

Bylaws of the Nebraska Chapter of the American Planning Association

1.0 GENERAL

1.1 General, Name: The name of the Chapter is the Nebraska Chapter of the American Planning Association

1.2 General, Chapter Area: The area served by the Chapter is the State of Nebraska.

1.3 General, Purposes: The purposes of the chapter are to facilitate the individual participation of members of the American Planning Association in the affairs of the Association and to further the purposes of the Association in the Chapter area, which includes, but is not limited to, the improvement in the economic and social well being of all through planning the future; wise and efficient development, conservation, and use of human, capital, and natural resources; the promotion and encouragement, through education and research, of livable environments; and fostering advancement in the technology of planning.

1.4 General, The American Planning Association: The American Planning Association is the national organization of which this Chapter is a part of the American Planning Association, which is referred to in these Bylaws as "the Association" or "APA."

1.5 General: National Office - The term "National Office" refers to the office of APA designated by APA to service Chapter and membership matters.

1.6 General: Executive Director - Unless otherwise qualified, the term "Executive Director," when used in these bylaws, refers to the duly appointed Executive Director of APA.

1.7 General: Address of Record - A member's "address of record" shall be the address furnished the Chapter by the National Office. It is the member's responsibility to notify the National Office of any change of address.

1.8 General Publication of the Chapter - A "Publication of the Chapter" shall mean any publication that is mailed to all Chapter members at their address of record or any publication that is emailed to members at their email address of record or published on the Chapter website.

1.9 General Parliamentary Procedure - At meetings of the membership and of the Executive Committee, the presiding officer shall have authority to establish rules of conduct; otherwise, parliamentary procedures shall be governed by ROBERT'S RULES OF ORDER.

2.0 MEMBERSHIP

2.1 Membership: Categories and Eligibility - Chapter membership shall consist of all persons who belong under one of the following categories:

2.1.1 Members: All members of APA whose address of record is within the Chapter area shall automatically be members. APA members whose address of record is outside the Chapter area may also become members upon payment of any applicable dues and assessments.

2.1.2 Student Member: All student members of APA whose address of record is within the Chapter area shall automatically be student members. APA student members whose address of record is outside the Chapter area may also become student members upon payment of any applicable dues and assessments. Student members must be currently enrolled as a full-time student and expect to continue as a student for six months from the date of membership application.

2.1.3 Planning Commissioners Members; All Planning Commission members whose address of record is within the Chapter area shall automatically be chapter only members. Planning Commission members whose address of record is outside the Chapter area may also become members upon payment of any applicable dues and assessments. Planning Commission members must be a member of a planning board or commission and not be earning a living in planning.

2.1.4 Chapter Members: Any person living within the Chapter area who has an interest in planning may apply for membership as a chapter only member by submitting an application and payment of the required dues.

2.2 Membership: Dues: Dues for members, student members and planning board members shall be set by APA provided that Chapter assessments may be levied upon an electronic ballot of the Chapter membership. Dues for chapter only members may be set by the Chapter Executive Committee provided that such dues are not less than the dues for student members.

Dues shall be:

1. Regular members and New Professionals shall be 25% of the members National dues, annually unless the member is a Chapter only member.
2. Chapter only members' shall be set by the Chapter Executive Committee
3. Student, Retired, and Life Members shall be set by APA National
4. Planning Board Members shall be set according to 2.1.3

2.3 Chapter Membership: Privileges - Chapter membership shall include the right to vote on Chapter matters, to serve on Chapter committees and to hold Chapter offices except that Chapter only members may not vote on matters pertaining to APA or hold the office of Chapter President or represent the Chapter on the APA Chapter Presidents Council. Student members may not hold chapter offices.

2.4 Membership: Termination and Reinstatement: Chapter membership will be terminated upon termination of APA membership or upon failure to pay chapter dues.

Chapter membership may be reinstated by the Chapter Executive Committee subject to such conditions as may be established by the Chapter.

3.0 MEMBERSHIP MEETINGS

3.1 General Meetings of the Chapter membership may be called by the President, by the Executive Committee, or by a petition signed by at least five percent of the membership of the 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. Meetings may be held virtually.

3.2 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 with virtual attendance optional. The Chapter Executive Committee shall determine the specific location, date and time of each Annual Meeting.

3.3 Notice of Annual Meeting: The Secretary shall notify the membership of the place, date, and time of the Annual Meeting in a publication of the chapter, or by another communication, at least 30 days before the meeting.

3.4 Quorum Requirements: At meetings, other than executive board meetings a quorum shall be 10 percent of the Chapter membership.

4.0 OFFICERS

4.1 Officers, Definition and Terms: The officers of the Chapter shall be an elected President, a Vice President, a Secretary, a Treasurer and an appointed Professional Development Officer. The terms of office shall be two years and shall begin on January 1 of even numbered years.

Officers shall reside in Nebraska with the Nebraska Chapter as their primary chapter membership. Student and Chapter Only memberships are not eligible for office.

4.2 President: The President have the following responsibilities:

- **Lead Meetings:** Preside at all meetings of the Executive Committee and the membership, sending notification of meeting dates and times and any agendas and meeting minutes
- **Strategic Planning:** Be responsible for, or oversee the preparation, adoption and implementation of the Strategic Plan by the Vice President and Secretary.
- **Oversee Committee Formation:** Have the power to create, appoint and discharge all Chapter committees unless otherwise provided in these Bylaws.
- **National Representation:** Represent the Chapter on the APA National's Chapter President's Council (CPC), at all National APA functions, and on the NPZA.
- **Spokesperson:** Be the official spokesperson for the Chapter in regard to policy issues, Chapter positions, and public affairs matters.
- **Signatory:** Accept grants and execute contracts and agreements when authorized by the Executive Committee for the purposes of the Chapter.
- **Appointments:** Make appointments to various committees, vacant board positions, and the Professional Development Officer.
- Perform other duties required by these Bylaws or customary to the office.

- **Maintain Membership List:** Maintain, with the assistance of APA, an accurate and complete list of the members of the Chapter (APA and Chapter Only), their addresses, telephone numbers and other relevant information, and assist the Treasurer in distributing dues and assessment notices and for the purposes of notifying membership of chapter activities.

4.1 Vice President: The Vice President shall have the following responsibilities:

- **Annual Report:** Under the supervision of the President, prepare the Chapter's annual report, work program and budget for approval by the Executive Committee at the end of the calendar year
- **Communicate with Membership:** Communicate with the membership through monthly e-blasts and other announcements as necessary.
- **Leadership Backup:** In the absence of, or in the event of incapacity of the President, the Vice President shall assume the duties of the President for the time period for which the President is incapable of carrying out the duties of the office.
- **Website Maintenance:** update the website monthly with meeting minutes and any other content updates necessary such as events, chapter award calls, etc.
- **Email Management:** Routinely check the email account, ensuring quick responses to inquiries or forwarding of emails to the correct board member or committee member to respond.
- Perform other duties required by these Bylaws or customary to the office.

4.2 Secretary: The Secretary shall have the following responsibilities:

- **Maintain Meeting Minutes:** Record, prepare, distribute and report minutes of Chapter and Executive Committee meetings.
- **Coordinate Elections with APA:** Transmit to the Executive Director of APA, Chapter President and the Chapter President-Elect a list of all Chapter officers (including their addresses and telephone numbers) within 10 days of their election.
- **Bylaw Coordination:** Coordinate with the President to submit to APA proposed Bylaws or Amendments as required by the Bylaws of APA National.
- **Chapter File Maintenance:** Be responsible for the maintenance of Chapter correspondence files, including assistance to other officers and committee chairpersons in the preparation and distribution of Chapter correspondence and publications.
- **Chapter Sponsorship Program:** coordinate with board members to ensure chapter sponsors receive their benefits throughout the year, work with treasurer to manage the renewal process beginning in November, and solicit feedback for program improvement.
- Perform such other duties required by these Bylaws, or assigned by the President or Executive Committee, or customary to the office.

4.3 Treasurer: The Treasurer shall have the following responsibilities:

- **Manage Funds:** Receive and disburse Chapter funds and record such transactions according to generally QuickBooks or other software agreed upon by the Executive Committee
- **Collect Dues and Payments:** Collect chapter dues and assessments not collected by the National APA office and maintain individual membership dues records.

- **Provide Annual Budget Information:** Provide budget information to the Vice President for the annual report.
- **Monthly Budget and Financial Statements:** Prepare appropriate and relevant financial and budget reports (including a balance sheet and income statement) for monthly meetings of the Executive Committee reflecting the current, comparative and projected financial and budgetary position of the Chapter and its programs.
- **Financial Records Management:** Maintain and manage accounts and financial records of the Chapter, which shall be open to inspection by Officers and the Executive Committee and shall be audited at the close of each treasurer's term by either an outside CPA approved by the Executive Committee or an audit committee established by the President.
- **Financial Reporting:** Provide financial information to the offices of National APA as required for Federal non-profit corporation reporting on a quarterly basis and on an annual basis file the required paperwork to the Internal Revenue Service to maintain the Chapter's non-profit status.
- Perform such other duties as required by these Bylaws, or as assigned by the President or the Executive Committee or as is customary to the office.

4.4 Professional Development Officer: The Professional Development Officer shall have the following responsibilities:

- **Liaison to Committees:** Be a member of the American Institute of Certified Planners (AICP) and serve as a liaison to the AICP Commission and to the National Planning Accreditation Board when necessary.
- **Educate:** Work with the vice president to promote professional development, continuing education and training opportunities for Chapter members.
- **Newsletter Committee Chair:** Serve as a member and advisor to the Newsletter Committee, ensuring newsletters are delivered to the vice president on time for January, April, July, and October release.
- **AICP Exam Coordination:** Coordinate AICP exam preparation opportunities and ensure communication about upcoming exam opportunities and scholarships are sent out in e-blasts
- **Certification Maintenance Credits:** Work with the President and Executive Committee to program AICP Certification and maintenance activities for the Chapter, other agencies, and the annual conference.
- **Serve as a member of the Conference Committee.** The PDO shall serve as a member of the conference committee to coordinate certification maintenance credits and assist with session selection.

4.5 Officers, Resignation: An Officer may resign his/her position upon 15 day written notice to the Executive Committee. The effective date of the resignation shall be the first calendar day of the month following receipt by the Executive Committee of written notice. The President shall appoint an interim Officer to fill the unexpired term for the resigning officer.

4.6 Officers, Termination and Reinstatement Chapter: Officers shall maintain current membership for his/her term. Should an Officer be terminated because of termination of his or her APA membership or upon failure to pay chapter dues, their membership on the Executive Committee shall also be terminated. Membership on the Executive Committee will be reinstated upon reinstatement of Chapter membership. Should an officer be terminated, the President shall appoint someone to assume the duties of the open position.

4.7 Officers, Removal from Office: An Officer may be removed from office upon a showing of cause or a referendum vote. A Notice of Cause for Removal of Officer shall be provided in writing to the Executive Committee. A show of cause hearing shall be held before the Executive Committee within 15 days of receipt of written notice. Upon a finding of cause by a majority of the remaining members of the Executive Committee, a referendum shall be held and voted upon by all current members. A majority vote by such members shall be required to remove an Officer, effective immediately. An interim Officer shall fill the unexpired term of the vacant position. Such interim Officer shall be appointed in the manner prescribed by Section 4.5 Officers: Resignation.

5.0 EXECUTIVE COMMITTEE

5.1 Executive Committee, Composition: The Executive Committee shall consist of the Officers, the Immediate Past President, the Student Representative, the University of Nebraska Department of Community and Regional Planning representative, the Liaison to the Nebraska Planning and Zoning Association, the Affiliated Professional liaison, and the Emerging Planners Committee Chairperson as appointed by the President. The only non-voting members are the UNL representative, the Affiliated Professional Liaison, and the Emerging Planners Committee Chairperson. A quorum shall be a majority of the voting members.

5.2 Executive Committee, Responsibilities: The Executive Committee shall be responsible for day to day business decisions of the Chapter. These shall include negotiating contracts, awarding scholarships, making policy decisions regarding legislative action by the Chapter, approving funding for planning related education and activities.

5.3 Executive Committee, Resignation: An Executive Committee member other than an elected officer may resign his/her position upon 15 day written notice to the Executive Committee. The effective date of the resignation shall be the first calendar day of the month following receipt by the Executive Committee of written notice. The President shall appoint a replacement member to serve until the next general election.

5.4 Executive Committee: Termination and Reinstatement Executive Committee members shall maintain current membership for their term. Should an Executive Committee member, other than an Officer, be terminated for termination of APA membership or upon failure to pay chapter dues, their membership on the Executive Committee shall also be terminated. Membership on the Executive Committee will be reinstated upon reinstatement of Chapter membership.

6.0 COMMITTEES

6.1 Committees, Nominating Committee: The Nominating Committee shall consist of the Executive Committee, provided that it shall include at least one member from Omaha and one member from Lincoln who may be appointed by the Chapter President if necessary.

6.2 Committees, Budget Committee: The President, or his/her designee, Vice President and Treasurer comprise the budget committee and shall prepare an annual budget commencing on the first month of the year. The Budget Committee shall submit an annual budget to the Executive Committee for approval. The budget shall include, but not be limited to, line item accounts for APA membership dues and rebates, regional affiliation membership, Chapter conferences and workshops, Chapter committee operations, Chapter student scholarships, National APA Conference, APA Leadership Meetings and Chapter Awards.

6.3 Committee, Publications: A publications committee consisting of the Newsletter Editor, Social Media Coordinator, and other individuals as appointed by the President shall coordinate publications of the Chapter. They shall be responsible for solicitation and review of publication content and for recommending policies regarding advertising in Chapter publications.

6.4 Committee, Annual Conference: The Annual Conference Committee shall consist of the members outlined in the agreement between Nebraska APA and the Nebraska Planning and Zoning Association.

6.5 Committee, Workshop: The Workshop Committee will consist of the President, Vice President, Professional Development Officer, and the Treasurer, in addition to other appointees made by the President.

6.6 Committee, Emerging Planners: The chair of the Emerging Planners Committee shall be appointed by the President and direct the activities of the committee.

6.7 Committee; Others: Other committees may be organized on an adhoc basis under the President's direction.

7.0 ELECTIONS

7.1 Elections, Nominations: Nominations will be solicited by the Nominating Committee via email from the Chapter membership during the National election cycle in odd numbered years. The Executive Committee will be responsible for developing a final ballot which shall include at least one candidate for each office.

7.2 Elections: Balloting The Nominating Committee will be responsible for distributing ballots by email with the cooperation of the APA National Office, to the Chapter membership during the National APA election cycle in odd-numbered years. Voting shall be coordinated with National APA during open voting periods on odd-numbered years.

7.3 Elections: Tally of Ballots - APA National is responsible for tallying ballots and reporting back to the chapter the results of the election.

7.4 Elections: Validity - Election of office shall require a candidate to receive the greatest number of votes for an individual office. Tie votes will require an additional electronic ballot. In the case of an invalid election or tie vote, the existing officer(s) shall retain their office until a candidate receives the greatest number of votes.

8.0 STUDENT REPRESENTATIVE

8.1 Nomination and Election: The Chapter Executive Committee shall determine the manner of nomination for an election of a Student Representative, provided that only student members of the Chapter shall be eligible to vote for or be elected to Student Representative. In the case of the Student Representative ceasing to be a full-time student, the Chapter Executive Committee shall designate a full-time student to complete the term of office.

8.2 Duties: The Student Representative shall serve on the Executive Committee and shall advise the Committee and the Chapter on the conduct of services to students.

9.0 SECTIONS

9.1 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 areas of the proposed Sections and upon approval of the Chapter Executive Committee. The territory of a Section shall be a reasonably coherent unit and the name of the Sections shall be geographically descriptive.

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

9.3 Director: The principal elected officer of the Section shall be titled Section Director.

10.0 FINANCIAL REIMBURSEMENT

10.1 The Chapter President, immediate Past President, and/or President-Elect may submit financial reimbursement for travel to APA National events. Travel reimbursements for two presidents (incoming and outgoing) are eligible for the first meeting attended by the new president who may be accompanied by the past president at the event as a transition of leadership. Expenses shall be limited to per diem meals, hotel accommodations, travel accommodations and minor incidental expenses and shall be funded from the Chapter budget. Reimbursed expenses shall not exceed actual expenditures.

11.0 AMENDMENT

11.1 Bylaw amendments may be proposed by the Executive Committee or by a petition signed by five percent of the Chapter membership. The membership may amend these bylaws by a majority vote, via electronic ballot. Bylaw amendments may also be affected by a two-thirds vote at the Annual or other meeting of the membership, provided that the amendments were published in a publication of the Chapter membership at least one month prior to the meeting and that a quorum is present at the time of the vote. A publication of the Chapter membership shall include direct mail to the members of the chapter, the Chapter Newsletter or the Chapter Web Site. Publication on the Chapter Website shall be noticed by e-mail to all members with an option to receive suggested changes by contacting the Chapter Secretary.