## Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Organizational Framework</td>
<td>1</td>
</tr>
<tr>
<td>Proposal Summary</td>
<td>2</td>
</tr>
<tr>
<td>Mission Statement &amp; Goals</td>
<td>3</td>
</tr>
<tr>
<td>2 Group Bylaws</td>
<td>4</td>
</tr>
<tr>
<td>General</td>
<td>5</td>
</tr>
<tr>
<td>Members</td>
<td>8</td>
</tr>
<tr>
<td>Officers</td>
<td>10</td>
</tr>
<tr>
<td>Executive Committee</td>
<td>22</td>
</tr>
<tr>
<td>Committees</td>
<td>24</td>
</tr>
<tr>
<td>Elections</td>
<td>27</td>
</tr>
<tr>
<td>Financial Policies</td>
<td>30</td>
</tr>
<tr>
<td>3 Sample of Activities</td>
<td>32</td>
</tr>
<tr>
<td>Section</td>
<td>Page</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Education Activities</td>
<td>32</td>
</tr>
<tr>
<td>Professional Activities</td>
<td>34</td>
</tr>
<tr>
<td>Social &amp; Networking Activities</td>
<td>35</td>
</tr>
<tr>
<td>Meetings &amp; Programs</td>
<td>37</td>
</tr>
<tr>
<td>4 Budget</td>
<td>38</td>
</tr>
<tr>
<td>5 Marketing Materials</td>
<td>41</td>
</tr>
<tr>
<td>6 Leadership</td>
<td>44</td>
</tr>
<tr>
<td>Summary of Leadership</td>
<td>45</td>
</tr>
<tr>
<td>Sample Leadership Duties</td>
<td>46</td>
</tr>
<tr>
<td>Our Leadership</td>
<td>52</td>
</tr>
<tr>
<td>Contact Information</td>
<td>52</td>
</tr>
<tr>
<td>Leadership Profiles</td>
<td>53</td>
</tr>
</tbody>
</table>
Section 1

Organizational Framework
Proposal Summary

• To ensure a successful Group and quality communication amongst the state’s Young Planners, YPGSC leadership consists of an Executive Committee, with Division Representatives serving particular geographic areas of the state.

• The Executive Committee Officers are charged with a variety of roles, listed in the ByLaws, which ensure the organized function of the YPGSC. Officers are members of SCAPA, and take on a variety of roles, from organizing Group meetings, to preparing the Financial Report, to overseeing publication of the Group Newsletter.

• In order to ensure better communication amongst the young planners in the state, the YPGSC is broken down into three “Divisions.” These Divisions are Upstate, Midlands, and Lowcountry. The YPGSC provides a Division Representative for each of the three divisions, with Division Representatives giving a voice to young planners in their respective geographic areas.

• Through a range of levels of organized Officer, Representative, and Advisor outreach, the YPGSC seeks to represent and coordinate quality activities and programs for the Group’s members statewide and to increase visibility of the Group within the National Chapter of the American Planning Association.
Mission Statement

To provide and cultivate young planning professionals to be the next generation of leadership for SCAPA and APA by providing support, training, and education while building professional relationships

Goals

• Encourage young planners involvement in SCAPA and APA while providing opportunities to become active participants and leaders.
• Create and foster dialogue between young (and student) professionals and seasoned planners.
• Provide mentoring program for new and young professionals. (also have conference mentoring programs, to encourage attendance, similar what APA does for new national conference attendees)
• Provide avenues for career building programs, social and community events, educational opportunities, AICP exam prep, and continuing education for the emerging professional.
Section 2

Group Bylaws
1.0 General

1.1 General: Name. The name of the Group is the Young Planners Group of South Carolina.

1.2 General: Group Area. The area served by the Group is the State of South Carolina.

1.3 General: Purposes. The purposes of the Group are to facilitate the individual participation of young members of The American Planning Association in the affairs of the Association, to further the purposes of the Association in the Group area, and to further the profession of planning in South Carolina.

1.4 General: The American Planning Association. The National Organization of which this Group is part is The American Planning Association, which is referred to in these Bylaws as "the Association" or "APA".
1.5 General: The South Carolina Chapter of the American Planning Association. The State Chapter of which this Group is The South Carolina Chapter of the American Planning Association, which is referred to in these Bylaws as “the Chapter” or “SCAPA”.

1.6 General: State Office. The term "State Office" refers to the Office of SCAPA designated by SCAPA to service Group and membership matters.

1.7 General: Executive Director. Unless otherwise qualified, the term "Executive Director", when used in these Bylaws, refers to the duly appointed Executive Director and Chief Executive Officer of SCAPA.

1.8 General: Address of Record. A member's "address of record" shall be the address furnished to the Group by the State Office. The address for Associate (chapter-only) members shall be the address furnished to the South Carolina Chapter of the American Planning Association. It is the member's responsibility to notify the State Office, or the SCAPA administrative assistant in the case of Associate members, of any change of address.
1.9 General: Publication of the Group. A "publication of the Group" shall mean any publication that is distributed to all Group members by using any or all elements of their address of record including their email address and that is posted on the Group Webpage on the Chapter Website.

1.10. General: Parliamentary Procedure. At meetings of the membership and of the Executive Committee, parliamentary procedures shall be governed by the most current edition of Robert's Rules of Order.
2.0 Members

2.1 Members: Eligibility. All members of SCAPA whose address of record is within the Chapter area, and under the age of 36 before each start of the calendar year, shall automatically be Group members. SCAPA members whose address of record is outside the Group area may also become Group members upon payment of any applicable dues and assessments. Membership is also available on an Associate (36 years of age and older) basis for any member of SCAPA. Associate members are entitled to all benefits provided by YPGSC.

2.2 Members: Chapter Meetings. There shall be one Annual Meeting of the Group membership in each calendar year. In addition, there can also be up to four quarterly meetings scheduled evenly throughout the remainder of the calendar year. The Group Executive Committee shall determine the specific locations, dates, agendas, and times of each Group Meeting.

2.3 Members: Notice of Group Meetings. The Secretary shall notify the membership of the place, date, agenda, and time of the Group Meeting in a publication of the Group, or by another communication, that is sent to each member in a timely manner.
2.4 Members: Special Meetings. A Special Meeting of the members may be called by the President, by the Executive Committee, or by a petition signed by at least twenty percent of the members of the Group and presented to a member of the Executive Committee. The place, date, agenda, and time shall be set by the President or by the Executive committee, provided that the location shall be within the Group area. Notice of a Special Meeting shall be given to members as in Section 2.3 and shall include a statement of the purpose of the Special Meeting.

2.5 Members: Quorum Requirements. At Group Meetings a quorum shall be a majority of those present who are eligible voting members. In mail ballots, except mail ballots for election of officers, a quorum shall be 20 percent of the Group membership.

2.5.1. Members: Termination and Reinstatement. Group membership will be terminated upon termination of SCAPA and/or APA membership. Group membership also may be terminated for failure to pay Group dues and assessments. Group membership may be reinstated, and is subject to such conditions as may be established by the Group.
3.0 Officers

3.1 Officers: The officers of the Group shall be a President, a Secretary/Treasurer, a Communications Officer, Activities Coordinator, Upstate Representative, Midlands Representative, Lowcountry Representative, Mentor Advisor, and the Student Representative. The Immediate Past President shall serve in an advisory capacity as a non-voting member of the Committee. All Officers must be members in good standing in SCAPA. Associate members are not eligible to run for office.

3.2 Officers: President.

3.2.1 The President shall preside at meetings of the Executive Committee and of the membership.

3.2.2 The President shall provide leadership on the development of Group policies in coordination with the Executive Committee.
3.2.3 The President shall lead the Executive Committee in the development of a strategic plan for the Group every two years. The strategic plan shall be in effect from the beginning of the 2nd year of the term of office of the current executive committee to the end of the 1st year of the term of office of the successive executive committee. The Strategic Plan shall set reasonable goals and objectives for the Group and its committees, along with implementation strategies, timelines for completion for each strategy and expected cost or revenue associated with each strategy. The Strategic Plan shall be adopted by majority vote of the Executive Committee. Amendments to the Plan may be proposed by the Executive Committee, any of its members, or any YPGSC member. Amendments to the Strategic Plan must be adopted by majority vote of the Executive Committee. All amendments to the Plan that include changes to revenue or expenditures must also be reflected in the YPGSC budget.

3.2.4 The President shall submit the following appointees to the Executive Committee for consent approval:

3.2.4.1 Candidates for chairmanship for all standing committees.
3.2.4.2 Ad Hoc committees to address specific needs as they arise.

3.2.4.3 The Group Communications Officer.

3.2.4.4 The Activities Coordinator.

3.2.4.5 YPGSC representatives to other organizations as requested.

3.2.4.6 Nominees to fill any vacancies on the Executive Committee.

3.2.5 The President shall notify or cause to be notified all members and Executive Committee members of meetings.

3.2.6 The President shall represent the Group for the SCAPA Chapter.

3.2.7 The President shall call meetings, notify or cause to be notified all members of the Executive Committee members of meetings, and perform other duties required by these Bylaws, or customary to the office and any additional duties that may be assigned by the Executive Committee.

3.3 Officers: Secretary/Treasurer.
3.3 Officers: Secretary/Treasurer.

3.3.1 The Secretary/Treasurer shall maintain, or cause to be maintained, an accurate list of the members of the Group.

3.3.2 The Secretary/Treasurer shall prepare and report, or cause to be prepared and reported, minutes of Group and Executive Committee meetings.

3.3.3 The Secretary/Treasurer shall transmit, or cause to be transmitted, to the Executive Director a list of all Group officers (including their addresses and telephone numbers) within 30 days of their election.

3.3.4 The Secretary/Treasurer shall transmit, or cause to be transmitted, to the Executive Director at least one copy of each publication of the Group.

3.3.5 The Secretary/Treasurer shall submit to the Executive Director of SCAPA, proposed Bylaws or Amendments as required by the Bylaws of SCAPA.

3.3.6 The Secretary/Treasurer shall receive and disburse, or cause to be received and disbursed, Group funds.
3.3.7 The Secretary/Treasurer shall collect, or cause to be collected, Group dues and assessments not collected by SCAPA.

3.3.8 The Secretary/Treasurer, with the assistance from the Executive Committee, shall prepare the Group budget for each calendar year, ensuring that all budget items are directly associated with implementation strategies and associated costs or revenue provided in the Strategic Plan. Amendments to Budget items, excluding operational costs as needed to fulfill budgeted Group obligations or provide for the customary Group activities and operation, may only be made after amendments to the corresponding items in the Strategic Plan have been made. Amendments to the Budget may be made by majority vote of the Executive Committee.

3.3.9 The Secretary/Treasurer shall maintain, or cause to be maintained, accounts that will be open to inspection by officers and will be subject to an annual professional audit.

3.3.10 The Secretary/Treasurer shall prepare, or cause to be prepared, for each meeting of the membership and of the Executive Committee a financial report to include a current balance sheet and an income statement reflecting the Group operations for that fiscal year to date.
3.3.11 The Secretary/Treasurer shall assist the Executive Committee and President in developing formal procedures to insure that expenditures are consistent with the Annual Budget and be responsible for the implementation of these procedures.

3.3.12 The Secretary/Treasurer shall serve as chairman of a standing committee of the chapter.

3.3.13 The Secretary/Treasurer shall perform such other duties as required by these Bylaws or customary to the office.

3.4 Officers: Communications Officer

3.4.1 The Communications Officer shall be a member in good standing in SCAPA.

3.4.2 The Communications Officer is responsible for all official communications of the Group to the membership through all types of media.

3.4.3 The Communications Officer shall develop and chair a Communications Committee from among the Group members.
3.4.4 The Communications Officer shall ensure that the Group Newsletter is published no less than twice annually, but preferably on a quarterly basis.

3.4.5 The Communications Officer shall be responsible for the maintenance of the Group Web Page on the Chapter Website.

3.4.6 The Communications Officer may delegate the production of the Group Newsletter, maintenance of the Group Webpage on the Chapter Website, and/or any other media outlets to another member of the Communications Committee, but shall retain oversight of and responsibility for all communication media.

3.4.7 The Communications Officer shall sit on the Group Executive Committee.

3.5 Officers: Activities Coordinator

3.5.1 The Activities Coordinator shall be a member in good standing in the SCAPA.

3.5.2 The Activities Coordinator shall develop and chair a Group Activities Committee from among the Group members

3.5.3 The Activities Coordinator shall develop social activities, continuing education programs and other professional development programs for Group members.
3.5.6 The Activities Coordinator shall develop programs or alternatives for Group members who are preparing to take the AICP exam.

3.5.7 The Activities Coordinator shall sit on the Group Executive Committee.

3.6 Officers: Upstate Representative

3.6.1 The Upstate Representative shall sit on the Group Executive Committee.

3.6.2 The Upstate Representative shall serve as chairman, or assistant chairman, of a standing committee of the group.

3.6.3 The Upstate Representative shall perform such other duties as required by these Bylaws or customary to the office.

3.6.4 The Upstate Representative shall represent the Upstate region for the YPGSC Group of the SCAPA Chapter.

3.6.5. The Upstate Representative must have an address of record that is within the region they serve. The Upstate region shall consist of the counties: Abbeville, Aiken, Anderson, Cherokee, Edgefield, Greenville, Greenwood, Laurens, McCormick, Newberry, Oconee, Pickens, Spartanburg and Union.
3.7 Officers: Midlands Representative

3.7.1 The Midlands Representative shall sit on the Group Executive Committee.

3.7.2 The Midlands Representative shall serve as chairman, or assistant chairman, of a standing committee of the Group.

3.7.3 The Midlands Representative shall perform such other duties as required by these Bylaws or customary to the office.

3.7.4 The Midlands Representative shall represent the Upstate region for the YPGSC Group of the SCAPA Chapter.

3.6.5. The Upstate Representative must have an address of record that is within the region they serve. The Upstate region shall consist of the counties: Abbeville, Aiken, Anderson, Cherokee, Edgefield, Greenville, Greenwood, Laurens, McCormick, Newberry, Oconee, Pickens, Spartanburg and Union.
3.8 Officers: Lowcountry Representative

3.8.1 The Lowcountry Representative shall sit on the Group Executive Committee.

3.8.2 The Lowcountry Representative shall serve as chairman, or assistant chairman, of a standing committee of the Group.

3.8.3 The Lowcountry Representative shall perform such other duties as required by these Bylaws or customary to the office.

3.8.4 The Lowcountry Representative shall represent the Upstate region for the YPGSC Group of the SCAPA Chapter.

3.8.5 The Lowcountry Representative must have an address of record that is within the region they serve. The Lowcountry region shall consist of the counties: Beaufort, Berkeley, Charleston, Clarendon, Colleton, Dillon, Dorchester, Florence, Georgetown, Hampton, Horry, Jasper, Marion and Williamsburg.
3.9 Officers: Mentor Advisor

3.9.1 The Mentor Advisor shall serve as the Chapter representative, and shall be elected from among the active Chapter members, with such process to be determined by Director of the Chapter.

3.9.2 The Mentor Advisor shall serve on the Executive Committee and shall advise the Executive Committee and the Group on the conduct of services to Group members and the evolving character of the planning profession.

3.10 Officers: Student Representative

3.10.1 The Student Representative shall serve as the Student Chapter of SCAPA representative for the Group, and shall be elected from among the active SCAPA Student Chapter members, with such process to be determined by the President of the Student Chapter.
3.11 Officers: Terms. The terms of office shall be two years for officers elected specifically by the group. Terms of office of all officers shall begin on January 1, on even number years. Officers shall hold office until their successors have been elected and installed. The President, Secretary/Treasurer, Upstate Representative, Midlands Representative and Lowcountry Representative of the Executive Committee shall be elected for a two-year term and may not succeed themselves in the same office without the passage of an intervening term.

3.12 Officers: Order of Succession. In the event that the President cannot fulfill his or her term, the Secretary/Treasurer shall assume the office of President of the Group and a special election shall be called to replace the Secretary/Treasurer. In the event that the Secretary/Treasurer cannot fulfill his or her term, the President shall nominate a member of the Executive Committee to be approved by the Executive Committee to assume the duties of Secretary/Treasurer. In the event that the Mentor Advisor cannot fulfill his or her term, the Director of the Chapter shall appoint from the membership of SCAPA a replacement officer. In the event that any other officer cannot fulfill his or her term, the President shall nominate from the membership of SCYPG a replacement officer to be approved by the Executive Committee using the same criteria for eligibility as if the person under consideration were running for office.
4.0 Executive Committee

4.1 Executive Committee: Composition. The Executive Committee shall consist of the Officers as outlined in Section 3.1. All members of the Executive Committee must be members in good standing in SCAPA.

4.2 Executive Committee: Duties. The Executive Committee shall:

(a) Manage the affairs of the Group;
(b) Adopt and update the Group’s strategic plan;
(c) Approve any representations of the Group’s official position on issues;
(d) Report to the membership upon all business which it has considered or acted upon between Group meetings;
(e) Put into effect the votes of the Group;
(f) Authorize expenditures consistent with the budget including all cash advances and reimbursements of expenditures with receipts;
(g) Develop procedures to guide the implementation of the budget;
(h) Approve all Contracts with appropriate parties for services needed by the Group;
(i) Approve by consent the President's appointees for all appointed positions and Group representatives to all outside organizations or groups;
(j) Perform such other functions as are delegated herein or by the members of the Group.

4.3 Executive Committee: Meetings and Quorums. Meetings of the Executive Committee shall be called by the President or by a majority of the Committee members. There shall be, in each year, at least three meetings of the Executive Committee. A majority of the Executive Committee shall constitute a quorum for the transaction of business at meetings of the Committee.

4.3.1. Executive Committee: Acting Without Meeting in Person. An action may be taken by the Executive Committee without a meeting if consent, setting forth the action taken, is approved by a majority of the members of the Committee. The President shall report the final decision of the Executive Committee to the Committee in a timely manner.
5.0 Committees

5.1 Committees: Legislative Committee. The President, with the advice and consent of the Executive Committee, shall appoint a Region Representative member to serve as the chairman of the Legislative Committee. The Legislative Committee shall be responsible for communicating with the Chapter on legislative affairs that will impact the planning profession, providing information and educational opportunities to legislators and other public officials regarding the planning profession.

5.2 Committees: Programs Committee. The Activities Coordinator shall act as the Chairman of the Programs Committee. The Programs Committee shall be responsible for planning chapter conferences, developing programs for the conferences, and coordinating with the Chapter Professional Development Officer to ensure that sessions are offered that comply with AICP certification maintenance standards. At least one of the Region Representatives shall serve as the Assistant Programs Chair.

5.3 Committees: Communications Committee. The Communications Officer shall serve as the chairman of the Communications Committee. The Communications Committee shall be responsible for the Group Newsletter, the Group Webpage of the Chapter Website, and any official communication of the Group to the membership.
5.4 Committees: Membership Committee. The President, with the advice and consent of the Executive Committee, shall appoint a Region Representative member to serve as the chairman of the Membership Committee. The Membership Committee shall be responsible for maintaining records on Group membership, recruiting associate and professional members to the Group, and conducting new member events. The Activities Coordinator shall serve as the Assistant Membership Chair.

5.5 Committees: Nominating Committee. The nominating Committee shall consist of three Group members, one of whom shall be the Mentor Advisor of the Group. The Mentor Advisor shall serve as the chairman of the Nominating Committee. The Nominating Committee shall be appointed by the President with the advice and consent of the Executive Committee not later than May 1 of odd numbered years. The Nominating Committee shall be responsible for proposing a slate of candidates for Group Officers, receiving nominations from the chapter members and conducting the Group Election.
5.6 Committees: Awards Committee. The Awards Committee shall consist of three Group members, one of whom shall be the Immediate Past President and shall serve as Chairman of the Awards Committee. The Awards Committee shall be responsible for updating award categories as needed, posting a call for nominations for awards in Group publications in a timely manner, reviewing and determining award and scholarship winners, and organizing the bi-annual Group Awards Program. Any person or any person within an organization submitting a nomination for any award category is ineligible for membership on that Awards Committee. Members of the Awards Committee must recuse themselves from discussion, consideration and vote on any award category that includes an individual or organization with which they are closely associated.

5.7. Committees: Other. The President, with the advice and consent of the Executive Committee, is empowered to appoint special and standing committees, as required, to carry out the purposes of the Chapter.
6.0 Elections

6.1 Elections: Method of Balloting. Election of Group Officers shall be by written or electronic ballot of the membership and shall occur every two years in odd numbered years. A ballot shall be distributed to all regular members in good standing not later than September 1. Members may vote for any qualified person, whether or not he/she was nominated by the Nominating Committee or by petition. Ballots shall be returned to the Secretary/Treasurer or his or her designated agent not later than September 30.
6.2 Elections: Nominations. The Nominating Committee shall communicate to the membership the process and schedule for the election of officers. The membership shall have the opportunity to nominate candidates for each office to the Nominating Committee during an open nomination period. The Nominating Committee shall file with the Executive Committee its report of nominations to fill the offices of President, Secretary/Treasurer, and Region Representative’s not later than June 15. All nominees shall be members of SCAPA and of the Group. The Nominating Committee shall promote the nomination of at least two candidates for each office, and the candidates shall run on a straight ticket. Nominations should take into consideration geographic representation from the State’s Upstate, Midlands and Lowcountry regions. On or before July 1, the Executive Committee shall distribute copies of the Nominating Committee report to all members of the Group. A petition of nomination for one or more offices or office election categories, signed by 10 percent or more of the membership may be submitted in writing and mailed to the Secretary on or before July 15. Nomination petitions postmarked or received on or before July 15 shall be accepted. To be eligible to be nominated by petition, the person under consideration must be a member in good standing with both SCAPA and the Group. The names submitted on a petition of nomination shall be included on the official ballot. Associate members are not eligible to vote or nominate anyone for elections.
6.3 Elections: Time of Balloting. A ballot shall be distributed to all members in good standing on or before September 1. Balloting shall be closed on September 30. Ballots postmarked or received on or before September 30 shall be accepted.

6.4 Elections: Tally of Ballots. The officers of the Group shall be elected by the affirmative written ballots of a majority of the members voting. The results of the election shall be ascertained by the Mentor Advisor and confirmed by such Executive Committee officers currently serving at the first Group Meeting of the calendar year. In case no candidate for a particular office receives a majority of the votes cast, the Executive Committee shall elect one of the candidates to fill that office by majority vote of the Executive Committee.

6.5 Elections: Date. If any date specified in the election timetable falls on a Saturday or Sunday, the following Monday shall be the effective date specified in these bylaws for that election year. In the event the following Monday is a South Carolina or Federal holiday the following Tuesday shall be the effective date.
7.0 Financial Policies

7.1 Financial Policies: General

7.1.1 At the final YPGSC Executive Committee meeting of each fiscal year, the Secretary/Treasurer shall present a proposed budget for the next fiscal year for the review and approval of the Executive Committee.

7.1.2 The adopted budget shall be updated throughout the year as necessary. The Secretary/Treasurer shall be responsible for informing the Executive Committee of all changes to the adopted budget.

7.1.3 The financial report for the previous (or most recent) fiscal year shall be submitted to SCAPA Executive Committee annually. This report shall include the identification of all sources of income as well as expenditures.

7.2 Financial Policies: Planning/Budgeting The President’s financial planning for any fiscal year shall not deviate materially from the Executive Committee’s priorities/policies, risk fiscal jeopardy, or fail to be derived from a multi-year plan. Further, without limiting the scope of the foregoing by this enumeration, he or she shall not:
7.2.1 Fail to include credible projection of revenues and expenses, separation of capital and operational items, cash flow, and disclosure of planning assumptions.

7.2.2 Plan the expenditure in any fiscal year of more funds than are projected to be available or received in that period.

7.2.3 Reduce the cash and cash equivalents at any time to less than 5% of the total operating budget.

7.3 Financial Policies: Financial Condition and Activities. With respect to the actual, ongoing financial condition and activities, the President shall not cause or allow the development of fiscal jeopardy or a material deviation of actual expenditures from Executive Committee priorities/policies. Further, without limiting the scope of the foregoing by this enumeration, he or she shall not:

7.3.1 Expend more funds than have been received in the fiscal year to date unless the Debt Guideline as outlined in Section 7.3.2 is met.

7.3.2 Debt Guideline. Indebt the organization in an amount greater than can be repaid by certain, otherwise unencumbered revenues within 90 days.
Section 3

Sample of Activities
Education Activities

- Work with colleges and universities
  - What to expect for your first planning job
  - Provide employer information and tips on landing a job at job fairs
  - Help students find internship/shadowing opportunities
- Create a speaker/webinar series to keep young planners updated on current planning trends (work with SCAPA on this or see if other state chapters/YPGs would be interested in working together to host webinars)
- Create a listserv where planners can ask questions and get group feedback (check out NCPlan ListServ)
- Create and distribute monthly newsletters and e-blasts
  - Recent topics/issues in planning
  - Job postings
  - Accomplishments of young planners in SC
  - Upcoming programs and events
- Create a mentorship program for new planners
Professional Development Activities

- Assist in AICP Exam preparation
- Provide information on how to earn and maintain AICP certification
- Work with SCAPA to hold a winter prep course
- Look into hosting prep course webinars
- Hold webinars/send newsletters about legislative updates and best management practices
- Create a project portal where planners can post projects they are working on for others to provide feedback/suggestions
Social & Networking Activities

- Spread the word about the formation of a YPG group in South Carolina
- Hold a kickoff event to share the mission and goals of YPG
- Ask for feedback on what members expect to get out of a YPG
- Depending on participation, have members sign up to form subcommittee groups to launch different programs
  - Education
  - Mentoring
  - Professional development
  - Organizing social and networking events
  - Planning programs and events for SC and national APA conferences
- Contact successful YPGs
  - Work together to plan a social at the APA national conference
  - Learn how other YPGs structure their groups
- Hold at least one social each quarter
  - Hold the 4th quarter social at the SCAPA Fall Conference
  - Depending on level of participation, pick a current issue in planning or a project proposal and have interested groups come up with a solution/plan.
• Create a list of members and planning firms for distribution amongst YPG members
• Create pages on Facebook and LinkedIn
• Monthly survey to provide members with the opportunity to suggest what they would like to see covered in the newsletters/webinars
Social Meetings

• Quarterly entire group meetings that can rotate between the three locations with the final quarter meeting being the fall conference.
• Monthly social events within each subgroup

Educational Meetings

• Visit campuses and share work experience
  • Clemson (Planners)
  • Greenville (Developers)
  • Charleston (Preservationists)
• Visit other planning departments across the state to gather best practices
• Develop calendar of events to link together non-SCAPA related opportunities are highlighted

Mentorship Program

• This will be considered premium content and will cost money (whatever is needed to cover the cost of running the program)
Section 4

Budget
• The proposed budget will not exceed $2500.

• As most young planners in SCAPA are products of the Clemson University program, we propose to hold a joint tailgate in accordance with the Student Chapter of the South Carolina Chapter of the American Planning Association at Clemson. This would provide another networking social, helping to link future graduates with alumni, specifically in our field.

• Since this group is aimed at serving the entire state, we propose that each division be allotted funds to hold their own mixers once a year. These would help to unite and familiarize planners within the same region, however would be open to any SCAPA and YPGSC members.

• One of the most expensive costs of attending college is book costs. We propose that we allocate $100 each year for a well deserving student in a planning undergraduate or graduate program within the state. This will help ease the costs of books, give back to the students and future planners, as well as entice others to join our cause.

• The proposed budget is flexible, as cost overruns and emergencies happen. This is why this budget is tentative and has a built in “rainy day” fund.
<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marketing</td>
<td>$200.00</td>
</tr>
<tr>
<td>Social</td>
<td></td>
</tr>
<tr>
<td>Clemson/YPGSC/SCAPA Tailgate</td>
<td>$200.00</td>
</tr>
<tr>
<td>Upstate Mixer</td>
<td>$200.00</td>
</tr>
<tr>
<td>Midlands Mixer</td>
<td>$200.00</td>
</tr>
<tr>
<td>Upstate Mixer</td>
<td>$200.00</td>
</tr>
<tr>
<td>SCAPA Fall Conference Mixer</td>
<td>$200.00</td>
</tr>
<tr>
<td>Continuing Education</td>
<td></td>
</tr>
<tr>
<td>AICP Exam Prep</td>
<td>$300.00</td>
</tr>
<tr>
<td>Guest Speakers</td>
<td>$300.00</td>
</tr>
<tr>
<td>Mentorship Program</td>
<td>$200.00</td>
</tr>
<tr>
<td>Education</td>
<td></td>
</tr>
<tr>
<td>Book Scholarship</td>
<td>$100.00</td>
</tr>
<tr>
<td>Emergency “Rainy Day” Fund</td>
<td>$100.00</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$1600.00</strong></td>
</tr>
</tbody>
</table>
Section 5

Marketing Materials
Flyers & Promotional Materials

• Who are we?

As the Young Planners Group (YPG), we offer professional planners in the early stages of their career, as well as recent and soon to be graduates looking to enter the field of planning, with opportunities for networking, skills advancement and professional development, and community outreach.

• Who Qualifies for Membership?

YPG membership is open to individuals involved with the planning profession who are under the age of 35, along with students in planning and planning related programs. As the planning profession draws upon individuals with an array of backgrounds, we welcome a diverse set of professionals and students with a wide variety of planning interests.
• What are the Benefits?

*We provide our members with a variety of professional, social, and community events that capture the diverse interests of the young planning professionals and planning students in the state.*

• Examples of Activities

*Social Meetings, Educational Meetings, Mentorship Program*

• Who Should I Contact to Learn More About YPG?

*In order to best serve member needs, YPG is broken down into three convenient divisions based upon geographic area: Lowcountry, Midlands, and Upstate. To find out more about involvement with YPG and the benefits of membership, contact your Division Representative*

• Group Newsletter

*Shall be published no less than twice annually, but preferably on a quarterly basis*
Section 6

Leadership
Summary of Leadership

- To ensure a successful Group and quality communication amongst the state’s Young Planners, YPGSC leadership consists of an Executive Committee, with Division Representatives serving particular geographic areas of the state.

- The Executive Committee Officers are charged with a variety of roles, listed in the ByLaws, which ensure the organized function of the YPGSC. Officers are members of SCAPA, and take on a variety of roles, from organizing Group meetings, to preparing the Financial Report, to overseeing publication of the Group Newsletter.

- In order to ensure better communication amongst the young planners in the state, the YPGSC is broken down into three “Divisions.” These Divisions are Upstate, Midlands, and Lowcountry. The YPGSC provides a Division Representative for each of the three divisions, with Division Representatives giving a voice to young planners in their respective geographic areas.

- Through a range of levels of organized Officer, Representative, and Advisor outreach, the YPGSC seeks to represent and coordinate quality activities and programs for the Group’s members statewide and to increase visibility of the Group within the National Chapter of the American Planning Association.
**President**

- Preside at meetings of the Executive Committee and of the membership
- Provide leadership on the development of Group policies in coordination with the Executive Committee
- Lead the Executive Committee in the development of a strategic plan for the Group every two years
- Submit the following appointees to the Executive Committee for consent approval:
  - Candidates for chairmanship for all standing committees
  - Ad Hoc committees to address specific needs as they arise
  - The Chapter Communications Officer
  - The Activities Coordinator
  - YPGSC representatives to other organizations as requested
  - Nominees to fill any vacancies on the Executive Committee
  - Notify all members and Executive Committee members of meetings
  - Represent the Group for the SCAPA Chapter
• Call meetings, notify all members of meetings, and perform any other duties required by the Bylaws or as are customary to the office as well as any additional duties that may be assigned by the Executive Committee

**Secretary/Treasurer**

• Maintain an accurate list of the members of the Group
• Prepare and report minutes of Group and Executive Committee meetings
• Transmit to the Executive Director a list of all Group officers within thirty days of their election
• Transmit to the Executive Director at least one copy of each publication of the Group
• Submit to the Executive Director proposed Bylaws or Amendments as required by the Bylaws of SCAPA
• Receive and disburse Group funds
• Collect Group dues and assessments not collected by SCAPA
• With the assistance from the Executive Committee, shall prepare the Group budget for each calendar year, ensuring that all budget items are directly associated with implementation strategies and associated costs or revenue provided in the Strategic Plan
• Maintain accounts that will be open to inspection by officers and will be subject to an annual professional audit
• Prepare for each meeting of the membership and of the Executive Committee a financial report
• Assist the Executive Committee and President in developing formal procedures to insure that expenditures are consistent with the Annual Budget and be responsible for the implementation of these procedures
• Serve as chairman of a standing committee of the chapter
• Perform such other duties as required by the Bylaws or as are customary to the office
Communications Officer

- Responsible for all official communications of the Group to the membership through all types of media
- Develop and chair a Communications Committee from among the Group members
- Ensure that the Group Newsletter is published no less than twice annually, but preferably on a quarterly basis
- Responsible for the maintenance of the Group Web Page on the Chapter Website
- May delegate the production of the Group Newsletter, maintenance of the Group Webpage on the Chapter Website, and/or any other media outlets to another member of the Communications Committee, but shall retain oversight of and responsibility for all communication media
- Sit on the Chapter Executive Committee
Activities Coordinator

• Develop and chair a Group Activities Committee from among the Group members
• Develop social activities, continuing education programs and other professional development programs for Group members
• Develop programs or alternatives for Group members who are preparing to take the AICP exam
• Sit on the Chapter Executive Committee

Region Representative (Upstate Division, Midlands Division & Lowcountry Division)

• Each division representative shall sit on the Chapter Executive Committee
• Each shall serve as chairman, or assistant chairman, of a standing committee of the chapter
• Each shall perform such other duties as required by these Bylaws or customary to the office
• Each shall represent their respective region for the YPGSC Group of the SCAPA Chapter
**Mentor Advisor**

- Serve as the Chapter representative
- Serve on the Executive Committee and advise the Executive Committee and the Group on the conduct of services to Group members and the evolving character of the planning profession
- Shall be elected from among the active Chapter members

**SCAPA Student Chapter Representative**

- Serve as the Student Chapter of SCAPA representative for the Group,
- Shall be elected from among the active SCAPA Student Chapter members
Our Leadership

- President : Justin Westbrook, Planner I, City of Rock Hill
- Upstate Representative : Jennifer Folz, Planner, City of Clemson
- Midlands Representative : Aaron Baggarly, Senior Planner, CGL Companies
- Lowcountry Representative : Kirsty Sanchez, Planner I, City of Hardeeville
- SCAPA Student Representative : Julia Zweifel, MCRP Candidate, Clemson University
- Key Member : Christopher Clausen, MCRP Candidate, Clemson University

Other roles need to be filled, however with the key positions filled with talented, devoted and passionate young planners, along with a energizing student population willing to lend their support, we feel that this proposal will be successful and help fill the need the South Carolina chapter of the American Planning Association has tasked us with.

Contact Information

Justin Westbrook : (803) 329-5867 –or– Justin.Westbrook@CityofRockHill.com
### Leadership Profiles

**Name:** Justin Westbrook  
**Role:** President  

**Employer:** City of Rock Hill  
**Title:** Planner I  

**Alma Mater:** Auburn & East Carolina  
**Certifications:**  

**Greatest Professional Achievement:** Landing my first job in the field of my choice, in the region I grew up in, with a group of people I can really learn from.  

**Greatest Personal Achievement:** Graduating from East Carolina with a bachelors in a field I really love, then attending Auburn University to further that knowledge with a masters.  

**Most Interesting Aspect of Planning To You:** How seemingly simple decisions can shape and set the tone for the future for a neighborhood, city and region.  

**Professional Goals:** Obtaining my AICP certification, learning as much as I can while gaining experience in all areas of planning.  

**Greatest Mentor / Supporter in Professional Life:** My wife, my mother and my first internship supervisor. They all taught me something about life and planning.  

**Greatest College Memory:** Watching Auburn win a national champion with my father, also an Auburn alumni; football tailgates; school projects & all-nighters; having Tuesdays & Thursdays off my final year of graduate school.  

**Hobbies:** College football, fishing, traveling, fixing things, research  

**Best Advice to Give Aspiring Student Planner:** Meet as many planning professionals as you can, gain as much internship experience as possible, and be well rounded and always hungry to learn more.
Leadership Profiles

Name: Kirsty Sanchez
Employer: City of Hardeeville
Alma Mater: Clemson University

Role: Lowcountry Representative
Title: Planner I
Certifications:

Greatest Professional Achievement: Having residents reach out to me to let me know that they appreciate the work I’ve done. It means a lot to know that my work is having a positive impact on people in the community.

Greatest Personal Achievement: Being the second person in my family to get a bachelors degree and the first to get a masters.

Most Interesting Aspect of Planning To You: The opportunity to revitalize communities and create great places that people are proud to be a part of.

Professional Goals: Pass the AICP Exam in November 2014. Work on a community branding project. Work on creating a bicycle/pedestrian plan. Work my way up the ladder to become a Planning Director. Give a presentation at a conference.

Greatest Mentor / Supporter in Professional Life: My family has always been my biggest support system. They encouraged me to pursue my goal of getting a masters in planning and have cheered me on every step of the way to where I am now.

Greatest College Memory: Sitting in the lab for days running GIS models only to realize that I was running them incorrectly. Once I fixed the problem, my entire model ran in about an hour.

Hobbies: Networking events, exploring the lowcountry, reading, and game nights with friends.

Best Advice to Give Aspiring Student Planner: Don’t pass up an opportunity just because it doesn’t look like your dream job. Take every opportunity to learn and grow professionally and personally. Network as much as possible.
Leadership Profiles

Name: Jennifer Folz
Role: Upstate Representative

Employer: City of Clemson
Title: Planner

Alma Mater: Clemson University
Certifications: MCRP

Greatest Professional Achievement: Achieving my degree and finding a job right out of school.

Greatest Personal Achievement: Finding a person to spend my life with that supports and encourages me in my dreams, both personally and professionally.

Most Interesting Aspect of Planning To You: Everything! I love how planning touches nearly every aspect of people’s lives!

Professional Goals: become AICP certified and to eventually become a director of a planning department.

Greatest Mentor/Supporter in Professional Life: My Mom

Greatest College Memory: Studying abroad in Florence, Italy

Hobbies: Photography

Best Advice to Give Aspiring Student Planner: Learn as much as you can, and get as much real world experience as possible! Volunteer, go to meetings, talk with planners, developers, decision makers, and anyone who is involved in the planning field!
Leadership Profiles

Name: Christopher Clauson                    Role: Member
Employer: Clemson University               Title: Student
Alma Mater: Liberty University and USC     Certifications: None

Greatest Professional Achievement: Coming to the realization that national security was not the field I was supposed to be in and turning down the salary that and following after something more in getting out of the military and going to school.

Greatest Personal Achievement: Becoming a husband and father to one son with another on the way in October 2013.

Most Interesting Aspect of Planning To You: Revitalization efforts whether in the downtown areas, or neighborhoods. The prospect of taking an area that is in shambles and turning it around to where it can prosper is most appealing to me.

Professional Goals: To continuously learn in every professional setting I find myself in and work to better every environment I get the chance to work in. Later in life I would like to use all that I have learned to help struggling nations develop.

Greatest Mentor / Supporter in Professional Life: I have had numerous in my time in the military but now I would have to say my wife who has supported me in more ways than I can think of in my professional and personal life.

Greatest College Memory: I am still making memories now as I am in the MCRP program at Clemson until May 2014, but I have enjoyed greatly the opportunity to serve my fellow students in my program and I hope to see them all succeed after graduation.

Hobbies: Spending time with family, traveling, reading, and appreciating music.

Best Advice to Give Aspiring Student Planner: Get involved as soon as possible in professional development, planning and planning related organizations. Choose carefully who you spend your time with and find students or mentors with like goals.