

BYLAWS
Master of Urban and Regional Planning Alumni Association
University of Colorado Denver

ARTICLE I – NAME

The name of this organization shall be the University of Colorado Denver Master of Urban and Regional Planning Alumni Association, hereinafter referred to as “MURPAA”.

ARTICLE II – MISSION

The mission of MURPAA shall be to further the enduring educational interests, social diversity, professional development, and charitable support of the students, alumni, and the communities they serve. MURPAA will encourage participation in the affairs of the College of Architecture and Planning, the University, the Greater Denver Metropolitan Area, and the Intermountain West.

ARTICLE III – MEMBERSHIP

- A. Membership is open to any University of Colorado (CU) Denver MURP graduate interested in supporting the mission of the Association. Special membership for non-graduates may be approved by the Board of Directors.
- B. Any member of MURPAA may vote in the election of officers and on any other business requiring a vote at any annual or special meeting of the Association.

ARTICLE IV - POLICIES

The Association does not discriminate on the basis of age, race, gender, creed, color, religion, national origin, disability, ethnicity, sexual orientation, veteran status, or economic status.

ARTICLES V – DUES

There are no dues associated with alumni association membership.

ARTICLE VI – GOVERNANCE OF MURPAA

- A. Board of Directors, hereinafter referred to as the “Board”. Governance of MURPAA shall be by its Board of Directors and shall consist of:
- a. elected officers (Article VII);
 - b. the immediate past President (if available);
 - c. any MURPAA members agreeing to sit for a term of at least one year and attend all meetings of the Board;
 - d. ex officio and non voting members, which may include:
 - i. one student appointed by the CU Denver American Planning Association Student chapter;
 - ii. an alumni liaison appointed by any alumni association affiliated with CU Denver;
 - iii. staff liaison appointed by the CU Denver Department of Urban and Regional Planning; and
 - iv. advisory members as the Board desires.
- B. Board membership shall be a minimum of five voting members and shall not exceed 15 total voting members. A quorum will consist of at least one-half of current sitting board members.
- C. Committees – Committees of the Board may be formed by the President with the approval of the board.
- D. Additions – Additions to the Board outside normal election procedures may be made by the President with the approval of the board.
- E. Removal – Officers are expected to actively participate in leading and assisting MURPAA through regular attendance at Board meetings and events, and otherwise contributing to the support and growth of the organization. Any officer not fulfilling the responsibilities of his or her position and/or failing to meet the standards set forth in the AICP Code of ethics may be removed from the Board upon the passage of such motion by a two-thirds majority vote.

- F. Resignation – Any Board member may resign at any time by giving written notice to any of the elected officers. A Board member shall also be deemed to have resigned in the event of his or her incapacity as determined by a court of competent jurisdiction.
- G. Finances – The fiscal and administrative year of the Association shall be July 1 through June 30.
- H. Annual Report and Budget – The board will prepare an annual report and budget.

ARTICLE VII – OFFICERS & ELECTIONS

- A. The officers of the Board shall consist of a President, Vice President, Treasurer, Secretary, and Constituent Representative to the University of Colorado Denver Alumni Association.
- B. Officers are elected by the membership for a one-year term, but may serve up to three consecutive terms if nominated and retained by the membership through the election process. A term typically begins on July 1 or the date of appointment, whichever is later, and ends on June 30.
- C. Elections are normally held during the Spring Annual Meeting with those elected assuming office at the following Board meeting. Nominations will be open to any member of MURPAA who have served as a member of the Board for at least one year and are interested in serving for a full term of office.
- D. Vacant officer positions may be filled until the next regular election at the discretion of the President with the approval of the board.

ARTICLE VIII – DUTIES AND RESPONSIBILITIES OF THE OFFICERS

- A. The Board shall have the authority to:
 - a. Revise the annual operating budget.
 - b. Authorize special committees as needed.
 - c. Fill vacancies in all officer positions from nominations submitted by board members.

d. Remove officers of MURPAA and members of the Board.

B. The Board shall perform the following duties:

- a. Adopt and revise bylaws, standing rules and policies as needed to support the mission of the Association.
- b. Adopt and monitor the annual operating budget.
- c. Authorize disbursement of unbudgeted funds.
- d. Approve the activities of MURPAA.
- e. Approve the selection of the associate board members.

C. Each member of the Board shall:

- a. Regularly attend Board meetings.
- b. Productively participate on Board committees.
- c. Actively support alumni activities through time, talent and/or financial resources.

D. Duties and responsibilities of each office include, but are not limited to, the following:

a. President

- i. Calls and presides at all regular and special meetings of the Board. In the event of the president's absence, the president shall appoint the vice president to preside over the meeting
- ii. Represents MURPAA as requested by the College or University.
- iii. Appoints individuals to the Board and establishes committees with approval of the officers.
- iv. Signs all documents authorized by the Board.
- v. Encourages active participation in MURPAA, the Board of Directors, and with the College and University.

- vi. Recruits new Board members.
- vii. With the assistance of other board members, the president prepares and submits the annual report for MURPAA members.
- viii. Performs such other duties that may be assigned by the board of directors or that regularly and customarily pertain to the office.
- ix. Ensures a smooth and orderly transition in leadership.

b. Vice President

- i. Responsible for arranging and overseeing the programs and activities sponsored by MURPAA with the assistance of the Board.
- ii. Encourages all program attendees to consider membership in the MURPAA.
- iii. Fulfills the role President at Board meetings and events when the sitting President is unavailable.
- iv. Assists the president with preparing the annual report.

c. Treasurer

- i. Responsible for the fiscal affairs of MURPAA.
- ii. Prepares the quarterly and annual financial statements.
- iii. Approves all bills/reimbursements from Alumni Association accounts.
- iv. Insures MURPAA's bills are paid in a timely manner.
- v. Advises the Board of Directors of the "fiscal state" of the association as requested.
- vi. Insures funds are spent in accordance with MURPAA, local, state, and federal guidelines.

d. Secretary

- i. Prepares and distributes the minutes of meetings.
 - ii. Serves as historian for the association by maintaining and collecting permanent records for MURPAA.
 - iii. Produces correspondence as requested.
 - iv. Assists the president with preparing the annual report.
- e. Constituent Representative to the University of Colorado Denver Alumni Association
 - i. Represents MURPAA on the University of Colorado Denver Alumni Association Constituent Committee.
 - ii. Serves on CU Denver Alumni Association committees as appropriate.
 - iii. Reports information from CU Denver Alumni Association meetings to the board.

ARTICLE IX – MEETINGS

- A. General meetings of MURPAA are held at least once annually. The dates will be at the direction of the Board. Notice of general meetings shall be made through an announcement to all members as identified by Article III.
- B. Board meetings will be held at the discretion of the President following timely and diligent notification of the Board of Directors, typically meeting quarterly, including the annual general meeting.

ARTICLE X - COMMITTEES

- A. The Board of Directors annually appoints all standing committee chairs. Each standing committee chair shall:
 - a. Serve on, and participate as a member of the Board of Directors
 - b. Present a written report to the president prior to each quarterly meeting.
 - c. Present an oral report to the membership at the Annual Meeting.

- d. Deliver to the new chair all material pertaining to the committee.
- B. Membership and participation on standing committees is open to all members of the Association.
- C. The Board will review standing committees annually and adopt or dissolve as agreed by the board.
- D. Recommended standing committees include:
 - a. Special Events, Scholarship & Fundraising
 - b. Connections -Networking and Professional Development/Community Engagement, Research and Student–Alumni Connections
 - c. Marketing & Communications

ARTICLE XI – AMENDMENTS

These bylaws will be reviewed periodically and may be revised or amended as necessary with the approved of a two-thirds majority of the whole Board of Directors.

ADOPTED July 24, 2014

DEFINED TERMS

ALUMNI is a term that refers to a group of men and/or women.

BOARD OF DIRECTORS is the governing body of the Association.

DAY(S) means a calendar day.

EX OFFICIO means “by virtue of office or position”. Someone who is ex officio:

- has voice
- has no responsibilities
- is not counted in the quorum

MEMBERS-AT-LARGE are board members who are not dean-appointed.

STANDING RULES are rules related to the details of the administration of a group.

WRITTEN NOTICE includes US postal service, private courier or delivery service, facsimile, or electronic messages.