

## **American Planning Association, Ohio Chapter, Cleveland Section**

### **Constitution and Bylaws**

#### **Constitution**

##### **Article I. Name and purpose**

The name of the organization is the American Planning Association, Ohio Chapter, Cleveland Section ("APA Cleveland" or "Section"). The purpose of APA Cleveland shall be to serve as a regional unit of and not in any way to supersede the role of the Ohio Chapter of the American Planning Association ("APA Ohio" or "Statewide Organization"), an incorporated organization that is a statewide association of professional and citizen urban, rural and regional planners and others with an interest in planning issues relevant to the State of Ohio. APA Ohio, in turn, is a chapter of the American Planning Association ("APA").

##### **Article II. Membership**

Any member of APA Ohio in good standing who maintains his or her primary residence in Cuyahoga, Ashtabula, Erie, Geauga, Lake, Lorain, Mahoning, Medina, Portage, Stark, Summit or Trumbull Counties shall be considered a member of APA Cleveland and shall be eligible to vote in all matters coming before the general membership of APA Cleveland. Additionally, APA Ohio members who do not maintain their primary residence in, but work or otherwise have an interest in one of the aforementioned counties, shall be considered voting members of APA Cleveland when and if they submit, in writing to the Section Director, their intent to be considered a member of APA Cleveland, during each calendar year in which they wish to be extended such consideration. Membership in APA Cleveland in no way precludes or supersedes membership in other sections of APA Ohio, some of which may also include some of the aforementioned counties as part of the territories they serve.

##### **Article III. Executive Committee**

There shall be an Executive Committee ("Committee") comprised of not more than nine APA Ohio members. The committee shall consist of the following: not more than five elected officers including a Section Director, Section Vice-Director of Professional Development, Section Vice-Director of Communications and Outreach, Treasurer, and Immediate Past Director; and at-large members, who may either be elected by the membership or appointed by the Officers of the Committee. When feasible, the Committee may additionally include a planning student who is an officer of CSU APA as an ex officio member.

Terms of membership, for both officers and at-large members of the Committee, shall be two years, and the Committee shall meet at least once per quarter.

An at-large Committee member may be elected or appointed to serve in place of the Immediate Past Director if the person who would fill that role is no longer able or willing to serve on the Committee. A majority of the Committee's membership, at least one of which shall be the Director or a Vice-Director, shall be necessary to establish a quorum. No action shall be taken by the Committee without the assent of a majority of the entire Committee membership.

#### **Bylaws**

## Article I. Duties of the Executive Committee

The Committee shall organize and implement the will of the membership. Toward this end, it shall develop an annual work plan for the Section, which plan shall be in place by no later than the end of January of each year. The work plan shall include provisions for educational and social events, communications, membership support, all at regular intervals. The work plan shall also include a yearly budget. The Committee may arrange for paid staff to assist in carrying out the activities set out in the annual work plan and may appoint standing or ad hoc sub-committees, which may include any Section member, as needed. A year-end annual report is required to be submitted to APA Ohio at a time designated each year by the APA Ohio Board of Trustees.

## Article II. Funds and Financial Responsibility

All funds shall be kept by the Treasurer and reported in detail to the membership annually. Any funds raised through Section programs or through contributions to the Section shall be used solely to carry out activities set out in the Section's annual work plan or, at the will of the Committee, to support activities or programs of the Statewide Organization.

The Treasurer shall submit an annual report of income and expenses from the prior year to APA Ohio and the Executive Committee no later than February 1. The Treasurer's annual report shall include a summary of hours worked and duties performed by any paid staff. The Treasurer shall also submit a quarterly report of income and expenses to the Committee for review.

Any payment request over two hundred and fifty dollars (\$250) will require a vote from the Executive Committee.

## Article III. Elections and Quorum

Election of officers shall take place every other year, within 120 days of the end of the current term. Newly elected officers will assume the responsibilities of their offices on the first business day of the following calendar year. Or in the event that elections are not completed by the end of the calendar year, officers will assume the responsibilities the first business day of the following month. The Executive Committee shall conduct elections virtually and in a manner that assures that any Section member who wishes to be considered for candidacy has the opportunity and that all Section members have the opportunity to vote. No election shall be considered valid without the participation of at least 25 Section members. Mid-year vacancies may be filled by an APA Cleveland member appointed by the Committee.

A simple majority is required for approvals that contain a monetary value. Voting can take place by Executive Committee members either in-person or virtually.

Adopted by the Cleveland Section of OPC, 9-20-89  
Amended by the Cleveland Section of OPC, 4-5-03  
Amended by the Cleveland Section of OPC, 9-7-06  
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