

**ARTICLE I**  
**Name**

The name of this organization shall be the Virginia Building and Code Officials Association hereinafter referred to as The Association.

**ARTICLE II**  
**Purpose**

The fundamental purpose of this Association shall be to:

A. Promote the interests and welfare of the building related code enforcement agencies and to promote a closer, more informed relationship among those engaged in the profession of building related code administration and enforcement within the Commonwealth of Virginia;

B. Coordinate the rules, interpretations, and procedures applicable to the administration of such codes and regulations to promote greater uniformity in all political subdivisions of the Commonwealth;

C. Establish and maintain clear lines of communication so that the members' desires on matters relating to codes and regulations governing the design, construction, and building maintenance of buildings and structures and their appurtenances may be transmitted in an organized and coordinated manner to the General Assembly, elected officials, Board of Housing and Community Development and other appropriate agencies. These matters shall include but are not limited to building, electrical, fire prevention, mechanical, plumbing and maintenance codes; occupational certification and licensing; and training and certification of code enforcement personnel.

**ARTICLE III**  
**Responsibility**

With the assistance and cooperation of its members and of professional, industry, and trade associations, and in so far as it affects the Virginia Uniform Statewide Building Code and related Regulations, Codes, and Standards, this organization will be responsible for:

A. Developing recommendations to promote and foster uniformity and professionalism in administration, enforcement and interpretation;

B. Cooperating and enhancing relationships with other related industries and federal and state agencies in advancing uniformity and understanding in building code matters;

C. Assisting, developing, and expanding educational opportunities for Association members and related industry groups;

D. Recommending, fostering and promoting modernization of codes, regulations, procedures, training of personnel, and inspection techniques considering technological improvements affecting the building construction and maintenance industry;

E. Encouraging, promoting and facilitating improved communications among the public, governmental agencies, professional, commercial, industrial, and other interest groups in matters of building construction and maintenance and their regulations.

F. Educating the public about the Association and code enforcement's role and purpose in the community.

## **ARTICLE IV Organization**

Section 1. The Association shall function on a statewide basis, making provisions for the various code specialties that are its proper concern.

Section 2. Eight regional chapters shall be organized. They shall parallel the structure of the Association, establishing by-laws compatible with those of the Association and in support of the Association's purposes and responsibilities. Such by-laws shall be approved by the Board of Directors of the Association.

Section 3. Nothing in these by-laws is intended to prohibit the formation of organizations at a more local level. If such organizations are formed and they are to be affiliated with the appropriate regional chapter of the Association, they shall support and be compatible with the structure of the regional chapter.

Section 4. The delineation of geographical boundaries for regional chapters shall be as set forth by the Board of Directors. Changes to boundaries shall be by written request to the President and approved by a majority vote of the Board of Directors.

## **ARTICLE V Membership**

Section 1. Membership in the Association shall convey membership with the appropriate regional chapter; however, such chapters may establish local dues.

Section 2. There shall be five classes of membership: active, associate, honorary, student and retired.

- A. Active membership shall be open to employees of State or local governments which administer, formulate or enforce laws, ordinances, rules, or regulations effecting construction, fire safety, building maintenance, or land use.
- B. Associate membership shall be open to any persons, firms or organizations interested in codes, regulations, ordinances or laws related to construction, fire safety, building maintenance, and land use.
- C. Student membership shall be open to any student currently enrolled in an accredited school, college or university who is interested in codes, the code development process, regulations ordinances or laws related to construction, fire safety, building maintenance, or land use.
- D. Honorary membership shall be given to individuals of distinction who have rendered outstanding service in the furtherance of the purposes and objectives of the Association.
- E. Retired membership shall be open to active members that retire from state and local government departments.

Section 3. Membership shall be granted in the following manner:

- A. Applications for membership shall be by written application to the Executive Director. The Executive Director, upon confirmation that the applicant meets all applicable requirements of this article including payment of any dues required, shall enter the name of the applicant on the appropriate membership roll of the association.
- B. Active members may recommend individuals for honorary membership by written application to the President. Honorary membership may be conferred at any annual or semi-annual meeting of the Association by a majority vote of active members present and voting, upon the recommendation of the Board of Directors. Honorary memberships bestowed by prior action of the membership under previous By-laws shall be continued with all rights granted by these By-laws. Eligibility criteria for honorary and retired membership shall be as set forth in the Board of Directors adopted policy. Retired membership dues shall be set at a reduced rate of 50% of the active membership fee.

Section 4. The members shall have the following rights:

- A. Active, honorary, and retired members shall enjoy all rights and privileges granted by membership in The Association. Only active, honorary and retired members shall have the right to vote on general business conducted by the Association. Only active members shall have the right to serve in the capacity of Officer. Active and honorary members may serve in the capacity of Standing Committee Chairperson, Special Committee Chairperson or Region Chairperson positions of the Association.
- B. Associate and student members may make and second motions and shall enjoy all other privileges granted by membership in the Association.

Section 5. Members shall assume the following responsibilities:

- A. In general, all members shall further the purposes of the Association by maintaining a professional level of performance, ethical conduct and by active participation in the undertakings of the Association.
- B. Dues shall be set by the Board of Directors unless changed by the membership at the Annual Meeting. Members participating in regional chapters shall also pay the dues determined by those Chapters. Dues for each calendar year shall be due and payable by January 31 of that year.

Section 6. Membership may be terminated for the following reasons:

- A. Non-payment of dues.
- B. Revocation of certification by the Board of Housing and Community Development
- C. Conviction in a court of record of misconduct in the performance of their duties.
- D. By vote of the Board of Directors upon recommendation of the Membership Committee.
- E. Non-compliance with membership requirements.

Section 7. Membership may be suspended by the Membership Committee. Immediately subsequent to any suspension, the committee shall forward a recommendation of termination to the Board of Directors. The Board of Directors shall then vote whether to terminate the membership at its next board meeting. If the Board does not terminate the membership, the suspension is lifted, and the membership status is restored. Upon rehiring in a code enforcement position by a local government or state government in Virginia, the membership can be reinstated upon a majority vote of the Board of Directors in response to a written request and completed application form addressed to the President.

## **ARTICLE VI Officers and Their Duties**

Section 1. The officers of The Association shall be: President, First Vice-President, Second Vice-President, and Sergeant-at-Arms.

Section 2. Duties for each Office shall be as outlined in the Board of Directors Job Description Policy adopted by the Board of Directors.

## **ARTICLE VII Board of Directors**

Section 1. The Board of Directors shall consist of the elected Officers, the most Immediate Past President, the Chairperson of each of the eight Regional Chapters and the Chairperson(s) of The Association's standing committees. Non-voting ex-officio membership on the Board of Directors shall include the State Deputy Director for the Division of Building and Fire Regulation of the Virginia Department of Housing and Community Development, the Association's Director of Regulatory Compliance, the Web Manager, any VBCOA member serving as the DPOR representative, the State Technical Review Board Representative(s), any current ICC Board of Director, ICC Officer, ICC Region VII Executive Council Representative(s), the BCAAC Representative, and the President (or his/her duly authorized representative) of the Virginia Chapter of the International Association of Electrical Inspectors, the Virginia Fire Prevention Association, the Virginia Plumbing and Mechanical Inspectors Association and the Women in Code Enforcement and Development in Virginia.

Section 2. Board of Director positions shall be filled by the following methods:

- A. Officers shall be elected by the assembled membership body by majority vote of the Active, Honorary, and Retired members present at the annual meeting pursuant to the election policy. The membership shall consider the recommendations proposed by the Nominations Committee.
- B. Region Chair positions shall be elected by the Regional membership.
- C. Standing Committee Chairpersons and Web Manager shall be appointed by the President.
- D. Director of Regulatory Compliance, DPOR Board, Technical Review Board, ICC Region VII, and Building Code Academy Advisory Committee positions shall be recommended or appointed by the Board of Directors. Non-Board positions such as Amusement Device Technical Advisory Committee and Manufactured Housing Board shall also be recommended or appointed by the Board of Directors. The Board of Directors shall consider recommendations when proposed by the Nominations Committee.
- E. The Board of Directors shall appoint an Executive Director who shall: keep the minutes of the Board, the minutes of business meetings, and financial records of the Association; prepare an annual budget for submission to the Region Chairs for their review and amendment and to the Board of Directors for final approval; send out notices of all meetings; collect, deposit and properly disburse all dues and monies payable to or by the Association; conduct the daily business of the organization; submit a financial report at each meeting of the Board; and submit to the Association, at each annual meeting, a written report of the Executive Director's activities and the Association's financial position. The Executive Director shall draw checks in the name of The Association and shall give such bond for the faithful performance of his or her duties as Executive Director as may be prescribed by the Board of Directors.

Section 3. The Board of Directors shall conduct the affairs of the Association, subject to the directives of the membership given at the annual meeting.

Section 4. Meetings of the Board of Directors shall be held on the call of the President of Association, but not less than four times a year. The Board may conduct the business of the Association using electronic messaging or teleconference. A majority of the voting members of the Board of Directors shall constitute a quorum.

Section 5. An executive session of the Board of Directors may be conducted at the request of a member of the Board with a two-thirds vote of the Board of Directors. Only voting members of the Board of Directors and those individuals deemed by the President as necessary to the purpose of the meeting are permitted to attend the executive session.

Section 6. Length of Terms shall be limited for identified Board of Director seats. Provisions to extend length of terms, number of terms, or appointment for the duration of unfulfilled terms may be approved by the Board of Directors though a two-thirds majority vote, unless statutorily regulated. Terms shall be as follows:

- A. President: 1 year
- B. First Vice President: 1 year
- C. Second Vice President: 1 year
- D. Sergeant at Arms: 1 year
- E. Director of Regulatory Compliance: 4 years; 2 consecutive terms
- F. DPOR Board for Contractors: 4 years, 2 consecutive terms
- G. Technical Review Board: 4 years, no term limit
- H. Manufactured Housing Board: 4 years, 2 consecutive terms
- I. BCAAC: 4 years, no term limit
- J. ADTAC: 4 years, no term limit
- K. ICC Region VII: 4 years, 2 consecutive terms

Note: Appointment for the duration of unfulfilled terms shall not count towards the limit on number of consecutive terms unless statutorily regulated.

Section 7. Any member of the Board of Directors or other Committee appointment under the purview of the Board may be removed for cause by two-thirds majority of the Board of Directors present at any board meeting.

## **ARTICLE VIII**

### **Committees**

Section 1. Standing Committees shall include, but not be limited to the following;

Building Code Committee; Plumbing, Mechanical and Gas Code Committee; Property Maintenance Code Committee; Legislative Committee; Membership Committee; Education Committee; Residential Code Committee; Awards & Resolutions Committee; Public Information Committee; Energy Committee; Permit Technicians Committee; and Existing Building Code Committee.

The composition of each standing committee shall consist of a committee Chairperson(s), appointed by the President, and one member of each of the regional chapters, appointed by the Chairperson of each of the corresponding regional chapters. Should the Chairperson of a regional chapter fail to appoint a member of the region to serve on the standing committee, the Chairperson of that region automatically becomes the member on the standing committee, or the Chairperson of the committee shall have authority to appoint a member from that region. A majority of each committee appointees should be knowledgeable in the code specialty of the committee to which appointed. Standing committees shall meet on the call of the Chairperson. A majority of the committee members present shall constitute a quorum.

Section 2. A Nominations Committee chaired by the Immediate Past President and composed of active members, one appointed by each Region Chairperson, shall be convened as necessary. Two-thirds majority shall constitute a quorum. In the event that a regional representative is unable to serve, the Chairperson may appoint a replacement from the same Region. The chairperson may also appoint additional non-voting active members should the need arise. The committee shall conduct interviews of all candidates seeking a position identified in section B. For Association officer positions, the committee shall recommend a slate of officers to the Association membership at the Annual meeting for election. Nothing herein shall exclude nominations from the floor. For all other positions, the committee shall make their recommendations to the Board of Directors at a subsequent meeting for approval. In the event that the Immediate Past President is unable to serve, the Past Presidents Council shall appoint a chairman from the Past Presidents Council.

- A. The Nominations Chair shall make a call for officer and applicable positions in advance of the required appointment date to ensure time for the Nominations Committee to meet.
- B. The Nominations Committee shall interview and provide recommendations as required on the following positions:
  - a. President
  - b. First Vice President
  - c. Second Vice President
  - d. Sergeant at Arms
  - e. Director of Regulatory Compliance
  - f. DPOR Board for Contractors representative
  - g. Technical Review Board
  - h. Virginia Manufactured Housing Board
  - i. BCAAC
  - j. ADTAC
  - k. ICC Region VII representative and alternate.

Section 3. Special committees shall be appointed by the President or as outlined below:

- A. A Past President's Council composed of the Past Presidents of the Association that have active or honorary membership status and shall be chaired by the Immediate Past President. In the event that the Immediate Past President is unable to serve, the Past Presidents Council shall elect a chairperson.

- B. A Region Chairs Committee composed of the elected Region chairs from each of the eight regional chapters. The Region Chairs Committee is responsible for managing the organization's strategic plan. This committee shall also act as finance committee to the organization with the duty to review and recommend an annual budget proposed by the Executive Director. The 1st Vice President shall chair the Region Chairs Committee and the Sergeant at Arms shall serve as secretary.
- C. The web manager has the authority to form and chair a Technology Committee to conduct business related to the web site or other related matters as determined necessary.
- D. Such other committees as may be deemed necessary by the President or the Board of Directors.

Section 4. Duties and responsibilities for region chairs, council chairs, committee chairs and web manager shall be as outlined in the Board of Directors Job Description policy.

## **ARTICLE IX Director of Regulatory Compliance**

Section 1. The Association's Director of Regulatory Compliance shall serve on the Virginia Board of Housing and Community Development in accordance with §36-135 of the Code of Virginia.

Section 2. The Director of Regulatory Compliance shall be an active member of the association.

## **ARTICLE X ICC Region VII Representatives**

Section 1. The Association shall appoint a representative to serve as a standing member of the ICC Region VII Executive Council.

Section 2. The ICC Region VII Executive Council member(s) shall be an active member of the Association, currently employed in a code enforcement related profession in Virginia and a member of the ICC.

## **ARTICLE XI Meetings**

Section 1. An annual meeting shall be held at a time and place determined by the Board of Directors. The date of this meeting and its location shall be made known a minimum of six months in advance of the meeting. Official notice of the meeting shall be mailed to the membership not less than 30 days prior to the date thereof. This meeting shall be for the purpose of presenting educational programs, electing officers, receiving reports of the officers and committees, and for any other business that may arise. A minimum of thirty active or honorary members present shall constitute a quorum.

Section 2. A semi-annual business meeting shall be held at a time and place determined by the Board of Directors. Official notice of the meeting shall be mailed to the membership not less than thirty days prior to the date thereof. This meeting shall be for the purpose of receiving reports of the officers and committees, and for any other business that shall arise. A minimum of thirty active or honorary members present shall constitute a quorum.

Section 3. Special meetings may be called by a majority vote of the Board of Directors. Notice of such meetings and the business to be conducted shall be mailed to the membership not less than fourteen days in advance of the date thereof. Mailed ballots, received within seven days after the scheduled meeting shall be considered in determining decisions made at such meetings. A minimum of thirty active or honorary members present shall constitute a quorum. Special meetings may be conducted using electronic messaging or teleconference.

## **ARTICLE XII Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern The Association in all cases to which they are not inconsistent with these bylaws and any special rules of order that may be adopted by the Association.

## **ARTICLE XIII Amendment of By-Laws**

These by-laws can be amended at any meeting of the Association by a two-third vote of Active, Honorary, and Retired members present and voting, provided that the amendment has been previously submitted in writing by any member to the Executive Director not less than thirty days in advance of the meeting for review and recommendation by the Board; and further provided, that the amendment has been circulated to the membership not less than ten days prior to the meeting.

### Chronology of recent amendments

Amended May 7, 2001	Addressed suspension of membership; changed head of organization from Chairman to President.
Amended October 29, 2001	Added option of electric meetings and executive sessions.
Amended May 3, 2004	Created a Director of Regulatory Compliance added position to the Board of Directors
Adopted May 2, 2005	Modified list of non-voting ex officio members.
Adopted October 23, 2006	Modified duties of Region Chairs and Executive Director
Adopted October 22, 2007	Revised the composition of the Board of Directors to reduce the number of voting members of the board and specify non-voting ex officio board members and to add the Public Information Committee as a standing committee.
Adopted October 15, 2012	Established process for Board to act via electronic messaging or teleconference.
Adopted November 4, 2013	Eliminated Time & Place Committee; Assigned Duties to Sergeant at Arms; Established Permit Technicians Committee as a standing committee.
Adopted September 8, 2014	Allowed honorary members to serve as committee chairs.
Adopted September 14, 2015	Added a Rehabilitation Code Committee as a standing committee.
Adopted September 19, 2016	Revised the duties of the Nominations Committee.
Adopted October 16, 2017	Added Women in Code Enforcement to Article VII
Adopted April 30, 2018	Added retiree member category
Adopted September 23, 2019	Change name of Committee: Rehabilitation Code to Existing Building Code