I. Constitution of the University Students of Urban & Regional Planning (USURP)

II. Purpose:
   a. To provide the students of the Department of Urban & Regional Planning (DURP) with peer support, extracurricular adventure, and the opportunity to impact the academic experience of DURP.
   b. To abide by the University of Hawaii at Manoa’s policies for proper RIO activity.

III. Membership:
   a. There are no restrictions.
   b. Types of:
      i. Executive Council
      ii. Chair
   c. Officer or Chair may be terminated due to inability to perform duties.

IV. Officers:
   a. Composition
      i. Chair: Presides over meetings and coordinates projects
      ii. GSO Representative: Liaison with the GSO
      iii. At-Large (2): Assist with programs/projects
      iv. Treasurer: Financing and Fundraiser Chair
      v. Secretary: Record minutes and maintain roster
      vi. APA Representative: Liaison with APA
      vii. PhD Representative: represents PhD students
      viii. Community Representative arranges events for USURP to volunteer
      ix. International Student Representative represents international students
      x. 1st Year Representative represents incoming students and is appointed by the Council in the fall semester
   b. Qualifications
      i. Active participant
      ii. Voted in
   c. Term of the Office
      i. 1 year term
   d. Removal
      i. Majority vote of Executive Council
   e. Vacancy
      i. Replaced by election process

V. Committees
   a. Composition
      i. Social
      ii. Web Page
      iii. Fundraising
iv. Student Orientation
v. Community
vi. Career
b. Duties and Responsibilities
   i. Carry out individual committee projects
c. Chair Selection
   i. Voluntary
d. Special Committees
   i. Established upon interest and motivation of Chair

VI. Elections
a. Nomination
   i. Nominations by Executive Council
   ii. Self
b. Eligibility
   i. Current DURP student
c. Voting
   i. Secret ballot
   ii. Voting time to be determined by the Executive Council
d. Installation
   i. Officers will be installed immediately upon elections

VII. Meetings
a. Time & Place
   i. Monthly meeting as determined by the council at the start of each semester
   ii. At the DURP
b. Quorum
   i. 5 of the 11 Executive Council Officers must be present to conduct business
   ii. Open to community
c. Voting
   i. Majority rule of Executive Council
d. Order of Business
   i. Officer Reports
   ii. Committee Reports
   iii. Unfinished Business
   iv. New Business
   v. Announcements
   vi. Adjournment
e. Parliamentary Authority
   i. Robert’s Rules of Order