

**Bylaws
of the East Texas Section
of the Texas Chapter
American Planning Association
As Adopted and Effective on September 30, 2011
(Revised on October, 7, 2009 and
August 2010)**

ARTICLE I. NAME AND TERRITORY

Part 1. Name

- A. The name of this organization is the East Texas Section of the Texas Chapter American Planning Association.
- B. In these bylaws, the East Texas Section is referred to as “The (this) Section”; the Texas Chapter American Planning Association as “The Chapter” and the American Planning Association as “The Association”.

Part 2. Territory

The geographical territory within which this section shall represent the Association and the Chapter is the area comprised in Attachment “A”, a list of Texas Counties and a map.

ARTICLE II. PURPOSE

The purpose of this section shall be to provide for enhanced training and educational opportunities, to increase exposure to the Texas APA leadership, and to promote contact with area planning professionals in the East Texas region.

ARTICLE III. MEMBERSHIP

Part 1. Regular Members

A person who is a member of the Chapter and resides or works in the Section territory indicated by the address of record maintained by the Association, shall automatically be a section member and, upon payment of established dues, shall be known as a “Regular Member”. A Regular Member shall be eligible to hold office and shall be eligible to vote.

Part 2. Non-Resident Members

A person eligible for Regular Membership but residing and working outside the Section territory shall be eligible for membership as a “Regular Non-Resident Member: A

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Regular Non-Resident Member shall not be eligible to hold office and shall not be eligible to vote.

Part 3. Termination of Membership

- A. Any Section member leaving the territory permanently (longer than six months) both in residence and primary place of work shall automatically cease to be a Resident Member of the Section and shall be removed from the rolls unless written application for non-resident status is received by the Section Director Elect.
- B. Any member may be suspended and/or removed from the rolls upon finding by the Board of Directors that said member: Is default of his financial responsibilities to the Section as herein provided; or Has acted in such a manner as to violate the American Planning Association's Ethical Principles for Planning, as included herein or as may be amended from time to time.

ARTICLE IV. FISCAL ADMINISTRATION

Part 1. Fiscal Year

The Section fiscal year shall be October 1 to September 30.

Part 2. Budget

Each year the Director of Finance shall work with the newly elected officers and past year's officers shall draw up a budget for the coming fiscal year, setting forth in detail the anticipated income and expenses for the next year, and recommended annual appropriations for anticipated normal operating expenses.

Part 3. Assessments

- A. The Section, with a concurring vote of not less than two-thirds (2/3) of the total eligible votes cast at an officially called meeting, may levy an assessment on its members which shall be equal in amount by category of membership.
- B. Notice of the intention to levy an assessment shall be mailed through the newsletter to each member of the Section prior to the meeting at which the proposed assessment is to be voted on.

Part 4. Default of Assessments

- A. Every member who has not paid the entire amount of his required assessments for a fiscal year within four months of the date of the assessment shall be considered in default and shall be notified in writing of this fact.
- B. Should payment in full not be received by the Director of Finance within one (1) month following issuance of notification, a member receiving such notice shall be subject to suspension of membership.

Part 5. Vouchers

All claims for payments owed by the Section shall be submitted to the Director of Finance in the form of written and signed statement.

Part 6. Authorization

The Director of Finance may make disbursements up to five hundred (\$500.00) dollars without approval of the Board of Directors. Disbursement of five hundred (\$500.00) or greater shall first be approved by the Board of Directors.

ARTICLE V. OFFICERS AND Board of Directors

Part 1. Number and Type of Officers

The officers of this Section shall be six in number and shall be a Section Director, a Section Director Elect, an immediate Past Section Director, a Director of Professional Development, a Director of Finance, and a Director of Communication and shall serve as the Board of Directors. The Immediate Past Section Director shall be a non-voting member of the Board of Directors.

Part. 2. Eligibility for Office

- A. Officers shall be open to any Regular Member in good standing in the Association.
- B. A "member in good standing" is defined as a member meeting all requirements for membership as herein provided and neither delinquent nor in default of dues and assessment responsibilities.

Part 3. Terms of Office

- A. Upon successful completion of a two year term, the Section Director Elect shall become the Section Director.

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- B. Upon successful completion of a two year term, the Section Director shall become the Immediate Past Section Director.
- C. Except as otherwise provided herein the normal term of office for all officers shall be two (2) years, commencing at the beginning of alternating fiscal years.

Part 4. Duties of Officers

- A. All Officers Shall:
 - 1. Be required to be present at any Section meeting, Board of Directors meeting, any special meeting that the Section Director calls for, or for any major event held by the East Texas Section of the Texas Chapter American Planning Association.
 - 2. Work collectively for the betterment of the East Texas Section of the Texas Chapter American Planning Association by devoting time and effort to finding solutions to current issues and adversities to the Section.
 - 3. Be responsible for conducting an appropriate officer transition with the newly elected officer of their position at the conclusion of elections.
 - 4. Be responsible for ensuring that all relevant information pertaining to their position gets posted on the East Texas Section website and is revised accordingly.
 - 5. Prepare an Annual Report presented in writing in the first newsletter of the fiscal year to the membership. The report is to include both a summary of all major business and other activities accomplished by the Section during the past fiscal year and a financial statement.
- B. The Section Director shall:
 - 1. Be responsible for strategic planning.
 - 2. Call and preside at all Board of Directors and Section meetings.
 - 3. Be responsible for the correspondence between the Texas Chapter of the American Planning Association.
 - 4. Create, appoint, and discharge all special committees.
 - 5. Appoint a nomination committee.
 - 5. Sign all contracts and agreements to which the Section is a party.
 - 6. Be responsible for continual evaluation of the functionality of the East Texas Section Board of Directors and restructure as necessary to fit strategic goals for the East Texas Section.
 - 7. Be responsible for reviewing East Texas Section policies yearly so that all are complementary and compatible with Texas Chapter of the American Planning Association and the American Planning Association.
- C. The Section Director Elect shall:

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1. Be responsible for chairing all Section and Board of Director meetings in the absence of the Director.
 2. Be responsible for creating agenda, keeping minutes and keeping meeting records of all Section and Board of Director meetings.
 3. Be responsible for all meeting notices.
- D. The Immediate Past Section Director shall:
1. Be available for any Section meeting, Board of Directors meeting, any special meeting that the Section Director calls for, or for any major event held by the East Texas Section of the Texas Chapter American Planning Association.
- E. The Director of Professional Development shall:
1. Advise prospective members of the AICP as to the requirement for membership.
 2. Be responsible for conducting local test preparation workshops and study groups (or ensure a prospective AICP candidate is leading a study group).
 3. Act as the Section's liaison with the Chapter Professional Development Officer and the President's standing TX APA Continuing Education Committee for AICP certification Maintenance.
- F. The Director of Finance shall:
1. Be responsible for preparing a budget.
 2. Be responsible for collecting dues.
 3. Be responsible for keeping thorough and accurate financial records of all transactions of the East Texas Section and handling all accounts payable and receivable.
 4. Have custody of, safeguard and keep in good order all property of this Section.
 5. Prepare the annual financial statement to be included in the Annual Report.
- G. The Director of Communication shall:
1. Be responsible for creating and distributing the bi-annual newsletter.
 2. Maintain the Section web site functionality and content.
 3. Be responsible for all external marketing projects.
 4. Be responsible for all meeting minutes to be posted on the East Texas APA website.
 5. Be responsible for the handling of press releases.
 6. Be responsible for preparing and sending thank you cards that are needed.
 7. Be responsible for maintaining an events calendar for all East Texas Section events and communicating the calendar to the Texas Chapter of the American Planning Association.

ARTICLE VI. ELECTIONS AND VOTING

Part 1. Nomination of Officers

- A. The Section Director shall appoint a nomination committee consisting of three or more persons who are Regular Members in good standing by June 15th.
- B. The nominating committee shall prepare a slate of nominees for the following positions: Section Director Elect, Director of Professional Development, Director of Finance, and the Director of Communications. In the event the incoming Section Director cannot fulfill the term, the Section Director will also be included in the election and a slate shall be prepared.
- C. The committee may select and recommend one or more persons for any or all offices, not to exceed three persons per office.
- D. The slate shall be e-mailed to the membership by August 30th of each year. Ballots shall be returned to the Section Director by September 15th. Write-in ballots for members in good standing shall be accepted.
- E. The Section Director shall announce the results of all balloting and shall declare all elections at the September meeting.
- F. Formal notification of the election results shall be prepared by the Section Director Elect and mailed to each Section Member through use of the newsletter.
- G. If, for any reason, the candidate receiving the largest number of votes is unable to accept the office prior to the commencement of the term, the candidate receiving the second largest number of votes will fill the office.
- H. If the name of no other candidate appeared on the ballot, a special election will be called at the earliest practicable date for the purpose of filling the term of office from among the qualified Regular Membership.

Part 2. Vacancies and Removal

- A. In the event a vacancy is created in the office of Section Director, the Section Director Elect shall immediately vacate his office and assume the office of Section Director and shall then call an election to be held at the earliest practical date for the purpose of electing from the qualified Regular Membership a person to fill the unexpired term of Section Director Elect.

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- B. In the event a vacancy is created in any of the offices of Section Director Elect, Director of Professional Development, Director of Finance, or Director of Communication, the Section Director shall call an election to be held at the earliest practicable date for the purpose of filling any or all of such unexpired terms from among the qualified Regular Membership. The Section Director may appoint a qualified person to fill a vacancy until an election can be called.
- C. In the event a vacancy is created in the office of Immediate Past Section Director, the office will remain vacant until the end of the term.

Part 3. Voting

- A. All Regular Members in good standing shall be eligible to vote on items of Section business.
- B. A quorum for a valid vote on Chapter, Association, or Section matters, whether the voting occurs in a Section meeting or distributed ballot shall be a majority of those casting ballots.
- C. No action on Chapter, Association or Section affairs shall be reported as an official expression of Section opinion unless passed by a two-thirds (2/3) vote of those casting ballots.
- D. Written qualified votes received by mail, e-mail, in person, or other means as distributed, sent to the Section prior to the call for a vote on any Section, Chapter, or Association matter shall be counted toward a quorum of those casting ballots.
- E. Any member eligible to vote on a specific matter coming before the Section may vote by proxy, if said proxy states the specific matter under consideration for which the proxy is given, is signed, and names a person actually present at the meeting who is himself qualified to vote on the specific matter in question.
- F. Proxies shall count toward any quorum required to transact business as herein provided.

ARTICLE VII. MEETINGS

Part 1. Board of Directors Meetings

- A. There shall be an Annual Business Meeting held during the month of January of each year. This meeting shall take place between the immediate past and newly elected Board of Directors.

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- B. The primary purposes of the Annual Business Meeting shall be: (1) to receive the Annual Report from the retiring Section Officers; (2) to receive the files from retiring Section Officers; and (3) to adopt a budget for the next year.
- C. Official findings and recommendations of the Board of Directors shall be determined by a majority vote. All members of the Board shall have one (1) vote.
- D. Except as otherwise provided by Chapter and/or Association bylaws, the Board of Directors may transact Section business in the interim between Section meetings: the Board of Directors shall also act on matters of membership; shall determine when committee reports are to be issued; shall implement motions voted by the Sections Membership and may adopt rules for the regulation of its proceedings.

Part 2. Regular Meetings

There shall be held each year at least six (6) regular meetings at such dates, times, and places as may be decided by the Section Director.

Part 3. Special Meetings

The Director or a majority of the Board of Directors may call special meetings at such dates, times, and places as he or she may consider appropriate.

Part 4. Chapter Meetings

- A. The Section shall be officially represented at called Chapter meetings.
- B. The Section Director shall normally be expected to attend Chapter meetings and represent the Section membership in business matters.
- C. In the event that the Section Director is unable to attend such meetings, this responsibility shall be assumed by the Section Director Elect. Should the Section Director Elect be unable to attend, the Section Director shall delegate this responsibility to another Regular Member in good standing, with preference given to other Section Officers.
- D. The Section Director, or his officially appointed delegate, shall be entitled to receive reimbursement for expenses incurred while attending called Chapter Meetings. Such reimbursement shall be as specified in the annual budget.

Part 5. Notice of Meetings

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- A. Notice of date, location, time, and program subject shall be e-mailed to each Section member not later than fifteen (15) days prior to each regularly scheduled meeting.
- B. Notices of special meetings shall be distributed to each member involved not later than ten (10) days prior to such meetings.

Part 6. Minutes of Business Meetings

- A. Minutes shall be recorded at each Board of Directors and Section meetings by either the Section Director Elect or some other qualified member designated by the Section Director Elect.
- B. All minutes, once recorded and approved by the Section membership as to accuracy, shall become part of the permanent Section record, of which the Section Director Elect shall be custodian.
- C. The annual Business Meeting shall be recorded by the incoming Section Director Elect.

ARTICLE VIII. SPECIAL COMMITTEES

Part 1. Appointment

The Section Director shall, whenever necessary and appropriate, appoint special committees to perform specific and limited duties for a specified period of time.

Part 2. Tenure

The tenure of each special committee shall be for the duration of the specific duty assigned to it but shall not exceed beyond the end of the Section fiscal year in which the particular committee was appointed, except that any committee may be continued and added to the following year by the succeeding Section Director.

ARTICLE IX. BYLAW AMENDMENTS

Part 1. Proposal

Part 2. Reserves

Upon recommendation by the Board of Directors or upon a written petition of at least fifteen (15) members in good standing officially transmitted to the Board of Directors, any proposed amendment shall, after full discussion at one or more regularly called Section meetings, be distributed for action by the membership.

Part 2. Adoption

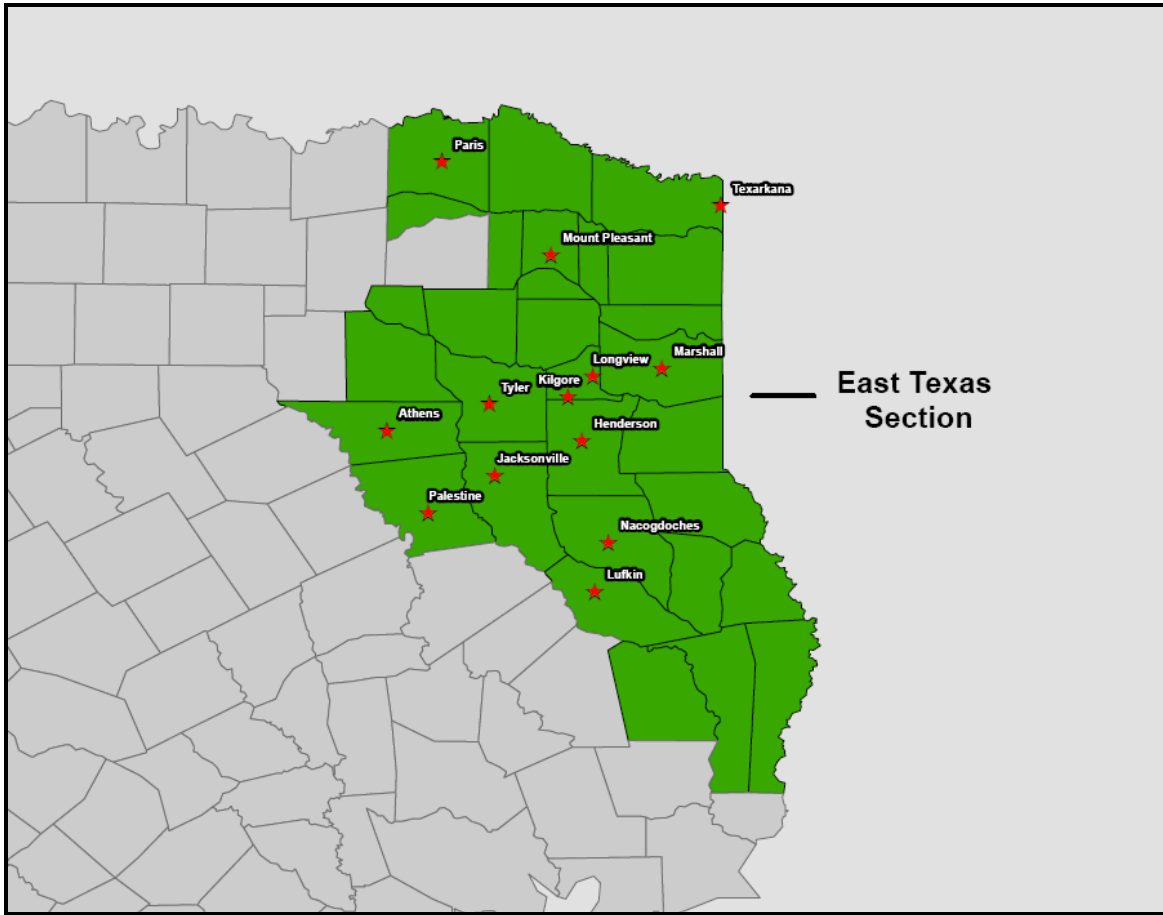
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- A. All votes on any amendment for adoption shall conform to Article VI, Part 3. Written ballots may be transmitted to the Section Director Elect either by mail, email, fax, or by handing them to the Section Director Elect directly.
- B. A specified period of time from mailing shall be allowed for the return of ballots prior to certification of results. The Section Director shall specify the time.
- C. Adopted amendments will be notated in the bylaws by date of adoption at the end of the adopted clause.

ARTICLE X. RULES OF PROCEDURE

Except herein provided, all matters of procedure shall be governed by Roberts Rules of Order, latest revised edition.

ATTACHMENT "A"



The East Texas Section includes the following counties:

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|----------|-------------|---------------|
| Anderson | Henderson | Rusk |
| Angelina | Jasper | Sabine |
| Bowie | Lamar | San Augustine |
| Camp | Marion | Shelby |
| Cass | Morris | Smith |
| Cherokee | Nacogdoches | Titus |
| Delta | Newton | Tyler |
| Franklin | Panola | Upshur |
| Gregg | Rains | Van Zandt |
| Harrison | Red River | Wood |