

REM Planning Students' Association Constitution

1. DEFINITIONS

REPSA	Resource and Environmental Management Planning Student Association
PIBC	Planning Institute of BC
PIBC SCC	Planning Institute of BC South Coast Chapter
REM	School of Resource and Environmental Management
SFSS	Simon Fraser Student Society

2. NAME

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

2. OBJECTIVES

2.1. The objectives of the REPSA are:

1. To promote the well being of SFU planning students;
2. To aid in developing their skills personally and professionally;
3. 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

- Given to every executive member
- Posted outside the REM student common room
- Posted in the REM office
- On the REPSA webpage
- Included on the RESPA Google drive and Slack

2.3. In order to keep the constitution current and available to members, new

Presidents will update the constitution in all places outlined in section 2.2.

3. MEMBERSHIP

3.1. Membership is open to all full-time and continuing REM students who pay fees to the Simon Fraser Student Society (SFSS).

4. ADMINISTRATIVE STRUCTURE

4.1. The REPSA membership shall elect an executive to act on its behalf in specific roles and to administer the affairs of the REPSA.

4.2. The REPSA Executive consists of the:

a) (Co) President(s)

- Act as chair or delegates the chair at PSA meetings
- Prepare the agenda for PSA meetings
- Supervise the expenditure of all funds
- Be responsible for holding the annual REPSA elections
- Appoint committee members when necessary

b) Vice President

- Act as President in his/her absence
- Be responsible for coordinating a continuing program to promote students' awareness of current planning issues and to provide opportunities for skill development (i.e. speaker series, films, workshops).

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 if requested to do so
- Be responsible for providing information to students on possible sources of funding for REPSA programs

d) Secretary

- Keep minutes of each REPSA meeting

- Keep the REPSA records updated including the Constitutions and related SFSS business correspondence, as well as other documents and correspondence
- e) PIBC/CIP/PIBC SCC REPSA Representatives
- Attend all PIBC meetings
 - Organize at least one PIBC-REM planning student social event
 - Encourage students to become involved in the PIBC
 - Facilitate communication and information exchange among planning students, faculty, and professionals
 - Foster awareness of educational events including conferences, seminars, student exchange visits, and projects
 - Work to secure funding for students to attend the annual CAPS conference
- f) First-year Representative
- Be responsible for providing a link between first-year REM planning students and the REPSA
- g) Senior Representative
- This position will be held by a member of the previous REPSA executive
 - Responsible for providing a link between previous REPSA executive and current REPSA
 - Compile REPSA 'legacy' including any documents or write-ups from past events and day-to-day activities

4.3. Any given individual shall not concurrently serve in more than one of REPSA's executive positions, which include the President, Vice President, Treasurer, Secretary, REPSA Representative, and First-year Representative

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

4.5. Signing Authority

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

4.6. 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.

4.7. Quorum

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

4.8. 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. The Terms of Office for the above mentioned REPSA Executive, Representatives, and Coordinators shall be from April 1st to March 31st.

5.2. Terms of Office for the First-year Representative shall be from the date of appointment (September) to March 31st.

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

6. ELECTIONS

6.1. Nominations

a) 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.

b) All students continuing are eligible for nomination

c) The individual acting as the First-year Representative is eligible for nomination in subsequent REPSA elections

d) The above stated REPSA Executive members, shall be elected no later than April 1st in the annual election.

7. AMENDMENTS TO THE CONSTITUTION

7.1. Amendments to the REPSA Constitution may be presented to the membership at any regular meeting of REPSA

7.2. Amendments to the REPSA Constitution must be presented to the membership at one general meeting for discussion purposes only

7.3. Voting on the proposed amendment may only occur at a subsequent meeting, with notice on the proposed amendment being posted to all REPSA members in the interim period

7.4. Constitutional amendments require 2/3 majority of fifty percent of the membership.

7.5. 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