



BYLAWS OF THE KANSAS CHAPTER OF THE AMERICAN PLANNING ASSOCIATION

1.0 Purpose

The purpose of the Kansas Chapter of the American Planning Association is to:

- A. Promote the public interest in planning;
- B. Assist members in improving their knowledge and application of planning skills;
- C. Provide a statewide network of support for planners;
- D. Recommend and support sound legislation related to planning;
- E. Facilitate the individual participation of members of the Kansas Chapter of the American Planning Association in the national affairs of the American Planning Association; and
- F. Encourage membership in the American Institute of Certified Planners.

2.0 GENERAL

- A. Name.** The name of the organization is the Kansas Chapter of the American Planning Association. The Kansas Chapter of the American Planning Association may hereinafter be referred to as "APA Kansas" or "Chapter."
- B. Chapter Area.** The area served by the Chapter is the State of Kansas.
- C. The American Planning Association.** The National Organization of which this Chapter is part is the American Planning Association which is referred to in these bylaws as "the Association" or "APA."
- D. National Office.** The term "National Office" refers to the office of APA to service Chapter and membership matters.
- E. Executive Director.** Unless otherwise qualified, the term "Executive Director," when used in these Bylaws, refers to the duly appointed Executive Director of APA.
- F. Address of Record.** A member's Address of Record shall be the address furnished the Chapter by the National Office, including both the mailing address and email address. It is the member's responsibility to notify the National Office of a change of address.
- G. Publication of the Chapter.** A Publication of the Chapter shall mean any publication that is mailed, emailed, or otherwise distributed to all Chapter members at their address of record, without special charge.
- H. Parliamentary Procedure.** At meetings of the membership and of the Executive Committee, parliamentary procedure shall be followed. The Executive Committee shall develop and adopt these parliamentary procedures.
- I. Fiscal Year.** The Chapter fiscal year shall be from January 1 to December 31.

3.0 MEMBERS

- A. Eligibility.** All members of the APA whose address of record is within the Chapter area shall automatically be Chapter members. APA members whose address of record is outside the Chapter area may also become chapter members upon payment of any applicable Chapter dues and



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assessments. Person who are not members of APA are eligible for Chapter only membership upon payment of any applicable Chapter dues and assessments.

B. Annual Meeting. There shall be an Annual Meeting of the Chapter membership in each calendar year. The meeting shall be held at a location within the Chapter area. The Chapter Executive Committee shall determine the specific location, date and time of each Annual Meeting.

C. Notice of Annual Meeting. The Secretary shall notify the membership of the place, date and time of the Annual Meeting in the publication of the Chapter, or any other communication, that is mailed to each member at least one month before the meeting.

D. Special Meeting. A Special meeting of the members may be called by the President, by the Executive Committee or by a petition signed by at least five percent of the members of Chapter. The place, date and time shall be set by the President or by the Executive Committee, provided that the location shall be within the Chapter area. Notice of a Special Meeting shall be given to members at least two weeks prior to the Special meeting and shall include a statement of purpose of the Special Meeting.

E. Quorum Requirements. At Annual and Special Meetings and in mail ballots, except mail ballots for election of officers, a quorum shall be fifteen percent (15%) of the Chapter membership.

F. Termination and Reinstatement. Chapter membership may be terminated for failure to pay Chapter dues and assessments. Chapter membership may be reinstated subject to such conditions as may be established by the Chapter.

4.0 OFFICERS

A. Elected Officers. The elected Officers of the Chapter shall be a President, a Vice President, a Secretary, a Treasurer, and a Professional Development Officer.

1. President. The President shall preside at meetings of the Executive Committee and of the membership. The President shall provide leadership on the development of Chapter policies in coordination with the Executive Committee. The President shall prepare an annual budget for approval by the Executive Committee. The President shall have power to create, appoint and discharge all Chapter committees unless otherwise provided in these Bylaws. The President shall represent the Chapter on the APA Chapter Presidents Council. The President shall call meetings and perform other duties required by these Bylaws or customary to the office.

2. Vice President. The Vice President shall assist the President in the guidance and coordination of committee activities. The Vice President shall carry out any other duties assigned by the president. In the absence of, or in the event of incapacity of the President, or if the President is no longer a member of the Chapter, the Vice President shall assume the duties of the President. The Vice President shall perform such other duties required by these Bylaws or customary to the office.

3. Secretary. The Secretary shall (a) maintain an accurate list of the members of the Chapter; (b) notify members and Executive committee members of the meetings, (c) prepare and report minutes of Chapter and Executive Committee members; (d) transmit to the Executive Director a list of all Chapter officers (including their addresses and telephone numbers) within thirty days of the election; (e) notify the Executive Director of the results of all Chapter voting, and, in so doing, specify the quorum and the number voting for each



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candidate or "aye" or "nay" on each issue; (f) transmit to the Executive Director at least one copy of each publication of the Chapter; (g) submit to the Executive Director proposed Bylaws or Amendments as required by the Bylaws of APA; and (h) perform such other duties required by these Bylaws or customary to the office.

4. Treasurer. The treasurer shall (a) receive and disburse Chapter funds; (b) collect Chapter dues and assessments not collected by the National Office; (c) assist the President in preparing an annual budget for review by the Executive Committee; (d) maintain accounts which shall be open in inspection by officers and subject to audit; (e) prepare for each meeting of the membership and of the Executive committee a financial report to include a current balance sheet and an income statement reflecting the preceding twelve months of chapter operations; and (f) perform such other duties as required by these Bylaws or customary to the office.

5. Officers: Professional Development Officer. The Professional Development Officer (PDO) shall (a) assist with functions and activities relating to furthering persons in the profession of planning; (b) coordinate with the National AICP Office on matters related to professional development; (c) assist and advise prospective members of the American Institute of Certified Planners as to the qualifications, purposes, and programs of the Institute; (d) maintain the Chapter as a qualified professional development provider with APA; (e) chair the Chapter's Professional Development Committee. The Professional Development Officer shall be a member of the American Institute of Certified Planners.

B. Terms of Office. Each elected officer shall serve a term of two years. Terms of office shall begin on October 1 following the election of officers and end on September 30.

C. Vacancy. If the President resigns the office or is unable to complete his/her term, the Vice President shall become President for the remainder of the term. If any other officer resigns or is unable to complete his/her term, the Executive Committee shall appoint a member to fill the vacancy for the remainder of that term.

D. Removal for Cause. An elected officer may be removed from office by a four-fifths vote of the Executive Committee for cause and after hearing for any of the following reasons:

1. Misusing Chapter funds.
2. Failure to carry out the duties of the position.
3. Missing three or more regular meetings of the Executive Committee.
4. When, in the judgment of four-fifths of the Executive Committee, the best interests of the Chapter will be served.

5.0 EXECUTIVE COMMITTEE

A. Composition. The Executive Committee shall consist of the current elected officers, the Past President, three members-at-large, section directors, the Newsletter Editor, a Planning Commissioner representative, and a Student Representative from each professional graduate planning program in the State. The members-at-large and planning commissioner representative shall be appointed by the President subject to the approval of the other elected officers.

B. Student Representative. A Student Representative must be a member of the Chapter and be enrolled in a full course of study in a graduate planning program at an accredited planning program



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within the State. A Student Representative shall be elected by the students enrolled full time in the graduate planning program. In the event a student representative ceases to be a full-time student, the planning program will be asked to name a replacement until the next student election.

C. Planning Commissioner. The Planning Commission must be a member of a city, county, or regional planning commission and a member of the Chapter.

D. Terms of Office. The terms of office of the members of the Executive Committee shall be as follows:

1. Past President, Members-at-Large, Newsletter Editor, and Planning Commissioner representatives shall serve two year terms. Terms of office shall begin on October 1 following Chapter elections and end on September 30.
2. Section Directors and Student Representatives shall serve terms as determined by the applicable Section or Planning Program, not to exceed two years in length.

E. Duties. The Executive Committee shall (a) manage the affairs of the Chapter; (b) report to the membership upon all business which it has considered or acted upon between Chapter meetings; (c) put into effect the votes of the Chapter; (d) approve budget and authorize expenditures consistent with the budget; (e) perform such other functions as are delegated herein or by the members of the chapter; and (f) as appropriate, conduct audits of Chapter financial records.

F. Meetings and Quorums. Meetings of the Executive Committee shall be called by the President or by a majority of the Committee members. There shall be, in each year, at least three meetings of the Executive Committee. A majority of the Executive Committee shall constitute a quorum for the transition of business at meetings of the Committee.

G. Acting Without Meeting. An action may be taken by the Executive Committee without a meeting if a memorandum is prepared setting forth the action taken, and the vote of each member of the Committee is recorded.

H. Removal for Cause. An appointed member of the Executive Committee may be removed from the Committee by a majority vote of the Executive Committee for cause and after hearing for any of the following reasons:

1. Misusing Chapter funds.
2. Failure to carry out assigned duties.
3. Missing three or more regular meetings of the Executive Committee.
4. When, in the judgment of a majority of the Executive Committee, the best interests of the Chapter will be served.

6.0 COMMITTEES

A. Nominating Committee. The Nominating Committee shall consist of three Chapter members, one of whom shall be a member of the Executive Committee. The Nominating Committee shall be appointed by the President with the advice and consent of the Executive Committee at least ninety days prior to the distribution of ballots to the membership.

B. Professional Development Committee. The President shall appoint three Chapter members who are members of the American Institute of Certified Planners to serve on the Chapter



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Professional Development Committee. The duties of the Committee shall be (a) to advise prospective members of the American Institute of Certified Planners as to the qualifications, purposes, and programs of the institute, the Institute's Code of Ethics and Professional Conduct, and (b) to advise members of the American Institute of Certified Planners concerning opportunities and/or requirements for continuing education and professional development.

C. Other. The President, with the advice and consent of the Executive Committee, shall appoint such other committees as are deemed necessary for carrying out the objectives of the Chapter.

7.0 ELECTIONS

A. Nomination. The Nominating Committee shall submit its report of nominations for Chapter officers by August 1 of the election year. There shall be not less than two candidates for each office. A candidate may also be nominated by a petition signed by 15 Chapter members; the petition must be submitted to the Chapter Secretary by August 1.

B. Method of Balloting. Election of Chapter officers shall be by a mail or electronic ballot of the Chapter membership. The candidate receiving the most votes for an office shall be declared the winner.

C. Tally of Ballots. If an election is conducted by a mail ballot, the Nominating Committee shall serve as a Teller Committee for the purposes of tallying votes and shall submit the results to the President. If an election is conducted by an electronic ballot, results shall be submitted to the President by the person overseeing the election process.

8.0 SECTIONS

A. Formation. Sections of the Chapter may be formed upon petitions signed by two-thirds of the members whose addresses of record are within the geographic area of the proposed Section and upon approval of the Chapter Executive Committee. The territory of a Section shall be a reasonably coherent unit and the name of the Section shall be geographically descriptive.

B. Bylaws. Each Section shall adopt bylaws to govern Section affairs. Section Bylaws shall not conflict with the Chapter Bylaws or the Articles of Incorporation and Bylaws of APA. Copies of Section Bylaws or Bylaw Amendments shall be sent to each member of the Chapter Executive Committee and filed with the Executive Director promptly upon their adoption.

C. Directors. The principal elected officer of the Section shall be titled Section Director.

D. Kansas City Metro Section. While the Kansas City Metro Section is a recognized component of the Missouri Chapter of the APA, the Kansas City Metro Section includes in its membership Kansas Chapter members and the Kansas Chapter includes the Kansas City Metro Section representative on its Executive Committee.

E. Dissolution and Probation. When a Section fails to meet on a regular basis, or if there is a misuse of Section funds, or there are other irregularities, the Executive Committee may place the Section on probation or dissolve the Section. Sections placed on probation will receive an amount of time determined by the Executive Committee to correct the problems that led to its probation while continuing to receive rebates from the Chapter. Dissolution of the Section will result in a loss of rebates from the Chapter. Dissolved Sections will not be represented on the Executive Committee.

9.0 CHAPTER DUES



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A. **Annual Dues.** The Chapter may establish dues for membership by a vote at the Annual Meeting, provided that a quorum is present at the time of the vote, or by mail or electronic ballot. The dues shall be reported by the Chapter President to the National Office. Dues shall be collected by the National Office of APA. Dues for Chapter Only members shall be the same as for regular APA members and shall be collected by the Chapter Treasurer.

B. **Special Assessments.** The Chapter may establish special assessments to be collected for the purposes of carrying out its programs. Special assessments may be established by an affirmative vote of a majority of the Chapter members voting in a mail or electronic ballot or by a two-thirds vote at the Chapter's Annual Meeting, provided that a quorum is present at the time of the vote.

C. **Section Rebates.** The Chapter will disburse to each Section, including the Kansas City Metro Section, a fixed dollar amount per Chapter member in the Section's geographic area. This amount shall be set by the Executive Committee on a biennial basis. The rebate shall be remitted to the Section Treasurer upon written request by the Section. Such a request must be accompanied by a report of the Section's activities and a Section membership roster.

10.0 CHAPTER POSITIONS

A Chapter position on a planning issue, legislative issues or any other issue related to the purposes of the Chapter may be adopted by a two-thirds vote of the total membership of the Executive Committee or by a favorable vote of the majority of a quorum of the Chapter at a Chapter Meeting or in a mail ballot. Adoption of a formal Chapter position shall be publicized in the next regular Chapter publication. Only the President or his/her designee may make statements for publication as an official expression of the Chapter's position.

11.0 AMENDMENTS

A. **Proposed Amendments.** Bylaw amendments may be proposed by the Executive Committee or by a petition signed by five percent of the Chapter membership. Proposed amendments shall be published in a publication of the Chapter at least one month prior to the ballot or Annual Meeting at which the amendments shall be considered.

B. **Approval.** The membership may amend these Bylaws by either a mail or electronic ballot or at an Annual Meeting.

1. Adopting Bylaws amendments by mail or electronic ballot requires the affirmative vote of a majority of the Chapter members voting.

2. Bylaw amendments may be approved by a two-thirds vote at the Chapter's Annual Meeting, provided that a quorum is present at the time of the vote.

C. **Publication.** All amendments shall be submitted to National upon adoption.

12.0 ADOPTION DATE

These bylaws adopted this 1st day of July, 1979.

Ronald A. Williamson, Chapter President

J. Michael Vieux, Secretary

AMENDED



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These bylaws were amended this 10th day of October, 1991.

These bylaws were amended this 20th day of July , 1998.

These bylaws were amended this 30th day of December, 2009.

These bylaws were amended this 14th day of October, 2011.