

CLEVELAND STATE UNIVERSITY AMERICAN PLANNING ASSOCIATION CONSTITUTION



Article I ORGANIZATION NAME

The name of the organization shall be Cleveland State University American Planning Association; hereafter referred to as the CSU/APA.

Article II ORGANIZATION PURPOSE

Section A: It shall be the purpose of the CSU/APA to be a representative organization of the students of Cleveland State University, who share a common desire to use their academic training to effect positive social change. This organization will work to provide leadership in the development of vital communities by advocating excellence in community planning, promoting education and citizen empowerment, and in providing the tools and support necessary to meet the challenges of growth and change in the Maxine Goodman Levin College of Urban Affairs, Cleveland State University, and the community they serve. The organization exists to provide members with a network and a community for intellectual and social exchange beyond the classroom setting.

Section B: CSU/APA shall serve as the Planning Student Organization (PSO) for Cleveland State University under the auspices of the local chapter of the national American Planning Association (APA), APA-Cleveland.

Article III MEMBERSHIP

Section A: Membership in the association shall be open to any and all currently enrolled students at Cleveland State University, and shall be granted upon submission of registration form and payment of dues. Members will pay dues in accordance with Article IX Section A.

Section B: It is the policy of this organization that there shall be no discrimination in any project, program, or activity because of race, color, religion, national origin, sex, age, sexual orientation, handicap or disability, disabled veteran, Vietnam-era veteran or other protected veteran status.

Section C: Active membership carries full speaking and voting privileges on all items of organization business.

Section D: A minimum of ten members will be required to be recognized as a PSO by the national APA.

Article IV EXECUTIVE COMMITTEE

Section A: The Executive Committee shall be the leadership body for the CSU/APA and shall consist of a President, Vice-president, Secretary, Treasurer, and Education & Professional Development Chairperson.

Section B: Order of succession: (1) President, (2) Vice-president, (3) Secretary, (4) Treasurer, (5) Education & Professional Development Chairperson.

Section C: The President shall preside over general meetings; create agenda for general meetings; coordinate with executive committee members to facilitate the efficient operation of CSU/APA; serve as the student representative to the local, state and national chapters of the APA; and serve as liaison to faculty and staff of the Maxine Goodman Levin College of Urban Affairs.

Section D: The Vice-president shall assist the President with executive duties and assume those duties in the absence of the President; preside over Executive Committee meetings; create agenda for Executive Committee meetings; receive reports from committees; and archive any documents or information pertinent to future Executive Committees.

Section E: The Secretary shall attend Executive Committee meetings and general meetings and keep detailed minutes; distribute meeting minutes to the general membership in a timely fashion; maintain a membership roster; update and maintain the CSU/APA website; coordinate with the Executive Committee to create and distribute all press and social media related notifications.

Section F: The Treasurer shall receive and distribute organization funds in accordance with University and State of Ohio regulations; make financial reports at appropriate meetings; and coordinate fund-raising activities.

Section G: The Education & Professional Development Chairperson shall coordinate with faculty and staff to provide pertinent and timely announcements to the general membership; and coordinate professional development activities, including, but not limited to, speakers, networking events and community service activities.

Section H: The establishment of new Executive Board positions shall require constitutional revision per Article X.

Article V ELECTIONS

Section A: Executive Committee members are elected by organization members to serve a term of one year. Annual elections are to be held between March 15th and April 15th. The term of office begins on the first day following the election and ends on the same day of the next year.

Section B: Voting occurs via secret ballot at an official meeting after the close of nominations for each office. Nominations must be made by an organization member. Executive Committee nominees must be organization members for one semester prior to establishing candidacy. Officers are elected by a majority vote of the members present at a meeting where quorum is met.

Section C: Vacancies occurring in an elected office shall be filled within three weeks. The order of succession is followed to fill a vacant position, acknowledging that an officer may decline the option to succeed. Subsequent to pursuing the order of succession, any vacancy

shall be filled for the remainder of the unexpired term by using the procedure indicated in Article V, Section B.

Section D: Notice of an official meeting at which the election of officers will take place must be provided to all members no less than one week prior to said meeting.

Article VI APPOINTMENTS

The President may establish committees as may contribute to the successful operation of the organization. Committee Chairperson shall be nominated and voted on by the general membership, and must receive a majority vote of members present at a meeting where quorum is met. Minutes shall be kept for committee proceedings.

Article VII REMOVAL FROM OFFICE AND/OR MEMBERSHIP

Removal from office and/or membership may occur by a two-thirds vote of active members. Removal can transpire for failure to carry out the prescribed duties of an office or for actions that violate the purposes or policies of the organization. Written charges must be submitted to the Executive Committee who will notify the member in question within three days. Members must be provided at least one week of notice prior to a pending removal vote. Prior to the removal vote, the member in question must be offered an opportunity to respond to charges at a specified membership meeting. Voting for removal is conducted by secret ballot at an official meeting held within two weeks from the date charges were received by the Executive Committee. The member in question must be notified of the outcome within two days of the vote.

Article VIII MEETINGS

Section A: General membership meetings shall be held at least once per month, with additional meetings called by the President as needed. At least one week of notice regarding additional meetings must be given to all organization members. The official means of notifying members shall be agreed upon at the first meeting of each semester.

Section B: Quorum shall be defined as 60% of Executive Committee members and 15% of active membership (non-Executive Committee members) present. Quorum shall be required to conduct any CSU/APA business.

Section C: The Executive Committee shall meet when called by the President. Quorum for Executive Committee meetings shall be 60% of elected officers present.

Article IX FUNDING

Section A: Membership Dues shall be charged. The amount to be charged for each semester or year, as well as payment deadlines, will be determined at the last Executive Committee meeting prior to the first meeting of the fall semester. Membership will expire if dues have not been paid in accordance with the set deadline. Membership dues are to be collected by the Treasurer.

Section B: The organization may undertake fundraisers for purposes that support the mission of the organization. All fundraising shall be conducted in accordance with University policies.

Article X CONSTITUTIONAL REVISION

Section A: Any revisions of this constitution shall be made available to the general membership for a minimum of one week, and must be approved by a 2/3 vote of active members present at a general meeting where quorum is met.

Section B: Once approved by the membership, any constitutional revision shall be submitted to the Cleveland State University Faculty Senate Student Life Committee for final approval.

Article XI JURISDICTON

Section A: This organization is subject, as a recognized student organization, to the rules, regulations, and policies of Cleveland State University and the laws of the State of Ohio. The rules, regulations, and policies of Cleveland State University shall hold precedence over all rules, regulations and policies applying to the organization, including those of national associations with which CSU/APA is affiliated.