

Wisconsin Student Planning Association Constitution

Article I

The name of the organization shall be Wisconsin Student Planning Association; hereafter referred to as WSPA in this document.

Article II

It shall be the purpose of WSPA to be a representative organization of the students in the Department of Urban and Regional Planning at University of Wisconsin – Madison, who share a common desire to use their academic training to affect positive social change. The organization exists to provide these students with a network and a community for intellectual and social exchange beyond the classroom setting.

Article III

Section A: Membership is open to any university student of University of Wisconsin.

Article IV

Section A: The Executive Committee shall be the leadership body for WSPA.

Section B: The Executive Committee shall consist of the chairs and co-chairs of committees.

Section C: The Executive Committee shall be determined by election.

Section D: The Executive Committee shall delegate who will ensure the student organization status of WSPA is current with the university.

Article V

Section A: Elections will take place annually.

Section B: Elections will take place between December and February. An alternate time may be determined by the Executive Committee or general membership in the absence of an Executive Committee

Section C: Elections will be based on a majority vote by all members present. Proxy voting is allowable on a case-by-case basis, to be determined by the Executive Committee.

Section D: Explicit notice of the election must be made 14 days prior to the election and follow Article VIII.

Section E: Election procedures shall be well documented and cataloged for future reference.

Section F: The election shall be done by ballot.

Article VI

Section A: Any committee chair may be removed from their position by a two-thirds vote of the Executive Committee. Any chair removed may appeal to the general membership. Said officer shall be considered reinstated with two-thirds approval of the general membership.

Section B: Any vacancy which may occur in an office shall be filled by appointment by the Executive Committee.

Article VII

Section A: Professional Development Chair(s)

1. The Professional Development Chair(s) will assist WSPA members in obtaining skills needed to succeed as planning professionals post-graduation through the following means:
 - a. Offer and/or announce a series of professional skills courses
 - b. Provide network opportunities between current students and planning professionals
 - c. Ensuring that career development information is both accessible and current for current students
2. The Professional Development Chair(s) will perform other duties as directed by the Executive Committee or membership.

Section B: Alumni Chair(s)

1. The Alumni Chair(s) shall coordinate with URPL staff to maintain of URPL alumni database.
2. The Alumni Chair(s) shall promote relationships between current students and alumni.
3. The Alumni Chair(s) shall serve as student representative to the Wisconsin Chapter of the American Planning Association, if the chair is unable to attend meetings, he or she shall appoint an alternate.
4. The Alumni Chair(s) shall communicate and coordinate with any visiting alumni.
5. The Alumni Chair(s) will perform other duties as directed by the Executive Committee or membership.

Section C: Social Committee Chair(s)

1. The Social Committee Chair(s) shall provide WSPA members with opportunities to interact with one another outside of the classroom setting.
2. The Social Committee Chair(s) will perform other duties as directed by the Executive Committee or membership.

Section D: Finance Chair(s)

1. The Finance Chair(s) shall keep current records of all financial transactions.
2. The Finance Chair(s) will be responsible for checking the accuracy of all bills and invoices and paying them correctly and on time.
3. The Finance Chair(s) will perform other duties as directed by the Executive Committee or membership.

Section E: Communications Chair(s)

1. The Communications Chair(s) shall be responsible for keeping the minutes of all meetings and the meetings of the steering committee.

2. The communications Chair(s) will be responsible for maintaining the WSPA website.
3. The Communications Chair(s) shall oversee communications within the organization.
4. The Communication Chair(s) will perform other duties as directed by the Executive Committee or membership.

Section F: Advisor

1. Faculty Advisors are appointed by the URPL Faculty Committee.
2. The advisor shall assist the group in their execution of roles and responsibilities.
3. The advisor shall provide feedback to the organization regarding its operation and functioning.
4. The advisor shall serve as a resource.
5. The advisor should provide advice upon request, and also should share knowledge, expertise, and experience with the group.
6. The advisor will be a nonvoting member of WSPA.

Article VIII

Section A: The times of meetings shall be determined by the Executive Committee and scheduled to accommodate the majority of members.

Section B: At least 7 days notice shall be given for each regular business meeting.

Section C: Special or emergency meetings may be called with less than 12 hours notice by the Executive Committee.

Section D: Minutes will be available within one week of the meeting for members to review.

Section E: An agenda will be available 24 hours prior to the meeting

Article IX

Section A: Faculty Liaison(s) will be appointed at the first WSPA meeting of the academic year.

Section B: Curriculum Liaison(s) will be appointed at the first WSPA meeting of the academic year.

Section C: Liaisons are required to submit a written meeting summary to WSPA members within 1 week.

Section D: Liaisons are responsible for soliciting recommendations and comments from students on potential policy changes or inactions.

Article X

Section A: Amendments to this constitution shall be adopted at a regular meeting of the membership by a two-thirds majority vote of the entire membership.

Section B: A proposed amendment shall have been published, distributed, and had its first reading at least two weeks prior to the meeting.

Section C: Substantial or numerous revisions require the formation of an ad hoc committee to address such revisions.