

**WEST VIRGINIA PLANNING ASSOCIATION
CHAPTER CONSTITUTION AND BY-LAWS**

(Revised: February 7, 1963; October 16, 1964; October 15, 1966; March 1, 1967; October 31, 1967; September 29, 1970; October 12, 1971; September 6, 1973; September 30, 1975; January 26, 1976; September 13, 1976; September 26, 1978; October 22, 1979; May 27, 1980; October 20, 1980; September 27, 1983; May 1, 1984; October 21, 1985; June 17, 1989; September 20, 1994; September 1995; October 16, 2000.)

Article I – Name, Area and Definitions

Section 1. Name - The name of the Chapter shall be West Virginia Planning Association, a Chapter of the American Planning Association and is referred to in these by-laws as “the Chapter.”

Section 2. Chapter Area - The area served by the Chapter is the State of West Virginia.

Section 3. Definitions - The following terms shall have the meanings contained herein as related to these by-laws.

- (a) American Planning Association - The national organization of which this Chapter is a part and which is referred to in these by-laws as "APA".
- (b) American Institute of Certified Planners - A subsidiary institute of the American Planning Association and which is referred to in these by-laws as "AICP".
- (c) Board of Directors - The National APA Board of Directors.
- (d) Executive Committee - The West Virginia Planning Association's officers, Regional Representatives, Immediate Past President, Past Presidents, Local Planning Official Representative, and Student Representative.
- (e) National Office - The office of APA designated by APA to service Chapter and membership matters.
- (f) Executive Director - The duly appointed Executive Director of APA.
- (g) Executive Secretary - The management employee of the Chapter.
- (h) Address of Record - For APA members, the address furnished to the Chapter by the National Office. It is a member's responsibility to notify the National Office of any change of address.

Article II - Objectives

Section 1. The Chapter shall be non-profit and shall have the following objectives:

- (a) Promote sustainable economic and community development opportunities within the State of West Virginia.

- (b) Disseminate information on current planning practices, policies and new legislative initiatives on the local, state and federal levels.
- (c) Draft and recommend revisions to relevant planning legislation on the local, state and federal levels.
- (d) Improve the quality of life and environment in West Virginia.
- (e) Promote APA membership among Chapter members and participation in national events and training.
- (f) Promote and provide professional development opportunities for members to enhance their planning skills and experience, including membership in AICP.

Article III - Membership and Dues

Section 1. The Chapter shall consist of four classes of membership as follows:

- (a) Professional Planner – Any professional planner or any person having a professional interest in planning and development. All Professional Planner members have voting privileges in the Chapter.
- (b) Lay Planner – A member who serves as an appointed member to a planning commission, board of zoning appeals, or comparable policy board, including elected officials, as well as any citizen interested in planning. All Lay Planner members have voting privileges in the Chapter.
- (c) Honorary Member – Any individual whom the Association wishes to recognize for outstanding service. Honorary memberships shall be lifetime memberships. They shall be awarded by majority vote of the Chapter at an annual meeting. Honorary members have voting privileges in the Chapter.
- (d) Student Member – Any full-time high school or college student. Student members have voting privileges in the Chapter.

APA members whose address is outside the Chapter area may become Chapter members upon payment of applicable dues. Only APA members are eligible to vote on national organization issues, APA by-laws, and APA officers.

Section 2. Annual Chapter dues shall be payable by members, excepting Honorary Members, upon admission to the Chapter. Chapter dues shall be as follows:

- (a) Professional Planner Member \$45/Year.

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| (b) | Lay Planner Member | \$20/Year; \$10/Year if all members of commission or board join. |
| (c) | Honorary Member | No dues |
| (d) | Student Member | \$5/Year |

APA members' rebates from the National Office shall be accepted as Chapter dues.

Dues are payable on January 1 of each year and are effective from January 1 through December 31. New non-APA members joining after July 1 shall pay 1/2 the normal dues amount. Membership is effective immediately upon payment of dues.

Any change in the dues structure for members must be approved by a simple majority of the voting members present at an annual meeting.

AICP dues rebates received by the Chapter shall be dedicated for Professional Development Committee use.

Article IV – Executive Committee

Section 1. The activities, business and property of the Chapter shall be managed by an Executive Committee consisting of the officers of the Chapter, a local planning official representative, the immediate past president, a student representative, and the regional representatives. Any other past presidents indicating in writing a desire to serve shall be a member of the Executive Committee.

Section 2. A regular meeting of the Executive Committee shall be held when called by the President, or in the event of his/her absence or inability to act, by the Vice President, or by request of a majority of the Executive Committee.

Section 3. Notice of time and place of all regular and special meetings of the Executive Committee shall be mailed to each member of the Executive Committee by the Secretary at least ten days prior to the time fixed for the meetings.

Section 4. A quorum for the transaction of business at any regular or special meeting of the Executive Committee shall consist of five, provided that at least three officers are present.

Section 5. Vacancies in the Executive Committee shall be filled for the unexpired terms by the remaining members of the Executive Committee at any regular or special Executive Committee meeting.

Section 6. The Executive Committee may, by resolution, appoint any member to act as Executive Secretary of the Chapter to manage the business of the Chapter and to be delegated such executive powers at the discretion of the Executive Committee.

Article V – Officers

Section 1. Election of Chapter officers shall be by mail ballot to the membership eligible to vote, except as noted in Section 1a of this Article. Ballots shall be mailed in November of each year and returned within thirty days. All officers shall assume their respective duties on January 1, of the following year. Officers shall include a President, a Vice President, a Secretary and a Treasurer, all being members of the Chapter. All, except the President, shall be elected for a term of one year and shall hold office until their successors are duly elected and qualified. The President shall be elected for a term of two years. A recall election may be conducted for the office of the President only, upon receipt of a petition by twenty-five percent of the membership.

Section 1a. The Nominating Committee shall announce its recommendations for officers for the subsequent year at least thirty days prior to the Chapter's annual meeting. Nominations will promptly be made known by mail to all the membership. At the annual meeting, other nominations will be accepted from the floor for any office or member of the Executive Committee. If there is only one nominee for an office, then that person may be elected by acclamation and that position will not be included on the ballot which is mailed to members. If there is only one nominee for each office, then the entire slate may be adopted by acclamation and no ballots will be mailed.

Section 2. The President shall be the Chief Executive Officer of the Chapter and shall have direct charge, supervision and management over its cooperation, properties and financial affairs; shall select and appoint committees as he/she deems proper; shall sign all membership certificates and written contracts of the Chapter; shall preside at all meetings of the Executive Committee and the annual meeting of the Chapter; shall be a member of APA; shall represent the Chapter on the APA Chapter Presidents' Council; shall submit to the Executive Director proposed by-laws or amendments as required by APA; shall transmit to the Executive Director a list of all Chapter officers (including addresses and telephone numbers) within thirty days of their election; prepare correspondence pertaining to APA, AICP and Chapter membership; shall appoint ad hoc committees as deemed necessary; shall have all the powers and perform all such other duties as are incident to the office. In the event of the absence or disability of the President, these duties shall be discharged by the Vice-President, who also shall be a member of APA and who shall have all the powers of the President during such absence or disability. At the request of the President, the Chapter shall pay the APA dues for the President.

Section 3. The Vice President shall serve as chair of the annual conference and assume responsibility for all program planning and report on such activity at all Executive Committee meetings. In the absence of the President, the Vice President shall assume the temporary responsibilities of the chair. At the request of the Vice President, the Chapter shall pay the APA dues for the Vice President.

Section 4. The Secretary shall issue notice of all meetings of the Chapter and the Executive Committee; shall attend and keep the minutes of the same; shall have charge of all Chapter books, records and papers; shall be custodian of the Chapter seal; shall attest with his/her signature and impress with the Chapter seal all membership certificates, written contracts and other papers of the Chapter; shall transmit to the Executive Director at least two copies of each publication of the Chapter;

shall file an annual report including a list of APA and non-APA members of the Chapter to APA; and shall perform all such duties that are incident to the office.

Section 5. The Treasurer shall keep regular books of account and shall submit them, together with all vouchers, receipts, records and other papers, to the President or Executive Committee for their examination and approval as often as they may require, and the Treasurer shall perform all such other duties as are incident to the office. The Treasurer shall prepare in writing an annual financial report as of June 30 each year for distribution to all members.

Section 6. The President, Vice President, and Treasurer and Committee Chair shall report on Chapter activities at Executive Committee meetings and at the annual meeting.

Section 7. Members in each planning and development region shall select one (1) executive committee member to be their Regional Representative on the Executive Committee. An alternate may also be selected in the same manner.

The duties of the Regional Representatives and their alternates will be to execute recommendations on behalf of the Chapter in providing liaison and coordination with all planning activity within the representatives' regions.

The following counties shall describe each of the planning regions:

- Region 1 - McDowell, Mercer, Monroe, Raleigh, Summers and Wyoming
- Region 2 - Cabell, Lincoln, Logan, Mason, Mingo and Wayne
- Region 3 - Boone, Clay, Kanawha and Putnam
- Region 4 - Fayette, Greenbrier, Nicholas, Pocahontas and Webster
- Region 5 - Calhoun, Jackson, Pleasants, Ritchie, Roane, Tyler, Wirt and Wood.
- Region 6 - Doddridge, Harrison, Marion, Monongalia, Preston and Taylor
- Region 7 - Barbour, Braxton, Gilmer, Lewis, Randolph, Tucker and Upshur
- Region 8 - Grant, Hampshire, Hardy, Mineral and Pendleton
- Region 9 - Berkeley, Jefferson and Morgan
- Region 10 - Marshall, Ohio and Wetzel
- Region 11 - Brooke and Hancock

Section 8. Student Representative - The Executive Committee shall determine the manner of nomination for the term of office and the election of a Student Representative, provided no student member other than those enrolled in a course of study in a planning-related field shall be eligible to be elected as Student Representative. The Student Representative shall serve as a voting member of the Executive Committee.

Section 9. Local Planning Official Representative - The Executive Committee shall determine the term of office and manner of nomination and election of a Local Planning Official Representative. The Local Planning Official Representative shall be a member who serves as an appointed or elected member of a planning commission, board of zoning appeals, city or town council, county commission, or comparable policy board and shall serve as a voting member of the Executive Committee.

Article VI – Meetings

Section 1. There shall be at least one plenary meeting of the Chapter held annually at a time and place to be designated by the Executive Committee.

Section 2. Special meetings may be called by the President or by a majority of the Executive Committee.

Section 3. The Secretary shall cause written notice to be sent to the members of this Association approximately ten days prior to the regular or special meetings.

Section 4. All meetings shall be governed by Roberts Rules of Order.

Section 5. Ten percent of the voting members shall constitute a quorum.

Article VII – Standing Committees

Section 1. Legislative Committee – The Executive Committee shall appoint at least three members to serve on the Legislative Committee to organize and facilitate the work necessary to draft and propose new State legislative initiatives on planning related issues. The Legislative Committee shall report to the Chapter at each Executive Committee meeting and shall advise the Chapter on related matters as referred to this Committee by the membership. All findings and recommendations shall be presented to the Executive Committee for action.

Section 2. Membership Committee – The Executive Committee shall appoint at least two members to serve on the Membership Committee which shall:

- (a) Solicit new members and retain current members, making specific recommendations on recruitment and retention;
- (b) Prepare a membership report for the Chapter’s annual meeting.

Section 3. Professional Development Committee – The Executive Committee shall appoint three Chapter members who are AICP members to serve on the Chapter Professional Development Committee. The President shall designate a chairperson from among the Committee. The duties of the Committee shall be:

- (a) To advise prospective AICP members of the qualifications, purposes and programs of the Institute;
- (b) To advise AICP members of opportunities and/or requirements for continuing education and professional development.
- (c) To assist APA members desiring to become AICP members with the examination; and

- (d) To provide education and training for all Chapter members in the practice of good planning and development in West Virginia.

Section 4. Public Policy Committee – The Executive Committee shall appoint three members to serve on the Public Policy Committee which shall:

- (a) Coordinate the review and adoption of planning policies for the Chapter; and
- (b) Recommend the legislative priorities of the Chapter to the Executive Committee for review and approval.

Article VIII - Amendments

Section 1. Amendments to this constitution and the by-laws may be made by a vote of two-thirds of the voting members present at any annual meeting of the Chapter, or at any special meeting with a quorum, when the proposed amendment has been set forth in the notice of such meeting. Such notice must be given at least thirty days prior to any meeting. Amendments may also be made by a majority vote of those eligible members responding to a mail ballot.

Approved this 16th day of October, 2000.

(Signed)
Marjorie Ryan, Chapter President

(Attested)
Beth Cade, Acting Secretary