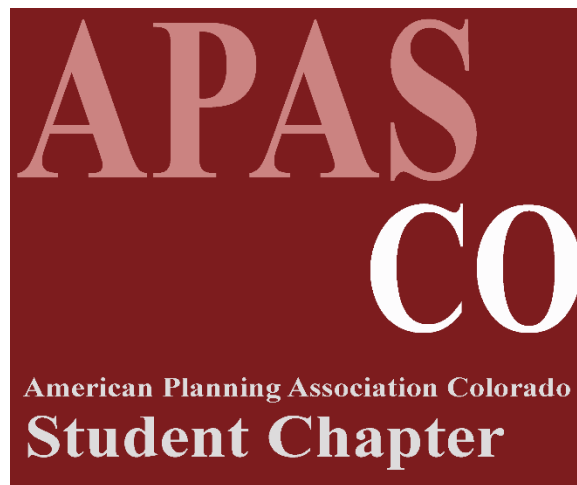


**BYLAWS OF THE AMERICAN
PLANNING ASSOCIATION
STUDENT CHAPTER OF THE
UNIVERSITY OF COLORADO
DENVER**



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BYLAWS OF THE AMERICAN PLANNING ASSOCIATION STUDENT CHAPTER OF THE UNIVERSITY OF COLORADO DENVER

ARTICLE 1: GENERAL

1.1 – NAME

The formal name of this organization is the American Planning Association Student Chapter of the University of Colorado Denver. The name may also appear as American Planning Association Colorado Student Chapter or APAS, and is referred to in these bylaws as “APAS.”

1.2 – LOGO

The logo of APAS is the image that appears on the cover sheet of this document. This logo shall be used to identify APAS in any correspondence, publications, and for other purposes.

1.3 – MISSION STATEMENT

The mission of APAS is to provide Master of Urban and Regional Planning (MURP) students with a variety of opportunities to influence the development of their career and the planning profession through engagement with peers, faculty, alumni, the University of Colorado Denver (CU Denver), and the Denver planning community.

1.4 – PURPOSES

The purposes of APAS shall be to:

1. Bridge the gap between students of the Master of Urban and Regional Planning program at CU Denver and the American Planning Association Colorado (APA-CO) Chapter and National American Planning Association (APA) organizations.
2. Provide the mechanism whereby student planners can influence the development of the planning profession.
3. Serve as a social network for APAS members.
4. Voice the concerns and needs of the students of the MURP program to CU Denver Administration and improve communication among faculty and students.
5. Create, fund, organize, and implement programs and events to help supplement the educational and professional experience of APAS members.
6. Engage in local projects to create professional and long-term connections as well as provide students with an opportunity to give back to local communities and organizations.

1.5 – AFFILIATIONS

APAS is affiliated with the following organizations and institutions. The regulations and bylaws of affiliated entities supersede all established APAS bylaws. Should there be any conflict between APAS

bylaws and affiliated entities, the APAS Secretary shall work with the faculty advisor to resolve the conflict.

1.5.1 – American Planning Association (APA)

APAS is a registered Planning Student Organization (PSO) with the American Planning Association (APA). To remain affiliated, APAS must register as a PSO each academic year and elect a Student Representative to represent their fellow students on the APA Student Representatives Council (SRC) and liaise with its Executive Committee and the Association. This affiliation enables APAS to have a voice in student governance of APA, receive information about APA programming and events for students, and be eligible to compete for APA awards and competitions.

1.5.2 – Colorado Chapter of the American Planning Association (APA-CO)

APAS is a Chapter Section of the APA-CO chapter. This allows APAS to have a bank account through APA-CO and receive student discounts for APAS members for the annual APA Colorado State Conference. To remain in good standing, APAS must work with the APA-CO Chapter Administrator to ensure an appropriate number of students volunteer to assist with the annual APA Colorado State Conference.

1.5.3 – University of Colorado Denver (CU Denver)

APAS is an unofficial student organization at CU Denver. This allows APAS to work with the Operations Coordinator at the College of Architecture and Planning (CAP) to reserve rooms in CAP, use CU Denver catering services, and access CU Denver e-mail listserves to communicate with APAS members. APAS is also afforded an office to be shared with the American Institute of Architecture Students (AIAS) campus chapter and the American Society of Landscape Architects (ASLA) student chapter. Each student organization has a single key to the office, and all groups are responsible for maintaining the cleanliness of the office.

1.6 – NON-DISCRIMINATION

Discrimination on the basis of race, gender, creed, color, national origin, age, disability, or sexual orientation by any individual or unit of this organization is prohibited. A cause of action is created under this article for any individual who feels that he/she has been discriminated against in violation of this section.

ARTICLE 2: MEMBERSHIP

APAS shall be composed of all students registered in the MURP program that are in good standing with CU Denver. There shall be no membership fees for APAS, however APAS should promote and encourage students to join APA and APA-CO, which may include membership fees.

ARTICLE 3: BOARD OF DIRECTORS

3.1 – STRUCTURE

The board of directors shall consist of all elected officers named in Article 4. It is referred to in these bylaws as “the Board.” All board members are to be elected as described in Article 8.

3.2 – DUTIES

3.2.1 – General Duties

General duties of the Board are as follows:

1. To serve the student membership by providing them with an understanding of the services and opportunities offered by APA and APAS.
2. To participate in projects undertaken by APAS.
3. Comply with all responsibilities listed under given positions as outlined in Article 4.3 throughout the entire term including the final months of term, when the current and future board shall work together for a successful transition.

3.2.2 – Assigned Duties

Additional duties that shall be assigned to one or more officers are as follows:

1. Coordinate activities and relations with the MURP Alumni Association/EPP (work with APA-CO rep)
2. Fundraise as necessary by selling t-shirts or by other means
3. Maintain electronic records and accounts (e.g. Gmail, Google Drive, etc.)
4. Maintain bulletin board on the fourth floor next to the woodshop
5. Prepare and post (around the building) signs announcing monthly meetings, guest speaker events, and other APAS activities
6. Maintain a list of all graduating and recent alumni
7. Promote National Awards and encourage students to apply

3.2.3 – Events

The APAS board is expected to participate in the following events in coordination with MURP faculty and other organizations as appropriate:

1. Coordinate Fall new student orientation functions for new students in conjunction with MURP faculty (organize and lead bike tour, assist with walking tour, present info about APAS to new students, attend orientation happy hour)
2. Participate in CAP Student Info Day
3. Organize Parking Day event with relevant student organizations (e.g. ASLA, AIAS, ITE, WTS)
4. Coordinate Spring accepted student orientation functions in conjunction with MURP faculty (present info about APAS and living/working Denver to accepted students, attend happy hour)
5. Administrate Job Shadowing Program at least once each academic year (Fall or Spring)

3.3 – MEETINGS

The Board shall hold meetings in advance of each APAS general meeting to prepare an agenda. The Board may hold additional meetings as necessary. The Board should hold a longer retreat meeting prior to each semester to discuss programming and objectives for each semester.

3.4 – VACANCY

In the event of a vacant Board position, the President may appoint a replacement to serve the remainder of the term with majority approval of the Board.

ARTICLE 4: OFFICERS

4.1 – POSITIONS

The officers of APAS shall be:

1. President
2. Vice President
3. Treasurer
4. Secretary
5. Student Body Representative
6. APA Colorado Student Representative
7. Additional relevant officers under the discretion of the President

4.2 – QUALIFICATIONS

Each officer must remain a current student in the MURP program throughout their tenure and must be in good academic standing with CU Denver.

4.3 – DUTIES

4.3.1 – President

1. Guide overall direction of organization
2. Form and appoint chairs to student committees as deemed necessary
3. Oversee all APAS committees by providing support and guidance to officers and chairs
4. Establish dual signature with treasurer for the bank account at the beginning of the term
5. Schedule and hold monthly chapter and board meetings
6. Coordinate activities with other student groups (e.g. ASLA, AIAS, ITE, WTS)

4.3.2 – Vice President

1. Serve as the primary advisor to the president with regard to the overall direction of the organization
2. Provide logistical support for meetings (e.g. room reservations, flyers, food, presentation, and other material prep, etc.)
3. Ensure that APAS is meeting all university and college compliance requirements for events and activities
4. Assist with school contacts, committees, and all above functions in president's absence
5. Assist chairpersons with maintaining a list of active members of all committees

4.3.3 – Treasurer

1. Manage APAS accounting and checking account
2. Handle all incoming and outgoing funds (with dual signature check system if applicable)
3. Maintain up-to-date and accurate financial records for current and future officers

4. Develop annual budget at beginning of the fall semester and the end of the spring semester (in conjunction with all officers)
5. Assist with student reimbursement for conferences

4.3.4 – Secretary

1. Record meeting minutes and make available through whatever means necessary (e.g. MURP listserv, and APAS website)
2. Maintain record-keeping for future officers in digital format
3. Organize call for nominations, collect names, and oversee the election process at the end of the year, or as required as described in Article 5
4. Oversee all bylaw amendment procedures and updates as described in Article 10
5. Organize and produce Fall/Spring end of semester reports for distribution to faculty, APA-CO Board, and others as necessary

4.3.5 – Student Body Representative

1. Act as a liaison to the faculty at CU Denver
2. Attend faculty meetings as able and as invited by the faculty
3. Serve on any standing faculty committees, when allowed by faculty
4. Encourage faculty to have student representation on committees
5. Maintain APAS Google calendar of events, creating events and updates as necessary
6. Make regular updates to the APAS Facebook page
7. Act as a liaison to the undergraduate Boulder APA or related organization

4.3.6 – APA Colorado Student Representative

1. Advise the APA-CO Board and Chapter of the interests and concerns of planning students
2. Advise the APA-CO Board on desirable services to planning students
3. Act as liaison between the student membership and the APA-CO Chapter
4. Attend all APA-CO board meetings as the APAS liaison, or find suitable alternative to attend in extraordinary circumstances
5. Recruit student volunteers to assist with the annual APA-CO State Conference
6. Encourage and coordinate programs jointly sponsored by institutions of higher education and the APA-CO Chapter
7. Maintain communication with APA SRC Region V representative, as necessary
8. Stay up-to-date on national APA communications and national planning month

4.4 – TERM

The term of all officers shall be for 1 year beginning the day after the final day of the Spring semester of the year they were elected, until the final day of the Spring semester the following year.

ARTICLE 5: OFFICER ELECTIONS

5.1 – ELIGIBILITY

Any member of APAS who is registered in the MURP Program shall be eligible for election to any of the officer positions as listed in Article 4.1.

5.2 – NOMINATIONS

Nominations shall open two weeks prior to the election date, and close immediately prior to voting. The board shall circulate descriptions of each officer position when nominations open, and should be available for any questions about position roles and responsibilities. The Secretary shall make available the names of students who have accepted nominations. Any student member may nominate a candidate or nominate themselves.

5.3 – ELECTION MEETING

8.3.1 - Date

The election meeting shall be held no later than the third meeting of the Spring semester. This is to allow the outgoing and incoming Boards time to meet and discuss APAS responsibilities prior to the end of the semester.

5.3.2 – Procedure

The procedure for the election meeting shall be as follows:

1. Members nominated prior to the meeting shall be made known to those in attendance.
2. The Board shall make a final call for nominations.
3. The Board may invite discussion among the nominees prior to finalizing the list of nominees.
4. The Board shall make known the final list of nominees for each officer position.
5. Each nominee shall have the opportunity to give a speech outlining their qualifications. Speeches shall be limited in time as determined by the Board.
6. Each nominee may then submit a brief summary of their speech to the Secretary to be circulated to the APAS membership.

5.3.3 – Nominee Absence

Nominees should make every effort to attend the election meeting, however it shall not be required that nominees be present. If a nominee cannot attend the election meeting, the nominee shall coordinate with the Secretary to provide a nominee statement to be read at the meeting or circulated to the APAS membership.

5.4 – VOTING

5.4.1 – Electronic Form

At the conclusion of the election meeting, the Secretary shall create an electronic voting form (e.g. Google Forms) to be circulated among the APAS membership. The form must:

1. Preserve the anonymity of voters
2. Ensure each person may only vote once
3. List each officer position and the nominees for each
4. Ensure only one nominee may be selected for each position
5. Provide all nominee statements that were submitted to the Secretary
6. Be circulated to all APAS members

5.4.2 – Timeframe

The electronic form shall be made available for no less than 24 hours and no more than 72 hours as determined by the Board. The Secretary shall ensure that the electronic form does not accept responses past the established end time.

5.4.3 – Certification of Results

The Secretary in conjunction with the President shall certify the results of the election. In the event of a tie, the Secretary and President shall work with the faculty advisor to determine an appropriate course of action.

5.5 – ANNOUNCEMENT OF RESULTS

Once the election results have been duly certified, the Board shall announce the results to the entire APAS membership by appropriate means.

ARTICLE 6: MEETINGS

There shall be at least one APAS meeting per month during each academic semester. Meetings shall be held in the College of Architecture and Planning building, except for extraordinary circumstances, or at the discretion of the President. The President may call any additional meetings as deemed necessary at their discretion.

ARTICLE 7: COMMITTEES

7.1 – ESTABLISHMENT

The President may establish any number of committees as necessary to further the purposes, programs, and objectives of APAS. The President, in conjunction with the Board, has the authority to appoint and remove chairpersons at their discretion. As committees are established, the President, in conjunction with the Board, shall make APAS members aware of the committees, their purpose, and leadership contact information. Chairpersons shall maintain a list of active committee members to be shared with the Vice President for the purposes of recordkeeping.

7.2 – PURPOSE

The purpose of committees is to increase APAS capacity, build student involvement, and provide ownership in the organization.

ARTICLE 8: FACULTY ADVISOR

APAS shall have a faculty advisor who is a current faculty member within the CU Denver MURP program. The advisor acts a resource for questions, concerns, and a point of reference for on-going guidance to the organization. The faculty advisor shall also serve as the tie-breaker for all board votes. The faculty advisor shall meet with the incoming Board during the Spring semester, or shortly thereafter to provide guidance and an update on administrative procedures within UC Denver.

ARTICLE 9: FINANCES

9.1 – BANK ACCOUNT

APAS shall maintain a bank account via APA-CO to allow the Board to make appropriate purchases in support of the APAS membership. The Treasurer is responsible for maintaining the bank account and ensuring that all purchases are in accordance with any applicable APA-CO regulations. At the end of each Spring academic semester, the bank account shall contain no less than \$2,000.

9.2 – FACULTY FUNDING

APAS may receive funding from the MURP faculty to support student attendance at planning related conferences and for other purposes as determined by the MURP department chair. The Treasurer is responsible for working with the faculty and CU Denver administration to administer such funds.

9.3 – BUDGET

The Board shall create a budget for approval by the faculty advisor prior to the start of the Fall semester. The budget must be submitted to the APA-CO Chapter Administrator by the end of the second week of the Fall semester.

9.4 – FUNDRAISING

APAS should participate in fundraising activities to help provide services, events, and to enable students to take part in conferences and other planning related activities.

9.5 – REPORTING

At the end of each academic semester, the board shall provide a report on finances and activities to MURP Faculty, the APA-CO Board, and any other organization that has provided financial support to APAS. The report shall also be posted on the APAS website.

ARTICLE 10: BYLAW AMENDMENTS

The process for amending the bylaws shall be as follows:

1. A bylaw amendment may be proposed by the officers, chairs, or by a petition signed by at least ten percent of the Chapter membership.
2. The amendment should be submitted in writing to the Board for review.
3. The Board shall discuss the amendment at the next possible board meeting.
4. The Board shall circulate the proposed amendment(s) to the APAS membership in advance of the next general meeting.
5. The individual/group who proposed the amendment shall be allowed to speak on behalf of the amendment for an appropriately limited amount of time.
6. Any member(s) in opposition to the amendment shall be allowed to speak regarding the amendment for an appropriately limited amount of time.
7. After all discussion on the amendment, the board will make a ruling to adopt or discard the amendment(s).
8. APAS membership shall be notified of the outcome.
9. Adopted amendments shall be summarized and included at the end of this document for posterity.