

1 **ASSOCIATION OF COLLEGIATE SCHOOLS OF PLANNING (ACSP)**

2
3 **Planners of Color Interest Group (POCIG)**

4 **By-Laws**

5 *Adopted December 10, 2007*

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9 **ARTICLE I: ORGANIZATION**

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11 1. The name of the organization shall be Planners of Color Interest Group (POCIG).
12 2. The organization shall be an interest group within the Association of Collegiate
13 Schools of Planning (ACSP).
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16 **ARTICLE II: OBJECTIVES**

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18 The main objectives of the organization are to:

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20 1. Promote public awareness of the value of building an inclusive planning organization
21 that is sensitive to the needs and interests of planners and communities of color.
22 2. Serve as an advocate group that promotes the interest of planners and communities of
23 color in ACSP and related organizations.
24 3. Encourage and support the efforts of ACSP participants with a focus on issues of
25 concern to planners and communities of color.
26 4. Provide a forum for faculty and students to explore and develop ideas and programs
27 that benefit planners and communities of color.
28 5. Encourage academic institutions and the profession to rectify the underrepresentation
29 of planners of color in the academic and professional world.
30 6. Encourage ACSP and other planning organizations to work toward a wider
31 representation of planners of color at the leadership and committee levels.
32 7. Report research and other evidence that inform and support the value of strengthening
33 POCIG in ACSP and related organizations.
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36 **ARTICLE III - MEMBERSHIP**

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38 1. Membership to the organization is open to all individuals who support and uphold the
39 goals and objectives of POCIG.
40 2. To be eligible for membership individuals should complete and return the
41 membership form to the Secretary of the POCIG by Dec. 31 of each year.
42 3. Active membership is declared on an annual basis.
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1 **ARTICLE IV: MEETINGS**

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- 3 1. The organization shall hold an annual meeting of its members at the time of the
 - 4 ACSP annual meeting.
 - 5 2. Robert’s Rules of Order, newly revised, shall govern all meetings and procedures.
 - 6 3. Members attending the annual meeting shall constitute a quorum.
 - 7 4. Special meetings of the organization shall be called by any one of the Co-Chairs
 - 8 when he/she deems it in the best interest of the organization.
 - 9 5. Notice (electronic or paper mail) shall be sent to all members at their address as they
 - 10 appear in the membership roster at least 10 days before each meeting.
 - 11 6. All votes at meetings shall be by show of hands except for election of officers, which
 - 12 shall be by ballots provided by the organization
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15 **ARTICLE V: ACTIVITIES**

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- 17 1. Any member of the POCIG may propose activities to the Executive Committee of
 - 18 POCIG at any time.
 - 19 2. The Executive Committee will propose activities for approval at the annual meeting.
 - 20 3. Activities will include, but not be limited to the following:
 - 21 a. Organizing and sponsoring sessions (workshops, panels, roundtable
 - 22 discussions, etc) at the ACSP annual conference or other professional
 - 23 meetings.
 - 24 b. Developing electronic and printed communication among members.
 - 25 c. Initiating or supporting research and publication on issues of interest to
 - 26 planners and communities of color.
 - 27 d. Honoring outstanding efforts of colleagues with awards.
 - 28 e. Developing and sharing course and other educational materials in
 - 29 undergraduate and graduate programs.
 - 30 f. Organizing and supporting other activities as appropriate.
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32 **ARTICLE VI: GOVERNANCE - OFFICERS**

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- 34 1. Co-Chairs
 - 35 a. Two Co-Chairs shall be elected by majority vote each to serve staggered two
 - 36 years terms, overlapping by one year. Accordingly, a new Co-Chair shall be
 - 37 elected at each annual business meeting of POCIG.
 - 38 b. The Co-Chairs shall share the following responsibilities:
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 - 40 i. Preside at all membership annual and special meetings.
 - 41 ii. Provide reports of the work and status of the organization at
 - 42 annual meetings.
 - 43 iii. Appoint committees and sub-committees, temporary or
 - 44 permanent, as needed.
 - 45 iv. Sign checks and verify expenditures along with the
 - 46 Secretary/Treasurer.

- v. Represent POCIG (or send delegates as representatives to) on the Governing Boards of ACSP and APA
- vi. Serve ex-officio at all POCIG Committee or sub-committee meetings.
- vii. Serve as the liaison between the POCIG committees and the ACSP conference program organizers.
- viii. Prepare for annual and special meetings, including reviewing budgets, programs and major activities of the organization.
- ix. By virtue of the office, the Co-Chairs serve as the Chief Executive Officers of the organization.

2. Secretary/Treasurer

- a. Maintains the minutes and other records of the organization
- b. Provides an annual report of the financial status of the organization.
- c. Maintains up-to-date records of POCIG members, accepting the annual membership updating list.
- d. Sends notices and other reports on the activities of POCIG to *Update*.
- e. Prepares annual budgets.
- f. Maintains a bank account on behalf of POCIG.
- g. Prepares activity reports of the organization.
- h. Assists the Co-Chairs in the preparation of reports, proposals for securing funds, etc.
- i. Responsible for signing checks with one of the designated co-Chairs and for dispersing authorized expenditure.

3. Executive Committee

- a. The Executive Committee shall consist of the Co-Chairs and the Secretary/Treasurer, a student representative appointed by the Co-Chairs, and chairs of the standing committees.
- b. The Executive Committee shall manage the affairs of POCIG in accordance with the goals and objectives of the organization and the directions set by the membership.
- c. The officers act, to the extent feasible, with agreement of the members.

ARTICLE VII: ELECTION AND TERMS OF OFFICE

1. Election

- a. The offices of the Co-Chairs and the Secretary/Treasurer are elected.

2. Terms of Office

- a. The term of office for all officers shall be two (2) years.
- b. No officer shall hold an office consecutively for more than two terms.
- c. New officers take office at the end of each POCIG business meeting held at ACSP annual meeting.

- 1 3. Nominations and Voting
2 a. The Co-Chairs shall appoint a “Nomination and Election Committee”
3 consisting of three or more members.
4 b. Members of the Nomination/ Election Committee shall not be eligible for
5 election of the Co-Chairs or the Secretary/Treasurer.
6 c. An individual who has signed a petition supported by 10 or more members
7 can be considered to run for election if not selected by the Nominations/
8 Election Committee.
9 d. Election of officers shall be conducted at the annual business meeting of
10 POCIG
11 e. Candidates for the respective offices shall be elected by a majority vote.
12 f. [For logistical reasons, these provisions must of necessity be revised for the
13 organization’s first election.]
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15 **ARTICLE VIII: STANDING COMMITTEES**
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17 All committees of the organization shall be appointed by the Executive Committee
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- 19 1. Conference Program Committee
20 a. The Executive Committee shall appoint the members of the Conference
21 Program Committee. The Committee shall select its own chair.
22 b. The Conference Program Committee is responsible for organizing sessions
23 at the ACSP annual meetings.
24 c. The Committee can encourage papers for ACSP conference tracks or
25 organize workshops and panels to promote the goals and objectives of
26 POCIG.
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28 2. Mentoring Committee
29 a. The Executive Committee shall appoint the members of the Mentoring
30 Committee. The Committee shall select its own chair.
31 b. Members of the Mentoring Committee shall include a chair and two other
32 members one of which has to be a tenured and the other a non-tenured
33 faculty member.
34 c. The Committee shall develop programs, solicit faculty willing to serve as
35 mentors, and pair up non-tenured planners and communities of color with
36 tenured faculty for mentoring.
37 d. The mentoring activities shall include, but shall not be limited to,
38 reviewing manuscripts and grant proposals, providing teaching tips,
39 assisting in identifying outlets, and providing other types of assistance to
40 achieve success.
41 e. Cooperative action with the ACSP mentoring committee is highly
42 recommended.
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44 3. Policy and Advocacy Committee
45 a. The Executive Committee shall appoint members of the Policy and
46 Advocacy Committee. The Committee shall select its own chair.

- b. The committee is responsible for developing policies and strategies that can enhance the representation of planners and communities of color in the profession and academia.
- c. The committee shall coordinate its activities with other sister organizations such as the APA Planning in the Black Community Division (PBCD).
- d. The committee shall map out strategies on how issues of local and national interest impacting communities of color can be addressed.

4. Awards Committee

- a. One of the Co-Chairs of POCIG heads the Awards Committee.
- b. Each year, the committee reviews and recommends to the Executive Committee the names of individuals who deserve recognition and awards by the organization.
- c. Individuals are considered deserving based on outstanding leadership and contributions to POCIG or to its interests.
- d. The awards are presented at the annual meetings of POCIG.

5. Special Committees

- a. The Executive Committee may authorize special ad-hoc committees, task forces, etc., as needed.
- b. Members can petition the Executive Committee to appoint a special committee.

ARTICLE IX – AMENDMENTS

- 1. The bylaws may be amended, altered, repealed or added to by an affirmative vote of no less than 50 % members of the organization. Changes in the by-laws may be proposed by a majority vote of the Executive Committee or by a petition signed by at least ten (10) members.

*Prepared by Mulu Wubneh
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