

Student Planning Association Constitution

Updated 8-29-05

Article 1: Purpose

Section 1: Purpose

A. The purpose of the Student Planning Association is to provide an organizational setting in which students may discuss and promote planning and related issues among themselves, Ball State University, the Muncie Community, and the state of Indiana. The organization also serves as a support network for students and, when appropriate, represents the department for specific activities and functions.

Article 2: Membership

Section 1: Eligibility

A. All graduate and undergraduate students of Ball State University are eligible for membership in the Student Planning Association regardless of their race, sex, religion, color, national origin, physical or mental disability, age, status as a Vietnam Era Veteran, or any other such belief, background, or physical attribute.

B. Active Membership status shall be granted only to those students who are currently enrolled as degree candidates in the Department of Urban Planning.

C. Associate Membership status shall be granted to all other students who are enrolled in Ball State University, including but not limited to first-year students in the College of Architecture & Planning and students majoring in architecture, landscape architecture, and historic preservation.

Section 2: Suspension

A. Suspension of membership privileges will be enacted for any member who fails to comply with his/her financial obligation to the chapter.

B. All membership privileges will be reinstated as soon as the obligation is fulfilled.

Section 3: Expiration of Membership

A. Termination of membership privileges will occur upon an individual's graduation or withdrawal from the university.

Section 4: Policy Responsibility

A. All members of the Student Planning Association are responsible for the knowledge and understanding of the chapter constitution, amendments, and chapter policies. Chapter policies may be found in the booklet of policies which is a separate document from this constitution. The document will be located in the Architecture Library.

Article 3: Officers

Section 1: Chapter Officers

A. The officers of the Student Planning Association are necessary to perform the administration of the chapter.

B. The elected officers of the Student Planning Association shall be: President, Vice President, Secretary, Treasurer, American Planning Association Representative, and Indiana Planning Association Representative.

C. The Indiana Planning Association Representative is a student who is chosen at the discretion of the IPA Board. One (1) urban planning student will be elected by SPA to be the nominee for this state-wide position. In the event that the Ball State student is not appointed as Representative, the SPA nominee will not serve as a SPA officer.

Section 2: Eligibility for Office

A. Eligibility for holding an elected office in the chapter shall require at least 3rd-year status in the Department of Urban Planning, with the exception being the secretary position which will be held for a second year student.

B. Eligibility for holding the position of president shall require 4th-year student status in the Department of Urban Planning.

C. As a qualification for the position of president or vice president, sufficient previous involvement within the association must be demonstrated.

D. Associate members are not eligible to hold an elected office in the chapter.

E. Eligibility for holding an elected office in the chapter shall require the complete fulfillment of all financial obligations to the chapter.

Section 3: Duties of Officers

A. President- [1] Shall act as the Chief Executive of the chapter; [2] Shall maintain responsibility for everything the chapter does or fails to do; [3] Shall preside over all chapter meetings and other events and activities as appropriate; [4] Shall develop and maintain a working knowledge of chapter bylaws and operating procedures.

B. Vice- President- [1] Shall assume the duties of the President in the event he/she cannot perform those duties; [2] Shall carry out other duties as assigned by the President; [3] Shall coordinate and help to organize the chapter committee structure while action as the liaison between them and the rest of the chapter.

C. Secretary- [1] Shall keep accurate records, reports, and minutes of chapter meetings and other such meetings; [2] Shall be responsible for the accuracy and maintenance of the chapter files and records; [3] Shall be responsible for publication of the organizational and departmental newsletter; [4] Shall Chair a Newsletter Committee, as described in Article 4, Section 1

D. Treasurer- [1] Shall collect and preserve all monies due to the chapter and disperse money as needed for the payment or reimbursement of costs to the chapter; [2] Shall prepare a chapter budget before the start of the academic year that is voted on by the executive committee; [3] Shall insure that all dues and monies owed to the chapter are done so in a timely manner.

E. Indiana Planning Association Representative- [1] Shall represent the chapter at all Indiana Planning Association meetings; [2] Shall report to the chapter important and pertinent information concerning planning and related issues in the state of Indiana; [3] Shall serve as the primary lobbyist for the chapter and student interests on the state level.

F. American Planning Association Representative- [1] Shall represent the chapter at the National level; [2] Shall report to the chapter important and pertinent information concerning planning and related issues in the United States. [3] Shall keep in contact with the Region 4 Student Representative Council member.

Section 4: Election of Officers

A. In the first two weeks of April (spring semester) of each academic year, elections for the following positions shall take place: [1] president; [2] vice-president; [3] secretary; [4] treasurer; [5] Indiana Planning Association student representative nominee, [6] American Planning Association representative. The actual date, to be determined by executive council vote, should convene on a regularly scheduled meeting day.

B. The election of officers shall take place by written statement of interest.

C. Winning candidates must receive a majority of the votes cast in order to be considered elected.

D. Election of officers shall take place by written ballot only.

E. Prior to voting for each office, the candidates shall give a written statement including: [1] An introduction of themselves; [2] reasons why they should be elected.

F. The President will only vote in the case of a tie.

G. Ballots will be tallied by the out-going President with confirmation by the Vice-President.

H. Election results will be posted no later than two days after the election with no prior notification to candidates.

Section 6: Term of Office

A. The term of office for elected chapter officers shall be for one (1) year from April to April of the next year. The term is effective two weeks following election results.

B. Following each election, existing officers will inform and train incoming officers for a period of the two weeks in April.

C. Offices vacated for any reason, prior to the end of the one (1) year term shall be filled immediately according to Article 3, Section 5 of this constitution. The newly elected officer shall serve out the remainder of the one (1) year term.

D. The starting and ending dates for the term of office shall be decided by a majority vote of the executive committee, subject to a two-thirds over-ruling vote by the active chapter.

E. Once appointed, the Indiana Planning Association Student Representative shall serve a full year term, from April to April, as outlined in the IPA By-Laws.

F. The APA student representative shall serve a full year term, from April to April.

Section 7: Appointment of Officers

A. The President shall appoint any additional officers as he/she deems necessary. Any appointment may be overruled by a two-thirds vote of the active chapter.

Section 8: Impeachment of Officers

A. Any elected or appointed officer may be impeached for not fulfilling his/her duties as an officer, according to Article 3, Section 2 and 3 of this constitution.

B. An officer can be impeached by a two-thirds vote of the active chapter only after formal charges have been presented against the officer, and the officer has been given a chance to respond to those charges.

C. The charges of impeachment will be presented one chapter meeting prior to the actual vote for impeachment.

Article 4: Committees

Section 1: Chapter Committees

- A. The chapter committees of the Student Planning Association are necessary for the general organization and operation of the chapter.
- B. The standing chapter committees of the Student Planning Association shall be: [1] Executive Committee; [2] Fundraising Committee; [3] Conference Committee; [4] Special Events Committee; [5] Public Relations Committee; [6] Alumni Relations Committee; and [7] Newsletter Committee.
- C. The Newsletter Committee for the organizational and departmental newsletter, as headed by the Secretary, shall be organized at the discretion of the Secretary.
- D. The Fundraising Committee for the organization, as headed by the Treasurer, shall be organized at the discretion of the Treasurer.

Section 2: Eligibility for Committees

- A. Eligibility for being a committee member shall require the complete fulfillment of all financial obligations to the chapter.
- B. Eligibility for holding a committee chair position shall require active member status and shall complete fulfillment of all financial obligations to the chapter.

Section 3: Election of Chairs

- A. In the first two weeks of September (fall semester) of each academic year, elections for the following positions shall take place: [1] special events chair; [2] public relations chair; [3] Alumni relations chair; [4] Webmaster. The actual date, to be determined by executive council vote, should convene on a regularly scheduled meeting day.
- B. Winning candidates must receive a majority of the votes cast in order to be considered elected.
- D. The election of officers shall take place by written statement of interest.
- E. The President shall only vote in the case of a tie.

Section 5: Term of Chair

- A. The term of each chair shall be for the current year. The term is effective immediately following election results.

B. Following each election, existing chairs, if available, will inform and train incoming chairs.

C. Offices vacated for any reason, prior to the end of the one (1) year term shall be filled immediately according to Article 4, Section 4 of these bylaws. The newly elected chair shall serve out the remainder of the one (1) year term.

D. The starting and ending dates for the term of office shall be decided by a majority vote of the executive committee, subject to a two-thirds over-ruling vote by the active chapter.

Section 6: The Executive Committee

A. The Executive Committee of the Student Planning Association shall be composed of thirteen (13) members that will include the President, Vice- President, Secretary, Treasurer, Indiana Planning Association Representative, American Planning Association representative, Webmaster, Special Events Committee Chairperson, Public Relations Committee Chairperson, Alumni Relations Committee Chairperson, 2nd year representative, 3rd year representative, 4th year representative, and Graduate Student Representative.

B. The chapter president shall serve as chairperson of the Executive Committee and oversee the operation of all Executive Committee meetings.

C. All decisions by the Executive Committee must be passed by a majority vote of the members. The president will only vote in the event of a tie.

D. The Executive Committee is responsible for the organization and effective functioning of the chapter. It is the vehicle through which all chapter efforts, projects, decisions, meetings, and recommendations are discussed and carried forward for the general welfare of the chapter and its members. In regards to this, the Executive Committee shall have the authority to: [1] Develop and review chapter policies and bylaws, with ultimate approval and implementation subject to a two-thirds vote of the active chapter; [2] Act on behalf of the chapter regarding questions and policies concerning the chapter when a chapter vote is not attainable; and [3] Act as the official governing body of the chapter whereas all bills, motions, and recommendations are subject to approval by the Executive Committee before being presented to the entire chapter for a vote.

E. Any decision by the Executive Committee may be appealed only during a chapter meeting. The decision may be overruled by a two-thirds vote of the active chapter, a quorum must be present.

Section 7: Fundraising Committee

A. The Fundraising Committee of the Student Planning Association shall include chapter Treasurer as chair, and any volunteer members.

B. The primary purpose of the Fundraising Committee shall be to develop and implement viable projects and activities that will eventually help to raise money for the betterment of the chapter.

C. The Chairperson will oversee the operation of the Fundraising Committee and be held responsible for all actions and recommendations made by the committee.

D. All decisions made by the Fundraising Committee must be passed by a majority vote of the members.

Section 8: Conference Committee

A. The Conference Committee of the Student Planning Association shall be composed of five (5) members that will include the elected committee Chairperson, and four voluntary at-large members.

B. The primary purpose of the Conference Committee shall be to obtain information about planning-related conferences, workshops, and charrettes and make this information known to the chapter.

C. Other responsibilities of the Conference Committee shall be to organize major chapter trips to conferences (other than the national conference), workshops and charrettes as it is necessary to do so.

D. The Chairperson will oversee the operation of the Conference Committee and be held responsible for all actions and recommendations made by the committee.

Section 9: Special Events Committee

A. The Special Events Committee of the Student planning Association shall be composed of an elected chair, and any volunteer members that choose to join.

B. The primary purpose of the Special Events Committee shall be to plan and implement extracurricular activities and projects that the chapter may participate in or sponsor. This will include responsibility for chapter and departmental picnics, parties, and other special events as they are scheduled.

C. The Chairperson will oversee the operation of the Special Events Committee and be held responsible for all actions and recommendations made by the committee.

Section 10: Public Relations Committee

- A. The Public Relations Committee of the Student Planning Association shall be composed of a chair, and any volunteer members that choose to join.
- B. The primary purpose of the Public Relations Committee shall be to develop and implement a chapter public relations program to promote and make visible the chapter itself and its accomplishments.
- C. The Chairperson will oversee the operation of the Public Relations Committee and be held responsible for all actions and recommendations made by the committee.

Article 5: Meetings

Section 1: Chapter Meetings

- A. Regularly scheduled chapter meetings of the Student Planning Association shall be determined by a majority vote of executive committee subject to change by a majority vote of active members.
- B. Special chapter meetings may be called by the Executive Committee at any time it feels necessary to do so. A notice of 24 hours must be given prior to the scheduled meeting time for the special chapter meeting.
- C. A quorum must be present for the passage or defeat of any motion, recommendation, bill, or policy amendment. A quorum shall consist of one-third of the active chapter.

Section 2: Voting

- A. All active chapter members of the Student Planning Association shall have the ability to vote on issues raised in chapter meetings.
- B. All questions or decisions shall be decided by a chapter vote under the following conditions: [1] a majority vote of the chapter shall decide all questions or decisions; [2] All voting procedures, whether majority of two-thirds, shall take place using the number of active members present at the meeting, given a quorum is also present; [3] Any 5 (five) members may request a secret ballot vote, whereas all other voting shall be by show of hand, except when voting for elected offices; and [4] The President shall only vote to break a tie vote on a particular issue.
- C. There shall be no voting by proxy. All votes must be cast at the time of election by the person wishing to cast a vote on a particular issue.

Article 6: Finances

Section 1: Chapter Dues

- A. Chapter dues of the Student Planning Association for the academic year shall be determined as follows: the executive committee will make recommendations to the general membership who will the vote in the spring semester for any increase in dues taking effect in the following fall semester.
- B. Payment of chapter dues is required for active membership status.
- C. Associate membership dues shall be determined by the presidents of the participating student groups within the College of Architecture and Planning in the spring semester with the dues increase taking effect the next fall.

Section 2: Assessments

- A. The chapter may assess each member, or participating member, in a particular event, project, or trip a like amount of money to help cover the costs of the event, project, or trip.

Article 7: Amendments

Section 1: Amendment Procedure

- A. An amendment to this constitution shall be presented, in writing, to the Executive Committee prior to its presentation to the chapter. The amendment proposal will then be presented to the chapter at the next scheduled chapter meeting.
- B. Voting on the proposed amendment shall not take place until the next scheduled chapter meeting after the one in which it is first proposed.
- C. A two-thirds vote of the active chapter is necessary to pass an amendment to this constitution.
- D. Changes to be made in the policy booklet shall be made in accordance with the above amendment procedure.

Section 2: Waving a bylaw

- A. A bylaw of this constitution may be waived by a two-thirds vote of the active chapter. However, it is strongly recommended that this action not be taken.
- B. A policy of this organization may be waived by a two-thirds vote of the active chapter.

Policies of the Student Planning Association

Article 1: Purpose

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A. The policies stated here are common practices that the chapter has observed but are subject to change.

Article 2: Finances

Section 1: Dues

A. Annual dues for active membership in the Student Planning Association shall stand at \$15. Annual dues for associated membership, in conjunction with AIAS and ASLA as described in the Dues section of the constitution shall stand at \$5.

Section 2: Expenditures

A. All expenditures exceeding the amount of \$150 will be voted on by SPA general membership (see Voting section of the SPA constitution).

Article 3: Meetings

Section 1: General Meetings

A. Regularly scheduled chapter meetings shall be held every other Tuesday afternoon at 5:00pm. Any deviation from this schedule shall be announced at least three days prior to the scheduled meeting time.

Section 2: Executive Committee Meetings

A. Regularly scheduled meetings of the executive committee shall be held every other week opposite of chapter meetings. The regular meeting day and time shall be determined by the members of the executive committee based upon their availability.

Article 4: Newsletter

Section 1: Letters to the Editor

A. As with any professional publication, the SPA newsletter will not publish any letter to the editor that has not been signed. If one wishes to write a letter to the editor anonymously, one must sign the letter and indicate to the editor that the name should be withheld. The editor will respect such requests.

Article 5: Conferences

Section 1: APA National Conference

- A. For the APA national conference, SPA may reimburse, partially or fully, travel and lodging fees for paid SPA members.
- B. To be eligible to receive monetary assistance for attendance at the national conference, all interested parties must be paid SPAS members in good standing.

Section 1: Eligibility

- A. If an individual student in the planning department wishes to attend a conference (excluding the aforementioned national conference), SPA will assist that person in reducing their personal costs of attending the conference. This assistance may include looking for transportation, getting a volunteer/pay back position at the conference and the like.
- B. SPA will not donate money directly to individuals, regardless of SPA membership, to attend any conference.

Article 7: Amendments

Section 1: Date of Confirmation

- A. The last amendment to this document took place March 1994. The acting President was Brian Davis confirmed by Matthew Fortunak acting Secretary.