

Five-County Building Officials Association By-Laws

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 engaged in the enforcement of building and fire codes.
2. 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.
3. 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 or 2 shall be part of this classification.
 - a. Joint membership shall be limited to an individual who is a member of another Ohio Building Official 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 and 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. Except in the case of honorary membership, application 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 cost 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 OBOA 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.

Article III-The Board

Section A. The affairs of this organization shall be managed and transacted by the Board consisting of five officers, six directors of any type membership.

1. The officers of this organization; Immediate Past President, President, Vice-President, Secretary and Treasurer shall be any type member that can vote on all matters pertaining to this organization and amendments to the constitution and bylaws.
 - 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 purpose 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 months.

- 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 adopted bylaws.
 - 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.
 - b. Three Directors of the Board shall be elected each year for the term of two years. If a vacancy is caused, then the Board shall name a successor within three months.
3. The Board shall meet a minimum of 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 member of the Board shall receive notice of meetings not less than 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).
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. 9. The Treasurer of the organization shall file with the Internal Revenue Service as a non-profit organization.
10. For the purposes of Budgeting and Accounting the Fiscal year shall begin January first and end December 31of each year. The fiscal year and the calendar year to 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 modifications/adjustments to the proposed budget as warranted. A final budget to be approved by the Board prior to the beginning of the fiscal year.
11. The Treasurer shall submit monthly itemized statements 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 an “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 current 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 40 days in advance of an election to solicit for nominees.
 - 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. However nomination 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 5 days prior to the election meeting.
3. The Education Committee shall be a standing committee consisting of two directors. The chairperson to be appointed by the President.
4. Additional committees can be assigned by the President.

Article V-Meetings

Section A. The organization shall hold regular membership meeting of the body a minimum of four times a year and scheduled at such time and place as selected by the Board either in person, electronic, or by other means. The November meetings shall be the meeting at which officers and director of the Board shall be elected. A meeting as selected by the board shall be the annual awards banquet including installment of the newly elected Board members of assuming their positions.

1. Notice of meeting shall be sent not less than seven days in advance. In the case of a special meeting, the purpose of the meeting shall be stated in the call thereof.
2. The order of business at all meeting of the body shall follow Robert’s Rules of Order.
3. The body shall vote on recommendation made by the Board.
4. For the purposes of condition business at the scheduled membership meetings of the body a quorum shall consist of twenty-five 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 the 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 to each new member.

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

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