City and Regional Planning Student Association Constitution

*Article I - Name, Purpose, and Non-Discrimination Policy of the Organization*

Section 1: The name of the organization is the City and Regional Planning Student Association (CRPSA). CRPSA is a graduate and undergraduate student organization at The Ohio State University (OSU) and is a student chapter of the American Planning Association of Ohio.

Section 2: The objectives and purposes of the City and Regional Planning Student Association include:

1. host extracurricular events that encourage interaction between city and regional planning students, faculty, and alumni;
2. supplement graduate and undergraduate education with extracurricular activities focused on professional development in the city and regional planning field;
3. support student members’ transition into professional careers in city and regional planning;
4. promote interdisciplinary and interdepartmental opportunities within the Knowlton School and across The Ohio State University that enrich members’ academic and professional experiences;
5. encourage student membership in the American Planning Association (APA);
6. and coordinate opportunities for civic, community, and social engagement.

Section 3: This organization and its members do not discriminate on the basis of age, ancestry, color, disability, gender identity or expression, genetic information, HIV/AIDS status, military status, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other bases under the law, in its activities, programs, admission, and employment.

*Article II - Membership*

Section 1: All students enrolled in the undergraduate and graduate degree programs in the Department of City & Regional Planning are members of CRPSA. Any enrolled Ohio State University student is eligible to voluntarily become a member of CRPSA.

Section 2: There shall be no required dues for this organization.

*Article III – Restricting Members and Executive Officers*

Section 1: If any member conducts themselves in a manner deemed detrimental to the purpose of this organization or is in violation of the OSU Student Code of Conduct, a member may be restricted from club participation through a majority vote of the Executive Board. The person in question may make a statement before the Executive Board but must recuse themselves during deliberations and voting.Section 2: Any officer, committee member, or person in a leadership role, including all members of the Executive Board, may be removed from their position with sufficient cause. This includes, but is not limited to, violation of the constitution or bylaws or any conduct deemed prejudicial to the best interests of the club, or failure to fulfill assigned duties. Prior to the vote on this matter, the Executive Board and the club’s Advisors must review and deliberate the cause for removal. The person in question may make a statement before the Executive Board but must recuse themselves during deliberations and voting. A majority vote by the Executive Board will remove the person in question from their role.

*Article IV – The Executive Board*

Section 1, Definition: The organization will be led by an appointed Executive Board. The Executive Board will consist of the President, the Treasurer, the Vice President, and the Secretary. The Executive Board may create and appoint members to new positions and committees as they see fit.

Section 2, Purpose: Actions of the Executive Board must be approved by a majority vote between the Executive Board members. The CRPSA Executive Board shall determine the general policies of the organization and exercise those policies in good faith for its members. Executive Board members are assigned responsibilities outlined in their respective Sections along with other duties assigned as necessary.

Section 3, Appointment:Appointment of a new Executive Board will follow the procedures outlined in the bylaws.

Section 4, Term of Office: The Executive Board will serve from the end of the Spring semester it is appointed until the end of the following Spring semester. There are no term limits for a member to serve on the Executive Board, so long as the individual maintains active enrollment at The Ohio State University in the City and Regional Planning Section.

Section 5, Vacancies: Vacancies in the CRPSA Executive Board that occur during the term of office will be filled following the procedures outlined in the bylaws.

Section 6, Meeting: The Executive Board must meet at least once a month, with the time organized by the President, to plan and organize the activities for at least until the next organizational meeting. It is recommended that tasks for each club meeting be delegated amongst the Executive Board members. In addition to the monthly executive board meetings, all members of the executive board must make an effort to attend all CRPSA events. If an Executive Board member is unable to attend an event, they must contact the rest of the Executive Board as soon as possible to alert them of their absence.

Section 7, Responsibilities of the President: The President shall provide leadership, administrative guidance, and direction to the structure and programming of CRPSA. The President will implement all decisions made by the Executive Board. It will also be the responsibility of the President to:

1. officially represent CRPSA;
2. preside over all CRPSA Executive Board meetings and general meetings;
3. appoint officers, committees, and representatives with the guidance of the Executive Board;
4. serve as a liaison between Knowlton School faculty and students by staying informed of relevant information from Knowlton School faculty. When possible and when invited, the President should attend Faculty meetings. If the President is unable to do so, then another Executive Board member should go in their place;
5. ensure the necessary requirements for registration with the Ohio State Student Organization Management System, including completing training for themself, ensuring that both the Treasurer and Advisor complete necessary training, and that the incoming President and Treasurer complete all necessary training;
6. and the president shall appoint a time and place for all general and special meetings of the organization.

Section 8, Responsibilities of the Treasurer: The Treasurer shall manage the club’s finances and accomplish the roles described by The Ohio State Center for Student Leadership and Service. Additionally, the Treasurer is responsible for:

1. managing CRPSA’s bank account;
2. seeking funding from OSU and the Knowlton School;
3. working with the Vice President to raise funds for CRPSA;
4. maintaining financial records of all CRPSA spending;
5. advising other Executive Board members on budgets for CRPSA events;
6. approving, in conjunction with the President, budgets for CRPSA events;
7. purchasing all goods and services for CRPSA events. When the Treasurer is not able to do so, they must assign another Executive Board member this responsibility;
8. and transferring CRPSA’s bank account into the ownership of the incoming Treasurer at the end of the Spring semester.

Section 9, Responsibilities of the Vice President: The Vice President’s role includes assisting the President and managing, in conjunction with the Treasurer, the fundraising for the club. When the President is unavailable, the Vice President will take charge of running meetings and events, as well as all other responsibilities of the President, until the President’s return.

Section 10, Responsibilities of the Secretary: The Secretary will record the historical and meeting notes of the club. The Secretary will maintain records of all members (names and OSU emails) who attend CRPSA events. The Secretary shall be tasked with keeping a record of all past Executive Board members, and when possible, their contact information. The Secretary will maintain an up-to-date calendar for all CRPSA events and meetings. The Secretary shall help coordinate events and meetings with the President.

Section 11, Eligibility of Executive Board Members: In accordance with the rules of the Office of Student Affairs, all Executive Board members must be enrolled for at least three quarters or semester equivalent within the current academic year, meet minimum GPA requirements as determined by the Office of Student Affairs, and not be on academic of disciplinary probation or suspension.

Section 9 Retirement of an Executive Board member: If a person in a leadership position voluntarily resigns, the Executive Board will re-appoint the vacant position following the procedures outlined in the bylaws.

Section 10, Other Executive Board Members: In addition to the four required Executive Board positions, the President may expand the Board to include other individuals with special responsibilities. These roles can vary depending on the needs of CRPSA and the Executive Board but may include, for example, a Social Chair/Team and an Event Planning Chair/Team. The responsibilities of the Social Chair or Team may include the maintenance of CRPSA’s website, Instagram, and other social media platforms, as well as the creation and dispersion of mass messaging. The responsibilities of the Event Planning Chair or Team may include the formulation, planning, and execution of CRPSA events, in collaboration with the President.

*Article V – Advisor(s)*

Section 1: There shall be at least one faculty or staff advisor for CRPSA. An advisor must be a full-time member of the Ohio State University faculty or Administrative and Professional staff. A Co-Advisor may be appointed if deemed necessary by the Advisor or Knowlton School administration.

Section 2: The advisors shall be nominated and selected by the Knowlton School administration according to their established procedures.

Section 3: The Advisor(s) of CPRSA is required to meet with the Executive Board at least once a year. Additionally, the Advisor(s) must complete all necessary training and requirements to ensure CRPSA is fully registered with the Ohio State Student Organization Management System. The advisor is expected to coordinate with the Director of the Knowlton School to secure an indemnification letter.

Section 4: The advisor is invited to all club activities and meetings as they wish. They are also welcome to assist with anything the Executive Board deems necessary.

Section 5: The Executive Board may request a new Advisor(s) as they deem necessary.

*Article VII: Meetings*

Section 1: General meetings include the Executive Board members, general members, and invited guests. Meetings will be held at the discretion of the Executive Board at various times and places. The agenda for the meeting will be determined by the Executive Board.

*Article VIII: Amending the bylaws*

Section 1: The Executive Board is charged with the authority to propose the establishment, adoption, and amendment of organizational by-laws.

Section 2: Any Executive Board member can propose an amendment to the bylaws. To be adopted, the amendment must be voted on by all members of the Executive Board and passed with a simple majority.

*Article VIII: Amending the constitution*

Section 1: The Executive Board is charged with the authority to propose the establishment, adoption, and amendment of the constitution.

Section 2: Any Executive Board member can propose an amendment to the constitution. The amendment must be voted on by all Executive Board members and will be adopted with a simple majority.

*Article IX: Dissolution of Organization*

Section 1: In the event that CRPSAceases to be a student organization, all remaining operating and programming funds from The Ohio State University shall be returned to the university. All money raised by CPRSA shall be turned over to the Knowlton School to assist other Knowlton student organizations at their discretion.

City and Regional Planning Student Association Bylaws

*Article I: Appointment of a New Executive Board*

Section 1, Call for Applicants: Before the end of the Spring semester, the President, in conjunction with other Executive Board members, will issue a City & Regional Planning Section-wide call for applicants for all positions of the Executive Board. Individuals may apply for several positions.

Section 2, Appointment of Applicants: The existing Executive Board will, from the pool of applicants, appoint individuals to fill the roles of the next Executive Board with the guidance of the advisor(s) through an interview process. The Executive Board will review each applicant for the role the applicant wishes to take. A simple majority is required from the existing Executive Board to appoint a person to the incoming Executive Board. Should the Executive Board wish, they may ask a candidate to consider accepting a different position than the one the candidate originally applied for. Should the existing Executive Board deem it prudent, they may, before or after the call for applicants, expand or contract the Executive Board through the creation or dissolution of Executive Board positions, except for the positions of President, Treasurer, Vice President, and Secretary, which must always be filled.

Section 3, Incorporation of the New Executive Board: Following the appointment of new Executive Board members, as well as their acceptance of their position, the existing Executive Board will begin familiarizing the new Executive Board with the responsibilities of their position. Each existing Executive Board member will meet with their counterpart in the newly formed Executive Board and discuss their individual roles and responsibilities.

*Article II: Vacancies*

Section 1, Filling Vacancies: Should a vacancy arise within the Executive Board, or should the current board deem it necessary to create a new position within the Executive Board, the Executive Board may fill that vacancy by either spreading the responsibilities of the vacant role to the rest of the Executive Board, or by appointing a new Executive Board member to fill that role. In order to find a new Executive Board member, the executive board may follow the process outlined in Article I of the bylaws, or directly recruit individuals to fill said role. If the newly appointed position requires training, the new Executive Board member must complete said training.

*Article III: Budget*

Section 1, Funding: The Treasurer shall oversee the maintenance and acquisition of funding for CRPSA from the Ohio State University and the Knowlton School. This includes but is not limited to ensuring, with the President, that CPRSA remains eligible for university funding, that funding is requested in an appropriate and timely manner, and that all expenditures are recorded. Additionally, The Treasurer and the Vice President will work in tandem to privately raise funds for CRPSA when necessary.

Section 2, Approval of Funds: For each proposed CRPSA event, the member proposing the event must include a proposed budget. It is the responsibility of the Treasurer, with counsel from the President, to approve or disapprove this budget. It is then the responsibility of the Treasurer to acquire the funds necessary for the proposed budget, if they are not already available. The Treasurer is responsible for the purchasing of the goods and services needed for said event. If the Treasurer is unable to do so, they may temporarily delegate this responsibility to another Executive Board member.

Section 3, Record of Funds and Expenditures: It is the responsibility of the Treasurer to keep an updated record of all expenditures by CRPSA, and to make this record available to all Executive Board members. The Treasurer must make all bank statements available to the Executive Board. Additionally, the Treasurer must maintain a record of all funds available to CRPSA, both from CRPSA’s private bank account, and from the Ohio State University and the Knowlton School, which must be made available to all Executive Board members.

Section 4, Maintenance of Private Bank Account: It is the responsibility of the Treasurer to maintain the private bank account of CRPSA. Only the Treasurer may access the account. However, any Executive Board member or advisor may request to view the account at any time.