

Planning and Architectural Research Group Constitution

We, the members of Planning and Architectural Research Group, in order to enhance academic experience of graduate students and provide them with support to develop their academic skills, do hereby establish this Constitution.

ARTICLE I. NAME

Section 1. The title of this organization will be Planning and Architectural Research Group, henceforth referred to as PARG.

ARTICLE II. PURPOSE

Section 1. PARG is dedicated to enhance academic experience of graduate students in Taubman College of Architecture and Urban Planning (TCAUP) and provide them with information and support to develop their academic skills.

ARTICLE III. MEMBERSHIP

Section 1. Active membership is limited to graduate students who are enrolled in one of the graduate programs in TCAUP.

Section 2. Eligible graduate students can become members at any time by attending one of the organization meetings. There is no membership due.

Section 3. Any member can withdraw from the membership of PARG at any time by informing the board members about this request.

Section 4. PARG abides by University's nondiscrimination policy and does not discriminate on the basis of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, height, weight, or veteran status.

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ARTICLE IV. OFFICERS

PARG is governed by the following means:

Section 1. The executive committee is composed of four members. Their titles are:

- a. President: will be selected from the Vice-president, Treasurer or Secretary from the previous year. Preference will be giving to candidates whose home program allows the office to alternate between Architecture and Urban Planning.
- b. Vice-president: Will be selected from members with preference given to those candidates whose home programs allow the executive committee to maintain a representational balance between Architecture and Urban Planning.
- c. Treasurer: Will be selected from members with preference given to those candidates whose home programs allow the executive committee to maintain a representational balance between Architecture and Urban Planning.
- d. Secretary: Will be selected from members with preference given to those candidates whose home programs allow the executive committee to maintain a representational balance between Architecture and Urban Planning.

Section 2. PARG will have two faculty advisors, one each from TCAUP Architecture and Urban Planning Programs. The conditions are:

- a. These advisors will each serve a two-year term with only one position turning over each year.
- b. At least one advisor should be tenured.
- c. Each January, the PARG Executive Committee will “nominate” a new advisor based on these guidelines for approval from the Dean.

ARTICLE V. DUTIES OF EXECUTIVE BOARD MEMBERS

Section 1. The President shall be the chief executive officer of PARG. The duties and responsibilities of the President are:

- Being “in charge”, responsible for supervising/overseeing the work of the other officers and ensuring that they function together as an effective team.
- Providing the overall vision and sense of direction for the organization
- Being the spokesperson/representative/ external liaison for the organization
- Handling administrative details of PARG including registration with the Michigan Student Assembly and SOAS.
- Calling for, preparing an agenda, and leading all executive board meetings
- Overseeing and coordinating the PARG activities

Section 2. The duties and responsibilities of the Vice President are:

- Assisting the President in administrative functions of PARG and supervising/overseeing the work of the other officers
- Assuming responsibility during the absence of the President
- Coordinating the internal and external relationships/communications of PARG
- Serving as a representative of PARG in all inter-group discussions, events, and public relations

Section 3. The Treasurer shall be the chief financial officer of PARG. The duties and responsibilities of the Treasurer are:

- Establishing annual budget for organization and ensuring that it's followed
- Reporting regularly to organization officers and members the group's financial status
- Recording and paying bills/reimbursements
- Depositing/withdrawing funds
- Working closely with Student Organization Accounts Service (SOAS)
- Taking responsibility in fundraising activities and funding applications.

Section 4. The duties and responsibilities of the Secretary are:

- Keeping an organized file of documents and information related to PARG activities including meeting minutes
- Keeping accurate membership list with current contact information
- Coordinating the internal and external relationships/communications of PARG
- Serving as a representative of PARG in all inter-group discussions, events, and public relations
- Taking responsibility in fundraising activities and funding applications.

ARTICLE VI. OPERATIONS

Section 1. Those members who meet the requirements for membership (as defined in Article III) and currently enrolled in the Doctoral Program in Architecture and Urban Planning are eligible for executive committee.

Section 2. All members who meet the requirements for membership (as defined in Article III) are eligible to vote.

Section 3. Election process is defined as:

- a. Executive committee members are elected by a majority vote of the eligible members of PARG. All elections will be held on an annual basis during the month of April.
- b. The executive members take nominations from the floor. Nomination is based on voluntarism. Nominated parties are allowed to vote. If there are not enough voluntary parties, the floor nominates members for executive committee.
- c. Voting is done by secret ballot to be collected and tabulated by Treasurer/Secretary and appointed by one of the Board Members. If only one candidate is nominated for a position, and that candidate accepts the nomination, no voting is necessary.

Section 4. Meetings occur biannually at the beginning and end of each school year, with all other meetings delegated to the ad-hoc committees organized at the beginning of each school year.

ARTICLE VII. FINANCES

Section 1. PARG finances its activities by the following means:

- a. Funding from A. Taubman College of Architecture and Urban Planning
- b. Funding from other University of Michigan resources, institutions and departments.

ARTICLE VIII. AMENDMENTS

Section 1. This constitution is binding to all members of PARG, but not unto itself.

Section 2. Amendments to the constitution may be proposed in writing by any member of PARG at any meeting.

Section 3. Proposed amendments become effective following approval of the majority of the executive committee members.

ARTICLE IX. REMOVAL OF THE MEMBERSHIP

Section 1. Any executive committee member of PARG in violation of PARG's purpose or constitution may be removed from the duty by the following procedures:

- a. A written request by at least 3 of the PARG members
- b. A notification written and submitted by the executive committee to the officer of the request asking the officer to be present at the next meeting and prepared to speak.
- c. A majority vote is necessary to remove the officer.

ARTICLE X. REGISTRATION RENEWAL

Section 1. PARG re-registers with Michigan Student Assembly and returns the signed SOAS card on an annual basis, no later than September 15.

ARTICLE XI. STATEMENT OF COMPLIANCE

Section 1. By completing the registration process, we agree to abide by the University's policies. We understand that the organization's registration is contingent on the acceptance of these policies.