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Rutgers University Graduate School Newark

Public Administration Graduate Student Association
(PAGA)

*Orientation Packet for new and current students
Presented Fall 2002 by the Executive Board*

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Welcome to Rutgers University Graduate School Newark MPA Program,

The following information is provided to you by the **PAGA** organization. We are here for your assistance and, we look forward to working with you.

What is PAGA?

The **P**ublic **A**dministration **G**raduate **S**tudent **A**ssociation (PAGA) is a representative body-not a government, exactly, but certainly a public organization-for all students in the Newark Graduate Department of Public Administration. Our role is to advance the educational, career and other interest of students in the MPA and Ph.D. programs. We organize a variety of events throughout the year, both intellectual and social. All MPA and Ph.D. students are encouraged to become involved in PAGA and its activities, and to consider running for office in the annual elections for PAGA officers.

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*This information and all updated information is on the RU MPA web site:
Located at: <http://www.rutgers-newark.rutgers.edu/pubadmin/PAGA.htm>

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August 28, 2002

Dear New Public Administration Student:

I want to welcome you to one of the finest graduate school public administration programs in the country. As you will soon see you have the absolute best instructors at your disposal as you progress towards graduation. These educators are going to challenge and motivate you as you learn the various facets of public administration and ultimately apply them in your daily working life.

It doesn't matter if you are in the public or private non-profit arenas. Both of these wide ranging and most interesting areas are covered in depth here.

You will find the on-campus student run organization PAGA, Public Administration Graduate Association to be a place to meet your peers as well as graduates who "have went before us." We have a healthy networking and social component in place with parties, speakers and programs which are always open to you (at no cost).

We utilize a list serve e-mail program to communicate so we need your e-mail as soon as possible to include you. We meet monthly either as an executive committee or the group as a whole. You are always welcome to come and bring your ideas and suggestions.

Again welcome I and all of the PAGA officers and members look forward to you joining us.

Sincerely,

Joseph Quaranta
PAGA President

Public Administration Graduate Association (PAGA)
Rutgers University Newark Graduate School
Constitution

Revised April 28, 2002

We, the students of Rutgers University Newark Graduate Department of Public Administration, firm in our belief that an effective Public Administration Graduate Association shall be: a unified voice, to support student interest, and to educate our fellow colleagues and ourselves.

Article I. Name

The name of the organization shall be the Public Administration Graduate Association (PAGA). The association shall serve as the primary organization of all graduate public administration students.

Article II. Constituency

Section A. Membership

Membership in PAGA will not be restricted on the basis of race, creed, color, religion, nation origin, gender or political affiliation. Any student with a full-time, part-time or non-matriculated course load in Public Administration RU-N, or a student enrolled in a dual degree program with Public Administration is a member of PAGA.

Section B.

The LISTSERV will be the primary form of communication for announcements. Members are encouraged to subscribe to the LISTSERV, immediately upon entering the program. LISTSERV announcements are to be authorized by the Executive Board before posting. All updated or changes of contact information are to be submitted to the Secretary in writing. The Secretary will be given one week (7 Days) to update or change this information.

Article III. Statement of Purpose and Objectives

Statement of Purpose – The Public Administration Graduate Association exists to enhance the educational experiences of MPA and PH.D students at the Rutgers University Newark campus by fostering communication among professionals, alumni, practitioners, faculty and students while providing services that assist students social, cultural, and academic development.

Objectives:

- Provide a forum through which student's can exchange information or research i.e. (the Journal Club), network and gain support from other students, alumni, practitioners, and faculty in either an informal or formal setting,
- Provide orientation services for incoming students in **Fall or Spring**, **Holiday Party in December** and **Spring Mixer event** for entire department in April,

- Provide a list of conferences open to students,
- Provide information for publishing activities by students,
- Provide the student perspective and voice in the Public Administration department.

Article IV. Executive Board

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

Section A. PAGA Officers and Responsibilities

Officers: The elected officers of the Public Administration Graduate Association shall be a President, a Vice President, a Secretary, a Treasurer and Program Representatives. These officers shall be in accordance with Article V, Section B and Section C, of this constitution, and be responsible for carrying out the following enumerated duties:

The President shall: 1) preside over PAGA meetings and Executive Board meetings; 2) act as the primary Graduate Student Government Association (GSGA) representative for PAGA, and/or appoint a board member to represent the organization and attend the GSGA meeting; 3) is the first signer on all organization expenditures; 4) call special meeting if requested in accordance with Article VI, Section B; 5) Perform other such duties customarily to the office of President.

The Vice President shall: 1) Be an aide to the President and in the case of absence or disability of the President, pro tempore assume and perform the duties of the President. 2) act as Special Projects Coordinator. Special Projects shall be defined as those projects undertaken by the organization and not mandated by this constitution.

The Treasurer shall: 1) maintain the financial records for PAGA; 2) be responsible for receiving all revenues of the organization; 3) pay all authorized bills for PAGA and is official second signer on all PAGA accounts; 4) render an account of each meeting, receipts and expenditures; 5) submit at the last regular meeting of the Treasurer's term, a written, detailed annual report of the income and expenditures of the organization.

The Secretary shall: 1) keep record of the proceedings of all official PAGA meetings; 2) notify members of upcoming meetings in accordance with Article VI; 3) produce and distribute the correspondences of the organization.

Ph.D. Representative shall: 1) act as the primary representative of the interests of Ph.D. students at RU-N and 2) as primary Ph.D. Representative for PAGA.

MPA Representative shall: 1) act as the primary representative of the interests of MPA students at RU-N and 2) as primary MPA Representative for PAGA

Executive MPA Representative shall: 1) act as the primary representative of interests of Executive MPA students and 2) as primary Executive MPA Representative for PAGA.

Representatives' additional responsibilities: PAGA Representatives are required to arrange and attend their respective meetings with appropriate member students and report to the general membership at the next official PAGA meeting. They are also required to address their respective

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faculty directors on any issues originating from PAGA general or executive board meetings.

Section B. Immediate Past President

If qualified under Article II, Section A, shall serve a term not to exceed one year, as a non-voting Executive Board Member.

Section C. Eligibility, Terms of Office, Vacancies and Removal from Office

Eligibility – All officers of PAGA shall be members in good standing.

Term of Office – Term of office will begin February 15 of each year.

Vacancies – If any elective office shall become vacant, the President shall order at the earliest possible date a special meeting of the organization for the purpose of filling such office. The member thus elected shall immediately enter upon her/his duties and shall remain in office until the next regular election.

Vacancies in Offices – In the event of a vacancy occurring in the office of the President, the Vice President shall immediately assume the office of President. For all other Constitutional offices, the Executive Board shall: 1) fill the vacancy by majority vote of its entire membership or 2) by Executive Board consensus appointment. The decision is based on the decision of the Executive Board and the latter option shall occur *only* if there is an immediate need deemed by the President of PAGA.

Notification of Vacancy – The PAGA Secretary, or if the Secretariat is vacant, a Board Member designated by the President, shall notify all PAGA members of the vacancy by electronic and paper media at least two weeks prior to the filling of the vacancy. 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 Board except in the case of the Vice President fill in 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 through the impeachment process defined below:

1. A petition of impeachment, containing the description of charges and the signatures of at least one-tenth of PAGA's constituency, shall be presented to the Executive Board.
2. The Election Supervisor shall convene a special meeting of the Association at which she /he presides. Charges shall be presented, debated and defended according to the procedures set up by the Elections Supervisor, in conjunction with accepted principles of due process.
3. A majority vote* by the Association, that overwhelmingly cause exists, shall constitute removal from office.

*Removal of any officer from their position requires two-thirds vote of the entire Executive Board and the general membership attending a regular or special meeting.

Article V. Elections

Elections: Officers shall be elected on the 1st week of February of each year, by a majority of the legal votes cast by the members of the organization. Officers shall take office February 15 of each year, and shall serve for a term of one year.

Section A. Elections Supervisor, Responsibilities

The Elections Supervisor will be an impartial observer and will not be allowed to cast a vote in the election or run for any other office. It is the responsibility of the Election Supervisor to maintain the validity of this balloting method and the anonymity of all PAGA members voting in the election. If either the validity or anonymity of the election is found by the Election Supervisor to be violated, the election results shall be null and void and a new election must be held within thirty days.

Section B. General Election, Campaign materials, procedures & Validity

The PAGA General Election – The General Election shall be held within the first twenty-one (21) days of each Spring Semester. The Executive Board will choose a member of PAGA for Elections Supervisor.

Campaign Materials – All campaign materials are restricted to Hill Hall and must be temporary, easily removed from any surface, and conform with the rules and regulations of the building.

Procedures & Validity

1. All Public Administration Graduate Students, as explained in Article II, Section A, are allowed to vote in all elections.
2. A total of five days are allocated to the election, the division is as follows: the election will start on Monday and run until Wednesday, regardless of the percentage of voters received, if by Wednesday 10% of PAGA members is not reached the election will be extended to Thursday, if the 10% is reached on Thursday the polls will close; if it is not reached, the election extends to Friday. If, by Friday, the 10% is not reached, voting will cease, and the candidate with the largest percentage of votes will be declared the winner.
3. The results will be announced the Monday following the election on-line at the PAGA web site and posted in the department.

Section C. Special Election, Procedures

As indicated in Article VI, Section C, if the President calls for a Special Election the following procedure shall be used.

The PAGA Special Election shall be held within thirty days, of being called by the President. The Executive Board will choose a member of PAGA to be Elections Supervisor.

Article VI. Meetings

Section A. Executive Board

1. The Executive Board shall meet at least twice per semester (Fall, Spring, Summer) and shall conduct the daily business of the organization between regular meetings. Activities of the Executive Board shall be reported to the full membership during regular meetings. All PAGA members are encouraged to attend Executive Board Meetings. All meetings will be announced at least one week in advance of the meeting by use of both paper and electronic media.
2. Quorum – Executive Board meetings shall have a quorum of simple majority of the filled

seats.

3. No Show Policy – In the event an Executive Board member cannot attend a meeting, the PAGA President must be notified 24 hours in advance of the meeting. If the President has notification that there will not be a quorum for the Executive Board meeting 24 hours in advance, she/he is to cancel the meeting via electronic mail and/or the web site, to notify all members.

Section B. Regular Meetings

1. There shall be at least two regular meetings per semester. All PAGA members are encouraged to attend all meetings.
2. All meetings shall be announced at least one week in advance of the meeting by use of both paper and electronic media.
3. At the first Membership meeting, the organization shall establish a regular meeting time, date and place for the academic year.
4. Quorum – A quorum for all Membership meetings shall consist of 5 regular members, plus 2 Executive Board members.

Section C. Special Meetings

1. Special Meetings shall be called by the President upon written request of three members of the organization.
2. All Special Meetings will be held within the week of being established.
3. All Special Meetings shall be announced within 24 hours of being established, by both paper and electronic media, to the entire body.
4. Quorum – A quorum for Special Meetings shall consist of 10 regular members, plus 2 Executive Board members, and the 3 members requesting the meeting.

Article VII. Amendments

AMENDMENT: The proposed amendment must be submitted in writing to a member of the Executive Board by no fewer than three members of the organization. The proposed amendment shall be discussed at the next meeting (Executive Board or regular) of PAGA after the meeting at which it was submitted, provided that all members of the organization have been previously informed of its contents.

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. Two-thirds of the vote's cast shall be required to enact and pass changes to the constitution.

Any situation not provided for in this constitution shall be decided according to Robert's Rules of Order, Revised.

This organization shall be in full compliance with all pertinent University Regulations and any other rules, regulations and policies of Rutgers University that may be relevant to its activities.

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Rutgers University Graduate School Newark

Graduate Student Government Association

This is an organization made up of two representatives from each Graduate program within in the RU Newark Graduate School. There is an Executive Board that consists of the President, Vice President, Treasurer, Secretary, Corresponding Secretary and a Senator. These positions are elected for a one- year term.

Each Graduate student is encouraged and invited to attend the monthly meetings. The Executive Board meets on the first Monday of each month at 11:30am in Hill Hall.

Further information will be provided to you by the GSGA after the first meeting, which will be held on Monday, September 9, 2002 at 11:30am.

The new web site for the organization is schedule to come on line at the end of September 2002. There you will be able to access the constitution, contact information and the calendar of upcoming meetings and events.

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Public Administration Graduate Student Association
(PAGA)

Executive Board Meetings for Fall 2002:

*Please Note:

- All meetings will be held on the third Thursday of each month.
- All meetings will be held in the Hill Hall 7th Floor Conference Room
- All meetings will begin at 8:30pm.
- Any schedule changes will be broadcasted via the LISTSERV

The meetings are as follows:

Thursday, September 19, 2002

Thursday, October 17, 2002

Thursday, November 21, 2002

Special Meeting:

Saturday, January 18, 2003 – to prepare for Spring Elections.

Spring 2003

This Executive Board has scheduled one Spring Meeting , which will be used to exchange information with the newly elected Executive Board.

Thursday, February 20, 2003

*All agendas will be sent via the LISTSERV one week prior to the meeting.

*If you wish to be on the agenda, please contact the President one week prior to the meeting

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Public Administration Graduate Student Association
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Student Body Meetings for Fall 2002:

*Please Note

- Where the meetings will be held, will be announced via the LISTSERV at least one week prior
- All meetings will begin at 8:30pm
- Any schedule changes will be broadcasted via the LISTSERV

The Meetings are as follows:

Thursday, September 26, 2002

Wednesday, October 30, 2002

PAGA – Calendar of Events

- Any schedule changes will be broadcasted via the LISTSERV
- Events continue to be scheduled – we look forward to your volunteering for committees
- Saturday, September 14, 2002 – 12pm – 6pm – South Mountain Park, NJ
Back to School Family Picnic – fun, games, food and music – please join us for this celebration
- Fall – enjoy the change of season event TBA. Idea is to take a drive to enjoy the foliage and change of season – committee members needed.
- Holiday Party – will be held in January 2003 – committee members needed.
- Elections will be held the first week of February 2003 – please read our constitution for detailed information.

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