1. GENERAL

1.1. General: Name. The name shall be Young Planners Group Puget Sound (YPG Puget Sound), herein referred to as the Group.

1.2. General: Group Area. The area served by the Group consists of three (3) Puget Sound counties in the State of Washington: King, Snohomish and Pierce.

1.3. General: Mission. The mission of the Group is to:

- Build and develop a community of emerging planning professionals in the Puget Sound region;
- Promote career development of members by providing networking, mentoring, leadership, and educational opportunities;
- Engage with the larger Puget Sound community through volunteerism, outreach, and cross-discipline activities; and,
- Support and collaborate with any other Young Planner Groups in other WA APA State Sections.

1.4. General: The American Planning Association. This Group is the Young Planners Group of the Puget Sound Section of the Washington State Chapter of the American Planning Association.

1.5. General: Publication of the Group. A ‘Publication of the Group’ shall mean any publication or document available to all Group members without special charge via regular mail, e-mail, posting on the Group’s website, or any combination of the above.

1.6. General: Parliamentary Procedure. Membership, Executive Committee, and Board meetings shall be governed by Robert’s Rules of Order. (The President may designate pertinent and applicable rules).
2. MEMBERS

2.1. Members: Eligibility. All members of the Washington Chapter of APA (WA APA) whose addresses of record are within the Group area are automatically Group members so long as they meet one of the three following Group requirements: 1) members must be under thirty-five (35) years of age, 2) have less than 5 years of ‘experience’ in the field, or 3) be a student currently enrolled in a planning or planning-related program. ‘Experience’ must qualify for AICP accreditation. Non-members are welcome to participate in most Group activities, but may be subject to a higher fee.

2.2. Members: Annual Meeting. The Group shall conduct an Annual Meeting for the membership in each calendar year to be held at a location within the Group area unless otherwise designated by the Executive Committee. The Executive Committee shall determine the specific location, date and time of each Annual Meeting.

2.3. Members: Notice of Annual Meeting. The Secretary shall notify the membership of the place, date and time of the Annual Meeting in a notice or publication of the Group, or by another communication, such as posting to the Group website, emailed, and/or mailed via postal services to each member at least one (1) month before the meeting.

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 a quorum of the members of the Group. The President shall set the place, date and time at a location in 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. The quorum for Annual and Special Meetings and electronic ballots shall be a majority of the Group membership if the total membership is less than thirty (30) members. If the total Group membership is thirty (30) members or greater, then the quorum shall be either fifteen (15) members or five percent (5%) of the Group membership, whichever is greater.

2.6. Members: Termination and Reinstatement. Group membership will be terminated upon failure to meet the eligibility requirements listed in section 2.1. Group membership will be reinstated upon return to eligible status.

3. BOARD OF DIRECTORS

3.1. Board Composition. The Board shall consist of eleven (11) positions: the Executive Committee, a Student Representative currently enrolled in a planning or planning-related program, and nine (9) other members elected by the membership. Each position will have a term of three (3) years, with elections held annually. The Executive Committee shall consist of the President, Vice President, Secretary, and Treasurer, who shall serve for one (1) year. The President shall serve as the Chairperson of the Executive Committee.
program, a Representative from each of the three (3) counties within the Groups area, and the three (3) Standing Committee Chairs.

3.2. Board Voting. All Board members shall be voting members and must be in good standing. Other ex officio, non-voting members may be appointed to serve on committees and task forces by the President.

3.3. Board Duties. (a) manage the Group’s affairs; (b) adopt a Group budget; (c) report all business which it has considered or acted upon between Group meetings to the membership; (d) put the votes of the Group into effect; (e) authorize expenditures consistent with the budget; (f) establish task forces and ad hoc committees as deemed necessary, and (g) perform such other functions as are delegated herein or by the members of the Group.

3.4. Board Meetings and Quorums. Meetings of the Board shall be called by the President or by a majority of the voting Board members. The Board shall conduct at least three (3) meetings in a calendar year. A majority of the voting Board members shall constitute a quorum for the transaction of business at meetings of the Board.

3.5. Board Attendance. Any member of the Board who fails to attend two (2) ‘unexcused’ consecutive Board meetings shall be deemed to have resigned and shall be replaced by majority vote of the balance of the Board. ‘Unexcused’ is defined as failing to give reasonable advance notice to the Secretary of your intended absence of the Board meeting. Committee Chairs and County Representatives are encouraged to provide an appropriate proxy. Exemptions may be granted by majority vote of the Executive Committee.

3.6. Board Terms. The terms for the President, Vice President, Secretary, Treasurer and Standing Committee Chairs shall be two (2) years. The terms for the Student Representative and County Representatives shall be one (1) year. Terms shall begin on July 1 and end upon appointment of new position. Elections shall alternate between elections for the President on even years and Vice President, Secretary, and Treasurer on odd years. County representatives shall be elected every year. The Standing Committee Chairs shall be appointed every even year by the Board. The Student Representative shall be appointed yearly by the Board. A Board member shall serve no more than four (4) consecutive years in the same office, unless no other candidates run for that position.

3.7. Board Resignation and Removal. Any board member may resign at any time by delivering written notice to the President or the Secretary, or by giving oral or written notice at any meeting. Any such resignation shall take effect at the time specified therein, or if the time is not specified, upon delivery thereof and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective. One or more Board members may be removed by the affirmative vote of a majority of the number of members or Board Members fixed by or in the manner provided by these Bylaws. Before a Board Member is
removed, that Board member shall be given fourteen (14) days prior notice and an opportunity to address the Board.

3.8. Board Vacancies. A vacancy in any of the Board positions may be filled by a majority vote by the Board.

4. BOARD POSITIONS

4.1. President. The President shall establish Board meeting agendas and preside at meetings of the Executive Committee, the Board and the membership. The President shall be the Group’s voting member on the Puget Sound Section of the Washington Chapter of the American Planning Association Board (PSS). The President shall provide leadership on the development of Group policies in coordination with the Board. The President shall have power to create, appoint and discharge all Group committees unless otherwise provided in these Bylaws. The President shall call meetings, notify Board members of meetings, and perform other duties required by these Bylaws or customary to the office.

4.2. Vice President. The Vice President shall assist the President with overall Group responsibilities and the Group’s responsibilities to WA APA. These duties include attending to correspondence, and the day-to-day maintenance of relationships between the Group and WA APA. The Vice President shall be the Group’s WA APA YPG Committee Member. The Vice President shall carry out other duties assigned by the President. In the absence of, or in the event of incapacity of the President, the Vice President shall assume the duties of the President. The Vice President shall perform such other duties required by these Bylaws or customary to the office.

4.3. Secretary. The Secretary shall: (a) Maintain (or oversee the maintenance of) an accurate list of the members of the Group; (b) notify members of annual meetings and prepare and report minutes of Membership, Executive Committee and Board meetings; (c) transmit to the President a list of all Group officers (including their addresses and telephone numbers) within thirty (30) days of their election; (d) notify the President of the results of all Group voting, and in so doing, specify the quorum and the number voting for each candidate or “aye” and “nay” on each issue; (e) transmit to the President at least one copy of each publication of the Group; (f) submit to the President proposed Bylaws or Amendments as required by the Bylaws of WA APA; (g) be custodian of the Group records; and (h) perform such other duties required by these Bylaws or customary to the office.

4.4. Treasurer. The Treasurer shall: (a) prepare an annual budget with the assistance of the Board; (b) collaborate with the PSS Treasurer to receive and disburse Group funds; (c) collect Group dues and assessments not collectible by the WA APA, (d) assist the President in preparing an annual budget for review by the Board (e) prepare a financial report to include a current
balance sheet and an income statement reflecting the preceding twelve months of Group operations; (f) oversee maintenance of the Group’s books and (g) perform such other duties as required by these Bylaws or customary to the office.

4.5. Student Representative. The Student Representative shall serve on the Board and shall advise the Board and the Group on the conduct of services to students and the evolving character of planning education.

4.6. County Representatives. The County Representatives shall serve on the Board and shall advise the Board and the Group on the conduct of services to their counties.

4.7. Standing Committee Chairs. The Standing Committee Chairs shall serve on the Board and shall lead their respective committees. Ideally these positions will be appointed to members who have been active in the Group and are in good standing.

5. EXECUTIVE COMMITTEE/OFFICERS

5.1. Executive Committee. The Executive Committee shall be composed of the Group Officers: a President, Vice President, a Secretary, and a Treasurer. The Executive Committee shall formulate and monitor the Group budget on a regular basis. The Executive Committee shall meet (in person, via conference call, or electronically) as called by the President and shall have the authority to conduct Group business when action by the Board is made impossible by timing or other urgent factors. The Executive Committee members must be Group members in good standing.

6. STANDING COMMITTEES

6.1. Standing Committees. These committees shall report to the Board, shall operate by Group policy, shall keep and file minutes with the Secretary.

6.2. Communications Committee: The Communications Committee is responsible for outreach and marketing activities. This may include developing and executing a communications strategy, providing oversight and guidance for outreach tools and marketing materials, developing a newsletter, monitoring YPG Puget Sound’s web presence, etc.

6.3. Professional Development Committee: The Professional Development Committee shall provide timely, accurate, and informative educational seminars and workshops. The Committee shall prepare an annual education program schedule and will make opportunities for participation available to all group members. It shall also recruit mentors and facilitate the mentor process.
6.4. Fundraising Committee: The Fundraising Committee shall raise funds by identifying and pursuing fund raising opportunities.

7. ELECTIONS

7.1. Elections: Method of Balloting. Election of Group Officers and County Representatives shall be by ballot of the membership. A quorum (see Section 2.5) is necessary. In case of a tie, the Board shall choose the winner.

7.2. Elections: Timetable. The Board shall hold elections annually in conjunction with PSS’s elections. By March 31, the Group shall convene, start contacting potential candidates, and solicit interested candidates. By April 30, all approved candidates shall register with the Secretary by completing and submitting all required application materials and processes. By May 31 the ballots shall be prepared and provided to PSS for distribution in accordance with their distribution guidelines. Final election results shall be posted via Publication of the Group or electronic means.

7.3. Elections: Announcement of Results. The results of the election shall be reported to the President by the Secretary. Following this, the President shall inform all candidates. The first attempt at informing the candidates shall be by telephone (“in person” – not by leaving a message). The Secretary shall then write the announcement of the election results. The results shall be officially entered in the minutes of the next Board Meeting following announcement of the election results.

8. AMENDMENTS

8.1 Bylaw amendments may be proposed by the Board or by a petition signed by ten percent (10%) of the section membership. A summary of proposed bylaw amendments shall be published in the next regular newsletter or special mailing for membership comment at least ten (10) days prior to the board taking any action on proposed amendments. The Board may amend the bylaws by a majority vote of those board members present at the meeting.

Adopted this ___________ day of ____________________, 2012 by: