

**BYLAWS
THE OZARK MOUNTAIN SECTION
OF THE
AMERICAN PLANNING ASSOCIATION**

ARTICLE I. NAME AND SERVICE AREA

The name of the section shall be the "Ozark Mountain Section of the American Planning Association." The section is a product and sub-section of the American Planning Association, Missouri Chapter. The area served by the Section shall consist of the following counties: Barton, Barry, Camden, Cedar, Christian, Dade, Dallas, Douglas, Greene, Hickory, Howell, Jasper, Laclede, Lawrence, McDonald, Miller, Newton, Ozark, Phelps, Polk, Pulaski, St. Clair, Stone, Taney, Texas, Vernon, Webster, and Wright.

ARTICLE II. MEMBERSHIP

Section 1 – Member

A member of the Ozark Mountain Section is defined as a member of the National American Planning Association (hereinafter referred to as "APA") who has paid the annual membership dues and whose APA mailing address is located in the Section service area defined in Article I. Any APA member who attends school within the Section boundaries but has their mailing address outside the defined area shall also be considered full members. Members with addresses outside the defined area shall provide contact information to the Section Secretary for informational purposes.

Section 2 – Member Responsibilities

Each member is responsible for participating actively in Section affairs, including meeting attendance, payment of dues, voting on Section business, and serving on the Executive Committee.

Section 3 – Section Only Membership

The Section may, upon payment of an established fee, accept an individual or organization as a Section only member (Affiliate). Any APA member whose address is outside the Section boundaries may join as an Affiliate member. Affiliate members would receive all mailings and meeting notices; however, they would not be entitled to vote or hold office. In addition, the Executive Committee may exclude affiliates from other activities after notice. Affiliates will be encouraged to become members of APA.

ARTICLE III. DUES

Section 1 – Member Dues

Rebates from APA or Chapter dues paid to the Section for an individual member will be received in accordance to Missouri Chapter bylaws and be used to offset Section expenditures for members.

Section 2 – Section Only Fees

The annual fee for affiliates shall be set by the Section Executive Committee.

ARTICLE IV. EXECUTIVE COMMITTEE

Section 1 – Composition

The Executive Committee shall consist of four Section Officers: the President, Vice-President, Secretary, and Treasurer; also one Member-at-large, the Immediate Past-President, and Student Representative. The President, Vice-President, Secretary, Treasurer, and the Member-at-Large shall be elected by a majority vote of the Section members. The Student Representative shall be enrolled in an institution of higher education located within the Section boundaries, be a member of APA, and shall be seeking a major in Planning or related field of study. The Student Representative shall be appointed by the Section President.

Section 2 – Duties of the Executive Committee

The duties of the Executive Committee shall be to:

1. Transact the business of the Section in the interim between Section meetings and report thereon to the next meeting of the Section.

2. Adopt rules for the conduct of business proceedings and implement the motions voted by the Section membership.
3. Be custodians of all Section property and funds, and authorize and approve all contracts and expenditures, but not to incur liabilities exceeding the amount of unappropriated funds in the Section treasury.
4. Determine the amount and time of payment of affiliate membership fees.
5. Appoint a duly qualified member to serve the unexpired term of any position on the Executive Committee that becomes vacant.
6. Attend at least 50% of Executive Committee meetings on an annual basis. Attendance percentage will be determined in December of each year. Absence at more than 50% of meetings will be considered a voluntary resignation and result in appointment of a new Executive Committee member to fulfill the term.

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

Section 3 – Duties of Officers

The duties of the President shall be to:

1. Coordinate annual events with the Missouri State Chapter.
2. Call the meetings of the Section and Executive Committee.
3. Preside at Section and Executive Committee meetings.
4. Prepare a written Annual Report and Financial Statement of Section activities for the preceding year to be presented at the Annual Meeting.
5. Attend the State Conference of the Missouri Chapter or appoint someone to attend.
6. Represent the Section on the APA Missouri Chapter Board of Directors.
7. Perform such other duties as are customary to the office.

The duties of the Vice-President shall be to:

1. Act in the absence or incapacity of the President.
2. Discharge such duties and authorities delegated to him or her by the President as are necessary to carry on the business of the Section.
3. Perform such other duties as are customary to the office.

The duties of the Secretary shall be to:

1. Keep minutes of the meetings.
2. Maintain the Section bylaws and annual reports, distribute publications to Section members, and ensure the Missouri Chapter Secretary receives a copy of necessary information.
3. Maintain a current roster of Section membership.
4. Perform such duties as are customary to the office.

The duties of the Treasurer shall be to:

1. Receive all membership dues and other moneys in the name of the Section.
2. Disburse funds in accordance with the budget.
3. Keep accounts which shall at all times be open for the inspection of the officers.
4. Assist the President in preparing the Annual Report and Financial Statement of the Section.
5. Perform such other duties as are customary to the office.

The duties of the Member-at-Large shall be to:

1. Serve on the Executive Committee of the Section.
2. Help coordinate Section events and activities.

Duties of the Student Representative shall be to:

1. Represent student interests on the Section Board.
2. Relay Section news and information to student members.
3. Update the Section Board about student initiatives and concerns.

Section 4. – Eligibility for the Office

Any member (who has paid APA dues) is eligible to hold office in the Section. The office of President must be filled by someone who has been on the Executive Committee for at least one year.

Section 5 – Term of Office

The term of office for the President, Vice-President, Secretary, Treasurer, and the Member-at-Large shall be two years beginning with the APA Missouri Chapter's fiscal year in January and ending when their successors have been elected and installed. Executive Committee members may serve no more than two consecutive terms in the same position.

Section 6 – Reimbursement

Any Executive Officer attending a required state function on behalf of the Ozark Mountain Section of APA may be reimbursed for reasonable expenses actually incurred. All requests for reimbursement shall be pre-approved by the Executive Committee and are subject to available funds. Said Executive Officer(s) are encouraged to seek employer reimbursement prior to requesting the Section reimburse their travel.

ARTICLE V. ELECTIONS AND VOTING

Section 1 – Procedures

The Section election cycles and dates will follow that of the Missouri Chapter and APA bylaws.

Section 2 – Election of Officers

Election results will be announced in December, preceding the beginning of the Executive Committee term. In the event of a tie, the winner shall be determined by drawing lots.

Section 3 – Vacancies

The Executive Committee shall appoint a member of the Section to serve for the unexpired term of any office vacated by the incumbent.

Section 4 – Voting

The quorum for an official meeting of the Executive Committee shall be a majority of its members.

All members shall be eligible to vote in the election of the Executive Committee.

A majority vote of the voting members shall be required for the adoption of all business and election of Executive Committee members.

No person shall represent the views of the Section unless he or she has first sought out and received the majority approval of the Executive Committee.

ARTICLE VI. MEETINGS

Section 1 – Annual and Regular Meetings

There shall be an Annual Business Meeting at a time and place to be determined by the Executive Committee. There shall be regular meetings held quarterly (to the extent possible).

Section 2 – Minutes of Meetings

Minutes of any business conducted at Section meetings shall be kept by the Secretary and made a part of the permanent record of the Section. The Annual Business Meeting shall be recorded by the Secretary. Meeting minutes shall be available to Section members.

Section 3 – Notice of Meetings

At least ten (10) days' notice of date and location of the meetings shall be given.

Section 4 – Meetings of the Executive Committee

Meetings of the Executive Committee shall be called by the President or by a majority of the Executive Committee members.

ARTICLE VII. POSITIONS ON PUBLIC ISSUES

No action on National or Chapter affairs, positions on public issues, resolutions, or statements for publication shall be reported as an official expression of Section opinion unless approved by the Executive Committee. To the extent possible, such positions on a public issue shall first be distributed to the entire Section membership. Any position on National affairs will be given to the Missouri Chapter for further action.

ARTICLE VIII. AMENDMENTS

Upon authorization of the Executive Committee or upon petition of at least one sixth of the members of the Section, any proposed amendments to the Section bylaws shall, after discussion at a Section meeting or provided digitally, be submitted by the Secretary as a written ballot to the members. For adoption, any amendment shall require the affirmative vote of the majority of the members voting. A period of thirty (30) days be allowed for return ballots prior to counting votes and publications of the results. The Secretary shall maintain amendments and provide them to the Executive Committee of the Missouri Chapter within one month after adoption.

Amended: December 11, 2018