

Proposed NCTAPA BYLAWS

**Bylaws
Of the North Central Texas Section
Of the Texas Chapter
American Planning Association
August 2012**

ARTICLE I. NAME AND TERRITORY

Part 1. Name

- A. The name of this organization is the North Central Texas Section of the Texas Chapter American Planning Association.
- B. In these bylaws, the North Central 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 that area comprised in Addendum “A.”

Article II. PURPOSES

The purpose of this Section shall be to promote and forward established purposes of the American Planning Association, namely; to study and advance the art and science of planning, to further the interests of the profession; to promote professional development; and encourage understanding and fellowship among its members.

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 who is a member of the Chapter but residing and working outside the Section territory shall be eligible for membership as a “Non-Resident Member: a 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 Regular Member of

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the Section and shall be removed from the rolls unless written application for non-resident status is received by the Secretary.

- B. Any member may be suspended and/or removed from the rolls upon finding by the Executive Board that said member:
 - (1) Is default of his financial responsibilities to the Section as herein provided; or
 - (2) Has acted in such a manner as to violate the code of ethics as defined by the American Planning Association's *AICP Code of Ethics and Professional Conduct*, as amended from time to time.

ARTICLE IV. FISCAL ADMINISTRATION

Part 1. Fiscal Year

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

Part 2. Budget

Each year, 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 recommend 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. Each 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 Treasurer within one (1) month following issuance of notification, a member receiving such notice shall be subject to suspension of or removal of membership (See also Article III, Part 3).

Part 5. Vouchers

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

ARTICLE V. OFFICERS AND EXECUTIVE BOARD

Part 1. Number and Type of Officers

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The officers of this Section shall be nine (9) in number and shall be: Director, Past Director, Director-Elect, Secretary, Communications Coordinator, Treasurer, Professional Development Officer, Networking Coordinator and Young Planners Group Representative.

Part 2. Eligibility for Office

- A. Officer positions 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

Except as otherwise provided herein the normal term of office for all officers shall be one (1) year, commencing at the beginning of the fiscal year (October 1).

Part 4. Duties of Officers

- A. The Director shall be the administrative head of this Section and shall call and preside at all meetings, except as otherwise provided herein; create, appoint, and discharge all standing and special committees, make other appointments as necessary; sign all contracts and agreements to which the Section is a party; and perform all other duties usual and incidental to his office.

The Director shall be responsible, with input from the Executive Board, for producing a Section Action Plan, which will include, but not be limited to, the number, date and time of meetings to be held, the type and number of CM events to be provided, the type and number of AICP prep events to be provided, the type and number of social/networking events to be provided and generally give direction to the Executive Board regarding the aims and objectives of the Section for the upcoming year.

- B. The Director-Elect shall act in the absence or incapacity of the Director and, under such circumstances, shall perform all duties normally required of the Director and be responsible for all other duties as may be assigned by the Director. The Director-Elect shall be responsible for programs for the meetings. Upon expiration of the Director’s term, the Director-Elect shall assume the office of Director and serve one full term as Director.

The Director-Elect shall also be responsible for overseeing any scholarships to local university students to promote the study and furtherance of careers in planning. These duties shall include, but not be limited to, contacting local universities regarding their planning courses, certificates and/or degree programs, selecting candidates and awarding grants in amounts determined by the Executive Board.

- C. The Secretary shall act as recording and corresponding Secretary and as recorder of the Section meetings. The Secretary shall have custody of and shall safeguard and keep in good order all property of this Section, except that which may be placed under charge of the Director or Treasurer. The Secretary shall keep all minutes and notices; keep the membership roll complete and current; distribute as necessary all publications other than

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minutes and notices; and shall discharge all duties usual and incidental to the office, or as assigned by the Director.

The Secretary shall keep an updated email list of all NCTAPA members, send notices of Certificate Maintenance (CM) events, notices of NCTAPA social/networking events, and notices from other related organizations regarding their educational or social events, as determined to be appropriate by the Executive Board or the Director of the Section.

- D. The Communications Coordinator shall be responsible for producing a newsletter. These duties shall include soliciting articles by sending an email requesting same from the membership, by requesting transitions (promotions/moves/retirements), and by noting any awards given to any planner, department, city or firm located within the North Central Texas geographical area. The newsletter, once compiled and formatted, will be reviewed by the Executive Board, edited and then distributed by email to the members. A limited number (to be determined by the Executive Board) of hard copies will be produced as well for distribution at the State APA Conference or other activities, as a source of advertisement for the Section.

In addition, the Communications Officer shall be responsible for providing current Section information on the Section's official website and all appropriate internet portals.

- E. The Treasurer shall have charge of and exercise general supervision of the Section's financial affairs by keeping records and books as may be required for complete accountability. The Treasurer shall collect amounts due to the Section; receive and have custody of all funds; and make authorized disbursements as necessary in a timely manner. The Treasurer shall have custody of any instruments or papers involving finances and financial commitments; conduct correspondence relating to his office; and shall perform all duties usual and incidental to his office, or as assigned by the Director. The Treasurer shall not personally be liable for any loss of funds from this Section as the result of acts performed in good faith while conducting usual business of his office. The Treasurer may make disbursements up to five hundred dollars (\$500.00) without approval of the Executive Board. Disbursement of five hundred dollars (\$500.00) or greater shall first be approved by the Executive Board.

The Treasurer shall utilize the accounting programs and formatting endorsed by the Texas State Chapter and shall report the Section's financial status to the Texas State Chapter, as required by the State Chapter.

- F. The Past Director shall be a voting member of the Executive Board, shall assist the Board in preparation of the Annual Report and Budget, shall advise the Board on all matters of protocol and old business and shall discharge all duties usual and incidental to the office.

- G. The Professional Development Officer (PDO) shall be a member of the American Institute of Certified Planners (AICP). The Section's PDO shall act as the Section's liaison with the Texas State Chapter's Professional Development Officer and the standing Texas APA Continuing Education Committee for AICP Certification Maintenance (CM).

The PDO shall provide opportunities for CM sessions for all AICP accredited members of the Section. These duties shall include, but not be limited to, polling the members to determine topics of interest, securing volunteers to teach CM classes, applying for CM credits from the National APA office, securing a location for CM classes and advising

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AICP members of their obligation to obtain the proper number of CM credits (including the added requirement of Planning Law and Ethics) and the process by which credits are logged onto the National APA website.

The PDO shall also be responsible for providing AICP training classes for members of the North Texas Section who are candidates for the AICP exam. These duties shall include, but not be limited to, ascertaining the current AICP exam candidates, polling the candidates for issues to be covered in training sessions, securing volunteers to teach the sessions and provide support for those planners who are taking the exam

- H. The Networking Coordinator shall research and organize membership events during the fiscal year as requested by the Executive Board. These events may be independent of AICP or CM training programs, but are recommended to be coordinated with planning training programs whenever feasible and appropriate.
- I. The Young Planners Group Representative shall provide periodic reports to the Executive Board about the activities of the Young Planners Group. The Young Planners Group shall be responsible for providing at least one continuing education program to the NCTAPA membership each fiscal year. Such programs shall be approved by the NCTAPA Executive Board prior to the event. Such programs may be financially supported by the Section if approved by the Executive Board.
- J. There shall be an Annual Report prepared in collaboration by the officers of this Section and presented in writing in the first newsletter of the fiscal year to the membership. This report shall include both a summary of all major business and other activities accomplished by the Section during the then past fiscal year and a financial statement setting forth acquisition and disbursement of funds over that year.
- K. Except as otherwise provided by Texas State Chapter and/or American Planning Association bylaws, the Executive Board may transact Section business in the interim between Section meetings, shall act on matters of membership; shall determine when committee reports are to be issued; shall effectuate motions voted by the Section's membership and may adopt rules for the regulation of its proceedings.
- L. Official findings and recommendations of the Executive Board shall be determined by a majority vote. All members of the Board shall have one (1) vote.

ARTICLE VI. ELECTIONS AND VOTING

Part 1. Nomination of Officers

- A. The 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 offices of Director-Elect, Secretary, Communications Coordinator, Treasurer, Professional Development Officer, Symposium Chair and Networking Coordinator.
- C. The Young Planners Group Representative will be appointed by the Executive Board of the Young Planners Group.

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- D. The committee may select and recommend one or more persons for any or all officer positions, not to exceed three persons per office.
- E. If more than one candidate expresses interest in an office, the slate shall be mailed to the membership by August 15th of each year. Ballots shall be returned to the Director by August 30th. Write-in ballots for members in good standing shall be accepted.
- F. The Director shall announce the results of all balloting and shall declare all elections at the September meeting.
- G. If only one candidate is available for each office, the slate may be elected by the vote of the currently elected Executive Board at the last meeting in September.
- H. Formal notification of the election results shall be prepared by the Secretary and mailed to each Section member through use of the newsletter or appropriate electronic communication.
- I. 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 shall fill the office.
- J. If the name of no other candidate appeared on the ballot, a special election shall be called at the earliest practicable date for the purpose of filling the term of office from among the qualified Regular Membership.

Part II. Vacancies and Removal

- A. In the event a vacancy is created in the Office of Section Director, the 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 practicable date for the purpose of electing from the qualified Regular Membership a person to fill the unexpired term of Director-Elect.
- B. In the event a vacancy is created in any of the offices of Director-Elect, Secretary, Treasurer, Communications Coordinator, Networking Coordinator, Symposium Chair or Professional Development Officer, the Director may appoint a qualified person to fill the position for the remainder of the term. The Director shall have the discretion to 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, if so desired.
- C. In the event that the Young Planners Representative position becomes vacant during the year, the Executive Board of that group shall appoint a new member within thirty (30) days of the vacancy.

Part III. Voting

- A. All Regular Members in good standing shall be eligible to vote on items of Section business.

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- B. A quorum for a valid vote on Chapter, Association or Section matters, whether the voting occurs in a Section meeting, mail ballot, email ballot or some other accepted means 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 or e-mail, 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 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. Annual Business Meeting

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

Part 2. Regular Executive Board Meetings

There shall be held each year at least four (4) regular Executive Board meetings at such dates, times and places as may be decided by the Director.

Part 3. Special Meetings

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

Part 4. Chapter Meetings

- A. The Section shall be officially represented at called Chapter meetings.
- B. The Director shall normally be expected to attend Chapter meetings and represent the Section membership in business matters.
- C. In the event that the Director is unable to attend such meetings, this responsibility shall be assumed by the Director-Elect. Should the Director-Elect be unable to attend, the

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Director shall delegate this responsibility to another Regular Member in good standing, with preference given to other Section Officers.

- D. The Director, or his officially appointed delegate, shall be entitled to receive, from the Section treasury, reimbursement for expenses incurred while attending called Chapter meetings. Such reimbursement shall be as specified in the annual budget.

Part 5. Notice of Meetings

- A. All official Section meetings shall be posted on the official Section internet website at least ninety-six (96) hours prior to the meeting. This meeting posting will normally be done by the Communications Coordinator

Part 6. Minutes of Business Meetings

- A. Minutes shall be recorded at each Executive Board and Section meeting by the Secretary or some other qualified member designated by the Secretary or Director.
- 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 Secretary shall be custodian.
- C. The annual Business Meeting shall be recorded by the incoming Secretary.

ARTICLE VIII. COMMITTEES

Part 1. Appointment

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

Part 2. Tenure

The tenure of each special committee or appointee shall be for the duration of the specific duty assigned to it as determined by the Director. In no case shall any special committee or appointee not exceed beyond the end of the Section fiscal year in which the particular committee was appointed.

ARTICLE IX. BYLAW AMENDMENTS

Part 1. Proposal

Upon recommendation by the Executive Board or upon a written petition of at least thirty (30) members in good standing and officially transmitted to the Executive Board, any proposed amendment shall, after full discussion at one or more regularly called Section meetings, be prepared as a written postal or electronic e-mail ballot for action by the membership.

Part 2. Adoption

- A. All votes on any amendment for adoption shall conform to Article VI, Part III. Written ballots may be transmitted to the Secretary either by mail, email or by handing them to him directly.

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- B. A specified period of time from mailing shall be allowed for the return of ballots prior to certification of results. The Director shall specify the time.

ARTICLE X. RULES OF PROCEDURE

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

All references using the masculine pronoun assumes inclusion of the feminine pronoun.

ADDENDUM "A"
TEXAS COUNTIES
IN THE NORTH CENTRAL TEXAS SECTION
OF THE TEXAS CHAPTER
AMERICAN PLANNING ASSOCIATION

Texas APA
North Central Section

