

Constitution and Bylaws of the Wisconsin Student Planning Association

Article I: Name

1.01

The name of the organization constituted hereunder shall be “Wisconsin Student Planning Association.” The organization may be referred to and is hereafter referred to by the moniker “WSPA.”

Article II: Mission

2.01

WSPA is hereby charged with representing the interests of current and future students of the Department of Urban & Regional Planning, hereafter referred to as “URPL” or “department,” at the University of Wisconsin – Madison, hereafter referred to as “University.”

2.02

WSPA shall provide students of the department with a welcoming social, professional, and academic network through which the free exchange of ideas, suggestions for the discipline and department, and the acquisition of opportunities for growth may flourish.

2.03

WSPA shall actively advocate for the interests of current and future students to the faculty of the department in a constructive, collaborative, synergistic manner.

Article III: Membership

3.01

Membership in WSPA is limited to students enrolled at the University.

Article IV: Officers

4.01

The following officer positions shall constitute the executive board, hereafter referred to as “board,” of WSPA and be vested with the responsibilities prescribed in this constitution:

- a) Chair
- b) Treasurer
- c) Communications Director
- d) Professional Development Coordinator
- e) Social Coordinator
- f) Media Coordinator
- g) Liaison
- h) First-Year Representative

4.02

The officer positions created under §4.01 may not be held by more than one individual, except that there may be no more than two Professional Development Coordinators, two Social Coordinators, and three Liaisons.

4.03

All officers must be members of WSPA and students at the University.

Article V: Powers

5.01

The officers of WSPA may exercise only those powers expressly granted in this article and those powers convenient for their fulfillment:

- a) Raise funds;
- b) Recruit volunteers;
- c) Buy or rent property;
- d) Impose membership dues;
- e) Serve as ex-officio members;
- f) Conduct workshops; and
- g) Necessary legislative powers.

Article VI: Elections

6.01

The person or persons to hold the officer positions created under §4.01 shall be elected in a democratic manner to be specified and conducted by the current board with input from the continuing students when necessary. Such a process shall occur annually between the eleventh and thirteenth weeks of the spring semester of each academic year of the university except that the first-year representative shall be appointed by the current board no later than thirty days after the start of the academic year.

6.02

If current officers elect to impose dues under §5.01(d), only those persons whose dues are paid in full are eligible for the election process under §6.01, excluding the first-year representative.

6.03

Any officer position enumerated under §4.01 which becomes vacant for any reason shall be filled in a manner to be chosen by the remaining board and approved by the chair.

Article VII: Procedures

7.01

All officers shall convene regularly at a common time and place chosen at their initial congress.

7.02

Meetings shall include:

- a) Quorum; and
 - a. Defined as 50 percent plus one board members in attendance
- b) Orders of business.

7.03

Any matter requiring a vote shall be voted on by the board members in person and only by those board members whose dues are paid in full if dues are elected under §5.01(d).

7.04

All meetings are open to the public except that the chair may entertain a motion to enter into closed session when matters of a secret nature are to be discussed.

7.05

Any meeting not in conformance with §7.01 shall be called only by the chair and must meet all requirements of §7.02.

Article VIII: Duties of Officers

8.01

All officers must attend meetings regularly. If an officer fails to do so, they may be removed by a majority vote of the remaining officers during a congress fulfilling the requirements of §7.02. The removed officer may appeal to the students of the department and may be reinstated with the support of two-thirds of said students.

8.02

The Chair may only be removed under §8.01 with both a majority vote of the current officers as well as two-thirds support of students enrolled in the department.

8.03

All officers leaving their positions due to elections held under §6.01 shall meet with, discuss, and present incoming officers with a document detailing their position.

8.04

The document created under §8.03 shall be enduring, accessible in a common place, and released to the public and incoming officers only after majority approval of the board except that the chair may veto any approving vote followed by an enumeration of reasons why. This veto may be overruled only by an appropriate vote of all remaining officers.

8.05

The responsibilities of the chair are as follows:

- a) The chair shall schedule, convene and preside over all meetings under §7.01.
- b) The chair shall represent WSPA and the students of the department to the American Planning Association except that the chair may vest this responsibility in another officer subject to approval by majority vote of the board.
- c) The chair shall ensure the official designation of WSPA with the Associated Students of Madison, except that failure to do so may not constitute the sole reason for their removal from office.
- d) The chair shall preside over all elections and appointments and any amendments to this constitution.
- e) The chair shall have access to and assist the treasurer to oversee the finances of WSPA.
- f) Only the chair may create sub-committees and populate said committees at his or her pleasure with members of the board to fulfill a directive.

8.06

The responsibilities of the treasurer are as follows:

- a) The treasurer shall have access to and oversee the finances of the board including the timely disbursement of funds for both debits and credits. Any fees resulting in the failure to disburse funds in a timely fashion if sufficient funds existed shall burden the treasurer.
- b) The treasurer shall keep current physical and electronic records of all board financial transactions and shall recommend approval or disapproval of any disbursement of funds to the chair.

8.07

The responsibilities of the communications director are as follows:

- a) The director shall record minutes of all meetings of the officers and distribute them for approval to the remaining officers no later than seventy-two hours prior to a subsequent congress. After approval of the minutes, the secretary shall post such minutes both physically and electronically in a place common to all students no later than twenty-four hours after their approval.
- b) The director shall collect items of business from the officers, draft an agenda subject to approval by the chair, and distribute agenda to all officers and post the chair-approved agenda both physically and electronically in a place common to the student body no later than forty-eight hours prior to a meeting.
- c) The director shall reserve space and necessary equipment as required for meetings.

8.08

The responsibilities of the professional development coordinator are as follows:

- a) The coordinator shall propose, plan, and administer, in tandem with employees of the department if necessary, the following:
 - i. Professional improvement workshops;
 - ii. Networking opportunities with practitioners and/or academics and/or alumni; and
 - iii. Departmental tours.
- b) The coordinator shall only implement §8.08(a) with the approval of the board.
- c) The coordinator can request from the chair that a sub-committee be created under §8.05(f) to assist in fulfilling §8.08(a).

8.09

The responsibilities of the social coordinator are as follows:

- a) The coordinator shall propose, plan, and administer, in tandem with employees of the department if necessary, the following:
 - i. Regular opportunities for social interaction for students of the department;
 - ii. Planning-related service learning in the greater academic, city, county, and state community; and
 - iii. Graduation ceremony.
- b) The coordinator shall only implement §8.09(a) with the approval of the board.
- c) The coordinator can request from the chair that a sub-committee be created under §8.05(f) to assist in fulfilling §8.09(a).

- d) Any plans administered under §8.09(a) shall accommodate to the greatest extent practicable the diverse needs of the students of the department including religious and dietary needs.
- e) Alcoholic beverages shall not be the only beverage available to attendees of activities under §8.09(a) nor shall such an event be held in an environment not approved by the board.

8.10

The responsibilities of the media coordinator are as follows:

- a) The media outreach coordinator shall manage the association's social media platforms and its content through innovating different ways to engage and excite the association's online and campus followers/audience.
- b) The media outreach coordinator shall maintain creative system of gathering and analyzing member feedback.
- c) The media outreach coordinator shall act as the liaison for the department's Committee for Technology, Facilities and IT

8.11

The responsibilities of the liaison are as follows:

- a) The liaison shall serve as primary to their assigned entity and report their activities to the board.
- b) The liaison shall actively advocate enrollment in the department to prospective students and communicate with incoming students as the board requires.
- c) The liaison may plan, propose, and administer, in tandem with employees of department if necessary, any activities or programs required to enhance relationships with entities as per §8.10(a).
- d) The liaison can request from the chair that a sub-committee be created under §8.05(f) to assist in fulfilling §8.10(c).

8.12

The responsibilities of the first-year representative are as follows:

- a) The first-year representative shall assist the board in carrying out any of their respective activities as directed by the chair and provide suggestions to improve cohesion among the student body.

Article IX: Miscellaneous

9.01

Official documentation:

- a) Documents created for board business must be affixed to official letterhead.
- b) In addition to §9.01(a), all documents created thereunder shall be affixed with the seal of the board.

9.02

Sub-committees:

- a) The chair may assign sub-committees to assist in the business of the board. These sub-committees may contain ex-officio members and/or employees of the department.

- b) Any proposed sub-committee under §8.05(f), §8.08(c), §8.09(c), or §8.10(d) shall have a document detailing their membership and charge distributed made available to the chair prior to a subsequent meeting during which the document is publicly approved or denied by the chair. The communications director shall post any approved document created hereunder in a physical and electronic location common to the students of the department.
- c) The activities, accomplishments, and failures of sub-committees created pursuant to §9.02(b) shall accompany said section's document to be updated regularly.

9.03

Constitutional changes:

- a) At any time, this Constitution may only be amended during the course of two subsequent meetings.
- b) The first meeting pursuant to §9.03(a) shall consist of the distribution of the proposed amendment to all officers along with a rationale as to why followed by debate. Introduction of the amendment described in this sub-section must be an item of business on the agenda.
- c) The board shall vote to approve the amendment for review at a subsequent meeting.
- d) The second meeting pursuant to §9.03(a) shall consist of amendments to the proposed amendment, debate, and either passage or failure of the proposed amendment to be approved by the students of the department. If the motion to approve the proposed amendment fails, an amendment of similar effect shall not be brought forth until two meetings have passed.

9.04

Dissolution:

- a) This constitution may only be dissolved if a replacement constitution is voted on by the board to go into effect the subsequent academic year.

9.05

Other:

- a) Cosmetic errors in this constitution shall not alter its force and effect.

Introduced: July 22nd, 2013

Ratified: July 26th, 2013

Updated: November 28th, 2016