executive Committee may call for regional, special, or other meetings of STPA at such times and places as appropriate. At least two (2) weeks notices shall be given to all Section members. Funding for all such meetings shall be limited to amounts budgeted, unless special additional funds are made available from other sources.

ARTICLE VIII. Amendments.

Section 1. Substantive changes to this Charter may be approved by vote of two-thirds (2/3) of STPA members either in attendance at STPA's annual membership meeting or by electronic ballot. Approved changes by STPA membership shall then be referred to the National Council for final approval. If interim action is required, the STPA Executive Committee may submit amendments to the National Council.

Section 2. Consistent with the inclusion of this Section in the group federal income tax exemption ruling of the American Society for Public Administration (identified by the Internal Revenue Service as Group Exemption Number 3155), all amendment to the Section Charter, which may be made from time to time, shall be submitted to the ASPA National Office for its approval.

ARTICLE IX. Miscellaneous Provisions.

Section 1. No part of the net earnings of the Section shall inure to the benefit of, or be distributed to, any director or officer of the Section, or any other private person, except that the Section shall be authorized and empowered to pay any reasonable compensation for services rendered to or for the Section, and to make payments and distributions in furtherance of the purposes set forth hereinabove.

Section 2. In the event of dissolution or final liquidation of the Section, after paying or making provision for the payment of all of the liabilities and obligations of the Section and for necessary expenses thereof, all of the remaining assets and property of the Section shall be distributed to ASPA provided it remains organized and operated exclusively for charitable or educational purposes as shall at the time qualify as an exempt organization under Section 501(c)(3) of the Code, and if not, to an organization that

does so qualify. In no event shall any such assets or property be distributed to any director or officer or to any private individual.

Section 3. The fiscal year of the Section shall end in the month of December. The employer identification number assigned by the Internal Revenue Service to this Section is 91-2079440.

*This version of the document was reviewed and formally approved by the STPA Board members
on April 3, 2020.*