

FIVE-COUNTY BUILDING OFFICIALS ASSOCIATION CONSTITUTION

ARTICLE I - ORGANIZATION

Section A. The name of the organization shall be Five-County Building Officials Association (F.B.O.A.)

Section B. The principal office shall be located within the Five-County area, defined as Wayne, Summit, Medina, Portage and Stark, or the organization may have other such office, as the business of the organization may require as determined by the members.

ARTICLE II – PURPOSE

Section A. The purpose of this organization shall be:

1. To cooperate with and assist all Building Officials and all administrative officials in their aims and objectives to the extent they shall be consistent with the purposes herein expressed;
2. To promote the efficiency and seek improvement in administrative organization techniques and methods as related to the regulation of housing and building construction;
3. To promote better public understanding of the advantages, purposes and functions of the regulation of housing and building construction;
4. To foster cooperation between all building officials, the construction industry and government;
5. To promote closer understanding and cooperation between the planning, housing, fire prevention, health, sanitation and other governmental departments having functions related to the planning, construction and use of buildings and the installation and maintenance of service equipment in them, for the benefit of the public and the promotion of safety;
6. To promote the acceptance of performance requirements for building materials, equipment and construction methods without prejudice or bias;
7. To participate in and promote the establishment of congruity of building regulations, especially in metropolitan areas, for the promotion of public safety against the hazards of life and health; the advancement of better methods of building construction; better fire prevention and protection; and relief from the confusion and uncertainty of conflicting building laws and regulations and to the protection of the owner and occupants of buildings and structures;
8. To aid, educate, and assist members in the pursuit of the goals and objectives set forth by this organization.

Section B. The methods of achieving the purposes of this organization shall be:

1. By cooperation with other recognized officials associations;
2. By exchanging and disseminating, through whatever means directed or approved by the Board, ideas and information on administrative procedures and techniques;
3. By maintaining in public office a high degree of integrity and public relations;
4. By creating good fellowship and mutual understanding, among members and with the industry through meetings and similar activities;

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5. By publicizing the purposes and activities of this organization through contact with public officials in other branches of government;
6. By recognizing and accepting recommendations of established building code organizations and standards authorities so long as they are consistent with sound safety practices;
7. By recommending the adoption of coordinated building codes by every community in any metropolitan area based on the unbiased judgment of the majority of the communities involved;
8. By moral, and such practical help as the Board may deem appropriate in each individual case;
9. To establish and collect dues, fees and other income for the furtherance of the objectives of the organization.

ARTICLE III – POWERS

Section A. The organization shall have the power to adopt bylaws on:

1. Various classes of membership and the qualifications therefore;
2. Application conditions of term and payment of dues;
3. The Board designation of Officers, Directors, their duties, methods of election and term of office;
4. The establishment of committees and the employment of personnel;
5. The holding of meetings;
6. Amending this constitution and bylaws;
7. Such other matters as may be necessary to the fulfillment of the objectives of the organization.

ARTICLE IV – ASSETS

Section A. All assets of this organization shall be exclusively used in furtherance of its purpose herein set forth. No officer, director, member or employee of the organization, nor any other individual, corporation or interest shall at any time receive or be lawfully entitled to receive any pecuniary profit from the operation or activities of this organization, nor any net earnings thereof, except reasonable compensation for services and reimbursement of necessary travel and incidental expenses incurred in furtherance of the objectives of the organization, as approved by the Board.

Section B. In case of all the assets of this organization are expended or distributed in accordance with the provisions of this constitution, the organization may be dissolved or terminated.

Section C. Upon the dissolution or termination of this organization, no officer, director, member or employee of the organization, nor any other individual shall receive any profit from or share in any of the assets or property of the organization; but all assets, property and surplus of the organization shall be delivered to vest in an existing organization as nearly similar as may be possible and containing in its constitution provisions having the same effect as those contained in ARTICLE II of this constitution.

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ARTICLE I - MEMBERSHIP

Section A. Membership shall be classified as:

1. Active membership shall be limited to an individual actively employed or contracted in a governmental department who is actively engaged in the enforcement of building and fire codes.
 - a. Honorary membership shall be limited to an individual who has rendered meritorious service in the furtherance of the objectives of this organization. Honorary membership shall be conferred upon an individual nominated by the organization only upon the recommendation of the Board.
2. Associate membership shall be limited to an individual involved with international, regional, state or chapter organizations, manufacturers of building materials, architects, engineers and individuals concerned with the construction industry. Those members not defined in Article I, Section A, 1, shall be part of this classification.
 - a. Joint membership shall be limited to an individual who is a member of another Ohio Building Officials Association Chapter and chose to be an associate member.
 - b. Retired membership shall be limited to an individual who has retired and at the time of retirement was an active or associate member in good standing.

ARTICLE II - APPLICATION & DUES

Section A. Membership application and dues shall be offered during each calendar year and shall have a one year term beginning January 1 and ending December 31 for such year.

1. Except in the case of honorary membership, applications for membership shall be filed with the Secretary or Treasurer of the organization on forms prescribed by the Board. In case of doubt of the qualifications of any applicant for membership for the classification shown on the application, the concurring vote of any three of the five officers shall determine the classification.

Section B. The amount of dues for the various classes of membership shall be fixed by the Board.

1. Honorary and Retired members shall be exempt from payment of dues.
2. Joint members shall not pay O.B.O.A. dues, if a member has already been registered with another chapter.
3. Any member, whose dues are not paid by March 15 of the same calendar year, shall be considered delinquent and shall not be entitled to receive membership benefits.
4. Membership fees shall not be pro-rated for renewals or new member joining at any time.

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ARTICLE III – THE BOARD

Section A. The affairs of this organization shall be managed and transacted by the Board consisting of five (5) Officers and six (6) Directors.

1. The Officers of this organization; Immediate Past President, President, Vice-President, Secretary and Treasurer shall be Active members that vote on all matters pertaining to this organization and amendments to the Constitution and By-laws.
 - a. The authority of these Officers shall be the duties normally prescribed to their respective offices. It shall be the responsibility of the Officers to plan and pursue policies which will promote the purposes of the organization.
 - b. The order of succession to the office of President of this organization shall be Vice-President, Secretary, and Treasurer, which shall be used by the Board to name a successor to any officer whose status changes during such officer's term of office. If a vacancy is caused in the ranks of the officers by the exercise of the order of secession, then in such event the Board shall name a successor within three (3) months. A senior Director shall be the first considered by the Board to fill an empty position.
 - c. The Officers shall be elected for a term of one year, except for the Immediate Past President. All Officers at no time shall be from the same jurisdiction or government office.
2. The Directors of this organization will make recommendations to the Officers and vote when such actions are not in conflict with the provisions of the adopt By-laws.
 - a. The powers of the Directors shall be established in the committees necessary to effectively carryout the program of the organization. The duties, responsibilities, limitations and other directives to the committees shall be clearly stated by the Board and Article IV of the By-laws.
 - b. Three (3) Directors of the Board shall be elected each year for a term of two years. If a vacancy is caused, then the Board shall name a successor within three (3) months.
3. The Board shall meet a minimum of four (4) times a year, at such time and in such places as it shall determine or upon call of the Chairman or a majority of the active members of the organization. At any meeting of the Board, a majority of the members thereof shall constitute a quorum. Each members of the Board shall receive notice of meetings not less than ten (10) days prior to the meeting unless waived by the majority of the Board members.
4. The Board shall propose new items of business and make recommendations to the body at the regular meetings. Such business and recommendations shall be consistent with the purposes of the organization as outlined in Article II of the Constitution.
5. The Board shall authorize the depository of all funds of the organization and designate the Treasurer to draw on such funds. A signatory Officer or Director shall countersign for all transactions exceeding one thousand dollars (\$1000.00).

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6. The Board shall determine expenditures by an approved budget, before the beginning of the next fiscal year. Ordinary expenses, necessary to the conduct of the business of the organization, shall be approved by the President in the interim between meeting of the Board and an accounting thereof presented to the Board for approval at the next meeting of the Board. The signatory Officer and/or Director with access to funds of the organization shall be bonded or insured.
7. The financial affairs of the organization shall be reported monthly by the Treasurer and audited annually by the Audit committee. An outside audit may be requested by a majority vote of the membership.
8. The order of business at all meetings of the Board shall follow Robert's Rules of Order.
9. The Treasurer of the organization shall file with the Internal Revenue Service as a non-profit organizations, establish an interest bearing reserve fund separate from the operating fund and purchase fidelity insurance to cover all funds.
10. For purposes of budgeting and accounting the fiscal year shall begin and end concurrently. Prior to the beginning of each fiscal year the Treasurer shall prepare and present to the Board a preliminary budget for the forthcoming fiscal year. The Board may propose modification/adjustments to the proposed budget as warranted. A final budget should be approved by the Board prior to the beginning of the fiscal year.
11. The Treasurer shall submit monthly itemized statement(s) of income and expense and the status of all asset accounts. Monthly statement line items shall correlate with the approved annual budget and include a year to date entry for all budget line items.

ARTICLE IV – COMMITTEES

Section A. The President shall appoint the members of all committees with the advice and consent of the Board. The duties, responsibilities, limitations and other directives shall be clearly stated in establishing each committee.

1. In the interim between regular meetings of the Board, the President may establish "ad hoc" or special committees for such purposes as he considers necessary to further the activities of the organization.
2. The Election Committee shall be a standing committee consisting of the Immediate Past President as Chairperson, the currently President and a Director. The Election Committee shall oversee all aspects of the election of Officers and Directors of this organization.
 - a. Election notice shall be sent to the members at least forty five (45) days in advance of an election to solicit for nominees (September).
 - b. Nominations shall be taken in writing only and shall be submitted to the Chairman of the Election Committee no later than the next Board meeting (October). However nominations will be taken from the floor of the meeting where the elections take place.
 - c. The Board's, slate of candidates shall be announced in a membership notice at least five (5) days prior to the election meeting (November).

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3. The Education Committee shall be a standing committee consisting of three (3) Directors. Chairperson to be appointed by the President.
4. The Audit Committee shall be assigned as needed and shall consist of two (2) Active members and one (1) Associate member. These members shall not be on the Board. Chairperson to be appointed by the President.
5. The list of committees will be presented to the membership at the beginning of each calendar year (March).

ARTICLE V - MEETINGS

Section A. The organization shall hold regular membership meetings of the body a minimum of four (4) times each year and scheduled at such time and place as selected by the Board. The November meeting shall be the meeting at which officers and directors of the Board shall be elected. The January meeting shall be the annual awards banquet including installment of the newly elected Board members for assuming their positions.

1. Notice of meetings shall be sent not less than seven (7) days in advance. In the case of special meetings, the purpose of the meeting shall be stated in the call thereof.
2. The order of business at all meetings of the body shall follow Robert's Rules of Order.
3. The body shall vote on recommendations made by the Board.
4. For the purposes of conducting business at the scheduled membership meetings of the body, a quorum shall consist of twenty-five (25) members. A majority vote shall be necessary for transaction of business. Notwithstanding any of the foregoing, any member in good standing may bring business before the body in accordance with Robert's Rules of Order.
5. Special meetings may be called by the Board or by one-third of the roster membership of the organization.

ARTICLE VI - ADOPTION AND AMENDMENTS

Section A. The constitution and by-laws of this organization shall become effective upon their adoption by the members of the organization. The Secretary shall provide a copy of the Constitution and By-laws of the organization via any means that they may be contacted to insure distribution to each member.

Section B. Amendments to the Constitution or By-laws, adopted in accordance with By-Laws Article VI, Section A, of this organization shall be provided by:

1. Any member wanting to change the Constitution or By-laws, provide notice of any proposed change to each Board member either by postal or electronic mail not less than seven (7) days' before any scheduled Board meeting. The Board shall vote on any changes to amend the Constitution or By-laws and give notice to member whom proposed the change either by postal or electronic mail not less than seven (7) days' after said vote.
2. The Board shall require a majority vote of the body in accordance with By-laws Article V.