

CONSTITUTION

THE NEBRASKA PLANNING AND ZONING ASSOCIATION

ARTICLE Name

The name of this organization shall be: Nebraska Planning and Zoning Association.

ARTICLE II Preamble

The Nebraska Planning and Zoning Association (NPZA) is an association composed of informed members, functioning planning and zoning commissions and elected officials, augmented by professional planners, meeting together for the interchange of ideas and disclosure of problems and solutions peculiar to particular communities. We welcome any individual, firm, or organization with an interest in community planning and specifically encourage any village, town, city, county, or area - with or without formal planning - to join us in the pursuance of:

Purpose

The Association shall have the following purposes:

- (a) To encourage and assist the formation of village, city, county, metropolitan, regional, and state planning commissions.
- (b) To promote a high standard of physical welfare through sound planning and zoning.
- (c) To provide a fellowship for exchanging ideas and disseminating information among persons interested in planning and zoning.
- (d) To foster a complete educational program on village, city, county, metropolitan, and regional planning and zoning as it applies to Nebraska.
- (e) To encourage and assist in the passage of necessary legislation to carry out comprehensive city, county, metropolitan, regional, and state planning and zoning.

ARTICLE III Membership

SECTION 1. Membership. Membership shall be open to all persons and agencies interested in promoting planning and zoning in Nebraska.

SECTION 2. Membership Classes and Dues. Membership classifications and dues shall be established in the By-Laws of the Association.

ARTICLE IV Administration

SECTION 1. Officers. The officers shall consist of President, 1st Vice President; 2nd Vice President; Recording Secretary; Newsletter Editor; Membership Secretary and Treasurer; and Conference Coordinator; **the current President of the Nebraska Chapter of the American Planning Association or in his or her absence the Vice-President to serve in their place.**

SECTION 2. District Representatives. Each of the six districts shall have no more than four voting representatives elected by the members of said district at district meetings or at the annual meeting. The district representative shall be the liaison between the

Executive Committee and the districts they represent, shall promote the Association and its objectives within their district, shall assist in organizing district meetings and assume such responsibilities as may be delegated by the president. Each district will elect a chairperson who will assume the responsibility of conducting the district meetings at the conference and initiating training within their district. District representatives shall be a member of NPZA and live or work within their District. A district representative cannot hold another position at the same time.

SECTION 3. Executive Committee. The Executive Committee shall consist of the officers elected at the annual meeting and the immediate past-president who shall serve as an ex-officio member for a period of two years following his/her expired term of office.

SECTION 4. Nominations. The president shall appoint a nominating committee at least 90 days before the annual meeting. The committee shall present to the president and the membership a slate of candidates at least ~~50~~-30 days prior to the annual meeting.

SECTION 5. Election. The officers shall be elected at the annual meeting by the affirmative ballots of a majority of the voting members present; **except for the President of NE APA.**

SECTION 6. Term of Office. The term of office for all officers shall be two years from date of election; **except for the President of NE APA.** District representatives shall serve for one-year terms to be elected annually at the District Meeting. **The President, 1st Vice-President, and 2nd Vice-President shall be limited to two consecutive terms.**

SECTION 7. Vacancies. Vacancies occurring in any of the elected offices of the Association during the term of office shall be filled by majority vote of the Board of Directors until the next regular election when the position shall be filled as provided in Section 5 of this Article. The other representatives shall appoint vacancies occurring in the district representative office for the unexpired term.

SECTION 8. Duties of Officers. The officers of the Association shall perform all duties usually pertaining to their office and specifically the following:

- (a) *President.* The president shall call and preside at all meetings of the Association and the Executive Committee, shall appoint all regular and special committees, shall be responsible for formulating a program to promote the objectives of the Association, and shall monitor organizing district meetings.
- (b) *1st Vice President.* The 1st vice president shall act as president on the absence or incapacity of the president. The 1st vice president shall act as the liaison between the Association and other organizations within and outside the state.
- (c) *2nd Vice President.* The 2nd vice president shall act as president on the absence or incapacity of the president and the 1st vice president. The 2nd vice president shall act as the liaison between the Association and other organizations within and outside the state.
- (d) *Recording Secretary.* The recording secretary shall keep a record of all proceedings of the Association, shall coordinate with the President to develop the agenda for the board meetings, shall send notification of board meetings to the board members, shall keep a current list of officers and district representatives including titles, addresses, phone and fax numbers, and e-mail addresses, shall notify members of election of office, shall keep a record of all official correspondence of the Association, and shall keep the membership informed of actions by the offices and committees of the Association.

- (e) *Newsletter Editor.* The newsletter editor shall edit and publish the newsletter, as the Board of Directors shall direct.
- (f) *Membership Secretary and Treasurer.* The membership secretary shall organize and conduct an annual membership campaign, issue all membership cards and certificates, shall maintain an up-to-date record of memberships, and annually publish a membership roster. The treasurer shall maintain all financial records which shall be open to inspection by the membership at all times, shall disburse funds on order of the president as authorized by the Executive Committee, shall report the financial transactions and conditions of the Association at the annual meeting, and shall collect dues.
- (g) *Conference Coordinator.* The Executive Committee shall appoint a conference coordinator to work with the President, Membership Secretary, Recording Secretary, and the Convention Services Director to plan the conference. This position will be for a period of two years. The duties shall include selecting the meals, coordinating the equipment needed by the speakers, preparing, copying, and assembling all the materials for the conference packet, including the agenda, minutes, articles for the packet, etc.-, coordinating the Contract with the Convention Services Director; preparing packets for each individual sessions which include evaluation forms and sign-in sheets, coordinate with the Visitors Center for sited assistance with registration; and contact the local newspaper. The conference coordinator shall be the liaison between the hotel staff and the membership as a whole to ensure everyone's needs are met. Copies of all the conference material shall be given to the conference coordinator for reproduction, if necessary.
- (h) *President of Nebraska Chapter of the American Planning Association.* The President of NE APA shall be duly elected by the membership of the Nebraska Chapter of the American Planning Association. Their role is to provide input and insight on matters facing NPZA and its Officers and Executive Committee. This individual will assist in different preparations needed for the joint Annual Nebraska Planning and Zoning Conference; including establishing the conference program, contacting Chapter members and National members to assist in speaking at the conference, performing different welcoming roles during the conference, assisting with training, working to provide sessions that will accommodate the AICP members of NE APA, report back to the NE APA Executive committee regarding NPZA and conference activities, assist with the annual awards programs, and anything else deemed necessary by themselves and the NPZA Officers and Executive Committee.
- (i) *Executive Committee.* The Executive Committee shall effect the will of the Association, shall be custodian of all its property, shall authorize all contracts and purchases, but shall not incur any liabilities exceeding the amount of unappropriated funds in the hands of the treasurer, shall audit all accounts, and shall transact all ordinary and routine business not requiring action by the membership as a whole.
- (j) *Board of Directors.* The Board of Directors shall consist of the Executive Committee, the district representatives, and the liaison member from the Nebraska Chapter of the American Planning Association⁵.

SECTION 9. Annual Reports. The Executive Committee shall present at the annual meeting a report of the Association's activities to date and recommendations, if any, for the future of the Association.

ARTICLE V Meetings

SECTION 1. Annual Meetings. An annual meeting shall be held for the election of officers and for the transaction of business. Notice of the meeting shall be sent to all members not less than 50 days in advance of the meeting. The Board of Directors shall designate the location of the annual meeting after consultation with members during the annual business meeting.

SECTION 2. Special Meetings. Special meetings may be called by the president, by the Executive Committee, or upon request of 15 members of the Association. Notice of such meetings shall be sent to all members not less than 15 days in advance of the meeting.

SECTION 3. District Meetings. A minimum on one meeting shall be held in each district during the year for the purpose of promoting, planning, and providing information to the communities within each district. The president shall call the meeting.

SECTION 4. Quorum. The voting members present at the annual meeting and at any special meeting called shall constitute a quorum.

ARTICLE VI Committees

SECTION 1. Standing and Special Committees of such number, titles, and duties shall be created by the president or Executive Committee when the need, thereof, arises.

SECTION 2. The committee shall meet at such time and places as directed by the chairman of the committee.

SECTION 3. Members of the Standing Committee shall serve for one year or until successors are appointed, and any vacancies shall be filled by the president.

SECTION 4. All committees shall submit reports of their activities in writing to the president at the conclusion of their service.

ARTICLE VII Business

SECTION 1. The Executive Committee shall report upon all business before being voted upon by the Association.

SECTION 2. Any member shall give no expression or opinion of the Association.

SECTION 3. *Nondiscrimination*. This Organization agrees that no party shall discriminate against any persons on account of disability, race, national origin, sex, age, and political or religious affiliations in violation of any applicable laws, rules and regulations of any governmental agency with jurisdiction over any such matter.

ARTICLE VIII Dissolution

SECTION 1. In the event of the dissolution of the Nebraska Planning and Zoning Association, a Nebraska not for profit organization, the net assets of the organization shall be distributed as follows:

- (a) Liabilities All liabilities and obligations shall be paid, satisfied, and discharged or adequate provisions shall be made thereof.

- (b) All remaining assets shall be transferred to any non-profit corporation with similar purposes as determined by the Executive Board.

ARTICLE IX

Amendments to the Constitution

Proposed amendments to the Constitution must be submitted in writing to members at the annual meeting. Amendments are approved by two-thirds vote of the members at the annual meeting.

BY-LAWS

NEBRASKA PLANNING AND ZONING ASSOCIATION

ARTICLE I: Membership

SECTION 1. Classifications. The Association shall have the following classifications of membership:

- (a) Individual.
- (b) Lifetime Honorary Members
- (c) Private firms, agencies and/or organizations.
- (d) Sustaining.
- (e) Agencies of cities under 5,000 populations.
- (f) Agencies of cities, counties, or areas over 5,000 population and state agencies.
- (g) Honorary members.
- (h) Students.

SECTION 2. The membership classifications shall be given the following privileges:

- (a) Individual Members. May vote, hold office, serve on committees, and receive all publications of the Association.

(b) Private Firms and Agencies and/or Organizations. Individual membership privileges shall be granted for THREE members of the organization. Membership certificates

(a)	Individuals	\$20.00
(b)	Lifetime Honorary Members'	No fee, awarded by Board
(c)	Private Firms	\$50.00
(d)	Agencies, population under 5,000	\$40.00
(e)	Agencies, population over 5,000	\$50.00
(f)	Joint Planning Agencies	\$55.00
(g)	State and Federal Agencies	\$50.00
(h)	Students	\$10.00

to the organization.

(c) Sustaining. Individual or private organization and membership certificate.

(d) Agencies of cities, counties, or area of any size and state agencies. Individual privilege for all appointed or elected members and the principal staff member or administrative *officer*. Membership certificate to the agency.

(e) Honorary Members. May vote, serve on committees, receive all publication of the Association, but may not hold office.

SECTION 3. Term of Membership. The membership year shall end June 30th. Dues shall be payable on or before February 1st of the membership year.

ARTICLE II: Payments/dues/accounting year

SECTION 1. Date Payable. Dues shall be payable on or before February 1st, the beginning of the membership year.

SECTION 2. Notice of Dues Payable. Notice of dues payable shall be sent **no later than 30** days prior to the date due.

SECTION 3. Amount. Annual dues for the several membership classes shall be as follows 'These members are also entitled to a reduced annual conference registration rate.

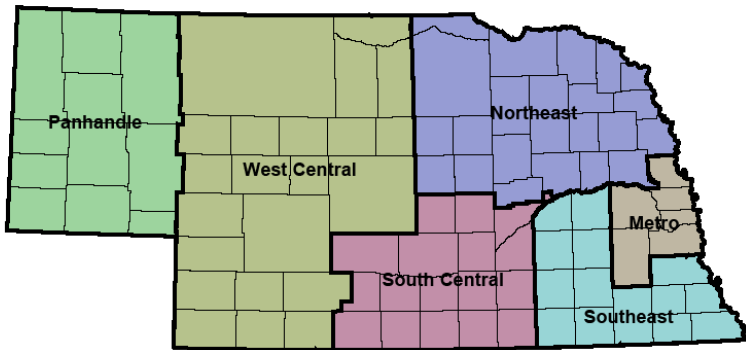
SECTION 4. Term of Membership. The membership year shall end on June 30th. Dues shall be payable on or before February 1st of the membership year.

SECTION 5. Accounting Year. The annual accounting and membership year shall end on June 30th.

ARTICLE III: Districts

Section 1. Geographic Distribution

The districts are determined by the designation of a combination of contiguous counties. Municipalities within its county are members of the district such county lies within. The six district county representation is illustrated on the referenced map "NPZA Districts". The six designated districts are: Panhandle; West Central; South Central; Northeast; Southeast; and Metro.



ARTICLE IV: Amendment to the By-Laws

Proposed amendments to the By-Laws must be submitted in writing to all members by the corresponding secretary not less than 30 days before the date of the annual meeting. To become effective, they must be approved by two-thirds of the floor ballots at the annual meeting.