

**CONSTITUTION AND BY-LAWS
OF THE
NORTH DAKOTA PLANNING ASSOCIATION**

ARTICLE I

Name

The name of the organization shall be the North Dakota Planning Association, hereinafter referred to as the ASSOCIATION.

ARTICLE II

Objectives

The primary objectives of the ASSOCIATION are:

to encourage and promote the fraternity, the improved technical quality, and interchange of planning thought of those engaged and interested in local, regional, state and functional planning in North Dakota;

to assist in furthering public understanding of the objectives and functions of the planning process;

to speak as a representative voice of planning in North Dakota, keeping both private citizens and officials more accurately informed as to professional opinion on contemporary problems and issues involving planning; and

to assist in objective analysis and the evaluation of vehicles and means of strengthening the planning process.

ARTICLE III

Membership

Membership in the ASSOCIATION shall be open to any person with interest in the objectives of the ASSOCIATION.

ARTICLE IV

Dues

- A. Annual dues for members shall be determined by the Board of Directors and approved by a majority of the membership present at any properly called meeting.
- B. The fiscal year shall be the calendar year.

ARTICLE V

Board of Directors, Officers and Committees

- A. The Board of Directors shall consist of the President, Vice-President, Secretary, Treasurer, immediate Past-President and 2 At-Large Directors.
- B. Officers shall consist of the President, Vice-President, Secretary, and Treasurer.
- C. The Executive Committee shall consist of the President, Vice-President, Secretary, and Treasurer.
- D. Nominations: A nominating committee of three members shall be chosen by the Executive Committee.
- E. Elections
 - 1. The election of officers and Directors will take place at the annual meeting in the even numbered year, and/or may be conducted by secure digital voting and ratified by the Board of Directors.
 - 2. New officers and Directors shall assume office on January 1 of the New Year.
 - 3. In the event of ties between candidates for office a coin toss will determine the winner.
- F. Term of Office
 - 1. All officers and Directors shall be elected for two year terms
 - 2. The President and Vice-President shall not serve more than two consecutive terms in the same office. The immediate Past-President shall serve for the period the current

President is in office.

G. Duties of Officers

1. The President shall call all meetings of the ASSOCIATION, Board of Directors and Executive Committee; shall preside at these meetings; and shall, except as otherwise provided, create, appoint, and discharge standing committees and special committees.
2. The Vice-President shall act as the President in the President's absence.
3. The Secretary shall keep minutes of meetings; shall notify members of their election to office or appointments to committees; shall notify the membership of meetings of the ASSOCIATION at least 30 days in advance.
4. The Treasurer shall receive all money due the ASSOCIATION; and shall keep accounts open at all times for inspections.
5. A member of the Board of Directors shall be appointed by the President as the Membership Director and shall maintain records of membership; and shall coordinate membership renewal and new membership activities.
6. The Board of Directors shall temporarily fill vacancies in office occurring between elections; the members so appointed are to hold office only for the balance of the current year.
7. A member of the ASSOCIATION shall be appointed by the President as the Representative of Western Planner
8. A member of the ASSOCIATION shall be appointed by the President as the Representative to the Western Central Chapter APA

H. Committees

1. There shall be three standing committees consisting of at least three members each
 - a. Membership
 - b. Legislation
 - c. Education

2. The Chairperson shall choose members of their respective committee, after consultation with the Executive Committee.

ARTICLE VI

Meetings

A. Meetings of the Board of Directors and ASSOCIATION.

1. There shall be at least two meetings of the Board of Directors during the fiscal year of the ASSOCIATION.
2. There shall be at least one meeting of the ASSOCIATION during the fiscal year, which may be considered the annual meeting by the Board of Directors.

B. Quorum

1. A majority of the Board of Directors shall constitute a quorum at the meetings of the Board.
2. Any number of members of the ASSOCIATION may be present to conduct business at any meeting of the ASSOCIATION. All members of the ASSOCIATION must be notified of ASSOCIATION meetings.

C. Parliamentary Authority

1. In all matters not covered by its constitution, the ASSOCIATION shall be governed by the Roberts Rules of Order, Newly Revised.

ARTICLE VII

Amendment of Constitution and By-Laws

A proposal to amend the Constitution of the ASSOCIATION must be submitted in writing and presented to the membership. Proposed amendments shall be voted upon by all members present at the annual meeting. An affirmative vote of three-fourths of the members voting shall be required for approval of any amendment.

Adopted: 04/24/74 Original adoption

Revised:	01/30/81	Removal of membership guidelines; fiscal year moved to calendar year; annual meeting set for last quarter;
	09/11/87	
	12/02/94	Adjust membership criteria; Change fiscal year to calendar year; simplify elections and nominations; terms extended to two years;
	01/24/00	
	11/06/03	
	09/24/15	
	09/28/17	
	05/09/18	Appropriately separate the list of officers from Secretary-Treasurer to Secretary and Treasurer in Article V.
	09/12/18	Correct typos in Article IV and Article VI.
	09/19/19	Pertaining to representatives to the Western Central Chapter of the APA and the Western Planner
	10/11/21	Remove requirement for Vice President to serve on the legislative committee