



**Official Constitution of the Urban Planning and Policy
Student Association
of the College of Urban Planning and Public Affairs
at the University of Illinois at Chicago**

**ADOPTED BY THE GENERAL ASSEMBLY
MONDAY, SEPTEMBER 24, 2007**

ARTICLE 1: INCORPORATION AS A STUDENT ORGANIZATION

The Urban Planning and Policy Student Association, also known in accordance with the acronym UPPSA, shall operate as a representative student organization within the College of Urban Planning and Public Affairs at the University of Illinois at Chicago.

ARTICLE 2: MISSION STATEMENT AND PURPOSE

The Urban Planning and Policy Student Association shall function to serve students enrolled in the Urban Planning and Policy Program at the Master's and Doctorate levels at the University of Illinois at Chicago. The organization will represent the interests of said students to the Program and College administration, provide a forum for student input in collegiate procedure, promote and sponsor educational and networking events, promote and sponsor social events to create a cohesive, common utility within the Program and University, and act as an open forum for the exchange of ideas and information.

ARTICLE 3: MEMBERSHIP AND DUES

All MUPP and PhD-UPP students, upon admission to the program, will become members. All other UIC students who are interested in Urban Planning and Policy may also be admitted as members after submitting an official written request stating purpose of membership directed to the Board. All alumni of the Urban Planning and Policy Program are honorary members.

Full membership will be awarded to those members who have paid the annual dues of \$15 per member, who are actively pursuing their MUPP or PhD-UPP degree and are actively involved in the organization.

Full membership entitles students to reduced fees at UPPSA sponsored events. Full membership is required to be considered for reimbursement of expenses and/or discounts related to attendance at planning conferences and workshops on behalf of UPPSA.

ARTICLE 4: STANDING COMMITTEES

The Urban Planning and Policy Student Association shall have six (6) standing committees. If additional committees are deemed necessary by the General Assembly, Board, or President of UPPSA, the President shall execute a motion to add such committee(s).

A member of the UPPSA Board shall serve as a liaison on each committee. Each committee shall have a chairperson appointed by the President and UPPSA Board. Parties interested in acting as a chairperson may submit a statement of interest to the UPPSA President as outlined in Appendix A of this Constitution. Each committee shall have a minimum of three (3) members, and no maximum. Committees are not required to prepare formal minutes, but the committee chairperson and/or an appointed person must present a committee update at each General Assembly meeting.

Committee One: Elections

The Elections Committee shall carry out all duties as described in Article 11 and related Appendix.

Committee Two: Publicity

The Publicity Committee shall be responsible for aiding in the publicity efforts of other committees and supporting general UPPSA communication including, but not limited to UPPSA events, special notices, administrative communication, and other information deemed important and necessary to the student body. The committee shall be responsible for providing updated information for posting to the student page of the Urban Planning and Policy website, additional web-based forums, and has the authority to execute if so desired a newsletter and/or student magazine on a timeline deemed appropriate by the Committee.

Committee Three: Community

The Community Committee shall be responsible for coordinating all pro-bono work on behalf of UPPSA as it relates to the surrounding community. The Committee may create volunteer events for the UPPSA membership, or coordinate efforts with the Illinois APA via consultation with the UPPSA APA Board Representatives. The Committee shall engage students in a minimum of two (2) events per an official term. If desired, the Committee shall coordinate plans with the Spring Break Committee.

Committee Four: Speaker/Presentation

The Speaker/Presentation Committee shall be responsible for coordinating speaker events that serve to educate and/or raise funds for UPPSA and associated membership. The Committee may work in conjunction with the established Friday Forum, but shall also schedule speakers and/or presentations or tours for special UPPSA meetings and educational events. If desired, the Committee shall coordinate plans with the Social Committee.

Committee Five: Social

The Social Committee shall be responsible for coordinating social/networking events for UPPSA. The Committee shall plan and promote the traditional TOD events, holding at least one a month. The Committee shall plan and promote the term-ending awards ceremony held at prior to graduation in conjunction with the administration of the Urban Planning and Policy Program. The Committee shall plan and promote and additional events as deemed appropriate and serving to the UPPSA membership.

Committee Six: Spring Break

The Spring Break Committee shall be responsible for coordinating the annual Spring Break Trip. This includes selecting a destination, planning activities, arranging travel arrangements, and other associated tasks to complete trip preparation. The Committee shall work with the Treasurer of the Board on all budget matters and UPPSA secured funding.

ARTICLE 5: OFFICER DUTIES AND CONDUCT

Whereas all Board members are elected by the UPPSA General Assembly,

Whereas all Board members shall serve one term during the year in which they are elected, including a Summer, Fall, Spring sequence,

Whereas all Board members shall rank as listed below and perform the duties described herein:

The President Shall:

1. Preside over all UPPSA General Assembly and Board meetings.
2. Remove Board Members with two-thirds approval of the General Board.
3. Serve as an ex officio member of all committees.
4. Serve as a spokesperson for UPPSA and the entire student body, and be the director of communication to the administration of the Urban Planning and Policy Program.
5. Be responsible to ensure that the Constitution is upheld and address and issues or changes necessary with the General Assembly and Board.
6. Set the agenda for each formal meeting.
7. Meet with the University Administration as needed.

8. Appoint and remove students from committees or positions as deemed necessary.
9. Aid in the planning and coordination of all UPPSA related events.
10. Act as the liaison to the Elections Committee, and assign duties to the members of the elections committee and ensure all duties are fulfilled.
11. Act as a liaison to one standing UPPSA committee in addition to the Elections Committee if necessary.
12. Act as a liaison to other student organizations at the University.
13. Work with the Treasurer to secure funding for UPPSA related activities and events.
14. Be appointed by the student body.

The Vice President Shall:

1. Execute the duties of the President in the event of an absence.
2. Serve as an ex officio member of all standing committees and any ad hoc committees and attend at least one meeting of each standing committee per semester.
3. Serve as the primary liaison to the student population or the Urban Planning and Policy Program, and aid in the execution of grievance requests after review by the President.
4. Handle all internal affairs.
5. Attend all UPPSA General Assembly and Board meetings.
6. Schedule all General Assembly meetings and notify the student body of the meeting schedule and location(s) of meetings and events.
7. Assist in filling all vacancies among the various committees.
8. Be responsible for collecting attendance records of committee meetings and other UPPSA activities as necessary.
9. Focus on membership details including recruitment of members in coordination with the Treasurer and Secretary.
10. Act as a liaison to one standing UPPSA committee.
11. Act as a liaison to other student organizations at the University.
12. Be appointed by the student body.

The Treasurer Shall:

1. Vote on all issues as necessary.
2. Execute the duties of the Vice President in their absence.
3. Attend all UPPSA General Assembly and Board meetings.
4. Be the final preparer of the UPPSA Budget as determined by the Board and presented to the General Assembly at the second meeting of the Fall Term.
5. Aid the President in presentation of the Budget to the administration associated with the Urban Planning and Policy Program

6. Execute all monetary duties including the dispersal and collection of funds, record keeping, and related duties as outlined per the University.
7. Execute Budget amendments.
8. Present weekly budget updates to the UPPSA Board whenever there has been any account activity exceeding \$50.00 U.S. currency.
9. Work with the President to secure funding for UPPSA related events.
10. Act as a liaison to one standing UPPSA committee.
11. Be appointed by the student body.

The Secretary Shall:

1. Attend all UPPSA General Assembly and Board meetings.
2. Prepare minutes for each General Assembly meeting.
3. Prepare minutes for each Board meeting.
4. Have previous minutes prepared for approval by the UPPSA Board at each General Assembly meeting, and post minutes to the Student information page for member access.
5. Be responsible for collecting attendance records of committee meetings and other UPPSA activities.
6. Serve as the point person for the Office of the President.
7. Work closely with the Vice President and Treasurer on attendance policies and new member information.
8. Serve as the primary liaison to the Publicity Committee within UPPSA.
9. Be appointed by the student body.

The APA Student Representatives Shall:

1. Attend all UPPSA General Assembly and Board meetings.
2. Address any issues that concern the student body at UPPSA Board meetings.
3. Attend regularly scheduled meetings and important events of the Illinois Chapter of the APA.
4. Provide a standing report at each General Assembly meeting informing students of APA events or information deemed appropriate and/or necessary.
5. Share responsibility with the Treasurer of the Board to secure funding from the American Planning Association for UPPSA.
6. Act as a full Board member and carry out duties as designated during Board meetings or at the request of the President.
7. Work with the President and Treasurer in securing funding and any tasks associated with attendance at APA events and/or conferences.
8. Act as a liaison to one standing UPPSA committee.
9. Be appointed by the student body.

Conduct and Removal of Officers

All General Board members are required to attend every formal General Assembly meeting.

If a member is unable to attend the meeting, they must contact the President or Vice President prior to the meeting.

Three (3) unexcused absences of any member will be brought to the attention of the UPPSA Board and be voted on to relieve that member of their duties. Two-thirds (2/3) vote will result in a dismissal.

If a member volunteers to be in charge of or is assigned to complete a certain task and fails to do so without notifying the President or Vice President, the same as above will apply. After three (3) unexcused incidences, the UPPSA Board will vote on relieving that member of their duties and two-thirds (2/3) vote will result in a dismissal.

If a member of the General Assembly feels a Board member should be relieved of duties, he/she shall present their petition and appropriate information and documentation to the UPPSA Board. Two-thirds (2/3) of the General Assembly have the power to remove an officer by written proxy.

The President may be relieved of duties in the same aforementioned voting procedure and be replaced by only the current Vice-President.

The President will notify the University governing agency of student organizations of any changes to the Board or other organization related matters.

ARTICLE 6: SPECIAL AUTHORITIES

The President of the Board may appoint members to fill vacancies on the Board that exist after an official election or during the official term. Other Presidential appointments include chairpersons to standing UPPSA committees upon a majority Board approval, and representation to committees that serve the Urban Planning and Policy Program. If the President deems it necessary to add an additional position or committee to the UPPSA organization during the official term, he/she may do so pending a majority approval from the General Assembly.

The Vice President of the Board is the second in command, and assumes all duties of the President in the event of an absence or vacancy. In the event of a vacancy, the Vice President shall appoint a replacement for his/her position.

The Treasurer of the Board is the third in command, and assumes all the duties of the President in the event of an absence of the President and Vice President, and assumes any vacant position.

The UPPSA Board will make decisions and cast votes on behalf of the general membership in matters related to the Urban Planning and Policy Program. It is the duty of UPPSA to provide for a referendum if deemed appropriate before exerting such authority.

ARTICLE 7: MEETINGS AND CONDUCT

Full members are thereby known as part of the General Assembly of Members.

General Assembly meetings will be held at minimum monthly during the official term. General meetings shall be held at times and locations that are convenient to the student body.

Officers will meet on a basis as determined by the Board President, once before each General Assembly meeting, and to hear matters of emergency consideration deemed so by any member of the UPPSA Board.

A proper quorum shall consist of four of the six elected officers.

Motions shall pass upon approval of the majority of elected officers in attendance upon hearing all advisement from the General Assembly of Members. The President will request to hear either a motion of approval or denial, and in sequence request to hear a second of such motion before the Secretary shall take the official role.

ARTICLE 8: FACULTY ADVISOR

A faculty advisor from the Urban Planning and Policy Program will be requested by the UPPSA Board. The Faculty Advisor shall advise the organization in its activities, provide general guidance, and serve as a liaison between the organization, the College of Urban Planning and Public Affairs (CUPPA), and other agencies of the University of Illinois at Chicago.

ARTICLE 9: HANDLING OF FUNDS

The Treasurer of the Board is responsibility for all monetary engagements, the official UPPSA account held with the University, and has the power to execute signatures needed for fund disbursement. In the event the Treasurer is not able

to execute such duties, the President and/or Vice President of the Board may do so at the request of the Board.

ARTICLE 10: STUDENT ASSISTANCE

It is the primary duty of the Urban Planning and Policy Student Association to aid the members of the student body in any grievance situation related to the Urban Planning and Policy Program. This includes, but is not limited to proper course allotments, curriculum changes, additions to the curriculum, or general academic suggestions and/or concerns. Students that request assistance from the Board or UPPSA General Assembly may present their request either via a written or verbal request directed to the Board President.

ARTICLE 10: AMENDMENT PROCESS

If an amendment is deemed necessary to the ratified Constitution by either a member of the General Assembly or Board, the amendment is to be written into the general context of the Constitution whereas written to satisfy intent. The amendment portion of the Constitution is to then be presented for viewing one week prior to the General Assembly at which it will be officially ratified as part of the Constitution.

ARTICLE 11: ELECTION PROCEDURES

The UPPSA Board President shall serve as the primary liaison to the Elections Committee responsible for the execution of all election procedures. The UPPSA Board consists of the officers named in the Constitution. Each officer shall serve one (1) term.

Officers shall be elected during the month of April one-week prior to the conclusion of the regular academic semester.

The previous standing UPPSA Board shall provide a written log of job duties and descriptions to incoming officers, participate in a new officer workshop, and the President and Vice-President of the previous Board shall schedule and attend the first Board meeting of the newly elected officials to ensure proper transfer of powers and associated duties.

The President shall issue an election timeline one month prior to official elections. This shall include a petition period, campaign period, and voting. The official election petition and related documentation are in Appendix B of the Constitution. The President, in conjunction with the Elections Committee shall

create and present election packet documentation to the UPPSA General Assembly and Board at the commencement of the Spring semester.

To run for an officer position, the interested party must submit an official election petition and related documentation, subscribe to all election rules contained within Appendix B and the timeline provided by the President.

Each member of UPPSA is entitled to one (1) vote on an official ballots. Voting will take place during the week prior to the conclusion of the regular academic semester. The elections committee shall contain three members that are not running for any officer position, one of which is the chairperson. These members in addition to the President will conduct the official ballot count, results to be verified and publicized by the President and Secretary.

The person receiving the most votes for each officer position shall be declared the winner. In the case of the APA Student Representatives, the two (2) highest vote contenders shall be declared winners.

APPENDIX

**APPENDIX A: PERSONAL STATEMENTS
OF INTEREST FOR APPOINTMENTS**

APPENDIX B: ELECTION MATERIALS

NOTE: ELECTION TIMELINE AND OFFICIAL RULES AS DETERMINED BY THE ELECTIONS COMMITTEE SHALL BE PROVIDED TO CANDIDATES UPON GENERAL ASSEMBLY APPROVAL, AND MAY BE ADDED AS AN AMENDMENT TO THE CONSTITUTION AS OFFICIAL DOCUMENTATION AS PART OF A FUTURE RATIFICATION.

UPPSA ELECTIONS PETITION

Candidate Name: _____

Address: _____ Phone: _____

Position running for: _____

SIGNATURES MUST BE LEGIBLE, IN INK, AND MUST CONSIST OF THE STUDENT'S PRINTED NAME, SIGNATURE, AND BIRTH DATE.

NAME	SIGNATURE	BIRTH DATE
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____
11. _____	_____	_____
12. _____	_____	_____
13. _____	_____	_____
14. _____	_____	_____
15. _____	_____	_____

CANDIDATE'S SIGNATURE: _____

PETITION #: _____

(Candidate must copy this form as much as needed)

