

**CONSTITUTION
OF THE
STUDENT PLANNING ASSOCIATION OF KANSAS STATE UNIVERSITY
Approved March 28, 2007
Amended to September 2004
Amended to May 1989
Amended to February 1997**

ARTICLE I - NAME and PURPOSE

Section 1. Name. The name of this organization shall be the Student Planning Association of Kansas State University (hereafter referred to as SPA).

Section 2. Purpose. The purpose of SPA shall be to promote the planning student's professional development and growth as well as to inform other students and interested persons about the principles of regional and community planning, by encouraging the active interchange of ideas with professionals, academicians, fellow students, and the general public.

ARTICLE II - MEMBERSHIP and DUES

Section 1. Regular Members. Regular Membership shall be accorded those students who qualify as full- or part-time students in the Non-Baccalaureate Five-Year Masters in Regional and Community Planning and the Graduate Program in Regional and Community Planning at Kansas State University, upon payment of annual dues and be a student member in good standing with the American Planning Association. A student's status as a Regular Member shall cease under anyone of the following conditions:

- a. When he/she ceases to be a student in the Regional and Community Planning Program at Kansas State University.
- b. When, having been a Regular Member, he/she is more than thirty (30) days delinquent in the payment of SPA dues.

Section 2. Associate Members. Associate Membership shall be accorded those students who qualify as full- or part-time students of Kansas State University in a program other than Regional and Community Planning, upon payment of annual dues. A student's status as an Associate Member shall cease under anyone of the following conditions:

- a. When he/she ceases to be a student at Kansas State University.
- b. When he/she becomes a full-or part-time student in the Non-Baccalaureate Five Year Masters in Regional and Community Planning and the Graduate Program in Regional and Community Planning at Kansas State University.
- c. When, having been an Associate Member, he/she is more than thirty (30) day delinquent in the payment of SPA dues.

Section 3. Annual Dues. The amount of annual dues shall be established by a majority opinion of SPA officers, upon or before the first Fall Semester meeting of SPA

- a. Dues for the Regular Members shall be twenty dollars (\$20.00) when paying for annual membership or ten dollars (\$10.00) when paying for semester membership. Annual membership is defined as the time period starting with the Fall Semester and ending with the

following Spring Semester.

- b. Special Assessments may be imposed at any time by a three-fourths (3/4) approval of all Regular Members.
- c. Payment of annual or semester dues shall have a deadline of four (4) weeks after the first day of Fall and/or Spring Semester classes in order for Regular or Associate Member status to be achieved.

ARTICLE III - OFFICERS and DUTIES

Section 1. Officers. The Officers of SPA shall consist of a President, Vice-President, Secretary, Treasurer (or combined Secretary-Treasurer), Social Chair-person, Non-Baccalaureate Five-Year Masters Student Representative, Kansas Chapter of the American Planning Association Liaison (KAP A), Student Government Association Representative (SGA), and Graduate Council Representative.

- a. The positions of Treasurer and Secretary maybe combined into one (1) position for the duration of one election year by the approval of simple majority at the time the candidate slate is presented.

Section 2. Officer Eligibility. Any Regular Member of SPA shall be eligible to hold an office as designated in Article III, Section 1 of this document, upon election by a majority of a quorum of members present at said election meeting.

Section 3. Term of Office. The term of officers as designated in Article III, Section 1 of this document shall be on an annual basis, as follows.

- a. The term of officers shall be served on or before the fifteenth (15th) regular class day of the Spring Semester and shall terminate with the election of new officers, or prior to the fifteenth (15th) regular class day of the proceeding Spring Semester.
- b. The term of officers shall commence when election results are official, pursuant to Article IV, Section 2 of this document. If a run-off election is necessary, pursuant to Article IV, Section 2 of this document, the term of officers shall commence on the twentieth (20th) regular class day of the semester, superseding requirements pursuant to Article III, Section 3, Paragraphs a and b of this document.

Section 4. Duties of Officers.

- a. The duties of the President shall be to:
 - 1. Call Regular and Special Meetings of SP A;
 - 2. Preside at Regular and Special Meetings of SPA;
 - 3. Represent SPA at meetings of other organizations at Kansas State University;
 - 4. Create, appoint, and discharge Stand and Special Committees, and serve as a non-voting ex-officio member of all committees;
 - 5. Assist in recruiting potential new students in the Regional and Community Planning Program as deemed necessary and appropriate by the Program

- Chairperson; and
6. Perform other such duties as are customary to the office.

b. Duties of the Vice-President shall be to:

1. Act in the absence of the President;
2. Discharge such duties and authority as delegated to him/her by the President;
3. Assist in recruiting potential new students in the Regional and Community Planning Program as deemed necessary and appropriate by the Program Chairperson; and
4. Perform other such duties as are customary to the office.

c. Duties of the Secretary-Treasurer shall be to:

1. Record and post minutes of Regular, Special, and other meetings of SPA;
2. Maintain a current roster of Regular and Associate Members of SPA;
3. Notify Members as to their election to Office or appointment to Committees;
4. Receive all Membership dues and other funds in the name of SPA;
5. Disburse funds in accordance with the budget;
6. Allow for inspection of SPA accounts by SPA Officers and Members; and
7. Perform other such duties as are customary to the office.

d. The duties of the Social Chair-person shall be to:

1. Serve as Chair-person of a Social Committee whose membership shall be determined by the President, if such a committee is so desired;
2. Coordinate social activities for the Membership or for activities with which the Membership has substantial part;
3. Assist in the planning and direction of educational activities with which SPA has substantial responsibility; and
4. Perform other such duties as are customary to the office.

e. Duties of the Non-Baccalaureate Five-Year Masters Student Representative shall be to:

1. Serve as a liaison between fellow Non-Baccalaureate Five-Year Masters students and the Student Planning Association leadership to report any concerns, issues or needs.
2. Assist the President and Vice-President in promoting the Student Planning Association to fellow Non-Baccalaureate Five-Year Masters Students;
3. Assist in organizing and involving fellow Non-Baccalaureate Five-Year Masters Students in SPA and Regional and Community Planning Program activities.
4. Assist in recruiting potential new students in the Regional and Community Planning Program as deemed necessary and appropriate by the Program Chairperson;

- f. Duties of the Kansas Chapter of the American Planning Association Liaison (KAPA) shall be to:
 - 1. Attend the KAP A Executive meetings as called by the KAPA State President and report to the Membership at the next SPA meeting following the KAPA executive meeting.
- g. Duties of the Student Government Association Representative (SGA) shall be to:
 - 1. Attend SGA meetings as representative of the SPA Membership and report to the Membership at the next SPA meeting following the SGA meeting.
- h. Duties of the Graduate Council Representative shall be to:
 - 1. Attend the Graduate Council meetings as representative of the SPA Membership and report to the Membership at the next SPA meeting following the Graduate Council meeting.

Section 5. Annual Report. The President shall appoint a committee from the Membership to prepare a written annual report concerning all activities of SPA during the preceding year. The report shall be made available to Administrative Faculty of the Department of Regional and Community Planning and the College of Architecture, Planning, and Design of Kansas State University, organizations at Kansas State University from which SPA receives financial Assistance, and the membership of SPA.

ARTICLE IV - ELECTIONS and VOTING

Section 1. Nominations of Officers. At a Regular or Special Meeting to be held on or before the (10th) regular class day of the Spring Semester, nominations for all officers as designated in Article III, Section 1 of this document shall be accepted from the Regular and Associate Membership. A slate of proposed officers may be submitted by the President with consent of a majority of the officers.

Section 2. Election of Officers. Following the Regular or Special Meeting wherein nomination of officers took place, election of officers shall take place, provided, that the election procedure be completed on or before the fifteenth (15th) regular class day of the Spring Semester. Election shall be by secret ballot. Regular and Associate Members shall be accorded one (1) vote. The candidate receiving the simple majority cast for the office shall be duly elected. If no simple majority exists, a run-off election shall be conducted on or before the twentieth (20th) regular class day of the semester. The candidate receiving the simple majority of votes for the office in the run-off election shall be duly elected.

Section 3. Voting. One-third of the Regular Membership present at duly called meeting shall constitute a quorum. Regular and Associate Members shall be accorded on (1) vote.

Section 4. Vacancies. The President or next highest Officer shall appoint a Regular Member to serve for the unexpired term of any office vacated by the incumbent, upon approval by at least a simple majority of the Membership pursuant to the voting formula as outlined in Article IV, Sections 2 and 3 of this document.

ARTICLE V - MEETINGS

Section 1. Regular Meetings. Regular Meetings shall be held at least once every four to six weeks during the academic year at a time and place to be determined by the President.

Section 2. Special Meetings. The President shall call additional meetings as he/she deems necessary.

Section 3. Minutes. Accurate minutes of all SPA Regular and Special Meetings shall be recorded and maintained by the Secretary (or Secretary-Treasurer), and shall be made a part of the permanent record of SPA.

Section 4. Conduct of Meetings. Every Regular and Special Meeting of SPA shall be governed in accordance with the most recent edition of Roberts' Rules of Order.

ARTICLE VI - FACULTY ADVISOR

Section 1. Selection. Determination of the Faculty Advisor shall be conducted at a Regular or Special Meeting to be held on or before the fifteenth (15th) regular class day after the term of officers begins. Selection shall follow procedures as outlined in Article IV, Section 2 of this document.

Section 2. Term of Office. The selected Faculty Advisor shall serve a term concurrent with those of SPA officers, as outlined in Article III, section 3 of this document.

ARTICLE VII - AMENDMENTS

Upon presentation of at least one-third (1/3) of the Regular and Associate Members of SPA, any proposed amendment to the SPA Constitution shall, after timely discussion at a duly called Regular or Special Meeting, be submitted by the President to the Membership for its (dis)approval. At least one-half (1/2) of the Regular and Associate Members must be present at the meeting in which the vote is to be taken.

A simple majority of votes cast in favor of the proposed amendment will effectuate the proposal as a component of this Constitution.