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BYLAWS
KANSAS CITY METROPOLITAN SECTION
of the
AMERICAN PLANNING ASSOCIATION

ARTICLE I. GENERAL

Section 1.1 -Name

The official name of the Section shall be the "Kansas City Metropolitan Section of the American Planning Association."

Section 1.2 – Section Area

The area served by the Section shall consist of the Kansas City Metropolitan Area portion of the Missouri and Kansas Chapters of the American Planning Association, defined as the fifteen (15) County MSA which includes the following Kansas counties: Franklin, Leavenworth, Linn, Johnson, Miami and Wyandotte, and the following Missouri counties: Bates, Cass, Caldwell, Clay, Clinton, Jackson, Lafayette, Platte and Ray.

Section 1.3 – American Planning Association

The Section is an integral part of the American Planning Association, which shall be referred to in these bylaws as "Association" or "National Office."

Section 1.4 – Kansas and Missouri Chapters

The Section is a component of the Missouri Chapter of the American Planning Association and is recognized by the Kansas Chapter of the American Planning Association. The Kansas and Missouri Chapters are referred to in these bylaws as "Chapters."

Section 1.5 - Purpose

The purpose of the Section is to facilitate the individual participation of members of the American Planning Association, to conduct the affairs and further the purposes of the Association and the Kansas and Missouri Chapters of the Association.

Section 1.6 – Mission

The mission of the Section is to promote sound planning practices for the development of vital communities in the Kansas City metropolitan area by providing its members with the tools, services and support that advance the art and science of planning, building public and political support for planning programs, and promoting education and citizen empowerment and involvement.

Section 1.7 – Parliamentary Procedure

Membership, Executive Committee, and Board meetings shall follow parliamentary procedures as developed and adopted by the Executive Committee.

ARTICLE II. MEMBERSHIP

Section 2.1 – Regular Member

A Regular Member is defined as a member of the Association who has paid the Association's annual membership dues and whose address of record is within the Section Area. Regular Members are responsible for participating actively in Section affairs, including attending meetings, paying dues and voting on Section business. Regular Members may hold Section offices.

1 **Section 2.2 – Affiliate Members**

2 An Affiliate Member is defined as a person who is 1) not a member of the Association, but has paid
3 the annual Section membership dues, or 2) a member of the Association with an address of record
4 outside of the Section Area. An Affiliate Member may actively participating in Section affairs, in-
5 cluding attending meetings and paying dues. Affiliate Members have no voting rights. Affiliate
6 members may not hold Section offices.

7
8 **Section 2.3 – Address of Record**

9 A Section Member’s address of record shall be the address used to determine whether the Member
10 resides within the Section Area, and may be the address of their permanent residence or employer.
11 Regular Members shall use the address provided to the National Office. It is a Regular Member's re-
12 sponsibility to notify the National Office, and an Affiliate Member’s responsibility to notify the Sec-
13 tion Secretary, of any change of address.

14
15 **Section 2.4 – Termination and Reinstatement**

16 Section membership shall be terminated upon failure to pay Association or Section dues. Section
17 membership may be reinstated upon fulfillment of the requirements of this Article.

18
19 **ARTICLE III. REBATES AND DUES**

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21 **Section 3.1 – Member Rebates**

22 Rebates from the Chapters for an individual member will be received in accordance with Missouri
23 and Kansas Chapter bylaws and be used to offset Section expenditures for Members.

24
25 **Section 3.2 – Affiliate Member Dues**

26 The annual dues for Affiliate Members shall be set by the Executive Committee.

27
28 **Section 3.3 – Special Assessments**

29 Special assessments may be set by the Executive Committee through a proposal approved by the Sec-
30 tion Membership at an Annual Meeting or by ballot measure.

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32 **Section 3.4 – Fiscal Year**

33 The Section fiscal year shall be the calendar year.

34
35 **Section 3.5 – Rebate Procedures**

36 Rebates from the Chapters shall be requested by the Section Treasurer on an annual basis. Prior to
37 July 1st of each year, the Section Treasurer shall determine the number of Section Members from
38 each Chapter and shall submit a corresponding written request for reimbursement to each Chapter
39 Treasurer. Each request for reimbursement shall include an invoice and a membership roster.

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41 **ARTICLE IV. EXECUTIVE COMMITTEE**

42
43 **Section 4.1 – Composition**

44 The Executive Committee shall consist of eleven (11) members including six (6) Section Officers:
45 the President, President-Elect, Missouri Chapter Representative, Kansas Chapter Representative,
46 Secretary and Treasurer; also, one (1) Student Representative from both the University of Missouri-
47 Kansas City and the University of Kansas, one (1) Member-at-Large, Media Director and the Imme-
48 diate Past President. The President, President-Elect, Secretary, Treasurer, Missouri and Kansas Chap-
49 ter Representatives and the Member-at-Large shall be elected by a majority vote of the Regular

1 Members. The Media Director shall be appointed by the remaining Section Officers. The Student
2 Representative shall be appointed by the students enrolled in their respective programs.

3
4 **Section 4.2 – Duties of Officers**

5 A. The duties of the President shall be to:

- 6 1. Coordinate annual events with the Chapters.
- 7 2. Call the meetings of the Section and Executive Committee.
- 8 3. Preside at Section and Committee meetings.
- 9 4. Prepare a written Annual Report and Financial Statement of Section activities for the preced-
10 ing year to be presented at the Annual Meeting.
- 11 5. Attend annual Chapter Conferences or appoint a designee to attend.
- 12 6. Create, appoint, and discharge all Section Committees unless otherwise provided in these by-
13 laws.
- 14 7. Provide leadership on the development of Section policies in coordination with the Executive
15 Committee.
- 16 8. Serve as a signatory on the Section's bank account.
- 17 9. Perform such other duties as are customary to the office.

18 B. The duties of the President-Elect shall be to:

- 19 1. Act in the absence or incapacity of the President.
- 20 2. Discharge such duties and authorities delegated to the position by the President as are neces-
21 sary to carry on the business of the Section.
- 22 3. Be responsible for any membership duties as may be required of the Section.
- 23 4. Assist the President with overall Section responsibilities and the Section's responsibilities to
24 the Chapters and the National Office.
- 25 5. Attend to correspondence, national election, and day-to-day maintenance of relationships
26 with the Chapters and the National Office.
- 27 6. Perform such other duties as are customary to the office.

28 C. The duties of the Missouri Chapter Representative shall be to:

- 29 1. Be eligible for and represent the Section on the Missouri Chapter Executive Committee and
30 monitor all Missouri Chapter Executive Committee meetings.
- 31 2. Serve on the Executive Committee of the Section.

32 D. The duties of the Kansas Chapter Representative shall be to:

- 33 1. Be eligible for and represent the Section on the Kansas Chapter Executive Committee and
34 monitor all Kansas Chapter Executive Committee meetings.
- 35 2. Serve on the Executive Committee of the Section.

36 E. The duties of the Secretary shall be to:

- 37 1. Prepare and keep minutes of all Section and Executive Committee meetings.
- 38 2. File two copies of the Section bylaws and subsequent amendments with the Chapter Execu-
39 tive Committees and Secretaries within one (1) month after adoption, and at least one (1)
40 copy of all reports and publication at the time they are distributed to the Section Membership.
- 41 3. Maintain a current roster of Section membership.
- 42 4. Notify members of meetings.
- 43 5. Transmit to the Chapter Presidents a list of all Section officers (including their addresses and
44 telephone numbers) within thirty (30) days of their election.
- 45 6. Notify the Chapters of the results of all Section voting, including the total number voting for
46 each candidate, or "aye" and "nay" votes on each issue.
- 47 7. Perform such duties as are customary to the office.

- 1 F. The duties of the Media Director shall be to:
- 2 1. Develop and manage the communication plan between the Executive Committee and Section
 - 3 members.
 - 4 2. Develop and manage the communication plan between the Section and the general public.
 - 5 3. Manage the Section website, including providing notices, information updates, etc.
 - 6 4. Prepare, edit and publish the Section newsletter in electronic form on the Section website.
- 7 G. The duties of the Treasurer shall be to:
- 8 1. Receive all membership dues and other monies in the name of the Section.
 - 9 2. Disburse funds in accordance with the budget.
 - 10 3. Keep account records, which shall at all times be open for inspection by Section Officers.
 - 11 4. Assist the President in preparing the Annual Report and Financial Statement of the Section.
 - 12 5. Serve as a signatory on the Section's bank account.
 - 13 6. Perform such other duties as are customary to the office.
- 14 H. The duties of the Member-at-Large shall be to:
- 15 1. Support the duties of the Kansas and Missouri State Chapter Directors.
 - 16 2. Serve on the Executive Committee of the Section.
- 17 I. The duties of the Student Representative shall be to:
- 18 1. Apprise the Executive Committee of any trends or activities in the academic venue.
 - 19 2. Assist the Executive Committee with Section events.
 - 20 3. Advise the Executive Committee on the conduct of service to students.

21 22 **Section 4.3 – Eligibility for Office**

- 23 A. Any Regular Member is eligible to hold office in the Section.
- 24 B. Any Regular Member enrolled in and attending the planning program at the University of Mis-
- 25 sissippi - Kansas City or the University of Kansas at the time of election may hold the two offices
- 26 of Student Representative.

27 28 **Section 4.4 – Term of Office**

29 The term of office for President, President- Elect, Secretary, Treasurer, Chapter Representatives and

30 the Member-at-Large shall be for two (2) years, beginning on January 1. The term of office for the

31 Student Representative shall be determined by the applicable community planning program, and shall

32 not exceed one (1) year. Terms for the President, President-Elect and the Chapter Representatives

33 shall begin in an odd-numbered year and terms for the Secretary, Treasurer and Member at Large

34 shall begin in an even-numbered year. Terms shall end when successors have been elected and in-

35 stalled, except where in conflict with Chapter bylaws. No Executive Committee member shall serve

36 more than two (2) consecutive terms in the same position.

37 38 **Section 4.5 – Reimbursement**

39 Any Executive Officer attending a required function on behalf of the Section shall be reimbursed for

40 reasonable expenses actually incurred and approved in advance by the Executive Committee. Rea-

41 sonable expenses constitute government rates.

42 43 **Section 4.6 – Duties and Authority of the Executive Committee**

44 The duties and authorities of the Executive Committee shall be to:

- 45 A. Transact the business of the Section in the interim between Annual Meetings and report thereon
- 46 to the membership at the next Annual Meeting of the Section.
- 47 B. Adopt rules for the conduct of business proceedings and implement the motions voted on and
- 48 approved by the Section membership.

- 1 C. Be custodians of all Section property and funds, and authorize and approve all contracts and ex-
2 penditures, but not incur liabilities exceeding the amount of unappropriated funds in the Section
3 treasury.
- 4 D. Determine the amount and time of payment of any special assessment to be made by Section
5 members, and work with the Chapters to determine the amount and time of payment of Regular
6 Member rebates.
- 7 E. Determine the amount and time of payment of Affiliate Member dues.
- 8 F. Elect duly qualified members to serve the unexpired term of any position on the Executive
9 Committee that becomes vacant.
- 10 G. Formulate and monitor the Section budget on a regular basis.
- 11 H. Establish additional committees as necessary to accomplish the work of the Section.

12
13 **Section 4.7 – Quorum**

14 A majority of the members of the Executive Committee shall constitute a quorum and all members of
15 the executive committee shall have the privilege of one vote.

16
17 **Section 4.8 – Attendance at Meetings**

18 The members of the Executive Committee shall not miss more than three (3) Executive Committee
19 Meetings in one (1) year without approval from the Executive Committee.

20
21 **ARTICLE V. COMMITTEES**

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23 **Section 5.1 Standing Committees**

24 The following Standing Committees shall report to the Executive Committee, operate in accordance
25 with Section policy and shall include at least one (1) member of the Executive Committee. A chair
26 for each Standing Committee shall be appointed by the President and approved by the Executive
27 Committee.

- 28 A. Communications Committee: The Communications Committee shall include, at a minimum, the
29 Secretary and the Media Director. The Committee shall publish regular issues of the Section
30 newsletter. The Committee shall solicit, review, write, and edit articles for the newsletter and
31 shall establish the Section editorial policy, which shall be approved by the Executive Committee.
32 The Committee shall also provide oversight and guidance for the Section’s website, social media
33 programs and other communications with the Section membership and general public.
- 34 B. Development Committee: The Development Committee shall be responsible for identifying fund-
35 ing opportunities in order to further the Section’s mission and programming. This shall include
36 cultivating partnerships, sponsorships and identifying revenue streams outside and beyond Chap-
37 ter rebates.
- 38 C. Programs and Professional Development Committee: The Programs and Professional Develop-
39 ment Committee shall provide timely, accurate, and informative educational seminars and work-
40 shops. The Committee shall prepare an annual continuing education program schedule and will
41 make opportunities for participation available to all Section members. The Committee will also
42 plan and organize networking opportunities for all Section members.
- 43 D. Legislative Committee: The Legislative Committee shall include, at a minimum, the Missouri
44 and Kansas Chapter Representatives. The Committee shall prepare an annual legislative agenda,
45 review legislative bills, give testimony on legislative matters of concern to the Section, be in-
46 volved in legislative related activities, and keep the Executive Committee and Section member-
47 ship informed of pertinent legislative issues.
- 48 E. Public Education/Outreach Committee: The Public Education/Outreach Committee shall develop
49 programs/events that promote/provide information to the public on planning principles and the

1 field of planning. The Committee shall also implement a program to provide planning assistance
2 on a “pro-bono” basis to local communities in need and/or other opportunities for Section mem-
3 bers to “give back.”
4

5 **Section 5.2 – Ad-Hoc Committees**

6 Ad-hoc Committees may be established by the Executive Committee as needed to address Section
7 business and activities. Examples of such committees include, but are not restricted to, Conference
8 Committee, Special Event Committee, Young Professionals Committee, etc.
9

10 **ARTICLE VI. ELECTIONS AND VOTING**
11

12 **Section 6.1 – Timetable**

13 No later than sixty (60) days preceding the Annual Meeting, the President shall appoint an Election
14 Committee, including at least one (1) member with an address of record in Missouri and one (1)
15 member with an address of record in Kansas. Sixty (60) days preceding the Annual Meeting, the Sec-
16 retary shall provide the Section membership with written notification of the contact information of
17 the members of the Election Committee, a summary of the nomination and election procedures, and a
18 timetable for the remaining activities.
19

20 **Section 6.2 – Nominations**

21 No later than thirty-five (35) days prior to the Annual Meeting, the Election Committee shall submit
22 a report to the Secretary nominating at least one (1) candidate who meets the minimum eligibility
23 requirements for each office becoming vacant. The Election Committee shall have verified the wil-
24 lingsness of each nominee to serve.
25

26 **Section 6.3 – Balloting**

27 No later than thirty (30) days prior to the Annual Meeting, the Secretary shall prepare and send bal-
28 lots to Section members eligible to vote. Ballots shall be delivered and returned in electronic format;
29 any Member desiring to receive and return a written ballot shall request a written ballot from the Sec-
30 retary and in doing so shall provide adequate time for the delivery and return of such written ballot
31 within the timeline prescribed herein. Written ballots shall not be available prior to electronic ballots.
32 Ballots shall be returned no later than fifteen (15) days in advance of the Annual Meeting.
33

34 **Section 6.4 – Election of Officers**

35 The final count of election ballots by the Election Committee shall take place prior to the Annual
36 Meeting. The candidate receiving a plurality of the votes cast for each office shall be deemed elected.
37 In the event of a tie, the winner shall be determined by drawing lots.
38

39 **Section 6.4 – Vacancies**

40 The President shall nominate and the Executive Committee shall elect a member of the Section to
41 serve for the unexpired term of any office vacated by the incumbent. Should the President resign, the
42 President-Elect shall fill the unexpired term.
43

44 **Section 6.5 – Announcement of Results**

45 The results of the election shall be reported to the Section members at the Annual Meeting. Prior to
46 announcement, the Election Committee shall endeavor to inform all candidates of the results. The
47 Election Committee Chair shall prepare an article for the following newsletter introducing the newly
48 elected officials to the membership.
49

1 **Section 6.6 – Swearing In**

2 New Section Officers shall be sworn in at the Annual Meeting by the President and/or Immediate
3 Past President.

4
5 **ARTICLE VII. MEETINGS**
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7 **Section 7.1 – Annual Meetings**

8 There shall be an Annual Meeting held each calendar year at a place within the Section Area, the
9 time and location of which shall be determined by the Executive Committee. Flexibility in schedul-
10 ing shall be allowed to address conflicts with Chapter Annual Meetings. The agenda shall include the
11 announcement of the results of the election of Section Officers, the annual report, and presentation of
12 the recommended budget.

13
14 **Section 7.2 – Regular Meetings**

15 There shall be Regular Meetings held monthly, attended by the Executive Committee, and open to
16 any interested Section Member. The agenda shall include items necessary to carry out Section objec-
17 tives and conduct Section business.

18
19 **Section 7.3 – Minutes of Meetings**

20 Minutes of any business conducted at Section meetings shall be kept by the Secretary and made a
21 part of the permanent record of the Section. The Annual Meeting shall be recorded by the Secretary.

22
23 **Section 7.4 – Notice of Meetings**

24 Notice of the date and location of regular meetings shall be provided to the Section membership via
25 the Section’s website.

26
27 **Section 7.5 – Quorum**

28 The quorum for Annual Meetings shall be five percent (5%) of the Section membership having vot-
29 ing rights.

30
31 **ARTICLE VIII. BUDGET**
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33 Before the Annual Meeting, the Treasurer shall prepare a tentative budget which shall then be re-
34 viewed by the Executive Committee. The proposed budget shall be presented to the Section member-
35 ship for review and comment. After review by the Section membership, and following discussion at
36 the Annual Meeting, the Executive Committee shall adopt the budget. It may be modified by a ma-
37 jority vote of the Executive Committee. The original budget and subsequent modifications shall, after
38 adoption, be posted on the Section’s website.

39
40 **ARTICLE IX. POSITIONS ON PUBLIC ISSUES**
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42 No action on Association or Chapter affairs, positions on public issues, resolutions, or statements for
43 publication shall be reported as an official expression of Section opinion unless discussed at a Regu-
44 lar Meeting and passed by the Executive Committee. Any position on Association affairs will be giv-
45 en to the Chapters for further action.
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3 **ARTICLE X. AMENDMENTS**

4 **Section 10.1 - Bylaws**

5 Upon authorization of the Executive Committee, or upon petition of at least one-sixth (1/6) of the
6 Section membership, any proposed amendments to the Section Bylaws shall be discussed at a Regu-
7 lar or Annual Meeting and be submitted by the Secretary as an electronic ballot to the Section mem-
8 bership for adoption. Any Member desiring to receive and return a written ballot shall request a writ-
9 ten ballot from the Secretary and in doing so shall provide adequate time for the delivery and return
10 of such written ballot within the timeline prescribed herein. The adoption of any amendment shall
11 require the affirmative vote of a majority of the members voting. A period of thirty (30) days shall be
12 allowed for return of ballots prior to counting votes and publications of the results. The Secretary
13 shall file two (2) copies of this amendment with the Chapter Executive Committees within one (1)
14 month after adoption.

15 **Section 10.2 – Section Area**

16 The Section Area may be amended upon approval by the Executive Committee. Any proposed
17 amendment to the Section Area shall be approved by the Missouri Chapter Board prior to action by
18 the Executive Committee. Any proposed amendment to the Section Area within the State of Kansas
19 shall also be approved by the Kansas Chapter Board prior to action by the Executive Committee.