

Resource and Environmental Planning Students Association (REPSA) Constitution

1. NAME

1.1. The name of the organization is the Resource and Environmental Planning Students Association, hereafter referred to as the REPSA.

2. OBJECTIVES

2.1. The objectives of the REPSA are to promote the well being of SFU planning students; to aid in developing their skills personally and professionally; and to act on their behalf on issues of mutual concern between themselves, the School of Resource and Environmental Management (REM), and the Planning Institute of British Columbia (PIBC).

2.2. In order to notify others concerning the REPSA Constitution, a current copy of the REPSA Constitution shall be:

a) Given to every Executive member.

b) Posted on the REPSA bulletin board.

c) Emailed to REM planning students in September, when initiating Executive elections, and if changes are proposed to the Constitution.

3. MEMBERSHIP

3.1. Membership is open to all full-time and continuing REM students.

3.2. REM students become members of REPSA by registering as a planning student with REM administration.

4. ADMINISTRATIVE STRUCTURE

4.1. An Executive shall be chosen from the membership to act on its behalf in specific roles and to administer the affairs of REPSA.

4.2. The REPSA Executive consists of the following positions:

a) President

- Act as chair or delegates the chair at REPSA meetings.
- Prepare the agenda for REPSA meetings.
- Supervise the expenditure of all funds.
- Be responsible for holding the annual REPSA elections.

- Appoint committee members when necessary.
- Act as CIP Representative for REM's Resource and Environmental Planning Program.
- Facilitate communication and information exchange among planning students and faculty.
- Be responsible for liaising between the REPSA Executive and the REM Student Union (REMSU), students representatives of SFU's Urban Studies Program, and the UBC School of Community and Regional Planning (SCARP) Planning Student Association (PSA) on a monthly basis.
- Update REPSA administrative files as needed and at end of tenure.
- This is an elected position.

b) Vice President

- Act as President in his/her absence.
- Be responsible for coordinating ongoing Lunch and Learn program to promote students' awareness of current planning issues and provide opportunities for skill development (i.e. speaker series, films, workshops).
- This is an elected position.

c) Treasurer

- Prepare the budget for consideration of the Executive.
- Be responsible for all monies received and disbursed by the REPSA and for the accounting of all bills, receipts, and vouchers.
- Prepare regular and year-end financial reports as directed by the Executive and make these records open to the membership or SFSS upon request.
- Be responsible for providing information to students on possible sources of funding for REPSA programs.
- This is an elected position.

d) Secretary

- Keep minutes of each REPSA meeting.
- Keep the REPSA records including the Constitutions and related SFSS business correspondence, as well as other documents and correspondence.
- Attend regular SFSS meetings and represent REM Planning students.
- Deliberate and decide on a range of concerns that affect student government.
- Become involved in various committees and working groups.
- Manage REPSA email address (rem-repsa@sfu.ca), including forwarding relevant planning news and events to membership.
- This is an elected position.

e) PIBC Representative

- Attend all PIBC meetings.
- Organize at least one PIBC-REM-SCARP planning student social event.
- Encourage students to become involved in the PIBC.
- Facilitate communication and information exchange with professionals and other planning organizations.
- Foster awareness of educational events including conferences, seminars, student exchange visits, and projects associated with PIBC.
- Work to secure funding for students to attend the annual CAPS conference.
- This is an elected position.

f) PIBC South Coast Chapter Representative

- Attend all PIBC South Coast Chapter meetings.
- Foster awareness of educational events including conferences, seminars, student exchange visits, and projects associated with PIBC South Coast Chapter Representative.
- This is an elected position.

g) First Year Representative

- Be responsible for providing a link between first-year REM planning students and the REPSA.
- Update website to include information on graduated REM Planning students.
- Support projects led by other REPSA members.
- Act as First Year CIP Representative as needed.
- This is an appointed position.

h) Senior Representative

- This position will be held by a member of the previous REPSA Executive.
- Responsible for providing a link between previous and current REPSA Executives and providing guidance as necessary.
- This is an appointed position.

i) Members at Large

- Students may become Members at Large by contributing to REPSA activities.
- Members at Large are eligible for funding opportunities provided by REM's Resource and Environmental Planning Program.
- This is an appointed position.

4.3. Any given individual shall not concurrently serve in more than one of the REPSA's Executive positions unless there are not enough members to fill all roles.

4.4. Signing Authority

a) The President and the Treasurer shall have signing authority up to \$500.

4.5. Meetings

a) Regular meetings shall be open to all REPSA members and shall be held at least once per month during the academic year.

b) General meetings must be advertised at least five days prior to the meeting date and in such a manner as to inform all REPSA members that the meeting has been called. Notice must include a statement of the meeting's purpose and agenda.

c) General meetings shall be held in the REM Planning Room or Seminar Room, if the former is unavailable.

4.6. Quorum

a) Resolutions may only be passed at meetings in which a quorum, being 2/3 of the REPSA Executive, is present.

4.7. Voting

a) REPSA resolutions may only be passed by 2/3 majority vote.

b) Each Executive member of the REPSA shall be entitled to one vote.

c) Voting procedures on individual motions shall follow Roberts' Rules of Order.

5. TERMS OF OFFICE

5.1. Terms of Office for elected members of the REPSA Executive shall be from April 1st to March 31st.

5.2. Terms of Office for appointed members of the REPSA Executive shall be from the date of appointment (September) to March 31st.

5.3. The REPSA Executive may hold interim elections to fill vacant positions

6. ELECTIONS AND APPOINTMENTS

6.1. Elections

a) The following REPSA Executive members shall be elected no later than April 1st in the annual election: President, Vice President, Treasurer, Secretary, PIBC Representative, and PIBC South Coast Chapter Representative.

b) A nomination period consisting of a minimum of seven consecutive days shall be open no later than ten days before and shall close no later than three days before an election.

c) All members are eligible for nomination, including the acting First-year Representative.

d) Annual REPSA Executive elections are to be completed by April 1st.

6.2. Appointments

a) The following REPSA Executive members shall be appointed: First Year Representative, Senior Representative, and Members at Large.

b) The REPSA Executive may appoint, by resolution, one first-year student to the position of First Year Representative each September.

c) This outgoing REPSA Executive may appoint, by resolution, one existing REPSA Executive member to the position of Senior Representative each March.

d) The REPSA Executive may appoint Members at Large, by resolution, at any point during their tenure.

7. AMENDMENTS TO THE REPSA CONSTITUTION

7.1. Proposed amendments to the REPSA Constitution must be presented to the membership via email or at any regular meeting.

7.2. Upon request by a member, all members must be given the opportunity to discuss proposed amendments to the REPSA Constitution at a general meeting.

7.3. Voting on any proposed amendment may occur at an open meeting, with notice on the proposed amendment being posted to all REPSA members in the interim period.

7.4. All members are eligible to vote on proposed amendments.

7.5. Constitutional amendments require 2/3 majority of membership attending the meeting in which the amendments are being considered and students expressing interest in voting on proposed amendments in writing but unable to attend the meeting.

7.6. The REPSA Executive may adopt or amend Bylaws by resolution.

8. INTERPRETATION

8.1. Nothing in this constitution shall be interpreted in a manner repugnant of the SFSS Constitution, code, rules, regulation or policies enacted from time to time by the SFSS

8.2. Members and membership refer to registered REM planning students.