

**BYLAWS
SAN DIEGO SECTION CALIFORNIA CHAPTER
AMERICAN PLANNING ASSOCIATION**

ARTICLE I. NAME AND AREA SERVED

The name of this Section of the American Planning Association shall be San Diego Section California Chapter of the American Planning Association. The area served by the Section shall be San Diego and Imperial Counties. The Section shall be a nonprofit organization.

ARTICLE II. PURPOSES

A. Statement of Purposes

The purpose of the San Diego Section California Chapter of the American Planning Association shall be to carry out the purposes and objectives of the California Chapter of the American Planning Association, with reference to the Section area:

1. To provide an arena for communication and exchange of information among those engaged or interested in planning related activities;
2. To provide a vehicle for maximum membership awareness and involvement in the affairs of the Association;
3. To increase public awareness of the importance of planning;
4. To provide an educational source for Section members; and
5. To encourage a high degree of professionalism in the conduct of its members.

ARTICLE III. MEMBERSHIP AND MEMBERSHIP LIST

Any California Chapter member whose address of record is located in the Section area, as provided by the member to the national office, shall automatically be a member of the Section. Membership is terminated when a name no longer appears on the Chapter register of members in good standing.

A. Membership List

1. The current membership list provided by the California Chapter will be made available to any member in good standing of the San Diego Section upon request to the Section Director or Marketing and Membership Director for purposes as discussed in Section b. below.

2. The Section membership list shall be used for only the following purposes:
 - a) Verification of membership and AICP certification, as needed.
 - b) Updating the Section e-mail list to ensure inclusion of new members.
 - c) Analysis of membership trends for promoting membership, retaining existing members, responding to membership needs, and achieving diversity objectives; and
 - d) Other uses similar to those listed above.
3. The Section membership list may not be used for any of the following purposes:
 - a) Any commercial purpose such as the distribution of advertisements for goods and services; and
 - b) Advertisements or publicity in support of any local, state, or federal candidate for political office or ballot propositions. (The exception of this rule is publicity or statements in support of a candidate for any APA office.)

B. Email List

1. The Section email list shall consist of names and email addresses only. Anyone, including Section members and non-members, may subscribe or unsubscribe from the email list.
2. The Section email list may be organized into subcategories for specific marketing purposes.
3. The Section email list shall not be given out to individual members or organizations.
4. The email list shall be used for only the following purposes:
 - a) Giving information of upcoming events related to the profession or the organization,
 - b) News and announcements of Section activities,
 - c) Job announcements, and
 - d) Distribution of *Planning Journal* articles.

ARTICLE IV. ELECTED OFFICERS AND SECTION BOARD

A. Elected Officers

The elected officers of the Section shall be the Director and Treasurer, and either the Director Elect or Immediate Past Director.

B. Appointed Officers

Additional officers may be appointed by the Director, with the concurrence of the elected officers, to fulfill specific duties and become full voting members of the Section Board.

Appointed officers may be removed by the Director for reasons of non-performance indicated in Article 4.8.

C. Student Representative(s)

The Student Representative(s) shall be a student enrolled in 9 units or more per semester/quarter of college level course work at a state accredited university. The student shall be engaged in planning or planning related course work. Where no students enrolled in 9 units or more are nominated, students enrolled in a minimum of 6 units per semester/quarter may be selected. The Board shall request a nomination from each appropriate college or university for consideration. Selection shall be made in accordance with Article 4.2.

D. Section Board

The elected and appointed officers enumerated in Articles 4.1 through 4.3 and the Past Director shall constitute the Section Board.

The Section Board hereafter referred to as "the Board" shall be responsible for the operation and administration of the San Diego Section.

The term "officer" refers to any member of the Board including positions containing the title "Representative", "Chair", "Liaison", "Editor", "Coordinator", "Secretary", "Treasurer", and "Director".

E. Term of Office

1. The term of office of the Section Director shall be for four (4) years in total, commencing on January 1 of each even-numbered year and shall serve one (1) year as Director Elect, two (2) years as Director, and one (1) year as Past Director.

2. The term of office for the Treasurer shall be for two (2) years, commencing January 1 of each even-numbered year.

3. The terms of all other offices except Student Representative shall be for two (2) years commencing January 1. The Student

Representative shall be for one (1) year commencing July 1.

F. Election Committee and Nomination of Elected Officers

An Election Committee, of not less than three (3) Section members not running for the elected office(s) shall be appointed by the Director, subject to approval by the Board. The Election Committee shall be responsible for nominating candidates for elected office, administering the election and tallying the vote. The Election Committee shall be chaired by the Past Director. A notice of open positions and the nomination process shall be posted on the Section website and distributed to Section members by email. The Election Committee shall nominate at least two (2) candidates for each elected office. The names of said nominated candidates per Article 4.5 shall be submitted to the Board on or about September first each year. In addition, the membership shall have the opportunity to submit name(s) for nomination as candidates for elected Section Officers by petition containing the signatures of not less than twenty (20) Section members eligible to vote. Said petition shall be submitted to the Board on or about October thirty-first of each year. The names of persons eligible to hold office and nominated by petition or the Election Committee shall be placed on the ballot for election.

Summary of Election Schedule:

On or about August 1:	Election Committee formed.
Early August:	Section members receive notice of open positions and nomination process.
On or about September 1:	The Committee announces their nominations to the Board.
Early September:	Section members are notified of the nominations and the procedure for petition submittals.
On or about October 31:	Deadline for submission of nominating petitions.
Early November:	Section members are notified of digital balloting procedures and availability of candidate statements.
On or about December 1:	Final date for Section members to cast ballots.
Early December	Election Committee announces election results.

On or about January 1: New Board assumes office.

G. Vacancies

The Director shall temporarily fill vacancies of the Board occurring during the year. Officers so appointed shall serve the unexpired terms of their predecessor in office.

In the event that a vacancy occurs among the elected officers of the Board, the remaining members of the Board shall appoint an Association member to fill the remaining unexpired term subject to the approval of a majority of the Board, or shall call an election.

In the event no one is elected to a particular position on the Board, the Board shall appoint a person to fill the position within thirty (30) days of the Section election results.

H. Nonperformance of Officers

Any Officer of the Board may be removed from office for nonperformance. The grounds for nonperformance are described below:

1. For Appointed Officers:

Non-attendance at three consecutive Board Meetings may result in termination of appointment to the Board by the Director with the concurrence of the elected officers.

2. For Appointed and Elected Officers:

For failure to execute adopted programs or duties, for incurring legal liability for the Section based on dilatory performance of duties, or for other criteria which may be added to this Article, the process for removal shall be as follows:

First, the grounds for removal shall be submitted in writing at a regular Board Meeting and sent to the affected officer. No action shall be taken at that meeting. Second, at the next regularly scheduled Board Meeting, the Board will consider the removal of the officer. Motions for removal of officers of the Board shall require an affirmative vote of three-quarters of the entire remaining Board.

I. Voting and Elections

1. Eligibility to Vote and/or Hold Office

Those eligible to vote in elections for officers of the Board and/or hold office as a Board Officer shall be all Members of the Section, as defined in Article 3.

2. Voting Procedure

Voting for elected officers shall be by secret ballot made available not less than ten (10) days prior to the date specified for the end of the voting period. The ballot shall provide space for write-in candidates.

3. Tallying Ballots

The Election Committee shall tally and verify the votes. The Election Committee shall provide the tally documentation to the Section Director for approval.

4. Results of Election

The candidate for each office receiving the largest number of qualified votes for particular office shall be declared elected.

The results of the vote shall be published on the Section website and announced to the Section membership within 14 days of the completion of the election. All candidates shall be notified of the election results prior to release of the election announcement.

J. Duties of the Elected Officers of the Board

1. Section Director

The duties of the Section Director shall be:

- a) To preside at Board meetings;
- b) To appoint, with consent of the Board, all Section committees;
- c) To represent the Section at official functions;
- d) To prepare and submit an annual budget to the Board for adoption;
- e) To serve on the California Chapter Board as the Section's representative;
- f) To ensure that the Section Treasurer is providing year-to-date financial reports to the Chapter on time each quarter, and that the financial records and reports are kept up to date;
- g) To ensure that the financial reports are accurate and that computer reports are reconciled to the bank statements;
- h) To carry out the policies and programs established by the

Board and be responsible for the management of the affairs of the Section;

- i) To convene any discussion for removal of an appointed Board officer;
- j) To participate in Chapter-wide activities and discussions established for Section Directors to exchange information and provide mutual support;
- k) To participate in the site selection for the annual Chapter conference when San Diego has been identified as an upcoming host location; and
- l) To perform other such duties as are customary to the office of the Director, consistent with these Bylaws.

2. Director Elect

The Director Elect is a position that is intended to provide a partnering opportunity with the Section Director to share responsibilities to achieve greater activity and success for the Section in pursuing the purpose and goals of the organization. The duties of the Director Elect shall be:

- a) To preside at all meetings and represent the Section in the absence of the Director;
- b) To assist in the preparation of the annual budget;
- c) To ensure the San Diego Section events are publicized, and work with press if and when appropriate;
- d) To confer with the Director in any discussion for removal of an appointed Board officer; and
- e) To perform such other duties as are customary to the office of the Director Elect, consistent with these Bylaws.

3. Treasurer

The duties of the Treasurer shall be:

- a) To receive and be held responsible for all financial records of the Section and to make such records available for inspection by members upon request;
- b) To receive, disburse, and be held accountable for all Section accounts and funds and to make proper authorized disbursement of said funds;

- c) To submit an annual financial report to the Board on June 30, and any other financial reporting as requested;
- d) To invoice all entities with which the Section does business;
- e) The Treasurer should have a working knowledge of accounting software (consistent with APA California requirements), as well as a working knowledge of profit and loss statements, balance sheets, and reconciliation procedures;
- f) The Treasurer shall be responsible for a verbal and written financial report as an agenda item and attachment at each Board meeting; the attachment shall include a year-to-date profit and loss statement and balance sheet. A summary of the financial report shall be included by the Secretary in the minutes of the meeting;
- g) Provide year-to-date financial reports to the Chapter on time each quarter, and that the financial records and reports are kept up to date;
- h) Provide accurate computer reports that are reconciled to the bank statements;
- i) To work with the Section Director and Director Elect to develop an annual budget;
- j) To confer with the Director in any discussion for removal of an appointed Board officer; and
- k) To perform such other duties as are customary to the office of Treasurer, consistent with these Bylaws.

4. Immediate Past Director

The duties of the Immediate Past Director shall be:

- a) To chair the Election Committee;
- b) To form and chair a Bylaws Review Committee;
- c) To confer with the Director in any discussion for removal of an appointed Board officer; and
- d) To perform such other duties as are customary to the office and consistent with these Bylaws.

K. Duties of the Appointed Officers of the Board

Appointed Officers may consist of the following:

1. Program Chair(s)

The duties of the Program Chair shall be:

- a) To make all necessary arrangements to carry out luncheon programs and other AICP CM eligible events;
- b) To devise and carry out improvements in program activities; and
- c) To work with the Communications Director, Website Coordinator and Marketing and Membership Director to publicize luncheon programs and other events.

2. Awards Chair(s)

The duties of the Awards Chair shall be:

- a) To organize and administer the annual awards program to be held in the spring in accordance with the Section APA Awards Handbook; and
- b) To perform other duties as requested by the Director.

3. Marketing and Membership Director(s)

The duties of the Marketing and Membership Director shall be:

- a) To promote APA membership to prospective members; to welcome new members and transferees; to help resolve membership problems;
- b) To maintain a current membership roster; to develop and carry out a process of keeping the Section mailing list current, and providing said list to the Communications Director and other Section officers as necessary, and others pursuant to Article 3.1a and b;
- c) To organize and administer membership appreciation and social events including the annual holiday party in December;
- d) To represent the San Diego Section at Marketing and Membership meetings scheduled by the Chapter Vice-President for Marketing and Membership; and
- e) To provide membership rates and information to prospective and current members.

4. Professional Development Officer(s)

The duties of the Professional Development Officer(s) shall be:

- a) To organize at least two annual Section professional development programs;
- b) To coordinate counseling of members desiring to take the AICP exam and supervise programs developed to address professional development needs;
- c) To work with the Section Director and Board to develop seminars and workshops which address professional development of Section membership;
- d) To work with the Communications Director, Website Coordinator and Marketing and Membership Director to publicize professional development programs and events; and
- e) To represent the San Diego Section at Professional Development meetings scheduled by the Chapter Vice-President for Professional Development.

5. Communications Director

The duties of the Communications Director shall be:

- a) To maintain and manage the Section email list;
- b) To promote Section activities and services through email marketing using the Section email list. Email responsibilities may be shared with or delegated to other Board officers; and
- c) To organize and coordinate all Section communication activities, including coordination with the Website Coordinator for website based communication.

6. Website Coordinator

The duties of the Website Coordinator shall be:

- a) To be responsible for accurate and up to date website content, appearance, maintenance and usability. Specific content update responsibilities may be delegated to or shared with other Board officers;
- b) To post and maintain website banner ads including ads received through awards program sponsorships;
- c) To assist the *Planning Journal* Editor in maintaining and promoting *Planning Journal* content;

- d) To recommend website improvements, changes and needs to the Board for approval; and
- e) To be responsible for the administration of any contracts for website development/maintenance.

7. Secretary

The duties of the Secretary shall be:

- a) To conduct the correspondence of the Section under the direction of the Director and Board;
- b) To prepare Board meeting agendas under the direction of the Director and Board;
- c) To update and distribute the program calendar prior to each Board meeting; and
- d) To take and distribute the records of the actions resulting from Board meetings.

8. Student Representative(s)

The duties of the Student Representative(s) shall be:

- a) To work with the Academic Liaison to organize at least one annual student event that would be useful to students;
- b) To act as a liaison with local academic communities and advise the Section Board concerning student affairs;
- c) To promote an efficient communication network between planning students, the Young Planners Group and the Section;
- d) To promote student/professional interaction opportunities at Section programs and activities;
- e) To encourage student membership in the APA; and
- f) To maintain liaison with the California Chapter Student Representative.

9. Planning Journal Editor(s)

The duties of the *Planning Journal* Editor(s) shall be:

- a) To oversee the orderly production and distribution of *Planning Journal* articles and features;
- b) To ensure that *Planning Journal* articles and features are high quality, timely, and informative;

- c) To solicit submission of articles from Section members and other professionals;
- d) To solicit reports on major Section events and activities;
- e) To promote the *Planning Journal* as a tool for advancing professional development and supporting the local planning community;
- f) To develop and implement an incentive program to promote the submission of featured articles; and
- g) To determine how the responsibilities of producing the *Planning Journal* will be shared between the Editors.

10. Academic/California Planning Foundation (CPF) Liaison

The duties of the Academic/CPF Liaison shall be:

- a) To provide leadership to the Student Representative(s) in organizing at least one annual student event that would be useful to students;
- b) To promote an effective communication network between the students and faculty of the San Diego Region Universities and the Section;
- c) To provide guidance and assistance to the student representative(s);
- d) To assist the student representatives in carrying out their duties as specified in the San Diego Section Bylaws of the American Planning Association;
- e) To serve as a resource to students who are looking for current internship opportunities related to planning;
- f) To encourage eligible candidates to apply for local Section and CPF scholarships; and
- g) To represent the San Diego Section at meetings scheduled by the California Planning Foundation (CPF) President.

11. Young Planners Group Chair

The Young Planners Group subcommittee Chair is a position that oversees the operation of the Young Planners Group which is a subcommittee of the San Diego Section of the California Chapter of the American Planning Association. The duties of Young Planners Group Subcommittee Chair is:

- a) To preside at Young Planners Group Subcommittee

meetings;

- b) To appoint, with consent of the San Diego Section Board, all subcommittee positions;
- c) To carry out the purpose and programs established by the Young Planners Group Subcommittee and San Diego Section Board and be responsible for the management of the affairs of the subcommittee;
- d) To work with other Young Planners Group members and students to develop and carry-out educational programs, mentoring programs, social and networking events, membership coordination, sponsorships, and any other topics as determined by the Young Planners Group Subcommittee; and
- e) To represent the San Diego Section at conferences during YPG/EPG Ideas Exchange Meetings.

12. Membership Inclusion Director

The duties of the Membership Inclusion Director shall be:

- a) To promote the importance of recruiting, supporting and retaining planners of diverse racial and ethnic backgrounds within the profession and within the Section membership;
- b) To incorporate a diversity theme or component in at least one Section event per year;
- c) To work with Young Planners Group members and other Board Members to organize and administer activities that encourage high school students from disadvantaged areas to consider a career in planning;
- d) To support the annual diversity summit at the Chapter conference; and
- e) To represent the San Diego Section at meetings scheduled by the Chapter Membership Inclusion Director.

13. Imperial Valley Representative

The duties of the Imperial Valley Representative shall be:

- a) To represent the interests of APA members living/working in Imperial Valley at San Diego Section Board meetings.

14. Others, including co-chairs for the Section Board Director positions, may be appointed pursuant to Article 4.2.

ARTICLE V. MEETINGS

A. Board Meetings

1. The Board shall meet on a monthly basis to carry out the purposes and objectives of the Section. The Section Director may call additional Board meetings as deemed desirable to carry out the purposes and objectives of the Section.
2. A quorum consists of at least one elected officer and more than 50 percent of the appointed officers. A majority of those present may take action on any given item unless otherwise specified in the Bylaws.

B. Meetings of the Members

1. The Board may call a meeting of the members as deemed desirable to carry out the purposes and objectives of the Section.
2. These meetings may be in the form of a luncheon, a workshop, an educational program, a conference, a social gathering, or any other form that serves to bring the members together.
3. No official Section business shall transpire at these meetings, including voting on policy or procedure, unless the official business is duly noticed following the procedures as stated in Articles 9.2a and b.

ARTICLE VI. INITIATIVE AND REFERENDUM

Upon the receipt of a petition signed by not less than ten percent (10%) of the members of the Section eligible to vote, the Board shall cause any initiative or referendum measure pertaining to bylaws to be placed on the ballot used for election of Officers, and be voted upon by mail in accordance with the procedures set forth in these Bylaws for the election of Section Officers. A majority of those voting, regardless of number, will determine the issue.

ARTICLE VII. FINANCIAL

A. Financial Status

The Section is a 501(c)(6) nonprofit organization.

B. Reimbursement of Expenses

The following expenses when incurred on behalf of APA shall be reimbursed, when receipts are provided, a request for reimbursement is filled out and when funds are available:

1. All parking fees;
2. All duplication costs;
3. All mileage costs at the standard IRS mileage reimbursement rate, other than for attending regular meetings;
4. All long-distance calls;
5. All postage; and
6. All out-of-pocket expenses associated with California Chapter or San Diego Section business.

ARTICLE VIII. ADOPTION AND AMENDMENT OF BYLAWS

A. Adoption

Adoption of these Bylaws shall be by a two-thirds (2/3) affirmative vote of the filled seats of the Board.

B. Amendment

Upon authorization of the majority of the Board or upon petition of ten percent (10%) of the members of the Section, any proposed amendment to these Bylaws shall be placed on the Agenda for a vote by the Board. No less than fifty (50) days or at least one (1) Board Meeting shall be allowed from the date of the vote placing the amendment on the Agenda to the final vote of the Board. Adoption of the amendment shall require the affirmative vote of two-thirds (2/3) of the full Board. Unless otherwise specified, the amendment shall become effective as of the affirmative vote.

The Board may also, by a vote of the majority of the Board members, submit any proposed amendment to the vote of the Section Membership as a written ballot. Not less than twenty (20) days shall be allowed from the date of mailing the ballot to the date specified for its return.

Adoption of the amendment requires a majority of the affirmative written vote of those voting on the amendment.

ARTICLE IX. PROCEDURES FOR ESTABLISHING SECTION POLICY

A. Section Policies Affecting Internal Affairs

The Section Director, with the concurrence of the majority of the Board, may from time to time establish policies as necessary for the management of the Section's internal affairs, consistent with the provisions of these Bylaws.

B. Section Policies Affecting External Affairs - Public Statements

1. Public Statements - Authorization
2. No members or officers, elected or appointed, shall represent the Section in making public statements of policy or position, written or oral, without the prior authorization of the majority of the Board.
3. Public Statements - Procedure for Determining Policy or Position

C. Public statements of Section policy and/or position should:

1. Not be made for or against any candidate for political office;
2. Be made only if the policy or position:
 - a) Receives a majority affirmative vote of voting Section members. Section members shall vote by mailed ballots or on the Section website, or at a Section meeting if the policy or position mailed to the members with an announcement of the date, time and place of the Section meeting where the vote will take place. The vote may not occur unless at least 10 calendar days mailed notice is given or 30 calendar days notice on the Section website.
 - b) If time constraints prevent a vote of the membership, the full Board by a two-thirds affirmative vote, may publicly support a policy or position statement at a regular or special meeting of the Board.

D. Exclusions

This Article shall not exclude the Section from participating in other organizations or events wherein public statements of policy or position are made on behalf of or in the name of said other organization or event.
