

ARTICLE I: SECTION NAME AND JURISDICTION

The name of this section shall be the Capital Area Section of the Florida Chapter of the American Planning Association (APA). The area served by this Section shall be Calhoun, Franklin, Gadsden, Gulf, Jackson, Jefferson, Leon, Liberty, and Wakulla Counties.

ARTICLE II: SECTION PURPOSES

The purposes of the Section are to facilitate the individual participation of members of the APA in the affairs of and to further the purposes of the ADA in the Section area. Additional purposes of the Section shall be to:

- (1) advance the art and science of planning with the Section area;
- (2) encourage exchange of information and experience in the Section area;
- (3) represent and advance the interests and welfare of the APA, its members, and the planning profession in the Section area;
- (4) encourage and guide the younger members of the profession; and
- (5) provide an opportunity for professional growth and development.

Notwithstanding any other provision of these articles, the Section will not carry on any other activities not permitted to be carried on by:

1. an organization exempt from Federal income tax under sections 501(c)(3) of the Internal Revenue Code of 1954 or the corresponding provision of any future United States Internal Revenue law; or
2. an organization to which contributions are deductible under section 170(c)(2) of the Internal Revenue Code of 1954 or any other corresponding provision of any future United States Internal Revenue law.

The Section is organized exclusively for charitable, education and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code of 1954 or the corresponding provision of any future United States Internal Revenue law.

ARTICLE III: MEMBERSHIP

A. Types of Membership

There shall be three (3) types of membership in the Capital Area Section:

1. APA Member: Persons who are members of the APA are automatically members of the Florida Chapter. Such member who ceases to be a member of the APA will be required to pay a Chapter fee to be a member of the Florida Chapter.
2. Local Member: Persons may become a member of the Section by submitting a Section membership application with the annual membership dues. A local member who ceases to pay the annual membership dues shall be removed from the membership rolls of the Section.
3. Student Member: Persons who are enrolled full-time at the College or University level may become a member by submitting a Section membership application with the annual student membership dues.

B. Membership Qualifications

Qualifications for a Section membership shall be an interest in planning development and growth management in the Capital Area Section area and adherence to the American Institute of Certified Planners' (AICP) Code of Ethics and Professional Conduct. APA members not residing in the Section area shall be eligible for Section membership. Such potential members shall indicate Section membership by submitting a Section membership form to the Section Secretary and paying the Section annual dues.

ARTICLE IV: DUTIES OF OFFICERS AND EXECUTIVE COMMITTEE

A. Officers

The Officers of the Section shall be a Chairperson, Vice-Chairperson, a Secretary, and a Treasurer. Officers shall be elected for a period of two (2) years.

B. Qualifications

All Officers shall be members of the American Planning Association.

C. Duties

1. Chairperson: The Chairperson shall call meetings of the Section and the Executive Committee; appoint committee members and committee chairpersons; administer the programs of the Section; serve as an ex-officio member of all committees; prepare an annual report of the Chairperson's activities' and perform such other duties a required by the Bylaws or customary to the office.

2. Vice-Chairperson: The Vice-Chairperson shall actively assist the Chairperson in the guidance and coordination of committee activities; direct the preparation of Section programs; carry out duties assigned by the Chairperson; act as Chairperson in the absence of the Chairperson; and perform such other duties required by these Bylaws or customary to the office.

3. Secretary: The Secretary shall maintain an accurate list of all members of the Section; notify members of meetings; prepare and report minutes of Section and Executive Committee meetings; transmit to the Secretary of the Florida Chapter and the Executive Director of the Florida Chapter copies of the Section Bylaws, publications, and resolutions concerning matters of Section and Chapter policy; and perform such other duties required by these Bylaws or customary to the office.

4. Treasurer: The Treasurer shall collect Section dues; receive and disburse Section funds; prepare an annual budget for review by the Executive Committee; maintain accounts which shall be open to inspection by Officers and subject to audit; and perform such other duties required by these Bylaws or customary to the office.

D. Annual Report

The Officers of the Section shall prepare an annual written report which shall be presented to the Section membership at the Annual Meeting of the Section and thereafter forwarded to the Secretary and Executive Director of the Florida Chapter.

ARTICLE V: ELECTION OF SECTION OFFICERS

A. Nomination and Election of Officers

A Nominating Committee of three or more members shall be appointed by the Chairperson at least two (2) Executive Committee meeting in advance of the Annual Meeting during an election year. One APA member shall be nominated by this Committee to fill each office. The Committee report on nominations shall be submitted to the membership one (1) Executive Committee meeting prior to the Annual Meeting, at which time additional nominations will be accepted from the floor. Officers shall be elected by majority vote of the local membership at the Annual Meeting. The new Executive Committee shall be installed at the Annual Meeting.

B. Voting Privileges

All voting shall be done by student and local members of the Section.

ARTICLE VI: SECTION COMMITTEES

A. Executive Committee: The Executive Committee shall consist of the Officers of the Section. Members of the Executive Committee shall be full members of the APA. The Executive Committee shall transact the business of the Section between meetings and report thereon to the Section; approve the annual budget; be custodian of all Section property and funds; authorize and approve all contracts and expenditures, but not incur liabilities exceeding the amount of unappropriated funds in the Section treasury; approve or reject applications for membership; cause an audit to be made of the accounts of the Secretary and Treasurer; approve or reject appointments to the Committees of the Section; fill vacancies in Officers occurring between elections, with Officers so elected to hold office only for the balance of the current year until their successors are elected and installed; and perform such other functions as are delegated herein or by the voting members of the Section. Meetings of the Executive Committee shall be called by the Chairperson or a majority of the Executive Committee members. A majority of the members of the Executive Committee shall constitute a quorum for the transaction of business at meetings of the Committee. The passage of a resolution shall require a majority vote of the Executive Committee.

B. Standing Committees: The Section shall have the following standing committees: Nominating, Membership, and Program. The Chairperson, with the advice and consent of the Executive Committee, shall appoint members to these committees. Membership on all standing committees shall expire thirty (30) days after a new Chairperson takes office. The new Chairperson may reappoint or make new appointments.

C. Ad-Hoc Committees: The Chairperson, with the advice and consent of the Executive Committee, may appoint ad hoc committees to study, report, and recommend on specific issues. The presentation of the report to the Executive Committee or Section Meeting shall terminate the committee.

D. Nominating Committee: The Nominating Committee shall consist of three (3) members of the Section, and one of which shall be a member of the Executive Committee.

ARTICLE VII: MEETINGS

A. Annual Meetings: The Annual Meeting represents the overview of efforts of the Section for the preceding year and program goal setting for the forthcoming year, with installation of Officers every two (2) years. There shall be an Annual Meeting at a time and place to be determined by the Executive Committee. Notice of this meetings shall be mailed to all Section members at least thirty (30) days prior to the meeting.

B. Quarterly Meetings: There shall be at least four Section meetings a year, with one to be known as the Annual Meeting. The time and place of the quarterly meetings shall be set by the Chairperson with approval of the Executive Committee. A fifteen (15) day notice of quarterly meetings shall be mailed to all Section members. Additional meetings may be called by the Chairperson and, upon failure by the Chairperson to call required quarterly meetings, the Executive Committee. Parliamentary procedures governed by Robert's Rules of Order shall be used at all meetings.

ARTICLE VIII: FINANCES

A. Budget: The fiscal year shall be from January 1 until the following December 31. The Section Treasurer shall prepare and the Executive Committee shall review and adopt or modify and adopt, not later than December 31 of each year, a budget setting forth objectives for which funds of the Section may be expended and the amount authorized to be expended for such objectives. The budget may be modified from time to time by a majority vote of the Executive Committee. The original budget and any subsequent modification shall, after adoption, be published in the next edition of any Section publication or other mailing.

B. Annual Dues: Section dues shall be payable on January 1. The amount of dues shall be set by the Executive Committee.

ARTICLE IX: AMENDMENTS

Upon authorization of the Executive Committee or upon petition of at twenty-five percent (25%) of the voting members of the Section, any proposed amendment to these Bylaws shall, after discussion at a Section meeting, be submitted to the Secretary together with a ballot to all eligible voting members of the Section. Adoption of a proposed amendment shall require a two-thirds vote of those voting. A period of fifteen (15) days from the date of mailing such ballot shall be allowed for return of ballots. Two (2) copies of the Bylaws and all subsequent amendments shall be filed with the Secretary of the Florida Chapter. At least one (1) copy of all formal publications of the Section--including materials as the Chairperson's Annual Report, adopted reports of Section Committees, Newsletters, Rosters, and other similar reports--shall be filed with the Secretary of the Florida Chapter at the time they are distributed to the Section membership.