

Young Planners' Society at UC San Diego Constitution 2023-2024

Article I. Name of Student Organization

The organization shall be called Young Planners' Society at UC San Diego.

*Article II. Statement of Purpose**

Young Planners' Society at UC San Diego (YPS) is a career-oriented network for undergraduate Urban Studies and Planning students and those who are interested in city planning and related careers at UC San Diego. Founded in Fall 2018, YPS hosts regular meetings that alternate between social opportunities and professional/educational development. Each quarter, YPS also incorporates faculty involvement and a community site visit. YPS is one of the founding sponsors and host of UC San Diego's Design-a-thon, a weekend-long challenge that allows students and community members to provide solutions to campus planning and design focus areas. Additionally, YPS aims to connect students with both regional planning-oriented companies and local jurisdiction planning agencies to facilitate professional mentorship opportunities for students. The Young Planners' Society at UC San Diego is represented as a nationally registered planning student organization under the American Planning Association (APA) California chapter, and is locally represented under the San Diego APA chapter.

*Article III. Nonprofit Statement**

Young Planners' Society at UC San Diego is a non-profit student organization.

*Article IV. Requirements for Membership**

The Young Planners' Society at UC San Diego welcomes undergraduate students from all majors who may wish to pursue a career in the realm of urban planning and help students with these goals. The organization will not charge its members' dues or fees to retain membership. However, in order to remain part of the organization, they must attend at least one event put on by the organization per quarter and must be registered with the American Planning Association (APA) to partake in our organization. Membership with the American Planning Association has been, and always will be, free for all students. To register with the American Planning Association, students simply complete a free registration form online here: <https://www.planning.org/join/students/>.

The club will build its roster based on responses to a Google Form.

*Article V. Frequency of Organization Meetings**

The Young Planners' Society at UC San Diego will host bi-weekly meetings each quarter that are scheduled at a time with few conflicting USP Department courses. A minimum of 5 meetings per quarter will be scheduled. Meeting notes will be published after each meeting/event and shared with all members of the organization in a public folder accessible on the organization's website. In lieu of a meeting, an event such as a guest speaker panel or inter-organization social event may be held. Members of the organization must attend at least 1 event or meeting per quarter. Board members of the organization are expected to attend all organization meetings and provide advanced notice in the event of an absence.

*Article VI. Qualifications for Holding Office and Methods of Selecting and Replacing Officers**

Only registered UC San Diego students may hold office in the organization. Only registered UC San Diego students may vote in elections for the selection of the organization's officers.

The board will report to Jennifer Eller, Community Advisor, and the USP Department Adviser on current goals of the Young Planners' Society at UC San Diego and progress quarterly.

The Young Planners' Society at UC San Diego will be managed by a board of active members comprised of the following roles:

Co-Presidents (2): The Presidents will serve as the two executive representatives for the organization in regards to developing programming for events, representing the organization to the USP department, expanding the org, and ensuring the organization's smooth operations.

The Co-Presidents are responsible for fulfilling the following responsibilities:

- Be informed of Young Planners' Society at UC San Diego meetings, events, projects, and campaigns. This includes organizing biweekly board meetings.
- Ensure that Committee Chairs are comfortable with their roles and provide support in fulfilling their responsibilities, as needed. As such, the Co-Presidents will fulfill the responsibilities of vacant positions on the board, if any.
- Maintain consistent communication with all board members and across committees. This includes setting-up, maintaining, and monitoring the Young Planners' Society at UC San Diego Slack workspace and Google Drive; organizing a shared calendar for the board; organizing a kick-off meeting at the beginning of every quarter to establish goals, expectations, and a roadmap for the quarter; establishing a board transition plan at the end of every academic year.
- Manage external communications. This includes scheduling meetings updating the Community Advisor on Young Planners' Society at UC San Diego activities once per quarter; attending meetings and events where representation from the Young Planners' Society at UC San Diego is expected; monitor the official Young Planners' Society at UC San Diego email

Secretary: The Secretary will attend board meetings and be responsible for recording the meeting minutes. If unable to attend meetings, the Secretary is responsible for informing the board and ensuring that a suitable replacement is found to take minutes in their absence.

Treasurer: The Treasurer will manage the organization's finances and budget and report to the Co-Presidents. The Treasurer will also be responsible for paperwork related to funding requests, such as TAPS.

Internal Coordinator: The Internal Coordinator will assist the Co-Presidents in organizing board meetings and other intra-organization activities. This includes planning two board social events per quarter; booking room reservations for board meetings; providing support to Committee Chairs in fulfilling their responsibilities, as needed.

Programs Committee Chair: The Programs Committee Chair will be responsible for leading the Programs Committee in planning social and professional development events. The Chair is required to be a Principal Member. The Chair is responsible for fulfilling the following responsibilities themselves or delegating it to a committee member:

- Ensure the cooperation of committee members. This includes organizing bi-weekly committee meetings.
- Coordinate the event planning logistics of Young Planners' Society at UC San Diego events. This includes curating a quarterly calendar of events before the start of every quarter; booking room reservations for events; coordinating with the Treasurer on paperwork related to funding requests, such as TAPS; and maintaining communication with event guests.
- Manage the post-event logistics of Young Planners' Society at UC San Diego events. This includes writing and mailing thank you cards for guest speakers; inputting the information of guest speakers into the Young Planners' Society at UC San Diego master list of industry contacts; sending follow-up emails summarizing resources and key information brought up during the event to attendees; forwarding the RSVP list to the USP Department Advisor for record-keeping.
- Communicating with event guests; instructions on how to get to the event.
- Work with the Programs Committee to organize one speaker series seminar per quarter that informs members of opportunities or aspects of the planning realm. Guest speakers of the seminar may include (but are not limited to) a professor or a practicing professional in the industry.
- Work with the Programs Committee to organize one professional development workshop per quarter. The event may be conducted in cooperation with another entity related to the realm of planning, such as (but not limited to) a professor or practicing professional in the industry.
- Work with the Programs Committee to organize one social event per quarter. The event may be conducted in cooperation with another student organization related to the realm of planning.
- Work with the Programs Committee to organize one networking event per quarter that informs members of work opportunities in the industry. The event should be conducted in cooperation with a company or organization related to the planning industry.
- Work with the Programs Committee to organize at least one special event per year that engages members with the planning realm in a practical manner. A special event may be organized in lieu of two of above quarterly events, should the planning for the special event be time intensive. Examples of special events may include (but are not limited to) a design-a-thon or an affordable housing tour of San Diego.

Marketing Committee Chair: The Marketing Committee Chair will be responsible for leading the Marketing Committee in managing the organization's presence on social media, the organization website, and e-blasts. The Chair is responsible for fulfilling the following responsibilities themselves or delegating it to a committee member:

- Ensure the cooperation of committee members. This includes organizing bi-weekly committee meetings.
- Be informed of Young Planners' Society at UC San Diego meetings, events, projects, and campaigns. This includes maintaining communication with the Co-Presidents, Programs Committee Chair, and Public Outreach Committee Chair.
- Promote Young Planners' Society at UC San Diego meetings, events, projects, campaigns, and other planning-related opportunities. This includes creating digital flyers and story posts to be shared on social media; sending out e-blasts or regular newsletters to members; requesting the USP Department Advisor share Young Planners' Society at UC San Diego activities on the USP blog and newsletters; updating the event calendar on the

Young Planners' Society at UC San Diego website; respond to any inquiries on directed towards the Young Planners' Society at UC San Diego social media account

- Manage the communication logistics of Young Planners' Society at UC San Diego events. This includes creating RSVP forms for events; sending reminder emails for members who have RSVP'd; posting instructions on how to find the event space onto social media
- Work with the Marketing Committee to develop at least two social media campaigns per year that educates USP students about opportunities within the major or aspects of the planning industry. Examples of campaigns include (but are not limited to) study abroad opportunities specifically for USP majors; the use of Geographic Information Systems in the planning industry; and planner spotlights explaining the professional journeys of alumni or professors.

Public Outreach Committee Chair: The Public Outreach Committee Chair will lead the Public Outreach Committee in overseeing the organization's relations with local activist groups and planning-related opportunities in San Diego. The Chair is responsible for fulfilling the following responsibilities themselves or delegating it to a committee member:

- Ensure the cooperation of committee members. This includes organizing bi-weekly committee meetings. Be informed of local activism and planning-related opportunities. This includes monitoring the official Young Planners' Society at UC San Diego email and social media for upcoming events, and maintaining communication with local activist groups.
- Connect members with planning-related organizations, campaigns, or events in San Diego. This includes coordinating with the Marketing Committee Chair on promoting opportunities via e-blasts and social media posts.
- Work with the Public Outreach Committee to complete at least two projects per year of community-engaged nature. The project can engage any type of community, including but not limited to the UC San Diego campus community, University City community, or broader San Diego community. The project may be completed in partnership with any Programs Committee event or another organization, such as a local activist group or a campus research group. The same project may be repeated each quarter. Examples of projects include (but are not limited to) creating tutorials of urban planning-related software for USP students; working with the UC San Diego Bioregional Center on a research project; and mobilizing students to speak for a cause at a San Diego Planning Commission meeting.

Principal Members (4): The Young Planners' Society at UC San Diego will at all times, have 4 enrolled undergraduate principal members. These 4 students will be listed as the 4 principal members on the organization's registration, and must have completed the Art of Inclusive Communication workshop. Two of the principal members must be the Co-Presidents, one must be the Programs Committee chair, and the other will be a member of the board.

Designation of board members for the next school year will take place by Week 10 of Winter quarter, in March. The following year's board members will be appointed by the current board. The officer transition will consist of the newly designated board members shadowing the current officers until the 5th week of Spring Quarter when they assume their position. The goal of the organization is to have a mixed class rank of officers.

Board members whose participation declines throughout the quarter are encouraged to meet with Co-Presidents to discuss their role in the organization, whether they would like to adjust their duties, and to evaluate whether they would like to maintain their position.

*Article VII. Risk Management**

Young Planners' Society at UC San Diego is a registered student organization at the University of California, San Diego, but not part of the University itself.

Young Planners' Society at UC San Diego understands that the University does not assume legal liability for the actions of the organization.

Young Planners' Society at UC San Diego will not be performing any work with minors or the elderly, will not be providing medical assistance, will not be handling hazardous chemicals/material/equipment/machinery, and will not be participating in international travel.

Article VIII. Community Advisor

The community advisor for Young Planners' Society at UC San Diego will be Jennifer Eller. Jennifer Eller is the Director of Industry Relations and Student Professional for the Department of Urban Studies and Planning and works to serve as an undergraduate career counselor and industry liaison. Her role will be as a guiding faculty member who can be our bridge between the USP Department. The community advisor will not run the club, but will provide feedback on events and board decisions.

Article IX. Financial Management

The Young Planners' Society at UC San Diego receives an annual budget from the USP Department, managed by the Department Adviser. The Treasurer is in charge of meeting with the Department Advisor quarterly and knowing the current balance of annual funds. On an as-needed basis, YPS will apply for AS funding and will provide required documentation and accompanying procedures (i.e. a TAP form). Additional funding may be provided by companies or groups outside of the university for events featuring them hosted by Young Planners' Society at UC San Diego.

Article X. Affiliation with Other Groups

The Young Planners' Society at UC San Diego is an organization affiliated with the American Planning Association and is registered with the American Planning Association as a student planning organization. Members of the Young Planners' Society at UC San Diego must be registered with the American Planning Association to partake in our organization. Membership with the American Planning Association has been, and always will be, free for all students. To register with the American Planning Association, students simply complete a free registration form online.