American Planning Association
Maryland Chapter Bylaws

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BYLAWS

MARYLAND CHAPTER AMERICAN PLANNING ASSOCIATION

1. General

1.1. NAME: The name of the organization is the Maryland Chapter of the American Planning Association. The national, parent organization, the American Planning Association, will hereafter be known as the “Association” or “APA” and the subject organization will hereinafter referred to as the “Chapter.”

1.2. AREA: The area covered by the Chapter is the State of Maryland with the exception of Montgomery and Prince George’s Counties.

1.3. PURPOSE: The purpose of the Chapter is to facilitate the individual participation of the members of the Association. The Chapter will carry out the objectives of the Association and shall work toward: (a) advancing the art and science of planning and the activity of planning – physical, economic and social – at the local, regional and state levels; (b) encouraging the exchange of information and professional experience; (c) promoting the interest in and welfare of the planning profession; (d) sponsoring other activities that advance the overall goals and objectives of the Association; (e) encouraging planning that will contribute to public well-being by developing communities and environments that meet more effectively the needs of people and of society, and (f) provide fellowship among its members and opportunities for professional growth and development. The Chapter will promote and encourage individual certification through the American Institute of Certified Planners also known as “AICP.” Notwithstanding any other provisions of these articles, this Chapter will not carry on any other activities not permitted to be carried on by an organization (a) exempt from Federal Income Tax under Sections 501 (c) (3) of the Internal Revenue Code of 1954 or the corresponding provision of any future United States Internal Revenue Law or (b) contributions to which are deductible under Section 170 (c) (2) of the Internal Revenue Code of 1954 or the corresponding provision of any future United States Internal Revenue law.

1.4. PARLIAMENTARY PROCEDURE: Robert’s Rules of Order (the pertinent edition of which may be designated by the President) shall govern the conduct of meetings of the Membership and Chapter Executive Committee (See Sections 3.0 and 5.0).
1.5. COMMUNICATION: Written communication is defined as newsletter, event announcement, or targeted correspondence sent to members’ address and/or email address of record. Written communication also includes email. Postings on webpages do not constitute written communication of Chapter activities to the membership for the purposes of voting or other group decision making.

2. Members

2.1. CHAPTER MEMBER ELIGIBILITY:
All Chapter Members must be members of APA. Any members of APA shall be eligible to be Chapter members. An APA member whose address of record is outside of the Chapter area may become a Chapter member upon payment of all applicable dues and assessments. APA members belonging to the Chapter have voting rights within the Chapter and may hold an office.

2.2. ASSOCIATE MEMBER ELIGIBILITY: Individuals, Firms, Organizations and Agencies, which are not members of APA may become associate members of the Chapter with all the rights and privileges except as noted herein. Groups must submit the name of an individual within their organization to serve as point of contact for communication with the Chapter. Associate members are entitled to all benefits provided by the Chapter, including voting rights upon payment of associate member dues. Chapter-only members may be elected or appointed to any Chapter office or committee other than the Chapter President, President-Elect, or Chapter Professional Development Officer.

2.2.1. Regional Conference Attendees: Persons attending more than one day of the Chapter’s Regional Conference who are not Chapter members or Associate Members will be entitled to an Associate Membership upon payment of applicable dues and assessments. The membership term is good for one year after the first date of the conference.

2.3. CHAPTER MEMBER DUES: Dues are assessed at the time APA dues payment is made via the Association’s annual payment form.

2.4. ASSOCIATE MEMBER DUES: Dues are payable on July 1st of each year and effective until June 30th. New Associate members joining before January 1st of the Chapter’s fiscal year (see Section 11.0) shall pay full dues for the remainder of the Chapter’s fiscal year. New members joining on or after January 1st shall pay one-half the normal dues amount. Membership is effective immediately upon payment of dues.

2.5. MEMBERSHIP TERMINATION AND REINSTATEMENT: Chapter membership shall be terminated upon termination of APA membership or failure to pay Chapter dues or assessments. Members can be reinstated to Chapter membership upon
payment of current dues and past due assessments.

2.5.1. AICP members suspended for a violation of the AICP Code of Ethics and Professional Conduct will be suspended from Chapter membership for the period of the AICP suspension. A finding of expulsion by the AICP Ethics Officer or Committee will result in suspension of Chapter membership for one year from the date of the expulsion.

3. **Annual and Special Meetings**

3.1. **ANNUAL MEETING:** There shall be an Annual Meeting of the Chapter membership in each of the Chapter’s fiscal years. The meeting shall be held at a location within the Chapter area. The Chapter Executive Committee shall determine the specific location, date, and time of each Annual Meeting.

3.2. **SPECIAL MEETINGS:** A Special Meeting of the members may be called by the President, the Executive Committee, or a petition signed by at least five per cent of the members of the Chapter. Said petition must state the purpose(s) for which the proposed Special Meeting is to be called. A place within the Chapter area, date, and time shall be set by the President or by a majority vote of the Executive Committee.

3.3. **NOTICE OF ANNUAL MEETING OR SPECIAL MEETING:** The Secretary shall notify the membership of the place, date, and time of the Annual Meeting in a publication of the Chapter, or by another communication that is sent to each member at least one month before the meeting. Notice of the Special Meeting shall be sent to members at least 30 days before the meeting and shall include a statement of the purpose of the Special Meeting. Multiple communication media are encouraged for the Annual Meeting or any Special Meeting.

3.4. **QUORUM REQUIREMENTS:** A quorum at the Annual and Special Meetings shall be considered those Chapter members present.

4. **Officers**

4.1. **OFFICERS:** The Officers of the Chapter shall be a President, a President-Elect, a Vice President, a Secretary, a Treasurer, a Professional Development Officer, and five At-Large Representatives. The Professional Development Officer is an appointed position; all other officer positions are elected, unless appointed to fill a vacancy.

4.2. **AT-LARGE REPRESENTATIVES:** At-Large Representatives shall consist of at least one representative from each of the following four geographic areas of the State, and one representative may be from any of the four geographic areas and represents the whole membership not a specific geographic area:
4.2.1. Western Maryland

- Allegany County
- Garrett County
- Washington County
- Frederick County

4.2.2. Eastern Shore

- Caroline County
- Cecil County
- Dorchester County
- Kent County
- Queen Anne’s County
- Somerset County
- Talbot County
- Wicomico County
- Worcester County

4.2.3. Southern Maryland

- Calvert County
- Charles County
- St. Mary’s County

4.2.4. Metro Area

- Anne Arundel County
- Baltimore County
- Carroll County
- Harford County
- Howard County
- Baltimore City

4.3. TERMS: The term of Officers and At-Large Representatives shall be two years. Terms shall commence January 1 of even-numbered years. An officer shall not hold more than one Executive Committee position.

4.4. QUALIFICATIONS: All officers shall have been members of the Chapter for at least two years at the time they shall take office. In addition, all officers shall have been members of the American Planning Association for at least 12 months at the time they shall take office.

4.5. PRESIDENT: The President shall (a) preside at the meetings of the Executive Committee and of the membership, (b) provide leadership on the development of Chapter policies in coordination with the Executive Committee, (c) prepare an annual budget for approval by the Executive Committee, (d) have the power to create, appoint and discharge all Chapter Committees unless otherwise provided in these Bylaws, (e) represent the Chapter on the APA Chapter Presidents’ Council and serve as the Chapter liaison with the national office of APA, (f) call meetings and perform other duties required by these Bylaws or customary to the office, (g) be responsible for creating a multi-year Development Plan, (h) accept grants and execute contracts or agreements as authorized by the Executive Committee, (i)
represent the Chapter at official functions, (j) act as the Chapter’s official spokesperson, (k) be the chief liaison between the Maryland Chapter and other chapters, including the National Capital Area Chapter, and (l) shall call 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.

4.6. PRESIDENT-ELECT: The President-Elect shall (a) work with the President in preparation for becoming chapter leader, (b) assist the President in the guidance and coordination of committee activities, (c) actively assist in the creation of the Chapter’s Development Plan, (d) serve on the Conference Committee, (e) carry out any other duties assigned by the President, (f) shall perform other such duties required by these Bylaws or customary to the office; and (g) in the absence of or in the event of incapacity of the President, the President-Elect shall assume the duties of the President.

4.7. VICE PRESIDENT: The Vice President shall (a) assist in the guidance and coordination of committee activities, (b) carry out any other duties assigned by the President, (c) the Vice President shall perform other such duties required by these Bylaws or customary to the office; and (d) in the absence of or in the event of incapacity of both the President and the President-Elect, the Vice President shall assume the duties of the President.

4.8. SECRETARY: The Secretary shall (a) maintain, with the assistance of the American Planning Association, an accurate list of members of the Chapter, including associate or chapter only members referenced in Section 2.2; (b) notify members and Executive Committee members of meetings, prepare and report minutes of Chapter and Executive meetings; (c) transmit to the Officers and the APA Executive Director a list of all Chapter Officers (including their name, address, email address, and telephone number) within ten days of their election or revision; (d) notify the APA Executive Director of the results of all Chapter voting, and in doing so, specify the quorum and the number voting for each candidate, or “aye” or “nay” on each issue; (e) transmit to the APA Executive Director at least one copy of each publication of the Chapter; (f) submit to the APA Executive Director proposed Bylaws or amendments as required by the Bylaws of APA; and (g) perform such other duties required by these Bylaws or customary to the office.

4.9. TREASURER: The Treasurer shall (a) receive and disburse Chapter funds; (b) collect Chapter dues and assessments not collectable by the National Office; (c) assist the President in preparing an annual budget for review by the Executive Committee; (d) maintain accounts which shall be open to inspection by Officers and subject to audit; (e) prepare for each income statement reflecting the preceding twelve (12) months of Chapter operations; (f) prepare written financial reports for each meeting of the Executive Committee; (g) submit copies of monthly bank statements to the President; (h) pay bills as directed and in a timely fashion; (g) submit tax forms in a timely fashion; (h) maintain up-to-date federal and state non-
profit filings, including tax exempt status forms; (i) serve on the Conference Committee, and (j) perform such other duties as required by these Bylaws or customary to the office.

4.10. PROFESSIONAL DEVELOPMENT OFFICER: The Professional Development Officer (PDO) shall (a) actively promote attainment of the American Institute of Certified Planners professional credential among the Chapter’s eligible members, (b) chair the Professional Development Committee (See Section 6.2), (c) coordinate with the national AICP office on AICP certification matters, (d) promote membership in the Fellows of AICP among the Chapter’s certified members, (e) promote adherence to the AICP “Code of Ethics and Professional Conduct” and all other rules and guidelines of ACIP membership, (f) serve on the Executive Committee, (g) develop continuing education programs and other professional development programs for Chapter members, and (h) is encouraged to attend at least one national APA conference during a two-year term of office.

4.10.1. The PDO must be a member in good standing of the Chapter and of the American Institute of Certified Planners

4.11. AT-LARGE REPRESENTATIVES: At-Large Representatives shall (a) serve on the Executive Committee, (b) communicate and promote Chapter activities to their constituents, (c) stay aware of issues in their geographic region and report information to the Executive Committee as necessary, (d) actively participate in at least one committee, (e) submit a report at least three times a year to be published in the newsletter, (f) work with the Professional Development Officer to provide general training opportunities and certification maintenance opportunities, (g) assist the President in carrying out the Chapter’s programs and other duties assigned by the President or Executive Committee, and (h) perform those duties required by these Bylaws and other duties customary to the office.

4.12. REMOVAL FROM OFFICE: Officers and At-Large Representatives may be removed from office for failure to attend three consecutive meetings; failure to carry out the duties of the office; or for the conviction of a felony. Officers who are AICP members who are suspended or expelled for a violation of the AICP Code of Ethics and Professional Conduct will be removed from Chapter effective on the date of the finding without further action by the Executive Committee.

4.12.1. Removal shall by two-thirds (2/3) majority vote of the Executive Committee, except in the case of suspension or expulsion for violation of the AICP code of Ethics and Professional Conduct.

4.12.2. Due process shall require at least two consecutive Executive Committee meetings to conclude a motion, the first for the making of the motion, and the second to consider submission of the response of the Officer so charged with the Executive Committee then sustaining or denying the motions. The making of a motion for removal of an officer shall be followed by notification of the officer at his/her address of record by first class mail, posted not less than 21 days prior to the
date of the meeting at which the sustaining or denying of the motion to remove is to be considered. The officer shall be given the opportunity to respond to the charges verbally, in writing, or through an agent.

4.12.3. The Executive Committee may make and amend rules and procedures for the removal of officers for nonfeasance, misfeasance or malfeasance or for the conviction of a felony. Such rules shall provide for fairness, adequate due process and self-defense and shall include an appeal process.

4.13. VACANCIES: The President shall nominate persons to fill Officer vacancies that occur between regular elections with the exception of the office of President-Elect. See Section 5.3 for Quorum Requirements.

4.13.1. Persons so appointed shall hold office for the balance of the current term, or until his/her successor is elected and installed.

4.13.2. President: If elected to the office of President–elect during an election, the President-Elect assumes the office of President at the end of the current term or if the office of President becomes vacant during the current term. If the person assuming the office of President has been appointed to the position of President-Elect, the individual must stand for election during the normal election cycle.

4.13.3. President-Elect:

4.13.3.1. When a vacancy occurs in the office of the President-Elect, the Executive Committee shall schedule a special election within 90 days. The election shall follow the rules established for regular elections. If the vacancy occurs within six months of the regular election, no special election shall be held. Following a special election, the winning candidate shall assume office for the remaining term beginning immediately.

4.13.3.2. If the vacated term of the President-Elect ends before a special election determines the successor, the outgoing President will continue in office until the successor is elected. In this circumstance, the special election shall be for the office of President and the electee shall take office immediately.

4.13.3.3. Any duties of the vacated President-Elect position may be assigned at the discretion of the President to the Immediate Past President or another Officer.

4.13.4. If vacancies occur among Chapter Officers for which these bylaws do not provide a clear remedy, a majority of the remaining Executive Committee members with voting authority are empowered to create ad hoc rules to respond to the situation, including interim appointments, special elections or leaving the position vacant until the next election cycle.

5. Executive Committee

5.1. COMPOSITION: The Executive Committee shall include (a) the Officers (voting)
(b) immediate Past President (non-voting), (c) At-Large Representatives (voting), (d) a Student Representative from each planning program within the state (non-voting), and (e) a representative of the Maryland Citizen Planners Association (non-voting), (f) a representative of the Maryland Department of Planning (non-voting), (g) Maryland Chapter Division Director(s) (non-voting), and (h) faculty representatives from the university planning programs in the state (non-voting), and (i) representatives from other organizations and/or associations as may from time to time be deemed appropriate by the Executive Committee (non-voting).

5.2. DUTIES: The Executive Committee shall (a) manage the affairs of the Chapter; (b) report to the membership upon all business which is considered or acted upon between Chapter meetings; (c) adopt a budget for the Chapter; (d) put into effect the votes of the Chapter; (e) authorize expenditures consistent with the budget; (f) fill Officer vacancies, (g) elect officers in case of a tie during an election by simple majority; (h) approve any legally binding contract or agreement, and (i) perform such other functions as are designated herein or by the members of the Chapter.

5.3. MEETINGS AND QUORUMS: The President or a majority of the Executive Committee members shall call Executive Committee Meetings. There shall be in each year at least six meetings of the Executive Committee. Meetings may be held in person or by teleconference. A quorum at Executive Committee meetings shall be six Executive Committee members who are eligible to vote. Persons participating in meetings via teleconference are considered to be in attendance with regard to quorum requirements and eligible to vote. Quorum requirements apply equally to email polling of Executive Committee members; therefore, a minimum of six Executive Committee members who are eligible to vote must respond to the poll for the result(s) to be valid.

5.4. ACTION WITHOUT MEETING: An action may be taken by the Executive Committee without a regular meeting if each member of the Committee is telephoned or contacted in writing. Their decisions must be confirmed in writing. See Section 5.3 for Quorum Requirements.

6. Committees

6.1. NOMINATING COMMITTEE: The Nominating Committee shall consist of three Chapter members, at least one of whom shall be a member of the Executive Committee. The Nominating Committee shall be appointed by the President, with the advice and consent of the Executive Committee, at least six months preceding the election.

6.2. PROFESSIONAL DEVELOPMENT COMMITTEE: The President, with the advice and consent of the Executive Committee, shall appoint Chapter members who are members of the American Institute of Certified Planners to serve as the Chapter’s Professional Development Officer and the Certification Maintenance Coordinator.
The President may appoint additional members to the Chapter Professional Development Committee. The Chapter’s Professional Development Officer shall serve as Chairperson. The duties of the Committee shall be: (a) to advise prospective members of the American Institute of Certified Planners as to the qualifications, purpose and programs of the AICP, and the AICP Code of Ethics and Professional Conduct, (b) to advise members of the American Institute of Certified Planners concerning opportunities and or requirements for continuing education and professional development, (c) to assist members preparing to take the AICP examination, (d) to advise and promote membership in the Fellows of the American Institute of Certified Planners, and (e) assist the Chapter in applying for Certification Maintenance credits for activities sponsored or co-sponsored by the Chapter. Additionally, the Professional Development Committee shall plan and implement activities that advance the art and science of planning, encourage the exchange of information and professional experience; promote the interest in and welfare of the planning profession; and sponsor other activities that advance the overall goals and objectives of the Association;

6.3. ACTIVITIES COMMITTEE: The President, with the advice of the Executive Committee, shall appoint at least three Chapter members to serve on the Activities Committee. The Committee shall (a) promote the exchange of information and professional experience; (b) promote the interest in and welfare of the planning profession; (c) sponsor other activities that advance the overall goals and objectives of the Association; and (d) provide fellowship among its members and opportunities for professional growth and development.

6.4. TECHNICAL DIVISION REPRESENTATIVES: The President may appoint, with the advice of the Executive Committee, a Chapter Representative to serve as liaison with the Technical Divisions of the Association on an ad hoc basis.

6.5. AWARDS COMMITTEE: The President shall appoint, with the advice of the Executive Committee, an Awards Committee. The President shall serve as or appoint a chair of the Awards Committee. The Awards Committee shall be responsible for updating award categories as needed, posting a call for nominations for awards and timeline in Chapter publications, reviewing and determining award winners, and organizing a Chapter Awards Program. The Chapter Awards Program is intended to be conducted every two years.

6.5.1. Award Committee members must notify the Committee and recuse themselves from discussion, consideration, and voting on any award category that includes an individual, project, or organization with which they are closely associated.

6.6. CONFERENCE COMMITTEE: The President shall appoint, with the advice of the Executive Committee, a Committee to organize and conduct a Planning Conference every two years. The President-Elect and the Treasurer shall serve on the Conference Committee. The event may be coordinated with and jointly sponsored by other APA
Chapters as appropriate. The Conference Committee is responsible for planning the conference themes and program, establishing working groups to implement specific tasks, contract for conference, hotel, and catering facilities and services, procuring speakers, promoting the event, and conducting the conference. The Conference Committee shall keep the President and Executive Committee informed regarding progress and challenges on a regular basis, at a minimum by reporting at each Executive Committee meeting throughout the planning and implementation period. The Conference Committee shall submit a budget and Strategic Plan to the Executive Committee for approval in a timely manner.

6.7. COMMUNICATIONS COMMITTEE: The President shall appoint, with the advice of the Executive Committee, a Communications Committee, which shall include a Newsletter Editor and a Web Master and may include other Committee members. The Committee shall be responsible for communication with members and the public through the Chapter’s newsletter, website, and social media. The Chapter shall publish a newsletter at least three (3) times a year. The Chair of the Committee shall be responsible for reporting the Committee’s activities to the Executive Committee.

6.8. EMERGING PLANNERS GROUP: The President shall appoint, with the advice of the Executive Committee, an Emerging Planners Group. The mission of the group shall be to (a) promote career development of members by providing networking, mentoring, leadership and educational opportunities; (b) build and develop a community of emerging professional planning professionals; (c) engage the community through volunteerism, outreach, and cross-discipline activities; and (d) support and collaborate with other Emerging Planner Groups/Young Professional Groups in the region.

6.9. OTHER COMMITTEES: The President shall have the authority to create, subject to the approval of the Executive Committee, such temporary and special purpose committees and chairpersons as may be needed to further the purposes of the Chapter. The President shall appoint with the advice of the Executive Committee, such committees. All existing and proposed temporary and special purpose committees shall be considered every two years within ninety (90) days of the time the newly elected Executive Committee assumes office. At this time, temporary and special purpose committees shall be confirmed or abolished and chairpersons confirmed or replaced.

7. Elections

7.1. METHOD OF BALLOTING: Election of Chapter Officers shall be by ballot of the membership. No quorum requirement shall be applicable. Election shall be by a plurality vote.

7.2. NOMINATIONS: The Nominating Committee shall nominate candidates for President-elect, Vice President, Secretary, Treasurer and At-Large Representatives.
All nominees shall be Chapter members and shall be in good standing with the Chapter and the APA. Associate members are not eligible for nomination. The Nominating Committee shall secure acceptance from each nominee submitted. The announcement of the candidate nominated by the Nominating Committee shall be accompanied by an announcement of the petition process. After announcement of candidates, Chapter members, in good standing with the Chapter and the APA, may petition to be put on the ballot. The petition shall indicate the office being sought and shall be signed by at least ten (10) Chapter members. The deadline for filing a petition shall be set by the Chapter President based upon the National organization’s election schedule.

7.3. TIMETABLE: The Chapter election cycle and dates will follow that of the National organization’s Bylaws on this matter.

7.4. TIE VOTE: In the event of a tie vote, the newly elected Executive Committee shall elect one of the candidates to fill the office by a majority vote of the Executive Committee.

8. **Student Representatives and Faculty Representatives**

8.1. **STUDENT REPRESENTATIVES**

8.1.1. Selection: The Chapter Executive Committee shall accept the nomination of Student Representatives elected or appointed by the planning students or faculty from each of the planning programs from the universities within Maryland. In the event that a Student Representative ceases to be a student, the program shall designate a student to complete the term of office.

8.1.2. Duties: Student Representatives shall serve on the Executive Committee and shall advise the Committee and the Chapter on the following:

8.1.2.1. Reflect student perspectives and emerging education and planning issues in Maryland as a member of the Chapter Executive Committee, regional conferences, and at the national conference;

8.1.2.2. Develop an action plan for the term that may include providing information services to students regarding APA student membership, activities of the Chapter Executive Committee, planning schools and programs, and career opportunities; acting as liaison between the Chapter Executive Committee and students attending the planning programs within the state, and advising the Chapter Executive Committee concerning student affairs; compiling and maintaining student contact lists; and promoting student internship and employment opportunities; and other activities deemed appropriate by the Executive Committee.

8.2. **FACULTY REPRESENTATIVES**

8.2.1. Appointment: The President, with the advice of the Executive Committee, shall
appoint a Faculty Representative to serve as an ex-officio, non-voting member of the Executive Committee. One representative may be appointed from each of the university planning programs in the state. The faculty representative(s) shall be appointed following the installation of the new officers and shall serve a two-year term commensurate with that of the officers. Vacancies shall be filled for the remaining term by the same process as for the initial appointment.

8.2.2. Duties: Faculty Representatives shall advise the Executive Committee and the Chapter on the following:

8.2.2.1. Be a liaison between the Executive Committee and the planning program;

8.2.2.2. Provide information on planning research activities of interest to the Chapter members;

8.2.2.3. Provide assistance with continuing education programs for the profession;

8.2.2.4. Provide assistance as needed to coordinate academic and professional interests; and

8.2.2.5. Carry out any other duties assigned by the President.

9. Divisions

9.1. FORMATION: Divisions based on the APA model may be formed upon petitions signed by ten members and upon approval of the Chapter Executive Committee.

9.2. STATEMENT OF PURPOSE: Divisions of the Chapter provide members with an opportunity to join with others who have common interests in specialized and technical aspects of planning. Following are purposes to be served by Chapter Divisions: (1) Provide leadership and training; (2) Provide a forum(s) for the exchange of information and technical expertise; (3) Take positions on various issues, and advocate position adoption by the Executive Committee and others; (4) Educate the public and private sector as well as the general public about the services rendered by the members; (5) Develop and sustain a good working relationship with other organizations; (6) Participate in the Chapter Regional Conference and/or conduct such other conferences or workshops as deemed appropriate.

9.3. BYLAWS: Chapter Divisions may adopt bylaws to govern their affairs. Division bylaws shall not conflict with the Bylaws of the Chapter. Copies of the Division Bylaws shall be sent to each member of the Chapter Executive Committee promptly upon adoption.

9.4. LEADERSHIP: Each Chapter Division shall elect a Chair to lead the Division and keep appropriate records and accounts. Each Division shall have at least five members. Division members and officers shall be elected by the members of their respective Divisions.

9.5. BUDGET AND DUES: Each Chapter Division shall adopt an annual budget subject
to the review and approval of the Executive Committee and may adopt such dues as necessary for operation of the Division.

9.6. FINANCIAL ASSISTANCE FROM MARYLAND CHAPTER OF APA: Each division may receive staff and/or financial assistance from the Chapter as may be deemed appropriate by the Executive Committee of the Chapter.

10. Amendments

10.1. PROPOSED AMENDMENTS: Bylaw amendments may be proposed by the Executive Committee or by a petition signed by twenty-five Chapter members. Petitioned bylaw amendments shall be filed by the sponsor with the Secretary of the Chapter Executive Committee. The Secretary shall submit the proposed amendments to the Executive Director of APA for a determination of consistency with the APA’s Bylaws prior to Chapter adoption.

10.2. ADOPTION PROCESS: The membership may amend these Bylaws by a majority vote, if by mail or electronic ballot. A Bylaw amendment may also be adopted by a two thirds (2/3) affirmative vote at an annual or special meeting of the Chapter membership, provided that the amendment is published in a publication of the Chapter membership, at least one month prior to the meeting and the notice of the meeting states that among its purposes is the consideration of the proposed amendment, and that a quorum is present at the meeting at the time of the vote on the amendment. See Section 5.3 for Quorum Requirements.

11. Finances

11.1. BUDGET: The President and Treasurer shall prepare and the Executive Committee shall review and adopt a budget setting forth programs and activities for which funds may be expended for the next fiscal year, and the amount authorized to be expended therefore. The Chapter’s fiscal year shall be from July 1st to June 30th. The budget may be amended from time to time by a majority vote of the Executive Committee.

11.1.1. Operating Balance: A limit shall be placed on the maximum balance in the Chapter checking account as part of the budget setting process for the fiscal year. The remainder of Chapter assets shall be invested in a savings account, money market account, certificate of deposit, or other investment vehicle as directed by the Executive Committee.

11.2. ASSOCIATE MEMBER DUES: The amount of annual chapter dues by type of membership shall be established by the Executive Committee. Any increase in the amount of annual chapter dues shall require the approval of the chapter membership in accordance with the procedure outlined in Section 10.0.
11.3. RECORD KEEPING AND REPORTING: The Treasurer shall be responsible for the financial record keeping and reporting of the Chapter’s activities. See Section 4.9. Receipts, invoices, and other financial records shall be retained for a minimum of 7 years and made available to Officers or auditors as necessary. The Treasurer shall be responsible for following the APA Chapter Financial Management Guide.

11.3.1. Expenditures: All disbursements for Chapter expenses shall be by check and written to a specific payee; no cash payments are authorized. Checks over $200 require the signature of the Treasurer and President. Approval of disbursements should be by the Executive Committee as part of the Treasurer’s Report at Executive Committee meetings.

11.3.2. Payment for Services Rendered: Payment for services rendered to the Chapter must include a request for an Internal Revenue Service Form W-9.

11.3.3. Reconciliation: Bank statements and checkbook balances shall be reconciled monthly. Both the bank statement(s) and the reconciliation shall be provided to the President.

11.3.4. Financial Statements: A culmination of transactions should be reported to the Executive Committee. The financial statement shall be disaggregated by budget line item and compared to the previous expenditures as appropriate.

11.3.5. Reporting: The Treasurer shall ensure financial reporting as required by the APA Chapter Financial Management Guide as amended.

11.3.6. Tax Filings: The Treasurer shall be responsible for the Chapter’s annual information return to the Internal Revenue Service and State of Maryland as required.

11.3.7. Audits: The Chapter’s financial position should be audited by a Certified Public Accountant periodically. At a minimum, all accounts shall be audited at the end of a Treasurer’s term of office.