

CONSTITUTION

ARTICLE I: Organization Name

The name of this organization shall be the Cleveland State University - American Planning Association (hereinafter referred to as the "association").

ARTICLE II: Organization Purpose

Section 1:

The purpose of the association shall be to provide leadership and professional experience, networking opportunities and student advocacy for students in planning related fields or who have a general interest in planning.

Section 2:

The association shall coordinate and promote programs or special events which are in support of the goals of the organization.

ARTICLE III: Membership

Section 1:

Membership in the association shall be open to any and all students, faculty, and staff at Cleveland State University. Two types of membership shall exist:

Active membership: Shall be determined by attendance at regularly scheduled meetings, participation in association activities, and payment of quarterly dues. Once a student graduates or ceases to be a student at the University, his/her active membership in the association shall cease. Active members will have full voting privileges.

Alumni membership: Shall be open to all prior members who are graduates of Cleveland State University who wish to remain active involved with the organization. Alumni members shall have no voting privileges.

Section 2:

Any member may be removed from membership for violation of the purposes of the organization by a two-thirds vote of the active membership. All members must be notified of this pending action at least one week prior to the removal decision. Written charges by a member are to be presented to the Executive Committee who will notify the member in question with sufficient opportunity given for the member to answer charges at a meeting of the membership. Voting for removal from membership is to be done by secret ballot within 24 hours of the meeting. The member in question must be notified immediately of the outcome of the vote.

Section 3:

It shall be stated as part of the policy of the association at Cleveland State University that there shall be no form or type of discrimination in the association, whether it be due to one's race, color, religion, sex, sexual orientation, national origin, ancestry, age, handicap or disability, special disabled veterans or Vietnam veteran's status.

Section 4:

With active membership in the association shall come full floor and voting privileges on any and all items of association business, including resolutions, items of legislation, bylaws, and elections. Alumni members shall have no voting privileges.

ARTICLE IV: Officers

Section 1: Officers

The officers shall consist of a president, vice president, secretary, and treasurer. The officers shall be responsible for all administrative duties of the association.

Section 2: Authorities and Duties of Officers

President: Shall have the power to establish and maintain operation procedures of the association, call meetings, and answer for all actions of the other officers. The president shall be able to vote in all decisions affecting the association. The president shall act as the student representative for all official APA activities.

Vice-President: Shall assist the president with all administrative duties and assume those duties in the absence of the president. The vice-president shall preside over all meetings of the Executive Committee.

Secretary: Shall keep accurate and detailed records of all meetings and affairs, send/transmit all official association correspondence, and coordinate the preparation and distribution of club flyers, handouts, and publications.

Treasurer: Shall receive and distribute association funds upon the authorization of the president, in accordance with the financial rules and regulations of the University and the laws of the State of Ohio, and make financial reports at all Executive Committee meetings, and at the regular meetings of the association, and coordinate fund-raising activities.

Section 3: Executive Committee

The elected officers shall form the Executive Committee.

Section 4: Officer Requirements

All elected officers must meet any and all requirements for holding office as stated in the *Student Handbook*.

ARTICLE V: Elections

Section 1:

The officers listed in Article IV Section 1 shall be elected by the members of the association to serve a term of one year. Annual elections shall be held at the first meeting of the fall quarter. The officers shall be elected by means of a secret ballot. The term of office for all officers shall begin on the first day following the election of officers and end with the election of new officers.

Section 2:

Nominations of candidates for association officer positions shall be made by any association member prior to or during the scheduled meeting at which elections occur. Nominees for officer positions must be active members in good standing.

Section 3:

Voting shall take place after the close of nominations for each office. Officers shall be elected by majority vote of those association members present, provided quorum is met.

Section 4:

The order of succession shall be: (1) President, (2) Vice President, (3) Secretary, (4) treasurer.

Section 5:

Vacancies occurring in any of the elected offices shall be officially filled at the next regular association meeting following the occurrence of such vacancy or vacancies. The order of succession shall be followed in the filling of any vacant office during any unexpired term. If an officer declines to succeed to a vacant office, then an election shall be held to fill the office for the remainder of the unexpired term. The election procedure for filling the unexpired term of a vacant office shall be the same as for the normal procedure for elections.

ARTICLE VI: Appointments

Section 1:

The President, with the approval of the Executive Committee, may form special committees to contribute to the successful operation of the association and appoint members to chair such committees.

ARTICLE VII: Removal from office

Section 1:

Any officer may be removed from office for failure to perform his/her prescribed duties by a two-thirds vote of the membership, provided that all members are notified of the pending action at least one week prior to the removal decision. Removal from office can occur either for failure to carry out the responsibilities of that office, or for actions which violate the purposes of the organization. Written charges by a member are to be presented to the Executive Committee who will notify the officer in question with sufficient opportunity given for the officer to answer charges at a meeting of the membership. Voting for removal from office is to be done by secret ballot.

ARTICLE VIII: Meetings

Section 1:

General membership meetings shall be held monthly, with additional meetings called by the President as needed. Notice of additional meetings must be given to all club members in the most timely manner possible but not less than one week prior to the scheduled meeting time. The official means of notifying members shall be agreed upon at the first meeting held after the election of a new president.

Section 2:

The Executive Committee shall meet when called by the President.

Section 3:

Official notice of the meeting at which the election of association officers will take place must be provided to all association members not less than two weeks prior to such meeting.

Section 4:

Quorum shall be defined as fifty percent plus one of the total of the association membership.

ARTICLE IX: Funding

Section 1:

Dues shall be charged for membership in the association. The amount of dues charged for each year/quarter will be determined at the first meeting of the Fall Quarter. Quarterly memberships will expire on the first day of the next quarter. Yearly membership will expire on the last day of the fourth quarter (including summer quarter) after the quarter in which dues are paid. Membership dues can be paid during any quarter and will be collected by the treasurer.

Section 2:

The association will, as it deems necessary, undertake fund-raising activities for its own purposes. All fund-raising shall be conducted in accordance with University policies.

ARTICLE X: Amendments

Section 1:

Amendments to this constitution shall be adopted by a two-thirds vote of the members present at two consecutive meetings at which the amendment has been read.

Section 2:

Once approved by the membership, amendments shall be submitted to the Student Life Committee of the Cleveland State University Faculty Senate for final approval.

ARTICLE XI: Jurisdiction

Section 1:

The association is subject, as a recognized/registered student organization, to the rules, regulations, and policies of the Cleveland State University and the laws of the State of Ohio. The rules, regulations, and policies of the Cleveland State University shall hold precedence over any and all rules, regulations, and policies applying to the association, including those of national organizations with which the association is associated.