

Alabama Chapter of the American Planning Association

Bylaws

Adopted January 1996
Revised December 1997
Revised November 1999
Revised May 2002
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Article 1 Introduction

1.1 The name of the Chapter is THE AMERICAN PLANNING ASSOCIATION ALABAMA CHAPTER. It is also referred to in these Bylaws as “the Chapter.”

1.2 The area served by the Chapter is the State of Alabama.

1.3 The purposes of the Chapter are to carry out the purposes and objectives of the American Planning Association (APA); to consider, confer on and make recommendations to the Association on matters of National Association policy; and, more specific to the Chapter area, to help residents of the State improve the quality of their lives through a rational and comprehensive approach to physical, economic and human resource planning. This mission is accomplished by:

1.3.1 Promoting planning approaches in response to developmental and social opportunities and challenges facing the State;

1.3.2 Increasing awareness of the planning process, the planning profession and the benefits that both can bring to the State of Alabama;

1.3.3 Supporting planning education and fostering the growth of professional planners’ knowledge and skills;

1.3.4 Encouraging the exchange of planning information and experience in Alabama; and

1.3.5 Working with other organizations in the State to foster common goals.

1.4 The National Organization of which this Chapter is an integral part is the American Planning Association. It is referred to in these Bylaws as “the Association,” or “APA.”

1.5 The term “National Office” refers to the Office of APA designated by APA to service Chapter and membership matters.

1.6 Unless otherwise qualified, the term “Executive Director,” when used in these Bylaws refers to the duly appointed Executive Director of APA.

1.7 A member’s “address of record” is the address furnished by the member to the National Office. It is the member’s responsibility to notify the National Office of any change of address.

Article 2 Membership and Dues

2.1 All members of APA whose addresses of record are within the Chapter area shall automatically be Chapter members. An APA member whose address of record is outside the Chapter area may also become a Chapter member upon notification to the Chapter Secretary and upon payment of any applicable dues and assessments. A person living in Alabama who wishes to be a member of the Alabama Chapter of the American Planning Association but not a member of the National Association may assume such membership by notification to the Chapter Secretary and upon payment of any applicable dues and assessments. Such members will be known as “Associate Chapter Members.”

“Associate Chapter Members” may not serve on the Executive Committee or as the Chapter Professional Development Officer, but may serve in any other Chapter Committee position and may vote in any Chapter election.

2.2 Chapter dues, in addition to the base Chapter dues set for all APA members by the APA Board, shall be thirty (\$30) per Regular Chapter Member per annum. Additional Chapter dues shall seven dollars (\$7) per Student Chapter Member per annum. Student Chapter Member dues shall be allocated exclusively for Student activities within the Chapter, in accordance with national APA policy. Planning Official Members and APA Life Members will pay no additional Chapter dues. Any change in the level of additional Chapter dues shall be voted on by a separate mail ballot of all Chapter members. Approval shall be determined by a majority vote of those responding, provided that at least 25 percent of the Chapter membership responds. In the event of a response of less than 25 percent, the change in the level of Chapter dues as proposed on the ballot shall be decided by a two-thirds vote of the entire Executive Committee. Chapter dues increases shall be reported by the Chapter Treasurer to the National Office of the APA. Chapter dues shall be payable to the National Association in accordance with the Bylaws of the Association. Annual dues for Associate Chapter Members shall be set from time to time by a majority vote of the Executive Committee.

2.3 Chapter membership will be terminated upon termination of APA membership. Chapter membership also may be terminated for failure to pay Chapter dues and assessments.

Article 3 Meetings

3.1 There shall be an Annual Meeting of the Chapter membership to be held in the spring of each calendar year. This Annual Meeting can be held in the summer to avoid any conflicts with the APA National Conference, if decided by a majority vote of the Executive Committee. The Executive Committee shall determine the specific location, date, and time of each Annual Meeting. The date of the Annual Meeting shall be established at least six months in advance. At each Annual Meeting, the President shall present to the Chapter an Annual Report of activities carried out since the last Annual Meeting and a general outline of activities to be carried out during the coming year and shall invite from the membership comments on these activities and suggestions for other activities. The President shall, within 60 days following the Annual Meeting, present to the Executive Committee for its approval a detailed program of Chapter activities for the coming year. After approval by the Executive Committee, it shall be presented to the membership for information.

3.2 The Executive Committee may, in extraordinary circumstances, cancel the Annual Meeting.

3.3 At least 90 days notice, including the date, place, and time, of all regular meetings of the chapter shall be provided to all Chapter members.

3.4 Special or emergency meetings of the members may be called by the President, by the Executive Committee or by a petition signed by at least five percent of the members of the Chapter, providing shorter notice, if approved by the Executive Committee. The place, date and time of any special meetings shall be set by the President or the Executive Committee.

3.5 At Annual and/or Special meetings, or as otherwise specified in these Bylaws, a quorum for a valid vote on Association matters or national affairs shall be fifteen percent of the Chapter membership. A report of Chapter voting on such matters, whether or not a quorum was obtained, shall be recorded in the Chapter's minutes and shall include a record of the number of affirmative and negative votes and the number then eligible for voting.

Except in emergency situations, when the rules may be suspended in accord with adopted procedure, any proposed resolution of Chapter policy shall be first mailed in writing to the membership no less than 60 days prior to the meeting at which the matter is to be considered.

3.6 At meetings of the membership and of the Executive Committee, parliamentary procedures shall be governed by *Robert's Rules of Order* (the pertinent edition of which may be designated the President).

3.7 The President shall, at least 90 days after the beginning of each fiscal year to conduct an Annual Chapter Leadership Retreat. This Retreat shall be a called meeting of the Executive Committee, Committee Chairs, Committee members, and emerging Chapter leaders. The President shall provide notification to all chapter members of the purpose, time, date, and location of the Retreat. Said notification shall be through the most appropriate and timely means available. Participants in the Retreat shall advise the President on the Chapter's performance in meeting the goals and objectives stated in the multi-year Chapter Development Plan, suggest revisions to the Chapter Development Plan, assess the previous Annual Work Program and Budget, and recommend an Annual Work Program and Budget for the next fiscal year. The Chapter Development Plan and Annual Work Program and Budget shall be presented to the Executive Committee for adoption before the beginning of the fiscal year.

Article 4 Officers

4.1 The officers of the Chapter shall be a President, a Vice President, a Secretary, and a Treasurer. Duties of each are listed thusly:

4.1.1 *President.* The President shall preside at meetings of the Executive Committee and of the membership; shall provide leadership in the development of Chapter policies in coordination with the Executive Committee; shall be responsible for ensuring that the Chapter adopts and implements a multi-year Chapter Development Plan; shall annually report to the members at the Annual Meeting the Chapter's performance in meeting its goals and objectives; shall annually conduct a Chapter Leadership Retreat; shall prepare an annual budget and work program for approval by the Executive Committee; shall have the power to create, appoint and discharge all Chapter committees, unless otherwise provided for in these Bylaws; shall serve as a nonvoting, ex-officio member of all committees; shall represent the Chapter on the APA Chapter Presidents Council; shall call meetings; and shall perform other duties as required by these Bylaws, or customary to the office.

4.1.2 *Vice President.* The Vice President shall assist the President in the guidance and coordination of committee activities; shall serve as general committee coordinator for all Chapter committees; shall prepare and annually update the Policy and Procedure Manual and Statement of Chapter Condition, in consultation with the President and Executive Committee; shall annually update and distribute the Chapter Leadership Manual; and shall carry out any other duties assigned by the President. In the absence of, or in the event of incapacity of the President, the Vice President shall assume the duties of the President and shall perform such other duties as required by these Bylaws, or customary to the office.

4.1.3 *Secretary.* The Secretary shall maintain an accurate list of the members of the Chapter; shall notify members and Executive Committee members of meetings; shall prepare and report minutes of Chapter and Executive Committee meetings; shall certify and transmit to the Executive Committee and to the Executive Director of APA a list of all newly elected Chapter officers (including their addresses and telephone numbers) no later than 30 days from their election; shall submit to the Executive Director proposed Bylaws or Amendments as required by the Bylaws of APA; and shall perform such other duties as required by these Bylaws or customary to the office.

4.1.4 *Treasurer.* The Treasurer shall collect or receive all money due to the Chapter; shall disburse the funds in accordance with the budget; shall assist the President in preparing an annual budget for review by the Executive Committee; shall prepare for each meeting of the membership and the Executive Committee a financial report to include a current balance sheet and an income statement reflecting Chapter financial operations; shall inventory and take responsibility of all Chapter property and provide documentation of same to be included in the annual audit; and shall perform such other duties as are customary to the office. Unless and until alternative duties and procedures are prescribed in the Manual, as defined in Section 5.7, the Treasurer shall maintain and manage accounts which shall at all times be open to inspection and shall be submitted for an annual auditing; shall at the end of each fiscal year personally present or send to the Chairman of the Auditing Committee by registered mail the Financial Records file, a copy of the past fiscal year's entries in the financial ledger, and the Checking, Savings, and Investment Accounts files; shall furnish promptly any additional available information requested by the Chairman or Auditing Committee members; and

shall for the purposes of financial and general record keeping operate under a fiscal year which shall end on June 30th each year.

4.2 The term of office of all officers and Section Representatives, as described in Article 9, shall be two years, beginning during the business meeting of the Annual Meeting following the election and shall end during the Annual Meeting two years hence, at which time the new officers are installed. Officers and all elected representatives shall hold office until their successors have been elected and installed.

4.3 An officer or other elected representative may be removed from office for cause and after a hearing whenever, in the judgment of two-thirds of the Executive Committee, the best interest of the Chapter will be served thereby. Cause for removal from office shall include commission of a breach of professional ethics, failure to adequately perform the duties of the office, or conviction of a felony. The hearing shall be conducted by the Executive Committee.

4.4 Unless otherwise prescribed in the Manual, the transfer of all Chapter records and property from one administration to another shall occur within 15 days of the installation of any new administration. Checking and savings accounts may be reestablished at a different bank and location at the discretion of the new Treasurer. The transfer of original chapter records shall be made by hand or registered mail.

Article 5 Executive Committee

5.1 The Executive Committee shall consist of the Chapter officers; the Section Representatives; and the Immediate Past President. Any national APA or AICP Officers, Commissioners or Board members who are Alabama Chapter members and a faculty department chair or an appointed student representative from each of the accredited planning programs in Alabama (Alabama A&M and Auburn University) will serve as an ex-officio members.

5.2 The Executive Committee shall have the following duties:

5.2.1 Establish and manage the business affairs, programs and membership activities of the Chapter.

5.2.2 Develop Chapter policies and coordinate with the National Association.

5.2.3 Approve, in consultation with the Chapter membership, a multi-year Chapter Development Plan and its revisions.

5.2.4 Adopt and present an annual work program which includes a statement of goals and objectives for the Chapter.

5.2.5 Adopt and present an annual operating budget.

5.2.6 Authorize expenditures consistent with the adopted budget.

5.2.7 Authorize or approve all contracts, legal agreements, expenditures, investments, or borrowing of money on behalf of the Chapter membership, but shall not incur liabilities exceeding the amounts of the inappropriated funds in the hands of the Treasurer.

5.2.8 Report to the Chapter membership upon all business which the Executive Committee has considered or acted upon between Chapter meetings, including an Annual Report, presented at the Annual Meeting, which details how these activities related to achievement of stated goals and objectives.

5.2.9 Provide for annual publication of the findings contained in the Audit Committee report in the Chapter newsletter.

5.2.10 Adopt and maintain a Policy and Procedure Manual to guide the day-to-day administrative policies and operations of the Chapter.

5.2.11 Prepare and distribute a Chapter Leadership manual.

5.2.12 Put into effect the votes of the Chapter membership.

5.2.13 Perform other functions delegated by these Bylaws or by the Chapter membership.

5.3 Meetings of the Executive Committee shall be called by the President or by a majority of the Committee members. There shall be, in each year, at least 4 meetings of the Executive Committee in person or by teleconference not including the Annual meeting and/or Training Seminar.

5.4 Four members of the Executive Committee shall constitute a quorum for the transaction of business at meeting of the Committee, provided that ten-day written notification or personal contact of each member of the Executive Committee, informing said members of the date, time, location and content of the meeting, has occurred. Otherwise a majority of the Executive Committee shall constitute a quorum for the transaction of business at meetings of the Committee.

5.5 An action may be taken by the Executive Committee without a meeting if documented consent, setting forth the action taken, is obtained from a minimum of two-thirds of the members of the Committee.

5.6 With the exception of the offices of President and Vice-President, the Executive Committee shall, by appointment, fill vacancies in office occurring during a normal term by reason of the resignation, removal, death or incapacity of an officer or elected representative. Officers and elected representatives so appointed shall hold office or serve for the balance of said term, or until their successors are elected and installed.

5.7 For the purpose of achieving financial responsibility, the Executive Committee shall adopt a Manual on Budgeting and Financial management or portions of the APA Budgeting and Fiscal Management Manual, hereinafter referred to as the "Manual," prescribing duties, budget formats, timetables, standards, and procedures for managing the Chapters finances. Upon the adoption of the Manual, it shall be as binding as these Bylaws with respect to the matters treated therein, provided that in case of conflict, the Bylaws shall take precedence. The Manual shall become an appendix to the Bylaws.

Article 6 Committees

6.1 In addition to the Executive Committee, Standing Committees of the Chapter shall be the Professional Development Committee, the Nominating Committee, the Teller Committee, the Auditing Committee, the Information Technology Committee and the Past Presidents Advisory Council. All Standing Committees, and their Chairs, shall be appointed by the President with the approval of the Executive Committee, except for the Past Presidents Advisory Council. The President shall also establish such other committees as may be necessary to implement the Chapter's program and activities and shall appoint the Chairs of those committees.

6.2 The Professional Development Committee shall be comprised of two Subcommittees: the AICP Exam Counseling Subcommittee, and the Higher Education Subcommittee. The Professional Development Officer shall be the Chair of the Professional Development Committee and shall be a member of the American Institute of Certified Planners (AICP).

The Professional Development Officer shall advise and assist Chapter AICP members with maintaining AICP certifications and advise and assist the Executive Committee by coordinating with APA National to ensure that the maximum number of Certification Maintenance (cm's) are provided at the Annual Conference.

The AICP Exam Counselor shall serve as Chair of the AICP Exam Counseling Subcommittee and shall also be a member of the American Institute of Certified Planners (AICP). The Chairs of the Continuing Education and Higher Education subcommittees may be drawn from the general Chapter membership. The Subcommittees shall perform the following duties and such other responsibilities as may be assigned by the Professional Development Officer.

6.2.1 *AICP Exam Counseling Subcommittee.* The AICP Exam Counseling Subcommittee shall be tasked with the following responsibilities:

- (a) To advise and assist prospective members to qualify for membership in the AICP.
- (b) To advise prospective members as to the purpose, policies, and programs of the Institute, the Code of Professional Responsibilities, the Guidelines for Social Responsibility of the Planner and the Rules of Reference to Institute Membership.

6.2.2 *Higher Education Subcommittee.* The Higher Education Subcommittee shall be tasked with the following responsibilities:

- (a) To provide a liaison between Alabama higher education programs for planning and planning fields.
- (b) To provide for Chapter participation regarding curriculum content and quality for Alabama higher education programs in planning and to represent the Chapter in Planning Accreditation Board (PAB) accreditation of planning programs in Alabama.
- (c) To provide professional assistance and support, as may be needed, to students and the Student Organization.

6.4 The Nominating Committee shall consist of at least three Chapter members appointed by the President with the approval of the Executive Committee. The Committee shall be appointed within 60 days following the Annual Meeting preceding Chapter elections. The Committee shall be responsible for nominating candidates for election in accordance with provisions of Article 7 of these Bylaws and shall perform other duties delegated by these Bylaws or the Executive Committee.

6.5 The Teller Committee shall consist of at least three Chapter members, none of whom may be on the ballot, appointed by the President with the approval of the Executive Committee. The Committee shall be responsible for tabulation of all votes for the election of Officers and Section Representatives of the Chapter. The Committee shall certify the results to the Chapter Secretary as well as perform any other duties delegated by these Bylaws or the Executive Committee.

6.6 The Auditing Committee shall consist of at least three Chapter members, not including the Chapter Treasurer, appointed by the President with the approval on the Executive Committee. The Committee shall be appointed before or at least by the Annual Meeting. It shall be the duty of this Committee to audit annually the accounts of the Chapter and submit a report to the Executive Committee no later than 60 days following the end of the fiscal year. The audit should include the verification of all cash on hand and items of expenditure and income for the fiscal year under audit. The report shall describe any unresolved discrepancies and any recommendations felt needed for more efficient record keeping.

6.7 The Information Technology (IT) Committee shall consist of at least three Chapter members, appointed by the President with approval of the Executive Committee. The Committee shall be appointed within 60 days following the Annual Meeting. This committee will be responsible for providing the Executive Committee, and all other committees, with information regarding the use of technology to better inform, educate and provide opportunities for Chapter Members.

6.8 The Past Presidents Advisory Council shall consist of former Chapter Presidents of the Alabama Chapter of the American Planning Association who are current members of the Chapter. The Immediate Past President shall serve as Chair of the Council. The Council shall be tasked with the following responsibilities:

- (1) To provide oversight and guidance to the Executive Committee.
- (2) To annually review and report recommendations to the Executive Committee concerning the Chapter Development Plan, Annual Work Program, and Annual Budget.

- (3) To serve as advisor to the President in the management of Chapter operations and the development and implementation of Chapter programs.

Article 7 Elections

7.1 The President, Vice President, Secretary and Treasurer shall be elected by the Chapter membership. The Section representatives shall be elected by Chapter members from their respective geographic areas or Sections, as defined in Article 9. Balloting shall be done by mail. All persons elected must be members of APA in good standing and shall reside in the State of Alabama.

7.2 The nominations and elections procedure shall be administered by the Nominating Committee, the Teller Committee and the Executive Committee as follows:

7.2.1 The Nominating Committee shall seek nominations and submit a slate of candidates to the Executive Committee no later than 45 days prior to the date of mailing the ballot (125 days prior to the Annual Meeting).

7.2.2 A petition of nomination for any elective position signed by 25 or more Chapter members shall be accepted by the Executive Committee no later than 15 days prior to the date of mailing of the ballot (120 days prior to the Annual Meeting). Names submitted on a valid petition shall be included on the official ballot.

7.2.3 The Nominating Committee shall mail a list containing the names of all candidates and their position statements, along with an official ballot for voting purposes, to all Chapter members no later than 30 days prior to the date of vote tabulation (105 days prior to the Annual Meeting). The ballot shall provide space for write-in candidate and shall specify to whom and the date by which the ballot must be returned, provided that such date for return is no later than 7 days prior to the date of vote tabulation (82 days prior to the Annual Meeting).

7.2.4 Votes for Chapter elections shall be tallied no later than 75 days prior to the Annual Meeting at which new officers are to be installed.

7.2.5 The Teller Committee shall tally the votes and certify the accuracy of the results to the Chapter Secretary. In the event of a tie vote, the current Executive Committee may break the tie by majority vote of the Committee.

7.3 The results of the election shall be announced no later than 60 days prior to the Annual Meeting at which new officers are to be installed.

7.4 Election shall be determined by a plurality of those voting for each elective position. No quorum requirement shall be applicable.

Article 8 Student Organization

8.1 The Executive Committee shall provide for the creation and continuation of a Student Organization of the Alabama Chapter of the American Planning Association.

8.2 The Executive Committee and Higher Education subcommittee shall appoint a Student Affairs committee to be comprised of students and faculty members from each planning or related program of an Alabama College or University. It will be the responsibility of this Student Affairs committee to advise the Executive Committee of the needs of the Chapter's student membership in terms of possible content for conferences and workshops, and to foster a partnership between practicing professionals and academic programs. The committee will also encourage each College or University's program to actively participate in chapter functions through student presentations, exhibits and volunteerism.

Article 9 Sections

9.1 Sections shall serve to provide members with a tangible local expression of APA purposes and objectives and a vehicle for maximum membership involvement in the affairs of the Association. The Sections are organized to facilitate the accomplishment of the purposes of the Association as set forth in these Bylaws in all matters of interest and concern in the areas served by the Sections. Each Section Representative shall welcome new APA members in their respective sections.

9.2 Effective with the adoption of these Bylaws, four (4) geographic Sections of the Chapter shall be established, those sections shall be referred to as the North, Central, South, and Gulf Coast Sections. The Executive Committee shall be responsible for establishing and reviewing Section boundaries so as to insure reasonable representation from all portions of the state. The territory of a Section shall be a reasonably coherent unit, and the name of the Section shall be geographically descriptive. A map of the Sections shall be attached to these Bylaws for reference.

9.3 Sections may adopt Bylaws to govern Section affairs. Section Bylaws shall not conflict with these Bylaws and the Articles of Incorporation and Bylaws of APA. Copies of Section Bylaws or Bylaw Amendments shall be sent to each member of the Executive Committee and filed with the APA Executive Director promptly upon their adoption.

9.4 The elected representative of each Section shall be titled Section Representative each of which shall serve on the Executive Committee.

9.5 Section Representatives shall be elected in the same manner in the same year as the Chapter Officers in accordance with the provisions of Article 7 and shall serve for two year terms.

Article 10 Amendments

10.1 Bylaw amendments may be proposed by the Executive Committee or by a petition signed by five percent of the Chapter membership. The membership may amend these Bylaws by a majority vote, by online ballot. A Bylaw amendment may also be adopted by a two-thirds affirmative vote of members present at an Annual or Special Meeting of the Chapter membership, provided that the amendment is provided to the Chapter membership and posted on the Chapter Website at least one month prior to the Meeting; notice of the meeting shall state that among its purposes is the consideration of the proposed amendment and that a quorum is present at the meeting at the time of the vote on the amendment.