

1 **Florida Atlantic Planning Society**
2 **Florida Atlantic University**
3 Ft Lauderdale, FL
4

5 **FUNCTIONAL CONSTITUTION**
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7 **Article I – Name of Organization**
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9 The name of this organization shall be the Florida Atlantic Planning Society (FAPS)
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11 **Article II – Mission Statement**
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13 FAPS is part of a locus of excellence where students, alumni, practitioners and professors
14 collaborate to further planning education, community involvement, professional skills and
15 networks.
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17 **Article III – Membership Statement**
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19 Section 1 - Members
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21 Membership in this organization is open to all active students from Florida Atlantic University.
22 This includes both undergraduate and graduate students. Membership is open year round.
23

24 Section 2 – Associate Members
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26 Associate membership is open to all faculty, staff, and alumni. Associate members cannot vote
27 or hold office in the FAPS Executive Council.
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29 Section 3 – Membership Requirements
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31 Students, Faculty, staff, and alumni wanting to become a member must register via paper, and/or
32 online form. FAPS will comply with any additional membership requirements as specified by
33 FAU.
34

35 Section 4 – Voting Rights
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37 To qualify as a voting member of FAPS, students must register (as per Art II, Sec 3) by one
38 week prior to elections in the spring semester. Exceptions to this rule (Art III, Sec 4) can be in
39 extenuating circumstances by a majority vote of the Executive Council.
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41 Section 5 – Governing Authority and Regulations
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- 43 a. Any decision made by the Executive Council shall apply to the members of FAPS,
44 which include, but are not limited to appropriation of funds, change in membership
45 dues, policy changes and sponsorship of activities.
46 b. This organization will follow and abide by all FAU regulations and Federal, State, and

47 local laws.
48 c. Hazing is forbidden in FAPS and the organization will abide by the Anti-hazing policy.
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52 **Article IV – Officers**

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54 Section 1 – Officer Titles

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56 The officers of this organization shall be President, Vice President, Treasurer, Secretary, Chief of
57 Staff, Student Government Representative, and Community Service Coordinator. Collectively
58 these officers comprise the Executive Council which is the governing body of the organization.
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60 Section 2 – Eligibility

61
62 Potential officers must meet the minimum eligibility requirements for student officers. This
63 includes the minimum requirements for good academic and disciplinary standing.
64

65 Section 3 – Officer Duties

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67 The duties of the officers are as follows:

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69 a. The President shall oversee all aspects of the organization, coordinate events, facilitate
70 internal and external communications, conduct meetings, keep accurate records, serve as
71 the primary contact between the executive council and the faculty advisor, and guide the
72 executive council towards its goals for the organization.
73

74 b. The Vice President shall assist the President in any duties relating to FAPS including
75 planning and coordinating events, keep accurate records, and conduct business meetings
76 when the President is absent.
77

78 c. The Treasurer shall be responsible for all matters relating to the finances of the
79 organization including but not limited to, accurate financial record keeping, proposing a
80 budget, facilitating communication between COSO and the executive council on financial
81 matters, and making appropriate financial recommendations to the executive council in the
82 form of “Treasurer’s Reports.”
83

84 d. The Secretary shall be responsible for keeping all non-financial records for the
85 organization, writing meeting agendas and minutes, facilitating communication between
86 the executive council and the student members of FAPS, assisting the Vice President and
87 President in organizing meetings and events, and shall maintain an accurate list of the
88 current FAPS membership.
89

90 e. The Chief of Staff shall be responsible for facilitating the communication between
91 members of the executive council, maintaining the FAPS calendar of events, assisting in
92 the organization in coordinating meetings and events, and help to keep the executive

93 council on track with deadlines, goals, and objectives.

94
95 f. The Student Government Liaison shall serve as a direct link between the student
96 government of the University and FAPS, recommend bills and legislation that would
97 benefit FAPS, report to the executive council matters that relate to FAPS, increase the
98 visibility of FAPS within student government, and assist in the coordination and planning
99 of meetings and events.

100
101 g. The Community Service Coordinator shall be responsible for all FAPS community
102 service initiatives including proposing, planning, and attending community service
103 activities as well as documenting all community service activities, and increasing the
104 visibility of FAPS in the community.

105 106 Section 3 – Student Liaison

107
108 It is recommended that there be at least one undergraduate and one graduate student on the
109 Executive Council. If the general election yields a council comprised entirely of graduate or
110 undergraduate student members a special Student Liaison can be appointed by the Executive
111 Council. The intent of this position is to have a member who will keep the council informed on
112 the needs of the students not represented on the council. The Student Liaison will have a vote on
113 the Executive Council. If there is no interest in the minority student group to have a Student
114 Liaison then the council may conduct business as usual.

115 116 Section 4 – Voting Rights

117
118 All officers on the Executive Council will each have one vote.

119 120 Section 5 – Term in Office

121
122 The length of term in office shall be no more than one year following the date of installation.

123 124 Section 6 – Role and Authority

125
126 Officers may represent the organization in public and private venues, and may negotiate
127 contracts and agreements on behalf of the organization, but may not enter into any contract or
128 agreement on behalf of the organization unless such an agreement has been proposed to the
129 Executive Council and approved by a majority vote.

130 131 **Article V – Selection of Officers**

132 133 Section 1 – Elections Facilitators

134
135 The Executive Council shall appoint two executive council members not running for office to
136 facilitate the election process. In the unlikely event that two Executive Council members are not
137 eligible to serve in this capacity the Executive Council can appoint a non-running member(s) –
138 including associate members of FAPS to substitute. As Elections Facilitators, they will manage

139 all communication regarding the elections. In addition, they will be responsible for conducting
140 the nominations and elections processes. The Elections Facilitators will report directly to the
141 Executive Council and, if eligible, can vote in the election.

142
143 Section 2 – Nomination Process

144
145 The nomination of officers shall occur towards the end of the spring semester approximately
146 eight weeks into the semester. Any active student member may nominate another active student
147 member for office via email or written request to the Election Facilitators. The nominee must be
148 considered eligible for an officer position and must accept the nomination to be placed on the
149 ballot.

150
151 Section 3 – Election Process

152
153 The election of officers shall occur via paper or electronic ballot over a two-day period
154 approximately one week after the confirmation of nominees. The nominated candidates for each
155 office will be given a chance to address the organization to discuss their qualifications and
156 reasons why they should be selected to that office. Absentee ballots and proxy ballots are only
157 available via written request to the elections facilitators prior to the first day of elections.

158
159 The Elections Facilitators will tabulate all votes and announce the official results no more than
160 36 hours after the elections. The tabulation of votes *should* occur in witness of one undergraduate
161 and one graduate FAPS member that is neither part of the executive council nor running for
162 elected office. A majority vote is not required for election to the Executive Council.

163
164 Section 4 – Tie Votes

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166 A tie vote will be decided by the drawing of lots supervised by the Elections Facilitators and
167 open to all FAPS student members.

168
169 Section 5 – Installation of Officers

170
171 Newly elected officers shall take office immediately following the beginning of the summer
172 semester and their term will end immediately upon the conclusion of the following spring term.
173 Current officers should assist in the transition and training of the officers-elect, from election
174 until installation. A change in officer information should be reported to the Council of Student
175 Organizations (COSO) within 10 school days of installation.

176
177 Section 6 – Multiple Positions

178
179 Officers on the Executive Council are encouraged to not hold more than one officer position.

180
181 Section 7 – Re-election

182
183 Any officer may be re-elected; however, not for more than two terms in the same officer
184 position. Officers may not reappoint themselves for a subsequent term. They must be re-elected

185 as described in Article V Section 3.

186

187 **Article VI – Officer Vacancies**

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189 Section 1 – Resignation

190

191 Officers no longer wishing to serve on the Executive Council should submit their resignation to
192 both the highest-ranking officer and faculty advisor at least two weeks prior to resignation. Prior
193 to the officer’s final day he/she shall provide all documents relating to the organization and brief
194 his/her replacement of current projects in his/her care.

195

196 Section 2 – Filling Vacant Officer Positions

197

198 a. In the event an officer, excluding the President, is removed or resigns, the remaining
199 officers by majority vote will decide if the position is to be filled. If it is to be filled,
200 the Executive Council will open an application process to all active student members
201 for approximately two weeks. The application shall include the name of the
202 applicant, statement of interest, previous leadership experience, participation history
203 in FAPS, proof of good academic standing, and an interview at the discretion of the
204 Executive Council. A majority vote of the Executive Council is required for the
205 installation of new officers filling these vacant positions.

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207 b. If the President is removed or resigns, the Vice President will assume the role of
208 President. The Vice President position will then be filled following the application
209 process detailed in Art VI, Sec 2.

210

211 c. The newly appointed officer’s term shall end at time of the current administration. A
212 change in officer information shall be reported to COSO within 10 school days of
213 installation.

214

215 Section 3 – Removal of Officers

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217 In extreme cases of non-participation, misconduct, failure to fulfill job duties or violations of any
218 provisions of the Constitution, leadership may be revoked without mutual agreement.

219

220 Section 4 – Impeachment Process

221

222 Any active student member of FAPS may initiate a grievance against a member of the Executive
223 Council. All grievances must be written and submitted to the Faculty Advisor and Chief of Staff.
224 If the grievance concerns the Chief of Staff, the grievance should be forwarded to the President.
225 The grievance will be read to the whole Executive Council which will decide if the grievance has
226 merit. Following a majority vote by the Executive Council, the officer(s) in question will be
227 notified in writing of the possible removal from office. This officer(s) will have at least one week
228 to prepare for a special impeachment meeting. At the special impeachment meeting the officer(s)
229 in question and the author of the grievance and will be allowed to address the organization in
230 order to relate a defense. At the conclusion of the meeting vote will take place. The officer(s) in

231 question can only be removed from office upon a 2/3 affirmative vote of the voting active
232 student members. Within one week, the removed officer shall return all documents relating to the
233 organization and brief his/her replacement of current projects in his/her care.

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236 **Article VII – Faculty Advisor**

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238 Section 1 – Selection

239

240 The faculty advisor shall be selected by a majority vote of the officers. To be eligible to serve as
241 the advisor, the person must be a full time faculty or staff at FAU. It is recommended that FAPS
242 first choice for the position of Faculty Advisor is the sitting Director of the FAU School of
243 Urban and Regional Planning.

244

245 Section 2 – Role and Authority

246

247 The advisor shall serve as a mentor to the organization, providing guidance to the officers and
248 members in the development and implementation of programs and activities, as well as FAU
249 policy and procedure. Additionally, the advisor will monitor expenditures of the organization.
250 The advisor has no voting rights in Executive Council meetings. The advisor must be willing to
251 obtain an appropriate level of experience and knowledge related to the mission, purpose, and
252 activities of the organization.

253

254 Section 3 – Length of Term

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256 The advisor has no term limit as long as he/she remains a full time FAU employee.

257

258 Section 4 – Removal and Replacement of Advisor

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260 Although highly discouraged, a 2/3 majority vote of the active student membership is required to
261 remove a Faculty Advisor from his/her duties. In the event that an advisor is removed or resigns,
262 a new advisor shall be appointed within two weeks. A change of Faculty Advisor should be
263 immediately reported to FAU.

264

265 **Article VIII – Meetings**

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267 Section 1 – Membership Meetings

268

269 The membership should meet approximately once per month during the fall and spring
270 semesters. Meetings are open to the FAU community.

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272 Section 2 – Calling Meetings

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274 The President will be in charge of calling meetings. The Secretary shall be responsible for
275 notifying all members and/or officers in advance, by e-mail, telephone or other-acceptable
276 electronic media.

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Section 3 – Meeting Procedure

Meetings shall follow Robert’s Rules of Order. Robert’s Rules may be suspended with a majority vote of the Executive Council. The Executive Council reserves to modify Robert’s Rules as appropriate.

Section 4 – Quorum

The quorum required to conduct business is a simple majority (50% + 1) of the officers. Unless otherwise stated in this constitution, a motion is considered passed with a simple majority vote.

Article IX – Finances

Section 1 – Membership Dues

There are no required membership dues to be an active member of this organization. Dues may be adopted by a 2/3 majority vote of the Executive Council.

Section 2 – Budget Approval

The Treasurer shall lead in the creation a budget for the academic year. The Executive Council must approve the budget by majority vote. The Executive Council is encouraged to adopt a budget with ample time before the FAU deadline.

Section 3 – Financial Authority

For the protection of the organization and its officers, it is required that two authorized persons approve all monetary transactions. The President, Treasurer, and Vice President should be signers with the organization’s financial institution. To gain access to the organizations finances these officers must comply with all University required procedure and trainings.

Section 4 – Officer Transition

Upon installation, it is the outgoing Treasurer’s responsibility to compile and present all banking documents and information to the newly elected Treasurer.

Article X – Committees

Section 1 –Creation of Committees

Any active student member may call for the creation of an ad hoc committee in a written proposal. The proposal must state the reasons for creating the committee, the duties and responsibilities of the committee, and the date upon which the committee will be dissolved. The

323 Executive Council may create or remove a committee via simple majority vote.

324

325 Section 2 – Committee Organization

326

327 Membership in all committees shall be open to all active student members of the organization.

328 Any active student member may join or leave a committee at any time. Committee members

329 must elect a chairperson who will be confirmed by a majority vote of the Executive Council.

330 The committee chairperson shall be responsible for calling and leading all meetings of the
331 committee and ensuring that minutes of each meeting are taken and distributed to the Secretary.

332

333 Section 3 – Committee Procedure

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335 No committee may meet during any FAPS event or Executive Committee meeting, and no two

336 committees shall meet at the same time without the approval of the President. The quorum

337 required to conduct business is a simple majority of the committee members. Committees must

338 submit all minutes taken at committee meetings to the Secretary in a timely fashion and regular

339 committee reports to the President and Chief of Staff. Committee meeting minutes and

340 committee reports shall be available to all interested parties.

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342 **Article XI – Ratification and Empowerment**

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344 Section 1 – Ratification

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346 This constitution will become ratified by a two-thirds affirmative vote of the Executive Council.

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348 Section 2 – Empowerment

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350 This constitution will take effect only after it is approved by FAU.

351

352 **Article XII – Amendments**

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354 Section 1 – Constitutional Amendments

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356 Amendments to the constitution must be proposed in writing to the President. The text of the

357 amendment must then be made public. After at least one week for the general membership to

358 review the proposed amendment, a special meeting will be held to discuss the proposal. At this

359 time the author(s) should include a full explanation and/or rationale for the amendment and

360 members will be able to voice their opinions/concerns. At the conclusion of the special meeting a

361 vote will be held to determine if the proposed amendment should be adopted in to the FAPS

362 Constitution. The amendment shall not be adopted until approved by 3/5th affirmative vote of

363 active voting student members of the organization.

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365 Section 2 – Typographical Amendments

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367 Amendments to fix typographical errors should not be subject to the procedure pursuant to Art.

368 XII, Sec 1. Typographical amendments may be adopted via majority vote of the executive

369 council. Members are encouraged to report possible typographical errors to the Secretary.

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371 Adopted: on the 3rd day of March 2011

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