



**Greater Cincinnati Section of the
Ohio Chapter of the
American Planning Association**

1.0 GENERAL

- 1.1 **Name** – The name of the section is the Greater Cincinnati Section of the Ohio Chapter of the American Planning Association (APA).
- 1.2 **Section Area** – The area served by the Section is the following Ohio counties: Butler, Clermont, Hamilton, and Warren.
- 1.3 **Purpose** – The purpose of the Section shall include the purposes of the American Planning Association and the Ohio Chapter of the APA. The further purposes of the Section are:
- a) To advance the Art and Science of Planning in the Section’s jurisdiction;
 - b) To promote more effective participation in the Chapter and National affairs of the Association;
 - c) Matters of interest to the Section;
 - d) To bring about a closer personal acquaintance and spirit of cooperation between planners and other related groups.
- 1.4. **The American Planning Association** – The National Organization of which this Section is a part is the American Planning Associations which is referred to in the bylaws as “the Association” or “APA.”
- 1.5. **Ohio Chapter of the American Planning Association** – The State Chapter of which this Section is a part is APA-Ohio, a Chapter of the American Planning Association which is referred to in these bylaws as “the Chapter” or “APA-Ohio.”
- 1.6. **National Office** – The term “National Office” refers to the office of APA designated by APA to service Chapter and membership matters.
- 1.7. **Address of Record** – A member’s address of record shall be the address furnished the Section by the Chapter. The Chapter will maintain an address list based on addresses supplied by the National Office and APA-Ohio. It is the member’s responsibility to notify the national office or Chapter of any change of address.
- 1.8. **Program Year** – The program year shall begin on July 1 and end June 30.

- 1.9. **Strategic Plan** – A strategic Plan to guide the activities and focus of the Section over a two-year period shall be adopted and updated biannually, corresponding with the mid-point of the officers’ two year terms.
- 1.10. **Large Expenditure** – Any expenditure exceeding \$100.00 for a single item must receive written authorization via email by two of the following: Director, Secretary-Treasurer, or Program Chairperson prior to any obligation for expenses. Any project with multiple expenses must have an itemized cost estimate submitted to the Director and Secretary-Treasurer for their written authorization prior to any obligation for expenses.

2.0 MEMBERS

- 2.1. **Regular Members** – All members of APA-Ohio whose address of record is within the Section area shall automatically be Section members. Regular members have full voting privileges and are eligible to serve on Section Committees or hold offices.
- 2.2. **Regular Meetings** – Regular meetings shall be held quarterly, or more frequently as determined by the Executive Committee, at a time and place determined by the Director, Program Chairperson and/or the program committee. Section business will be conducted during the course of each regular Section meeting. Committee reports on any Section matter can be submitted at any Section meeting.
- 2.3. **Special Meetings** – Special meetings may be requested by any member of the Section. In case of a special meeting and in case of changes in the regular meeting, all members must be notified three days in advance of the meeting.
- 2.4. **Termination and Reinstatement** – Section membership will be terminated upon the termination of APA-Ohio membership. Section membership may be reinstated only to APA-Ohio members upon payment of current year dues or any other outstanding payments.

3.0 OFFICERS

- 3.1. **Officers** – The officers of the Section shall be a Director, a Secretary-Treasurer and a Program Chairperson.
- 3.2. **Director** – The Section Director shall call meetings of the Section, shall preside at meetings, shall appoint committees, and shall administer the program of the Section.
- 3.3. **Secretary-Treasurer** – The Secretary-Treasurer shall keep minutes of the meetings, shall send out notices of meetings, shall keep all records, shall preside at meetings in the absence of the Director, shall provide a year-end financial report, and shall perform such other duties as are customary to the office.
- 3.4. **Program Chairperson** – The Program Chairperson shall arrange for speakers and presentations at Section meetings.

- 3.5. **Elections of Officers** – The voting for officers shall take place during the month of June of each alternate Section year or any time after a vacancy occurs. The officers of the Section shall be elected through electronically mailed ballots or an internet based survey tool submitted by simple majority of regular members voting in the election. A slate of candidates and ballots shall be electronically mailed at least ten (10) days prior to the election.
- 3.6. **Terms of Officers** – The Officers of the Section shall be elected for terms of two years. The terms of office shall begin on July 1st immediately after the election and shall end on June 30th of the second year of their term. Officers shall hold office until their successors have been elected.

4.0 **COMMITTEES**

- 4.1. **Executive Committee** – The Executive Committee is a committee for the operation and general direction of the Section. This committee shall consist of the Section Director, the Secretary-Treasurer, the Program Chairperson, the previous Section Director, and three additional APA-Ohio members appointed by the Director. One of these members must be a student.
- 4.2. **Program Committee** – The Program Committee is appointed and directed by the Program Chairperson. This committee will have the responsibility for deciding program arrangements including time, place, and program content, subject to the approval of the Executive Committee. This committee is encouraged to have at least one student member.
- 4.3. **Temporary Committees** – Temporary committees may be appointed at the discretion of the Section Director.

5.0 **BYLAWS / PUBLICATION**

- 5.1. **Amendments** – Proposed amendments must be electronically mailed to the membership prior to the vote for adoption. Adoption and amendment of these bylaws shall be made by a simple majority of regular members voting affirmatively. If the requisite number of votes is received for approval, either as electronically mailed in ballots, votes garnered through use of an internet based survey tool, or as in-person ballots, the amendment shall become effective immediately.
- 5.2. **Bylaws and other publication** – Two copies of these bylaws and all subsequent amendments, and all other formal publications of the Section (such as roster, adopted reports of the Section Committees, and Newsletters) shall be filed with the APA-Ohio President.

Officially adopted on: September 6, 1990

Amended January 20, 1997
 January 9, 2002
 August 17, 2012
 June 30, 2016

Recorded, compiled, and attested to by:

_____ On this, the _____ day of _____, 2016
Section Director
Katherine Keough-Jurs, AICP