



American Planning Association
California Chapter

Creating Great Communities for All

Memo

To: The Chapter Board
From: Julia Lave Johnston, President
Subject: Change in Bylaws to Incorporate New National Chapter Requirement

Beginning in 2019, National APA requires all APA Chapters to report on designated baseline member services. I am recommending -- with staff consultation -- the following changes to the bylaws. The Vice President for Administration is responsible for collecting information for the California Chapter's Annual Report. Much of the information collected for the annual report and the performance report is duplicative. Because of this overlap, the below change will make the completion and submission of the Annual Chapter Performance Report the responsibility of the Vice President for Administration.

Current Bylaws:

5.5 DUTIES OF THE VICE PRESIDENT FOR ADMINISTRATION

The duties of the Vice President for Administration shall be to:

- a. be responsible for coordinating the financial and administrative activities of the Chapter by working with the Chapter staff to accomplish the following:
 - i. maintain the general funds and accounts of the Chapter, and be responsible for their security;
 - ii. make the payment of staff salaries and other benefits authorized by the Board of Directors;
 - iii. perform an external audit of the Chapter books and accounts by the Chapter's outside accountant, at times directed by the Board of Directors;
 - iv. provide the Board of Directors with quarterly reports of the income and expenditure status of the annual budget and a financial statement indicating the status of the Chapter accounts;
 - v. prepare and submit to the Board of Directors a year-end financial report indicating the final status of the Chapter budget accounts, including deficits or carryovers that may occur;
- b. with assistance from the Chapter staff, prepare and submit an annual budget for approval by the Board of Directors;
- c. prepare and submit an annual Chapter report for approval by the Board of Directors;
- d. function as Chairperson of the Chapter awards program and direct the efforts of the Chapter Awards Coordinator(s);
- e. regularly evaluate and update the Chapter Financial Policies;
- f. conduct long range forecasting and programming in cooperation with Chapter staff;
- g. conduct meetings with Section Treasurers at the Chapter Conference or as needed;
- h. conduct contract review evaluations with the President and Vice-President applicable to each contract; and
- i. perform any other duties assigned by the Chapter Board of Directors.

In the event the Vice President for Administration resigns or is removed from office in mid-term, an external audit may be authorized by the President.

Proposed Change:

5.5 DUTIES OF THE VICE PRESIDENT FOR ADMINISTRATION

The duties of the Vice President for Administration shall be to:

- a. be responsible for coordinating the financial and administrative activities of the Chapter by working with the Chapter staff to accomplish the following:
 - i. maintain the general funds and accounts of the Chapter, and be responsible for their security;
 - ii. make the payment of staff salaries and other benefits authorized by the Board of Directors;
 - iii. perform an external audit of the Chapter books and accounts by the Chapter's outside accountant, at times directed by the Board of Directors;
 - iv. provide the Board of Directors with quarterly reports of the income and expenditure status of the annual budget and a financial statement indicating the status of the Chapter accounts;
 - v. prepare and submit to the Board of Directors a year-end financial report indicating the final status of the Chapter budget accounts, including deficits or carryovers that may occur;
- b. with assistance from the Chapter staff, prepare and submit an annual budget for approval by the Board of Directors;
- c. prepare and submit an annual Chapter report for approval by the Board of Directors;
- d. [prepare and submit the Annual Chapter Performance Report to National APA after review by the Chapter President;](#)
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- ef. regularly evaluate and update the Chapter Financial Policies;
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- gh. conduct meetings with Section Treasurers at the Chapter Conference or as needed;
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