

# CHARTER AND BYLAWS

## AMERICAN SOCIETY FOR PUBLIC ADMINISTRATION SECTION ON COMPLEXITY AND NETWORK STUDIES (CNS)

### PREAMBLE

The American Society for Public Administration recognizes the development of specialized areas of interest within its membership as important to the advancement of the aims and purposes of the Society. Accordingly, it has approved the following Charter for the Section on Complexity and Network Studies (CNS). This Charter is subject to the Constitution and Bylaws of the Society and to official ASPA policies governing the creation, evaluation, and termination of sections.

### ARTICLE I. Name and Purpose

**Section 1. Name:** This organization shall be known as the Section on Complexity and Network Studies (CNS).

**Section 2. Purpose:** Within the broad aims and purposes of ASPA, the Section on Complexity and Network Studies will promote the professional development of studies on complexity, systems, and networks in the public sector as it relates to both the scholarly and practical needs of the field. Embracing both theoretical and practical concerns, CNS addresses issues in empirical theory building and the knowledge base of the field as well as practical findings, which help meet challenges faced in public administration.

**Section 3. Code:** CNS is organized for the professional and educational purposes of: 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. Activities:** The Section on Complexity and Network Studies may undertake the following activities:

### A. Professional Development

1. Defining the types of knowledge, skills, and activities associated with the studies on complexity, systems, and networks, which foster both individual development and the field.
2. Identifying analytical tools and models in the sciences of complexity, systems studies, and network studies to serve as guide for observing phenomena within public administration.
3. Organizing panels, discussion groups, and workshops on complexity, systems, and network studies at ASPA's national and regional conferences.
4. Organizing national and international conferences, symposia, and workshops on complexity, systems, and network studies in public administration and collaborating with other organizations with similar interest in organizing such events.
5. Collaborating with and encouraging institutions of higher education to develop improved programs in studies on complexity, systems, and network studies as they relate to public administration.
6. Coordinating discussions and exchanging ideas among Section members through a Listserv, group emails, and newsletters.

### B. Public Policy Issues

1. Providing a forum for the discussion of current complexity, systems, and network studies and findings of concern to public administration.
2. Developing a mechanism to comment upon federal, state, and local issues as they are informed by complexity, systems, and network studies.
3. Working with government agencies toward the end of enhancing their analytical capabilities to understand the issues of complexity and networks in public administration.

### C. Research

1. Identifying sources of funding for studies in complexity, systems, and networks.
2. Recommending to foundations and agencies to sponsor and fund complexity, systems and network studies (any grants or contracts for

projects involving an ASPA section must be approved by the National Council).

#### D. Publications

1. Publishing a website linked to ASPA's umbrella website.
2. Coordinating symposia on the sciences of complexity, systems studies, and network studies in existing public administration journals.
3. Sponsoring an academic journal that would publish empirical and theoretical studies on complexity, complex systems, network governance, and similar areas as they relate to public administration.

**Section 2. Annual Report:** The Section on Complexity and Network Studies shall prepare and submit to the ASPA National Council an annual performance report on its activities at the time of the national ASPA conference. This report shall include information on the Section's financial status and program performance during the previous year.

### ARTICLE III. Membership

**Section 1. Membership:** Membership in the Section on Complexity and Network Studies shall be open to all individual members of ASPA who desire active association with the Section. All members of CNS must be individual members of ASPA and pay the annual ASPA dues appropriate to their class of membership. Annual membership in CNS is \$10 to all ASPA members who are interested in joining the Section.

**Section 2. Benefits of Membership:** 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 and Executive Committee:** The elective officers of the Section shall be the Chairperson, Chairperson-Elect, and Secretary/Treasurer. The executive committee of the Section will be composed on ten elected members.

The term of office of the Chairperson, Chairperson-Elect, Secretary/Treasurer, and Executive Committee members shall be two years. The Chair-Elect will succeed the Chairperson after his/her term expires.

In the event that the position of Chairperson becomes vacant, the Chairperson-Elect will serve in this position for the unexpired term of office. The Chairperson-Elect will also serve during the next two-year term for which he/she has been elected. The Executive Committee shall appoint a new Chairperson-Elect for the unexpired term of office. In the

event that the position of the Secretary/Treasurer becomes vacant, the Executive Committee shall appoint a new Secretary/Treasurer for the unexpired term of office. The officers appointed by the Executive Committee may, if nominated, stand for election to the vacant offices in the next regularly scheduled election. In the event that one or more memberships of the Executive Committee become vacant, the person(s) receiving the next highest number of votes in the latest election shall fill the vacancies.

**Section 2. Responsibilities:** The Executive Committee is responsible for overall performance and functioning of the Section. Among its responsibilities shall be the following:

- A. Changing the Section's future dues, subject to approval by the ASPA National Council
- B. Approving the Section's annual programs, budget, and work plan
- C. Adopting positions on issues of relevance to the Section's concerns, and
- D. Accepting donations, grants, and contracts for the Section, subject to ASPA policies and procedures.

**Section 3. Ex-Officio Members:** The Executive Director of ASPA or his or her designate and the National Council liaison shall serve as ex-officio members of the Executive Committee. The immediate Past Chair of the Section will also serve as the ex-officio member of the Executive Committee.

**Section 4. Appointments:** The Section's Chairperson may appoint coordinators and managing staff for the Section's website, Listserv, group email, newsletter, journal symposia, and conferences.

**Section 5. Chairperson-Elect:** The Chairperson-Elect shall assist the Chairperson in directing and managing the functions of the Section.

**Section 6. Secretary/Treasurer:** The Secretary/Treasurer shall be responsible for maintaining the Section's accounts, providing regular financial reports, paying the Section's bills, maintaining its membership lists, actively promoting the Section to increase membership, and such other duties and responsibilities as may be assigned by the Chairperson or the Executive Committee.

## **ARTICLE V. Elections**

**Section 1. Eligibility:** Members of the Section on Complexity and Networks Studies have the right to vote for, and be nominated to, the Section's elective offices.

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

- A. The Chairperson will appoint a Nominating and Elections Committee of three members at least six months prior to the Section's annual meeting at the ASPA conference.
- B. The Nominating and Elections Committee will receive nominations and publish a slate of candidates at least four months prior to the Section's annual meeting.
- C. The Chair of the Nominating and Elections Committee shall invite nominees to write introductory statements to be distributed to the members of the Section; the Chair shall facilitate a fair and wide distribution of these statements until the ballots are distributed to Section's members.
- D. The Chair of the Nominating and Elections Committee will email ballots to Section's members two months prior to the Section's annual meeting. The ballots' must be returned one month prior to the Chair of the Committee. The members of the Committee will tally the results and announce the newly elected officers before the Sections annual meeting.
- E. Newly elected officers will assume office at the Section's annual meeting.

## **ARTICLE VI. Finance and Administration**

**Section 1. Fiscal Year:** The fiscal year for the Section shall be July 1 – June 30.

**Section 2. Accounting:** Donations, dues, and other revenues shall be collected and allocated quarterly to the Section by the ASPA Executive Director. The Section shall maintain its own financial records, checking and savings accounts, and be responsible for all financial transactions. In so doing, it will follow the accounting procedures provided by the ASPA's Finance and Administration Committee and shall furnish an annual audit report to the ASPA National Council.

The Section on Complexity and Network Studies may change the above accounting model to purchase financial services from ASPA. In such case, it will notify the ASPA Executive Director of the desire for change no later than May 31 for the change to be effective starting July 1 for the following fiscal year. An amendment will then be signed by the ASPA Executive Director and the Section's Chairperson on behalf of the Section.

**Section 3. Change of Accounting Procedures:** The Section may change the accounting procedures as described in Article VI, Section 2 above by decision of the 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 4. Administration and Support:** The Section on Complexity and Network Studies shall be responsible for the administration and support of its program and activities. These functions and activities will be monitored and tracked by the Secretary/Treasurer. A program budget and work plan shall be prepared and approved by

the Executive Committee every year for the coming year. Section responsibilities include, but are not limited to the following:

- Scheduling Section meetings and taking minutes.
- Organizing program sessions during ASPA's national and regional conferences.
- Electronically preparing and distributing Section news via the Listserv, group email, and newsletters.
- Producing a website linked to ASPA's umbrella website.
- Developing and conducting membership campaigns.
- Administering Section elections and maintaining meeting and financial records.

The ASPA Executive Director is asked to provide the Section on Complexity and Network Studies with periodic membership rosters and labels, ASPA handbooks, membership brochures and application forms, ASPA officers' newsletters, membership reports, and other appropriate information.

In addition, the ASPA Executive Director shall organize workshops for Section officers and shall provide coordination and linkage between CNS and other ASPA organizational components.

**Section 5. Purchase of Administrative Services:** The Section on Complexity and Network Studies may occasionally wish to purchase specific services from the National Office. Services and their respective costs shall be negotiated from the National Office. Services and their respective costs shall be negotiated between ASPA's Executive Director and the Section's Chairperson.

**Section 6. Grants and Contracts:** The ASPA National Council is responsible for approving, receiving, and auditing grants or contracts solicited by the Section on Complexity and Network Studies. As a tax exempt, non-profit educational organization ASPA is qualified to receive designated donations for the programs and activities sponsored by the Section. An overhead charge shall be applied to all grants and contracts.

**Section 7. Program Areas for CNS:** Any member of ASPA who joins CNS may participate in any and all CNS programs and activities. CNS will establish such committees, subcommittees, and other work groups as are necessary to carry out its programs as it deems desirable, provided expenses incurred for such activities in any one year do not exceed the balance available, except when special grants or other additional resources are developed to cover these costs.

## ARTICLE VII. Meetings

**Section 1. General Membership Meetings:** A general membership meeting of the Section on Complexity and Network Studies shall be held at least annually at each national ASPA conference.

**Section 2. Executive Committee Meetings:** The Executive Committee shall meet at each national ASPA conference and at such other times and places as may be arranged by the Chairperson or his/her designee.

**Section 3. Other Meetings:** The Chairperson may arrange for regional, special or other meetings of the Section or its committees at such times and places as appropriate. 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 in this Charter may be approved by the membership at the annual Section meeting or by mail ballot, and shall then be referred to the National Council for final approval. If interim action is required, the Executive Committee may submit amendments to the National council.

**Section 2:** Clarifying changes which are in accord with policies of the National Council and which the Executive Director of ASPA and the Section's chairperson consider desirable may be made to this Charter from time to time with the approval of the Section's executive committee, but without referral to the National Council. Such changes shall be reported to the membership at the next annual meeting.

**Section 3:** Consistent with 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 amendments to the Section Charter, which may be made from time to time shall be submitted to the American Society for Public Administration for its approval.

## ARTICLE IX. Miscellaneous

**Section 1:** No part of the net earnings of the Section shall inure to the benefit of, or be distributable to any director, officer of the Section, or any other private person, except that the Section shall be authorized and empowered to pay 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:** No substantial part of the activities of the Section shall be the carrying on of 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 of 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.

**Section 3:** 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 the American Society for Public Administration 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 which does so qualify. In no event shall any of such assets or property be distributed to any director, officer or to any private individual.

**Section 4:** The fiscal year of the Section shall end in the month of June. The employer identification number, assigned by the Internal Revenue Service to this Section is TBD.

**Section 5:** These bylaws shall go into effect after they are approved by the Executive Committee of the Section and the Executive Committee or National Council of the American Society for Public Administration, except that the Section Officers and Executive Committee members who were elected according to the procedures in the former bylaws will remain in office until the officers elected in the next regularly scheduled elections take office.

Adopted by the Section Executive Committee on April 30, 2008  
Approved by the ASPA National Council on September 14, 2008