Article I. NAME

The name of the organization shall be the City and Regional Planning Student Association (CRPSA). It is a graduate and undergraduate student organization at the Ohio State University, and is a student chapter of the American Planning Association of Ohio.

Article II. OBJECTIVE AND PURPOSE

The objectives and purpose of the City and Regional Planning Student Association are to

1. Encourage extracurricular interaction between students, faculty, and alumni through a variety of intellectual activities.
2. Enhance graduate and undergraduate education by introducing opportunities for professional development in the field of city and regional planning.
3. Create awareness of and assist students in professional employment.
4. Expand interdepartmental relations for students enrolled in the School of Architecture and the respective student organizations in the Departments of Architecture and Landscape Architecture.
5. Encourage student membership in the American Planning Association (APA).
6. Encourage and actively promote student participation in civic, community, social, and environmental concerns.

Article III. MEMBERSHIP

1. All students enrolled in city and regional planning majors/minors are qualified and are members of CRPSA. Students outside of the program who express interest are also welcome.
2. Non-Discrimination Policy: The City and Regional Planning Student Association and its members shall not discriminate against any individual(s) for reasons of age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status.
3. Members may be removed by majority vote of the board in cases where such members have documented cases of endangering other members, compromising the mission of the organization, discriminating on the basis of categories found in Article III-C, or violating other University policies that apply to student organizations.

4. The rights of members shall include the following:
   1. Participate in all activities sponsored by CRPSA as well as functions sponsored by the Department of City and Regional Planning.
   2. Provide input and recommendations to the CRPSA Board of Officers.
   3. Vote in CRPSA elections.

Article IV. ELECTION AND REMOVAL OF OFFICERS

A. The CRPSA Board of Officers shall consist of the President, Vice President, Secretary, Treasurer, APA Chair, Social Chair, Planners Day in School Chair, representatives from the respective CRP programs, and a faculty advisor.

2. The CRPSA Board of Officers shall determine the general policies of the organization and exercise said policies in good faith for its members.

3. Elections for the CRPSA Board of Officers shall be held in the Spring Semester (excepting the election of all Representatives) according to procedures established in the By-laws. Vacancies in the CRPSA Board of Officers during the term of office will be filled in the manner provided in the By-laws.

Section I. Duties and Responsibilities of Officers

President
The President shall provide leadership, administrative guidance and direction to the structure and programming of the association, as well as implement all decisions made by the association. In addition to the aforementioned duties, it is the responsibility of the President to:

· Officially represent the City and Regional Planning Student Association.
· Preside over all Executive Board and general meetings of the Association.
· Appoint appropriate officers, committees, and representatives.
· Oversee fiscal operations with the Treasurer.
· Act as liaison between Knowlton faculty and students by attending faculty meetings and relaying information between both parties.
· The President appoints the time and place of all general and special meetings of the organization. Within the first ten days of each quarter the President shall


inform each member in writing of the times appointed for the regular meetings of that quarter.

**Vice President**
The Vice President shall assist in providing leadership and guidance to the association. In addition to the aforementioned duties, it is the responsibility of the Vice President to:

- Preside over meetings of the Association in the absence of the President.
- Responsible for promoting membership throughout the year in terms of recruitment and retention of members
- Manage Alumni Relations throughout elected terms in order to build better connections for current undergraduate and graduate students seeking professional advancement
- Plan and organize at least one flagship event for spring and/or fall semester (ie. Trips, Panel discussion, Speaker Series, Q & A, etc.)
- Perform any other duties of the President at the request of, or upon the resignation or incapacitation of the President.

**Secretary**
It is the responsibility of the Secretary to:

- Take accurate minutes at all Executive and general meetings.
- Keep attendance records for all general meetings and functions.
- Maintain a directory of current members and alumni contact lists.
- Compile the semesterly calendar and distribute to members.
- Maintain the CRPSA website along with the President.
- Conduct correspondence for the association as outlined by the President.
- Aid president in acquiring meeting sites and all other reservations for CRPSA.
- In the absence of the President and Vice President, the Secretary presides over meetings of the Association.

**Treasurer**
It is the responsibility of the Treasurer to:

- Handle all the finances of the Association and keep an accurate record of its financial status at all times.
- Receive and issue receipts for and keep records of all income to the Association.
- Reconcile the income and disbursements of the associations.
- Present the Association’s budget to Student Affairs.
- In the absence of the President, Vice President, and Secretary, the Treasurer presides over meetings of the Association.
Social Chair
It is the responsibility of the Social Chair to:
- Handle all marketing and communications for CRPSA
- Plan social events
- Make all flyers and materials for events. Up-keep any templates that are created for CRPSA.

American Planning Association Chair
It is the responsibility of the APA Chair to:
- Maintain contact with American Planning Association and American Planning Association of Ohio.
- Organize events related to the state and national APA conferences.
- Compile pertinent information from APA and regularly communicate to the membership.

Planners Day in School Chair
It is the responsibility of the Planners Day in School Chair to:
- Coordinate Planners Day in School events.
- Maintain contact with schools and/or organizations that have had Planners Day in School programs.

Community Outreach Chair
It is the responsibility of the Community Outreach Chair to:
- Communicate community stakeholders
- Create events that bring together community partners and CRPSA
- Prepare school outreach events
- Plan philanthropic events

Professional Development Chair
It is the responsibility of the Professional Development Chair to:
- Plan and organize professional events like resume and portfolio workshops, guest speaker events, office visits, and opportunities to learn more about professors and their research
- Serve as a point of contact between students, faculty, and local professionals

Graduate Representatives
It is the responsibility of the Graduate Representatives to:
- Serve as a point of contact for graduate students.
• Relay graduate students' concerns to the Board of Officers.
• Encourage participation in CRPSA-sponsored events among graduate students.

Undergraduate Representatives
It is the responsibility of the Undergraduate Representatives to:
• Serve as a point of contact for undergraduate students.
• Relay undergraduate students' concerns to the Board of Officers.
• Encouraging participation in CRPSA-sponsored events among undergraduate students.

Section II. Removal of Officers
In the event that officers or candidates for officer positions are not enrolled in OSU, are out of good standing with the University, or contradict the fundamental goals and values of CRPSA, the board may bring the matter to public discussion remove the officer with a majority vote. No officer shall be removed on any discriminatory basis found in Article III-C, nor for any unsubstantiated charge that is irrelevant to the operations of the organization.

Article V. STANDING COMMITTEES
1. A delegate to the Ohio State University Council of Graduate Students shall be a standing committee member of CRPSA and shall attend CRPSA meetings and report to the CRPSA Board of Officers.
2. Election of standing committee members shall be established in the By-laws.

Article VI. BY-LAWS
1. The CRPSA Board of Officers are charged with the authority to propose the establishment, adoption, and amendment of organizational By-laws, as may be deemed necessary to effectuate the proper government of CRPSA.
2. Any member of the CRPSA Board of Officers may request the Board’s majority approval for a regular or special meeting for the business of discussing By-law amendments.
3. By-law amendment and adoption must be in accordance with this organization charter and must be passed by a vote of two-thirds (2/3) of the members of the CRPSA Board of Officers.

Article VII. CONSTITUTIONAL AMENDMENTS
1. A proposed amendment to this constitution by CRPSA members shall be presented to the CRPSA Board of Officers at least fifteen (15) days prior to its proposed adoption. Any proposed amendment to this Constitution must be presented in writing with the signatures of ten Association members at the regular meeting of the City and Regional Planning Association.

2. A copy of the proposed amendment must be sent to all members one week before the regular meeting that follows the meeting at which the amendment was proposed.

3. This Constitution shall be amended ONLY by the vote of two-thirds (2/3) of the members voting.

Article VIII. CONSTITUTIONAL ADOPTION

This Constitution is being adopted by the City and Regional Planning Student Association.

CRPSA Constitution adopted this day, ____________________.

_____________________________                                 _____________________________
Emily Long                                      Taylor Brill
President                                     Vice President

_____________________________                                 _____________________________
Abby Anacki                                      Dashiell Logan
Secretary                                      Treasurer

_____________________________                                 _____________________________
Taylor Axene                                      Hunter Rayfield
Social Chair                                    APA Chair

_____________________________
Gerika Logan
Planners Day in School Chair
1. GENERAL

1.1. Membership in CRPSA shall be open to any City and Regional Planning student enrolled (part-time or full-time) in The Ohio State University as well as any other student enrolled (part-time or full-time) at the Ohio State University.

2. RIGHTS AND RESPONSIBILITIES OF MEMBERS

2.1. Members shall have the right to vote and hold elective office or appointed position.
2.2. Members shall be eligible to attend functions and activities sponsored by CRPSA.
2.3. Members shall be eligible to receive any and all publications generated by CRPSA.
2.4. Members shall be eligible to attend any regular meetings of the Association during each semester.

   2.4.1. Special meetings may be called at the discretion of the President, at the request of the Board, or upon the written request of five or more Association members.

3. MEMBERSHIP YEAR

3.1. Terms of membership will generally commence in the Autumn Semester, continue for one full academic year, and terminate with the end of the Summer Semester.
5. PROFESSIONAL AFFILIATE

5.1. CRPSA shall be formally recognized by the American Planning Association of Ohio, a chapter of the American Planning Association (APA). A letter of recognition shall be kept on file with the Council of Student Affairs.

6. BOARD OF OFFICERS

6.1. Any CRPSA member in good standing may be elected to the CRPSA Board of Officers.
6.2. CRPSA Board of Officers shall be responsible for guaranteeing open nominations and elections.
6.3. The President, Vice President, Secretary, Treasurer, Social Chair, APA Chair, Planners Day in School Chair shall be elected by general election among CRPSA members in good standing.
6.4. Nomination of candidates for the CRPSA Board of Officers shall commence within the first week of March (excepting for Representatives, which shall commence by the fifth week of the Fall Semester) and run for five (5) business days. A candidate may only run for one office.
6.5. Elections for the CRPSA Board of Officers shall commence by the third week after spring break during the Spring Semester if they have not already taken place prior (excepting for Representatives, which shall commence by the sixth week of the Fall Semester) and run for five (5) business days. Specific procedures will be announced by the Board of Officers.
6.6. The terms of office for President, Vice President, Secretary, Treasurer, Social Chair, APA Chair and Planners Day in School Chair shall commence the first week after the National APA Conference of Spring Semester and continue through until the conclusion of the National APA Conference during Spring Semester of the following year. The term of office for Representatives shall commence the sixth week of Fall Semester and will run through the end of the Summer Semester.
6.7. A vacancy in the office of the President will be immediately filled by the Vice President and continue for the balance of the year.
6.8. A vacancy in the office of the Vice President, Secretary, Treasurer, Social Chair, APA Chair, Planners Day in School Chair, First-Year Representative or Undergraduate Representative shall be immediately filled by general election of the paid members of CRPSA.
6.9. The duties of the CRPSA Board of Officers shall be reviewed annually by subsequent student administrations and include but not be limited to the determination of policies and procedures for the organization and the implementation of said policies and procedures consistent with the Constitution and By-Laws. Any CRPSA Officer deemed negligent, unfit, or otherwise derelict in the fulfillment of duties may be impeached. Impeachment procedures shall require a petition stating the merits of the cause of action by any member of CRPSA; shall be submitted, in full secrecy, to the CRPSA Board of Officers (including CRPSA faculty advisors); and shall commence with general vote by the members of CRPSA. Impeachment shall require a two-thirds (2/3) majority vote of paid members of CRPSA. The faculty representative to the Board of Officers must consult with and receive the approval of the entire CRPSA Board regarding any business that affects the organization.

7. REPRESENTATION TO PROFESSIONAL AFFILIATES

7.1. CRPSA representation to the Central Ohio Section of the Ohio Planning Conference, the American Planning Association (APA), and the Student Representatives Council (SRC) of the APA will be held by the President or APA Chair. CRPSA representation to the Board of Governors of the School of Architecture Alumni Association will be held by the Secretary. The President serves as the official representative of CRPSA. APA generally considers the department’s Student Association President as the SRC representative, unless otherwise notified.

8. FACULTY ADVISORS

8.1. Faculty advisors shall be asked to make recommendations to the membership of CRPSA regarding relevant issues. Faculty advisors shall be requested to hold their position for one year, commencing in Autumn Semester and terminating at the end of Spring Semester.

9. AMENDMENTS

9.1. A proposed amendment to the By-laws shall be presented to the CRPSA Board of Officers at least fifteen (15) days prior to its proposed adoption.
9.2. The By-laws shall be amended ONLY by the vote of two-thirds (2/3) of the members of the CRPSA Board of Officers.
9.3. Unless otherwise provided, all amendments shall take effect at the beginning of the membership year following their adoption.

CRPSA By-Laws adopted this day, ___________________.

Emily Long                                                                 Taylor Brill
President                                                                 Vice President

Abby Anacki                                                                Dashiell Logan
Secretary                                                                 Treasurer

Taylor Axene                                                               Hunter Rayfield
Social Chair                                                               APA Chair

Gerika Logan                                                             Dr. Don Leonard
Planners Day in School Chair                                            Advisor