

**WEST TEXAS SECTION  
TEXAS CHAPTER  
AMERICAN PLANNING ASSOCIATION**

**Bylaws**

**Article I: Name, Geographical Area**

The name of this organization shall be the West Texas Section, Texas Chapter, American Planning Association. The Service Area of the Section shall consist of six (6) counties: El Paso, Hudspeth, Culberson, Jeff Davis, Presidio, and Brewster.

**Article II: Purpose**

The general purpose of the Section shall be to carry out the objectives of the American Planning Association. In particular, the objectives of the Section shall be as follows: (1) advance the art and science of planning in the Service Area; (2) encourage the exchange of information and experience in the Service Area; (3) advance the interest and welfare of the planning profession in the Service Area; (4) help improve the living environment in the Service Area; (5) guide the younger members and encourage established members to further the purpose and objectives of the American Planning Association; and (6) encourage such other activities as may advance the overall goals and objectives of the American Planning Association. The Code of Ethics of the American Planning Association shall apply at all appropriate times.

**Article III: Membership**

A. *Regular members.* Persons residing within the Service Area are eligible for regular membership in the Section upon paying the Section membership dues prescribed. All persons residing within the Service Area that are national members in good standing of the American Planning Association shall be automatic members of the Section. National members do not pay separate Section dues above the national membership dues. Regular members shall have full rights and privileges provided by the Section.

B. *Associate members.* Any person residing outside the Service Area shall be eligible for associate membership in the Section upon paying the Section membership dues prescribed. An associate member shall have the rights and privileges provided to regular members, except that an associate member shall be ineligible to hold any Section office listed under Article VI of these Bylaws; shall be ineligible to participate in the election of Section officers; and, shall be ineligible to participate in the approval and amendment of the Section Bylaws.

**Article IV: Termination of Section Membership**

A member may be terminated from the Section membership rights and privileges upon a finding by the Executive Committee that the member has acted to discredit the

Section, the Texas Chapter, or the American Planning Association. The Executive Committee shall make a finding pursuant to this Article upon a written petition by any Section member or on its own initiative. A written petition shall state clearly the reasons for terminating a Section membership. Any member facing expulsion shall be afforded an opportunity to present evidence rebutting any petition presented. No portion of the prescribed membership dues paid by a terminated member shall be refundable.

**Article V: Dues**

A. Section dues shall be decided by a vote of the regular membership upon a recommendation of the Executive Committee. The current dues shall be as follows:

***Student:*** Ten and No/100 Dollars (\$10.00); entitles student member to discounted rate at Section luncheon meetings, discounted registration fees for professional development seminars sponsored by the Section, and mailings of quarterly newsletter

***Individual:*** Thirty-five and No/100 Dollars (\$35.00); entitles individual member to discounted rate at Section luncheon meetings, discounted registration fees for professional development seminars sponsored by the Section, and mailings of quarterly newsletter.

***Corporate:*** Two Hundred and No/100 Dollars (\$200.00); entitles corporate member to discounted rate at Section luncheon meetings, discounted registration fees for professional development seminars sponsored by the Section, mailings of quarterly newsletter, and one-eighth (1/8) page advertising space within quarterly Section newsletter

***National:*** No charge for Section membership upon written annual verification of national membership in the American Planning Association; entitles national member to discounted rate at Section luncheon meetings, discounted registration fees for professional development seminars sponsored by the Section, and mailings of quarterly newsletter.

B. Dues are payable at the beginning of the Section's fiscal year, which shall be the first regular meeting in October. Persons elected to membership after the beginning of the fiscal year shall pay dues prorated in proportion to the quarter remaining in that fiscal year. Quarter I shall be the period from October to December, and payment shall be 100% of the membership dues. Quarter II shall be the period from January to March, and payment shall be 75% of the membership dues. Quarter III shall be the period from April to June, and payment shall be 50% of the membership dues. Quarter IV shall be the period from July to September, and payment shall be 25% of the membership dues.

C. Remission of dues already paid shall not be permitted except by vote of the Executive Committee.

D. In special cases, and upon written request, the Executive Committee may vote to waive the payment of Section dues.

E. Special assessments may be imposed by vote of the regular members of the Section.

**Article VI: Officers and Executive Committee**

A. *Officers.* The officers of the Section shall be a Director, an Associate Director, Immediate Past Director, Secretary, Treasurer.

B. *Eligibility for office.* An office of the Section shall be open to any regular member of the Section in good standing. At least one Officer shall be a national member of the American Planning Association, and at least one Officer shall be at least a member of the Texas Chapter of the American Planning Association.

C. *Terms of office.* The terms of office for the officers shall be for a two (2) year period, and begin with the first regular Section meeting in October. In the event that the election of an officer is delayed, the out-going officer shall continue serving until the new officer is elected.

D. *Executive Committee.* There shall be an Executive Committee consisting of the Director, Associate Director, Immediate Past Director, Secretary, Treasurer, Professional Development Officer, and Committee Chairs as appointed

E. *Duties.*

1. The Director shall call the meetings of the Section and the Executive Committee; preside at these meetings, create, appoint and discharge all committees (except for the Executive Committee), and serve as ex-officio member of all committees; appoint a Section correspondent; and perform all other duties usual for the office.

2. The Associate Director shall assist the Director as necessary, and shall assume the role of Director, in the Director's absence, in all called meetings of the Section and the Executive Committee.

3. The out-going Director shall assume the Office of Immediate Past Director, and shall serve as a voting member of the Executive Committee, and serve as an advisor to the Section officers and membership on an on-going basis. The Immediate Past Director shall also assume the role of Director, in the absence of the Director and Associate Director, in all called meetings of the Section and the Executive Committee.

4. The Secretary shall prepare and keep minutes of the regular meetings; keep at least one (1) copy of all publications distributed to the Section's

members; prepare a roster of Section members; prepare ballots for election of officers and amendments to these Bylaws; and shall serve as the Chair of the Nominating Committee (elections).

5. The Treasurer shall prepare and keep regular reports of the Section's financial status; receive and disburse funds; and keep accounts which are open at all time for inspection.

6. The Professional Development Officer shall coordinate at least one professional development program per annum that is available to members of the Section, individuals interested in planning issues and the planning profession and to appointed and elected officials. .

7. The Executive Committee shall adopt programs; review and act upon membership applications; investigate and recommend action regarding alleged unethical behavior by members or by Section officers; study and recommend Section dues for the next fiscal year; recommend on policy matters in promoting the Section's objectives; and appoint Committee Chairs.

8. The Communications Committee shall publish a Section Newsletter at least quarterly during a fiscal year to promote Section activities and exchange planning information. The Communications Committee Chair shall prepare and submit to the Executive Committee a layout of the quarterly Newsletter for approval prior to its publishing. The Communications Committee shall undertake other pertinent activities to increase awareness of the Section and its activities for the Section membership and the general Service area.

9. The Speakers Committee shall coordinate guest speakers for the luncheon meetings hosted by the Section throughout the year.

10. The Membership Committee shall undertake a membership drive from October through December to have members renew membership in the Section and recruit new members to the Section.

11. The Fundraising Committee shall undertake fundraising activities for the Section in the general Service area.

## **Article VII: Elections**

A. *Nomination of Officers.* The Executive Committee shall submit a slate of candidates for each office to the Section membership as formal nominations at a regular Section meeting. Any regular member in good standing, and not appearing on the slate of nominations by the Executive Committee, may be nominated for an office by the membership and shall be added to the Election Ballot along with the candidates named by the Executive Committee. All nominations shall have the consent of the person nominated. The Election Ballot shall be distributed to the regular membership at least

thirty (30) days prior to the first regular Section meeting in October, when applicable. Election results will be announced at the regular October meeting of the Section.

B. *Elections.* To be elected by the membership, a candidate must receive a majority of the votes cast. Voting shall be by secret ballot prepared by the Secretary.

C. *Vacancies.* The Executive Committee shall elect a regular member of the Section to serve for the unexpired term of any vacated office. Eligibility requirements of these officers are the same as those for duly elected officers.

#### **Article VIII: Voting**

A. A quorum of the Executive Committee is a majority of the members. A quorum of the Section shall consist of the members present at a duly constituted meeting.

B. All decisions by the Executive Committee and the Section shall be by majority vote. The Executive Committee can vote on items under consideration through e-mail or other media.

C. All regular and associate members are eligible to vote on all matters coming before the Section, except that only regular members are eligible to participate in the election of officers, and in approving and amending the Section Bylaws.

#### **Article IX: Meetings**

A. There shall be a regular meeting of the Section at least once every three (3) months. The Director may call other meetings as desired. Notice of meetings shall be given at least five (5) days prior to their occurrence.

B. The Executive Committee shall meet at least once prior to a regular meeting of the Section. However, the Director may call as many meetings of the Executive Committee as the Director deems necessary.

C. A meeting of the Executive Committee via a conference telephone call shall be deemed a duly constituted meeting provided that each Executive Committee member is duly notified of the date and time of the meeting, and the agenda of the meeting, at least twenty-four (24) hours prior to the holding of the conference call meeting. Section meetings via a conference telephone call shall not be permitted.

---

#### **Article X: Amendments to Bylaws**

Upon authorization by the Executive Committee, or upon petition by at least one-sixth (1/6) of the regular members of the Section, any proposed amendment to the Bylaws shall, after discussion at a regular meeting, be submitted by the Secretary as a written ballot to the members. A period of thirty (30) days from mailing date shall be allowed for the return of ballots, prior to certification of results.

**Article XI: Procedural questions**

Robert's Rules of Order, Revised, shall be authoritative in resolving all procedural questions.

**Article XII: Section activities**

A. *Treasurer's Report.* No later than the first regular meeting in August of each year, a Treasurer's Report will be provided to the Section. The Treasurer's Report shall include a written financial statement of account balances (assets and liabilities) of the Section. In addition, included within the Report shall be a proposed budget for the subsequent fiscal year (October to September) which shall include a detailed breakdown of anticipated revenues and expenditures. A vote of the Section shall be required to approve the Treasurer's Report. The adopted Treasurer's Report shall be submitted to the Texas Chapter, American Planning Association, on or before the first day of September each year.

B. *Section Newsletter.* A Section Newsletter shall be published at least quarterly during a fiscal year to promote Section activities and exchange planning information. The Section Director shall appoint a member of the Section to handle the function of editor of the Section Newsletter. The editor of the Section Newsletter shall prepare and submit to the Executive Committee a layout of the quarterly Newsletter for approval prior to its publishing.

C. *Scholarship initiatives.* The Section shall encourage advancing the planning profession by awarding student scholarships. Each year as part of the Treasurer's Report, the Section shall vote on whether to award a scholarship during the subsequent fiscal year. The vote shall include the number and amounts of scholarships to be awarded. The Director shall appoint a member to oversee the scholarship program, if applicable during a fiscal year period. Applications for scholarship awards shall be acted upon by the Executive Committee and ratified by an official vote of the membership at a general meeting.

(As amended, effective November 19, 2003)