

# Young Planners' Society CONSTITUTION

## **Article I. Name of Student Organization**

The organization shall be called [Young Planners Society] at UCSD.

## **Article II. Statement of Purpose\***

The purpose of the Young Planners Society is to:

The Young Planners Society at UCSD aims to be a pre-professional networking organization for undergraduate students interested in the field of urban planning to come together in a safe and supportive environment. The Young Planners Society aims to achieve the following five priorities:

1. The Young Planners Society will foster a culture of open-mindedness, compassion, and inclusiveness among individuals and groups in the field of urban planning and work to provide pre-professional opportunities focused on the development of socially responsible leaders who are willing to engage in the discourse and decision-making that leads to transformational change for healthy people and healthy communities.
2. The Young Planners Society will be a space of inclusion and equal opportunity to promote the advancement and inclusion of all aspiring young planners. The Young Planners Society aspires to serve as a support network for undergraduate students and to promote both social equity and a collaborative community environment in all organization activities regardless of, but not limited to, race, ethnicity, culture, age, gender, sexual orientation, gender identity, ability, national origin, veteran status, social economic class, religion, and professional status; and to coordinate pre-professional resources and opportunities for its' members. We embrace these pillars of excellence as crucial to the lives of healthy people and healthy communities.
3. The Young Planners Society will serve as a career oriented support network for undergraduate students interested in urban planning by working with the UC San Diego Urban Studies and Planning Program, the Urban Changemakers Club, TREO, and other campus organizations to promote opportunities for emerging young planners.
4. The Young Planners Society aims to connect with both regional planning-oriented companies and local jurisdiction planning agencies to facilitate professional development for students.
5. The Young Planners Society will be represented as a nationally registered student planning organization under the American Planning Association (APA) California chapter.

## **Article III. Nonprofit Statement\***

Young Planners Society at UCSD is a non-profit student organization.

## **Article IV. Requirements for Membership\***

The Young Planners Society welcomes undergraduate students from all majors who 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.

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

#### **Article V. Frequency of Organization Meetings\***

The Young Planners Society will host bi-monthly on-campus events (minimum of two events) for 1-2 hours each at a time that works for most organization members. Meeting notes will be published after each meeting/event by the Secretary and shared with all members of the organization in a public folder. Regular members of the organization must attend at least 1 event per quarter. Officers and Principal Members of the organization are expected to attend all organization meetings, however, are allowed two absences per quarter.

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

**Only registered UCSD students may hold office in the organization. Only registered UCSD students may vote in elections for the selection of the organization's officers.**

The Young Planners Society will be run by an executive committee composed of the nine following roles:

Principal members (4): The Young Planners Society 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.

Amongst the 4 principal members, there will be the following roles:

Co-Chairs (2): The Chair will serve as the two executive representatives for the organization in regards to ensuring proper registration, developing programming for events, and scheduling executive committee meetings. The two Co-chairs will also be accountable for making sure the other officers are completing their duties. Of the two co-chairs, one member must fulfill the following role:

APA Liaison (1): The American Planning Association (APA) Liaison will be responsible for maintaining relations with the San Diego section of the APA and putting on events for networking opportunities within the APA. The APA liaison will be the channel of communication between the Young Planners Society, the APA, and local affiliate undergraduate student planning organizations (University of San Diego, San Diego State University).

Vice co-chairs (2): The two vice-co chairs will assist the two co-chairs in the management of the organization, programming, and future growth. The 4 principal members will all hold equal responsibility for the management of the organization, but the role of vice co-chairs is expected to require a lesser time commitment than the co-chairs. The role of the vice co-chairs is intended to be for the two students to next transition to becoming co-chairs. Of the two vice co-chairs, one member must fulfill the following role:

Student Outreach and Awareness Liaison (1): The student Outreach and Awareness Liaison will provide vision and direction for inclusion initiatives with particular focus on diversity and social equity, and serve as an advocate for the interests of groups traditionally underrepresented in the field of urban planning. They will collaborate closely with the USP program advisor and with campus student resources centers to promote events, opportunities and academic, personal, and pre-professional support

networks for the organizations' members. In addition to working with campus groups, they will work closely with the APA liaison to promote APA-affiliated opportunities and resources, and assist the APA Liaison in maintaining relations and cross-collaboration efforts with local community colleges and universities.

VP of Financial Affairs: The VP of Financial affairs is in charge of fundraising and looking for more ways to get funding outside of the University (ie. Grants or sponsors). The VP of Financial Affairs will be responsible for applying for A.S. funding and managing the overall finances of the organization.

Treasurer: The treasurer will work in partnership with the VP of Financial Affairs and share responsibility in applying and managing the organization's finances. The Treasurer will be the lead in charge of financial bookkeeping records, receipt tracking, and will work in partnership with the VP of Financial Affairs to ensure organized and transparent finances.

Secretary: The Secretary will be responsible for taking down the minutes for each meeting, sending out email blasts, and taking attendance at meetings and events.

Internal Relations: The Internal Relations officer will oversee member registration, maintaining the roster, website, and all other internal documents.

External Relations: The External Relations Officer will be in charge of marketing and maintaining connections with faculty, UCSD student organizations and resource groups, and local planning jurisdictions and companies for member involvement. The external relations will work closely with the internal relations officer for sharing content to the website, and will also work closely with the APA Liaison and Student Outreach and Awareness Liaison in maintaining external relationships.

Rotating Project Leads: There will be rotating project leads for special events we host and projects the organization participates in. These are temporary members of the committee, open to members to take on a part-time leadership role and lead projects that peak their interest.

The Executive Committee will meet separately from the organization to make reports and proposals on event ideas, project opportunities, and involvement with local planning officials and organizations. They will also work to improve improve the structure and efficiency of the organization. Most importantly, the executive committee will report to Professor Mirle Bussell on current goals of the Young Planners Society and reports

Elections for the (9) Officer positions will take place at the end of Winter quarter, in March, and the officer transition will consist of the newly elected members shadowing the current officers until the 5<sup>th</sup> week of Spring Quarter when they assume their position. The goal of the organization is to have a mixed class rank of officers.

If an Officer fails to consistently attend Executive Committee meetings, regular meetings, events, or fail to uphold to their various duties, they will be removed from office and there will be an informal election to replace that member.

#### **Article VII. Risk Management\***

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

**Young Planners Society at UCSD understands that the University does not assume legal liability for the actions of the organization.**

Article VII. Section 1. In Case of Interaction with Minors and/or the Elderly

**[Young Planners Society] at UCSD is aware that all registered student organizations that serve minors or the elderly have access to training on child and elder abuse prevention for its members via the Center for Student Involvement, online or in person (in person by request only). [Young Planners Society] will develop plan(s) for activities and events where members will be interacting with minors or the elderly such that members will receive education and/or training on Child Abuse Neglect Reporting Act (CANRA), common sense measures to both avoid child or elder abuse allegations (i.e. avoiding one-on-one situations; working with minors in plain view of others; limiting calls/texts/social media posts or other communications with minors), and how to properly report potential harm or neglect to minors or the elderly with whom they are working.**

Article VII. Section 2. In Case of the Provision of Medical Assistance

**In the event that [Young Planners Society] at UCSD provides medical assistance to a community, all volunteers will work under the direction of licensed professionals (doctors, nurses, counselors, etc.). The University does not recommend that students provide medical assistance.**

Article VII. Section 3. In Case of International Travel

**[Young Planners Society] at UCSD recognizes that the University generally recommends against all international travel by Student Organizations due to the myriad of risks travelers face in foreign countries. Student organizations are discouraged from traveling to foreign countries due to the wide variety of risks involved with foreign travel, and the extensive planning efforts required by the Student Organization's Members to manage those risks. Security risks and health care services vary widely from one country to another, so thorough research on those topics is especially important. International travelers are advised to research US State Department Travel Advisories and the CDC Travel Health site and abide by all recommended alerts and warnings, and procure travel insurance with medical coverage that covers their chosen destination because most USA Health Plans are not valid in foreign countries.**

Article VIII. Community Advisor

The community advisor for Young Planners' Society will be Professor Mirle Bussell. She is the director of the Urban Planning program's Real Estate and Development major and will serve as the community advisor for as long as she can. Additionally, she is an active faculty member of the American Planning Association's San Diego chapter. Her role will be as a guiding faculty member who can be our bridge between the USP program. She will not run the club but can make suggestions or give pointers as we tackle projects.

Article IX. Financial Management

The Young Planners Society will apply for AS funding annually. In addition to AS funding, the Young Planners Society will pursue funding from any other available opportunities including funding from the

UCSD USP Program and the American Planning Association. The VP of Financial Affairs and Treasurer will be the primary persons of contact for the organization's financial affairs, and will be in charge of record keeping for the organization's finances. They will publish a public budget sheet quarterly.

#### Article X. Affiliation with Other Groups

The Young Planners Society will be an organization affiliated with the American Planning Association. We will be registered with the American Planning Association as a student planning organization. Members of the Young Planners society 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.