

**BYLAWS**  
**NEW YORK METROPOLITAN CHAPTER OF THE**  
**AMERICAN PLANNING ASSOCIATION**  
**AS AMENDED SEPTEMBER 2013**

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**TABLE OF CONTENTS**

**ARTICLE I - NAME AND JURISDICTION**

**ARTICLE II – DEFINITIONS**

**ARTICLE III – CHAPTER SECTIONS**

**ARTICLE IV – PURPOSES AND ACTIVITIES**

**ARTICLE V - MEMBERSHIP AND DUES**

**ARTICLE VI – CHAPTER OFFICERS AND TERMS OF SERVICE**

**ARTICLE VII – DUTIES OF OFFICERS AND APPOINTED MEMBERS OF THE EXECUTIVE  
COMMITTEE**

**ARTICLE VIII - ELECTIONS**

**ARTICLE IX - COMMITTEES**

**ARTICLE IX - FINANCIAL MANAGEMENT**

**ARTICLE XI – CHAPTER BYLAWS**

**ARTICLE XII – CHAPTER STAFF AND SUPPORT**

## **ARTICLE I - NAME AND JURISDICTION**

The name of the Chapter is the New York Metropolitan Chapter of the American Planning Association. The Chapter's jurisdiction shall be the City of New York, Nassau and Suffolk Counties on Long Island, Dutchess, Orange, Putnam, Rockland, Sullivan, Ulster and Westchester Counties in the lower Hudson Valley in New York State.

There shall be four areas of the New York Metropolitan Chapter established primarily to represent the special interests and to articulate policies for the members living in or working in these areas hereafter called "Sections". The four Sections shall be: (1) New York City, (2) Long Island, (3) Lower Hudson Valley East, and (4) Lower Hudson Valley West. Lower Hudson Valley East shall consist of Dutchess, Putnam, and Westchester Counties. Lower Hudson Valley West shall consist of Orange, Rockland, Sullivan, and Ulster Counties.

## **ARTICLE II – DEFINITIONS**

1. American Planning Association. The national organization of which this Chapter is a part and which is referred to in these Bylaws as "APA".
2. American Institute of Certified Planners. Professional institute for the certification of professional planners and which is referred to in these Bylaws as "AICP".
3. Chapter. The New York Metro Chapter of the American Planning Association (APA-NY Metro).
4. Chapter Member. A person who has paid the annual dues of the APA and APA-NY Metro.
5. Chapter Only Member. A person who has paid the Chapter only dues and who is not a member of APA.
6. Chapter Publications. Any publication, including electronic, that is transmitted to all Chapter members at their address of record or electronic address.
7. Chapter Officers. The officers of the Chapter shall be president, treasurer, secretary, vice-president of professional development, vice president of committees, vice president of programs, vice president of intergovernmental, section directors, and student representatives (or proxy). The Chapter Officers are the members of the Executive Committee.
8. Executive Committee. The Chapter's governing board that makes the policy and financial decisions.
9. The term section director and section representative are synonymous.
10. Member's Address of Record. The address furnished to the Chapter by the APA.
11. Ex-officio Chapter officers are non-voting members of the Executive Committee.

## **ARTICLE III – CHAPTER SECTIONS**

### Section 1 - Establishment

The Chapter shall constitute the four Sections identified above in Article I. The four Sections shall represent the localized interest and policy nuances specific to these working areas.

### Section 2 - Duties

The Sections shall act in the best interest of the Chapter for the specified geographic region. Activities shall include, but not be limited to

- (a) Hosting meetings, networking and meet-and-greet events to further the presence of the Chapter and National Organization to members of the section.
- (b) Organizing at least one certification maintenance (CM) eligible event(s) totaling a minimum of 1.5 CM credits per calendar year.
- (c) Sections may organize events in partnership with other local organizations with the majority approval of the Executive Committee.
- (d) Sections may have a steering committee chaired by the Section Director with officers that include a secretary, treasurer (optional if the section has its own bank account), programs, and professional development. Each position must report all activities to the Section Director as well as the corresponding Chapter Level Officer (i.e., Section Treasurer reports to Chapter Treasurer; Section Professional Development Officer reports to Vice President for Professional Development, etc.).

### Section 3 - Budget

Each section will proportionally be allocated an operating budget based on membership. The Executive Committee at any point may amend the allocation to the Sections by majority vote of the Executive Committee. The section budget shall be accounted for and maintained in the Chapter budget. Any funds that a Section raises outside of the Chapter allocation will be accounted for and maintained by the Chapter in the Chapter budget.

### Section 4 - Administration

Each Section may have up to two co-chairs to administer and monitor the Section and its activities. The Section chairs will report directly to the Executive Committee on all Section activities. The Executive Committee may remove a Section chair at any moment by majority vote for:

- (a) Missing three Executive Committee meetings in a calendar year
- (b) Committing improprieties that would make the Chapter legally, financially or publicly liable, and would therefore damage the best interests or establishment of the Chapter.

- (c) Acting in direct violation of the decisions made by the Executive Committee, or the best interests of the Chapter.
- (d) Not reporting the financial status of the Section to the Executive Committee.
- (e) Not reporting Section activities to the Executive Committee.

#### **ARTICLE IV – PURPOSES AND ACTIVITIES**

##### Section 1 - Purposes

The purposes of the Chapter are to facilitate the individual participation of members of the APA and the affairs of the Chapter and to further the mission of APA in the Chapter jurisdiction. The purposes of the Chapter shall be:

- (a) Advancing the planning arts and sciences within the Chapter’s jurisdiction.
- (b) Furthering planning practice standards by advocating in favor of staffing planning positions in the public and private sectors with individuals possessing a professional degree in planning or AICP certification.
- (c) Providing continuing education services through the Chapter, sections, and committees to our members and the general public including AICP certification maintenance credits.
- (d) Providing career development and professional networking opportunities for members.
- (e) Working with allied organizations to promote good planning and policies concerning mutual objectives.
- (f) Increasing awareness and promote planning as a profession in the New York Metro region.
- (g) Promoting diversity and social equity in the planning process.

##### Section 2 - Activities

- (a) Chapter Positions and Resolutions. The adoption by the Chapter of a position or resolution on a planning issue may be done by any of the following methods:
  1. by majority vote of the Regular Members of the Chapter voting by mail ballot, or by secure on-line vote, in a method accepted by APA National, or
  2. by a majority vote of the Executive Committee, or
  3. by a majority vote of Regular Members at a meeting, provided a notice of the meeting and the issue to be decided are provided to Chapter members ten days in advance of the meeting. In the event that the adoption of an urgent position or resolution by the Chapter is required before the next scheduled

Executive Committee Meeting, a majority vote of the Executive Committee may be obtained via teleconference, facsimile or e-mail, according to the provisions in (b) below.

- (b) Petition Call for Vote. A vote on any Chapter issue shall be undertaken on receipt of a petition of five (5) percent of the Chapter members eligible to vote. The adoption of a position on an issue by this method also requires a majority vote of those voting. A quorum for a valid vote on Chapter affairs shall be five (5) percent of the Chapter's members either attending a duly called Chapter meeting or responding to a mail ballot or secure on-line vote.
- (c) The Chapter is organized exclusively for charitable, education, and scientific purposes, including for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501 (c) (3) of the Internal Revenue Code of 1954, as amended, (or the corresponding provision of any future United States Internal Revenue law).
- (d) The activities of the Chapter shall conform to the law, the bylaws of the APA, and the bylaws of the Chapter.

## **ARTICLE V - MEMBERSHIP AND DUES**

### Section 1 - Regular Members

All members of the APA whose address of record is within the Chapter's geographic area or have identified the Chapter as their primary Chapter shall be APA members of the Chapter. Regular members are subject to all requirements of the Chapter including payment of Chapter dues.

### Section 2 - Section Members

All members of APA whose address of record is within the geographic area of one of the Chapter's Sections shall automatically be APA members of the Section. Members of APA whose address of record is outside the Section or whose work address is inside the Section area may also become Section members of the Chapter upon notification to the Section.

### Section 3 - Non-Residential Members

APA members whose address of record is outside the Chapter's geographic area may become Chapter members upon payment of an assessment equal to the Chapter rebate from the National organization of the American Planning Association, plus the Chapter dues. These Chapter members may not hold office or represent the Chapter in National affairs, but may serve on Chapter committees and participate in Section activities.

#### Section 4 - Chapter-Only Members

Persons who are not members of APA may become Chapter-Only members upon payment of the established Chapter-Only dues. Chapter-Only members are eligible to vote in Section and Chapter elections. Chapter-Only members are not members of the American Planning Association, and are not eligible for any of the benefits exclusive to APA members. Chapter-Only members may be elected to or hold a Chapter office other than Chapter President, President-Elect, or Professional Development Officer.

#### Section 5 - Termination and Reinstatement

Chapter memberships will be terminated upon termination of APA membership, for failure to pay Chapter dues and assessments, for actions that affect the Chapter's ability to fulfill its purposes and activities, or violation of the Code of Ethics for Chapter AICP members. Once applicable dues are paid, Chapter membership is automatically reinstated.

### **ARTICLE VI – CHAPTER OFFICERS AND TERMS OF SERVICE**

Chapter officers shall consist of the officers enumerated in Article II: president, treasurer, secretary, vice-president of professional development, vice president of committees, vice president of programs, vice president of intergovernmental, the four (4) section directors (New York City, Long Island, Lower Hudson Valley East and Lower Hudson Valley West), and student representatives for Planning Accreditation Board (PAB) accredited schools (Columbia University, Hunter College, Pratt Institute and New York University) or their proxy.

Terms of office for Chapter Officers and Section Directors shall be two years. Terms of office for the student representatives shall be one year. The student representative shall be elected according to the provisions of Article IX. Coordinators shall be appointed by the President. All terms shall start on January 1 and shall terminate on December 31.

Ex-officio Chapter officers are non-voting members of the Executive Committee: the Communications Coordinator, immediate past-president, and Young Planners Chair. The terms of office for Ex-officio officers shall be three years.

**ARTICLE VII – DUTIES OF OFFICERS AND APPOINTED MEMBERS OF THE EXECUTIVE COMMITTEE**

Consistent with these Bylaws the Executive Committee shall be responsible for the overall direction, management and administration of the affairs of the Chapter, providing a reasonable amount of transparency to members in the conduct of planning and operations. Committees and Sections are designed and intended to provide substantial background work and project implementation within the Chapter – the Executive Committee considers and ratifies programs and policy as these are presented by the President and various committees, while addressing major issues and uncertainties to move policy and program actions forward. Duties include:

- (a) Approval of an Annual Action Strategy consistent with a Chapter Strategic Plan that was formally adopted by an Executive Committee within the last four (4) years;
- (b) Fostering communication with membership, including: report to Chapter membership upon all business which it has considered or acted upon between Chapter meetings and facilitate routine reporting on major business and executive proposals and actions;
- (c) Putting into effect the votes of the Chapter;
- (d) Framing policy on dues;
- (e) Review and adoption or modification and adoption of an annual budget, as set forth herein;
- (f) Authorization of expenditures consistent with the budget, as well as the execution of written contracts and financial agreements, including establishment of employees of the organization;
- (g) Provision of financial management oversight;
- (h) Filling of vacancies in offices occurring between elections (members of the Executive Committee so elected, shall hold office only for the balance of the current term until their successors are elected);
- (i) Taking action without a meeting if a written consent, setting forth the action taken, is signed by each member of the Committee;
- (j) Adoption and dissemination of Chapter policies and procedures to advance these Bylaws and ensure efficient and effective administration of Chapter affairs;

- (k) Approval of committee, coordinator, and staff or consultant appointments as well as requests to form or dissolve committees;
- (l) Removal of any Executive Committee member guilty of malfeasance, misfeasance, or nonfeasance provided there is a two-thirds (2/3) affirmative vote of those members present and voting; and
- (m) Performing such other functions as are delegated herein or by the members of the Chapter.

## Section 1 – President

The President shall

- (a) Call and preside at meetings of the Executive Committee and of the membership;
- (b) Provide leadership on the development of Chapter Strategic Plan, Annual Action Plan; dues recommendation; other policies and reports and major business in coordination with the Executive Committee;
- (c) Prepare an annual budget for approval by the Executive Committee;
- (d) Prepare an annual report for the Annual Meeting, particularly on actions related to the annual action and strategic plans.
- (e) Have power to create, appoint and discharge all Chapter committees as provided herein and serve as a non-voting ex-officio member of all committees;
- (f) Represent the Chapter to the APA organization or any of its subparts or staff, including the APA Chapter Presidents Council, unless otherwise delegated.
- (g) Execute contracts, as authorized.
- (h) Call meetings and perform other duties required by these Bylaws, or as is customary to the office and any additional duties that may be assigned.
- (i) Commit to one year as an ex-officio Executive Committee member as Past-President.

## Section 2 - Vice President for Programs

The Vice President for Programs shall assist the President in the guidance and coordination of Chapter committee activities and serve as chairperson of the Annual Meeting and the Annual Chapter Conference and carry out any other duties assigned by the President, or as required by these Bylaws or customary to the office. In the absence of, or in the event of incapacity of the President, the Vice President for Programs shall assume the duties of the President. The Vice President for Programs shall prepare an annual report for the Annual Chapter Meeting, with a focus on major actions and themes cutting across committees.

## Section 3 - Vice President for Committees



There may be up to two (2) Vice Presidents of Committees, in which case the incumbents shall routinely coordinate with one another. The Vice President(s) for Committees shall assist the President in the guidance and coordination of committees, sections development, and in providing effective, varied, unified, current and relevant communication between the Executive Committee, Chapter President and Chapter committees. The Vice President of Committees shall assist committee chairs in the development of programs, acquisition of program and meeting space, and in publicizing committee meetings, events and programs. The Vice President for Committees shall prepare an annual report for the Annual Chapter Meeting, with a focus on major actions and themes cutting across committees and sections which represent an essential part of chapter and member communications.

#### Section 4 - Vice President for Professional Development

The Vice President for Professional Development shall provide leadership and coordinate the professional development activities of the practicing planner and the planning students and serve as Chapter liaison with the American Institute of Certified Planners (AICP). The Vice President for Professional Development must be credentialed by AICP and shall coordinate all activities related to the AICP Exam and Certification Maintenance for Chapter Members. The Vice President for Professional Development shall prepare an annual report for the Annual Meeting.

#### Section 5 - Vice President for Intergovernmental Affairs

The Vice President for Intergovernmental Affairs shall assist the President in advancing planning in the Chapter area and nationally, shall coordinate the Chapter's response to Planning Information Principles (PIPs) formulated by the National Office of APA, shall coordinate the Chapter's review of APA's policy guides and serve as one of the Chapter delegates at the Annual National conference Delegates Assembly and serve as Chapter liaison with regard to cooperation with the Upstate New York Chapter and other Chapters, as may be necessary, on matters of mutual interest. The Vice President for Intergovernmental Affairs shall carry out any other duties assigned by the President. The Vice President for Intergovernmental Affairs shall prepare an annual report for the Annual Chapter Meeting.

9

#### Section 6 – Secretary

The Secretary shall:

- (a) maintain an accurate list of the members of the Chapter and of each Sub-section;
- (b) notify members and Executive Committee members of meetings;
- (c) transmit to the membership a list of all Chapter officers (including their addresses and telephone numbers) within 30 days of their election;

- (d) notify the Chapter President of the results of all Chapter voting, and, in so doing, specify the quorum and the number voting for each candidate of “aye” and “nay” on each issue; and
- (e) perform such other duties required by these Bylaws or customary to the office, including support member and chapter communications. The Secretary shall prepare an annual report for the Annual Chapter Meeting.

#### Section 7 – 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 to 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 12 months of Chapter operations;
- (f) report quarterly the status of each budget line item;
- (g) perform such other duties as required by these Bylaws or customary to the office. The Treasurer shall prepare an annual treasurer's report for the Annual Chapter Meeting. The Treasurer shall report to the President and Executive Committee any extraordinary problem(s); and
- (h). should provide bank financials on a quarterly basis to National and the annual Form 990 filed with the Internal Revenue Service (IRS).

#### Section 8 - Section Director

Sections serve to provide sub-area members with a regional expression of APA and Chapter mission and purpose and as a medium for member involvement and activity in APA and the Chapter. Each Area Director shall, in consultation with the President and Vice Presidents, develop an annual area strategy with identification of major area issues and membership needs, budget and fundraising objectives. This will provide a guiding for area-specific program intentions and communication objectives for the upcoming period. Each Area Director shall develop an annual report for the Annual Chapter Meeting plus carry out any other duties assigned by the President, or as required by these Bylaws or customary to the office. It is encouraged for the Section Director to participate in forming Chapter operating protocols, including which describe the use of attendance fees for area events, with the most current copy provided to the Secretary and Executive Committee.

### Section 9 - Student Representative(s)

- (a) Each PAB accredited graduate school in the Chapter area shall elect up to two (2) students each to represent APA members from each school at Executive Committee meetings. The four PAB graduate schools may elect from among themselves one voting representative to the Executive Committee as a proxy. The four PAB schools share one Executive Committee vote,
- (b) The Chapter Executive Committee shall determine the manner of nomination for and selection of a Student Representative. In the event a Student Representative ceases to be a full-time student, the Chapter Executive Committee shall designate a full-time student to complete the term of office;
- (c) The Student Representative shall serve a one (1) year term of office and be selected on a rotating basis by the Executive Committee;
- (d) The Student Representative shall have full voting rights on the Executive Committee and shall advise the Committee and the Chapter on the provision of services to students and the evolving character of the planning profession; and
- (e) Carry out any other duties assigned by the President and Executive Committee.

## **ARTICLE VIII - ELECTIONS**

### Section 1 - Goals And Objectives

The Metro Chapter is dedicated to conducting a fair and accurate elections process that 1) ensures the composition of the Executive Committee is representative of the wishes of the general membership; 2) that candidates are qualified and able to execute the duties of the office; and 3) that each eligible candidate is given a fair opportunity to participate.

### Section 2 – Eligibility

Eligible candidates for the executive committee must be members in good standing for a minimum of one year and may not have any pending disciplinary actions.

### Section 3 - Solicitation

At least twenty-six weeks prior to the expiration of the current terms, the Chapter President shall issue a notice soliciting candidates for all Executive Committee positions. Solicitation shall extend for

a minimum of four weeks and may be extended by the Nominations Committee until a suitable candidate is identified for every position.

#### Section 4 - Nominations Committee

A three or five person panel, appointed from among the membership by the Chapter President, charged with the responsibility of evaluating the qualifications of prospective candidates and recommending a “slate” consisting of from one to three candidates for each ballot position. *The Nominating Committee shall consist of a minimum of three members, eligible to hold office and one of whom shall be a member of the Executive Committee. The Nominating Committee shall be appointed by April 15 of each year.* The members of the Nominations Committee may actively recruit candidates to fill vacant ballot positions but may not endorse or promote any single candidate over another. A candidate may not be “drafted” for office if they are unwilling to serve.

#### Section 5 – Notification

The Nominations Committee will notify the Executive Committee when a slate of candidates has been chosen. Upon the Executive Committee’s approval, the candidates will then be notified by the Nominations Committee and asked to provide a Candidate’s Statement.

#### Section 6 - Candidate’s Statement

Prior to distribution of the ballots, each candidate is to provide an approximately 400-word statement to the Nominations Committee for publication and distribution in the MetroPlanner, chapter newsletter or other special announcement from the Chapter President. Statements are to include a concise description of the candidate’s background and experience, reasons for seeking office and expression of goals and objectives once in office. Candidate’s statements may not include negative or disparaging remarks about other candidates. Statements may be edited for publication to accommodate space constraints.

#### Section 7 – Ballot

The ballot is to list all candidates for each position in alphabetical order with equal prominence except that incumbents may be marked with a star or an asterisk. Candidates are to run solely as individuals and not as part of any slate, party or alliance.

#### Section 8 - Distribution of Ballots

Ballots are to be electronically distributed to all chapter members in good standing in accordance with the timeline set forth below. Paper ballots may be provided upon request to any chapter member who demonstrates an inability to vote electronically.

### Section 9 – Campaigning

Candidates may distribute by e-mail or hardcopy one announcement of their candidacy prior to the return dates of the ballots. Candidates are discouraged from excessive self-promotion or solicitations of support. Candidates are strictly forbidden from making negative or disparaging remarks about any other candidates on the ballot and may be disqualified for office for such infractions. Candidates may not request nor receive any Chapter funds for use in campaigning. Third parties are permitted, but not encouraged, to distribute endorsements of a particular candidate. Third party endorsements must adhere to the prohibitions against negative or disparaging content.

### Section 10 - Tabulation of Votes

Votes are to be counted by an independent internet-based service that is not affiliated with any candidate. The results are to be reported to the Nominations Committee who, when satisfied with the accuracy of the results, will report the results to the Executive committee and to all candidates.

### Section 11 - Installation of Officers

Newly-elected candidates are to attend the first Executive Committee meeting following the Start of Term date identified in the timeline below. There is no swearing in or administration of an oath of office.

### Section 12 - Transition Period

Although not required, officer-elects are strongly encouraged to meet with the current office-holder and to attend Executive Committee meetings prior to the Start of Term to familiarize themselves with the duties of the position, currently pending issues and to facilitate a smooth transition.

### Section 13 - Election Timeline

Chapter elections are to take place in even-numbered years and are to follow the unified schedule promoted by the APA National office. Dates for the election schedule will be formalized upon final decision by APA National regarding the unified schedule. The Bylaws shall be amended to reflect this decision.

## **ARTICLE IX - COMMITTEES**

### Section 1 - Standing Committees

There shall be the following standing committees: Nominating and Teller, Professional Development, and Area Program for each Chapter Area. The President shall appoint all members. In addition, the

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

## Section 2 – Ad Hoc Committees

(a) Ad hoc committees shall be discharged when their work is completed.

(b) Ad Hoc Committee Approval Process

Approval process for ad hoc committees will require majority approval by the Executive Committee for its establishment. The mission, vision and activities will also require majority approval by the Executive Committee, who can amend the language and scope of each at their discretion.

(c) Report to VP of Committees

All ad hoc committees will report directly to the Vice President of Committees on a monthly basis of all meetings, events and activities. The Vice President of Committees will represent the ad hoc committees at the Executive Committee meetings, unless it is deemed necessary that the ad hoc committee be present.

(d) How often to meet per year

All ad hoc committees will be required to meet at least four times per calendar year, preferably on a quarterly basis. This can be achieved in person, by phone or by video services.

(e) Number of events (CM) per year

All ad hoc committees will be required to host a minimum of two certification maintenance (CM) eligible events, or a minimum of 3 CM credits, per calendar year. The event can be in the form of a panel discussion, workshop, mobile workshop, webinar/webcast, or as part of the biennial conference or annual meeting.

(f) Dissolution if in violation of provisions here

Any ad hoc committee can be dissolved by the Executive Committee by majority vote for the following reasons:

1. The ad hoc committee has dutifully served its purpose.
2. The committee has violated any one of the following previously stated requirements above: reporting process, meeting requirements, or event requirements.
3. The committee has acted in direct violation of the decisions made by the Executive Committee, or the best interests of the Chapter.
4. The committee has committed improprieties that would make the Chapter legally, financially or publicly liable, and would therefore damage the best

interests or establishment of the Chapter.

### Section 3 - Nominating and Teller Committee

See Elections above.

### Section 4 - Professional Development Committee (PDC)

The Professional Development Committee shall consist of at least five but not more than seven members and all of them shall be members of the American Institute of Certified Planners (AICP). The Vice President for Professional Development shall chair this committee. The PDC shall perform the following duties:

- (a) Advise new applicants and Chapter members wishing to advance through membership categories;
- (b) Review AICP membership applications referred to the Committee by the National office, and counsel qualified applicants to prepare for the written examination;
- (c) Advise the Chapter Executive Committee on professional standing, professional planning practice, licensing, certification, professional development; membership, ethics and other related concerns;
- (d) Assist members in the development of their professional capabilities by such means as providing continuing education opportunities and seminars to improve skills and to enhance professional development;
- (e) Assist student members and related disciplines in entering and advancing in the planning profession; and
- (f) Review applications for accreditation of planning degree programs of schools within the Metropolitan area, pursuant to the recognition criteria established by the Association, and foster and strengthen the relationship between the Chapter and the schools offering planning courses in the Metropolitan area.

### Section 5 - Section Committees

Each Section Director shall appoint a Section Committee with the advice of the Chapter President. Each committee shall develop and implement a schedule of programs responsive to issues of concern

within the Area and/or to the Chapter. Members of the committees shall have their principal place of business or residence located in the area they serve.

## **ARTICLE X - FINANCIAL MANAGEMENT**

### Section 1 - Chapter Budget

The President, with the assistance of the Treasurer, shall present a line-item budget for the expenditure of chapter funds to the Executive Committee. All proposed revenue sources shall be included by estimated amount and category, and all proposed expenditures shall be detailed by amount, category, and general service to be provided. The Executive Committee shall review, modify, and codify the proposed budget no later than one month before the start of the start of the annual budgetary cycle. The APA's normalized budget cycle shall transpire from October 1 to September 30. The adopted budget shall be published in the Chapter publication, the website and email distribution.

### Section 2 - Chapter Budget Modification

The budget may be modified from time to time by a majority vote of the Executive Committee. The adopted budget shall be published in any Chapter publication or other mailing. The changes to the budget may be published to membership via email, the website or other mailing

### Section 3 - Chapter Dues and Assessments

Chapter dues and assessments shall be set by an affirmative vote of a majority of the entire membership of the Executive Board provided that notice of the proposed change in dues has been given to the Chapter membership at least thirty days prior to the vote of the Executive Board. APA shall collect National and Chapter dues. National dues for APA Members shall be set by APA. Student members of the Chapter, as certified by APA, shall be exempt from the payment of Chapter dues only for the first year (the next year they enter the Early Career Program unless they terminate membership) but shall be considered full members of the Chapter as such as their national dues are current and they remain in good standing with the American Planning Association. The Chapter shall set and collect annual dues for Chapter-Only Members.

### Section 3 - Section Finances

The Chapter shall be responsible for the bookkeeping and accounting responsibilities associated with Section funds, with routine and timely reports provided to each Section Director on the status of such resources. Each Section will be treated as a separate class in the Chapter financial statements. If they wish, a Section shall be allowed to maintain bank accounts and investments held jointly with the Chapter for the Section's exclusive use. Each Section having bank accounts and investments shall have a Section Treasurer appointed by the Section Director. Each Section's treasurer shall also



monitor the availability of the respective Section funds, expenditures, and revenues for the Section. Each account shall have three signatures: the Metro Chapter President, the Section Director and the Section Treasurer. Two of the three signatures shall be required to access the funds. Each Section Director shall submit quarterly reports of financial statements to the Chapter Treasurer, an Annual Statement by September 30 of each year to the Executive Committee stating the expenses and revenue, and starting and ending balance for the period from October 1st to September 30th of each Calendar Year. The Section Directors shall provide quarterly budget updates for consideration at Executive Committee Meetings.

#### Section 4 - Chapter Financial Management

For the purpose of ensuring fiscal responsibility, the Executive Committee shall adopt a financial procedures manual prescribing the duties, budget formats, timetables, standards and procedures for managing the Chapter's finances. Chapter accounts shall at all times be open to inspection by the membership and requests for record inspection shall be coordinated through the Treasurer.

#### Section 5 - Annual Financial Report/Audit

The Treasurer shall prepare a Financial Report to be presented to the Board within ninety (90) days after the close of the fiscal year. The Financial Report shall be conducted in accordance with procedures adopted by the Board and shall verify paid receipts, disbursements, and other accounts of the Chapter. The Treasurer shall also prepare a Chapter balance sheet for the fiscal year covered by the report. After review, the Board shall accept the report and shall direct suggested procedural changes to be made as necessary. The Executive Committee shall assure that an independent audit is conducted for even-numbered fiscal years. The Executive Committee shall solicit the membership to form a three-member audit committee. The Chapter President and Treasurer may not serve on this committee. The audit committee shall verify paid receipts, disbursements, and other accounts of the Chapter, make recommendations to rectify any inconsistencies, and, if necessary, investigate any practices that should be changed. The audit shall also be published online and the availability to view the audit online will be noted in email distributions and will be available at the Annual Membership Meeting.

#### Section 6 - Dissolution of New York Metro Chapter

In event of dissolution, the residual assets of the organization will be turned over to one or more organizations which themselves are exempt as organizations described in Sections 501 (c) (3) and 170 (c) (2) of the Internal Revenue Code of 1954 or corresponding sections of any prior or future law, or to the Federal, State, or Local government for exclusive public purpose.

## ARTICLE XI – CHAPTER BYLAWS

### Section 1 - General

Bylaws represent the basic governing document of the Chapter articulating how the membership and its officers interact, the assignment of duties and responsibilities, specification of policies and procedures and how the Chapter governs itself as a body.

### Section 2 - Bylaw Amendments

The Bylaws shall be evaluated every two years upon the election of a new Executive Committee for needed updates and other changes as set forth in Article IV. Bylaw amendments may be proposed by the Executive Committee or by a petition signed by five percent (5%) of the Chapter membership.

- (a) The Chapter may amend these Bylaws in whole or in part by a two-thirds (2/3s) vote of those members returning mail or e-mail ballots, provided that the amendment ballot was distributed to members and published on the Chapter website for at least 30 days;
- (b) Chapter Bylaws shall be consistent with APA Bylaws and cannot bind APA or its officers in any respect;
- (c) Petitioned Bylaws amendments shall be filed by a Sponsor(s) with the Secretary and a copy shall be forwarded by the Sponsor(s) to the Chapter office. The name, address, email and telephone number of the Sponsor(s) shall be included along with the petition;
- (d) Proposed Bylaw amendments shall be submitted to the Executive Director of APA for a determination of consistency with APA's Bylaws prior to adoption;
- (e) A copy of these Bylaws and all subsequent amendments shall be filed by the President with the Executive Director of APA within thirty (30) days after adoption; and
- (f) The Chapter Bylaws shall be published and maintained on the Chapter website. The Secretary shall ensure that amendments to these Bylaws are published on the Chapter website within ninety (90) days of membership approval.

### Section 3 - Bylaws Amendment Sponsor

- a) Each proposed Chapter Bylaws amendment shall have a primary "Sponsor" listed as the individual who may be contacted for questions about the proposed amendment. The Executive Committee may be listed as the Sponsor;
- b) A Bylaws petition may be withdrawn by the Sponsor at any time prior to the time the proposed Bylaws amendment ballot is sent to the printers or e-mailed to the members for a vote. In the event the Sponsor withdraws the amendment(s), the Sponsor shall notify, in writing, all members who signed the petition supporting the proposed Bylaws amendment, with a copy to the Chapter office.

## **ARTICLE XII – CHAPTER STAFF AND SUPPORT**

### Section 1- New Hires

The Chapter may hire staff or consultants, when financially feasible, to administer activities on behalf of the Chapter. Staff will work at the behest of the Executive Committee, and may be relieved of duties at any time by decision of the President. Consultants may be hired by contract approved by a majority vote of the Executive Committee. The Chapter shall adhere to the terms of the contract, unless it is found that the consultant has acted improperly, or to the detriment of the Chapter. At which point, the contract would be null and void.

Staff positions may include, but are not limited to:

- (a) Executive Director
- (b) Deputy Executive Director
- (c) Executive Assistant
- (d) Development Director/Associate
- (e) Marketing or Communications Director/Associate
- (f) Event Coordinator
- (g) Intern
- (h) Other – as determined by the Executive Committee

Positions will be paid for by the approved annual budget for the Chapter, or at which point the Chapter is granted funds following approval of the annual budget. All staff positions, by majority vote of the Executive Committee, may be fulfilled by a paid or pro bono consultant.

