

By-Laws

JAMES MADISON BUILDING AND CODE OFFICIAL'S ASSOCIATION (VBCOA Region IV)

Statement of Responsibilities Membership and Operation

ARTICLE I. NAME

The name of this organization is the James Madison Building and Code Official's Association, which shall be referred to herein as the "Association".

ARTICLE II. PURPOSE

- (A) Promote the interests and welfare of the construction code enforcement agencies whose staff comprise it's membership and to promote a closer, more informed relationship among those engaged in the profession of construction code administration and enforcement;
- (B) Transmit in an organized and coordinated manner to the State Board of Housing or other appropriate agencies, the desires of its members on matters relating to codes and regulations governing the construction of buildings, structures and appurtenances. Those matters include, but are not limited to building, plumbing, electrical and mechanical codes;
- (C) Coordinate the rules and interpretations pertaining to the administration of such codes and regulations to promote greater uniformity among the various political jurisdictions represented by its membership.

ARTICLE III. RESPONSIBILITY

With the assistance and cooperation of its various members, this organization will be responsible for the following, insofar as it affects the Virginia Uniform Statewide Building Code.

- (A) Assist members in their technical work and development.
- (B) Develop recommendations to promote and foster uniform administration, enforcement and interpretation.
- (C) Cooperate with other professional groups and Federal and State agencies in advancing uniformity in construction code matters.
- (D) Encourage and promote communications among the public, government agencies, and professional, commercial, and industrial groups in matters relating to building and its regulation.

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ARTICLE IV. MEMBERSHIP

Section 1: There shall be four classes of membership: Active, Associate, Student and Honorary.

- (A) Active membership shall be open to employees and retired employees of State or Local governments of the Commonwealth and who are engaged in the administration or enforcement of building related codes. These codes shall include building, electrical, mechanical, and plumbing and legally adopted fire prevention, property maintenance and zoning codes.
- (B) Associate membership shall be open to persons, firms or organizations who are interested in codes related to construction, fire safety, property maintenance, development or land use. This shall also include persons engaged in the practice of architecture, engineering, or land surveying and licensed by the State.
- (C) Student membership shall be open to persons who are enrolled in educational courses relating to construction, fire safety, property maintenance, development 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.

Section 2: Membership shall be granted in the following manner:

- (A) Application for membership as Active, Associate or Student shall be made by written application to the Chairman.
- (B) Honorary membership may be conferred at any meeting of the Association by a majority vote of the members present and voting. Active members shall be considered for honorary membership upon retirement from their governmental employment.

Section 3: The members shall have the following rights:

- (A) Active, Associate, Student and Honorary members shall have all of the rights and privileges granted by membership in the Association. Those members present shall have the right to vote on general business conducted by the Association.

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ARTICLE V. ANNUAL DUES

Section 1: Membership Dues

- (A) The annual dues for Active membership shall be twenty-five dollars (\$25.00) per year.
- (B) The annual dues for Associate membership shall be thirty-five dollars (\$35.00) per year.
- (C) The annual dues for Student membership shall be five dollars (\$5.00) per year.
- (D) The annual fee for Honorary membership shall be zero dollars (\$0) per year.

Section 2: Dues shall cover the period January 1 through December 31.

ARTICLE VI. OFFICERS

Officers of the Association shall be a Chairman, Vice Chairman, Secretary and a Treasurer. The Association shall elect the Chairman, Vice Chairman, Secretary and Treasurer from its members. Officers shall be elected to serve one year terms of office. Terms shall run from January 1 through December 31. Officers may serve a maximum of two consecutive terms; with the exception of the treasurer and secretary, who may serve until replaced.

- (A) Nominations for officers shall be presented to the membership at the October meeting and voted on during the November meeting.

ARTICLE VII. VOTE

The right to vote on all matters other than amendment of By-Laws shall be afforded to all Active, Associate, Student and Honorary members; and shall require a quorum. At any meeting of the Association, representation by Fifty percent (50%) of the jurisdictions with paid members in the Association shall constitute a quorum.

ARTICLE VIII. COMMITTEES

Committees shall be organized at the direction of the Chairman. The term of the Committee Chairman and members shall be determined by the Chairman.

ARTICLE IX. FINANCIAL AUDIT

The Chairman shall oversee the selection of an auditing committee at the October Meeting each year. The committee shall consist of at least two members of the association, but no more than one (1) member from any jurisdiction may participate on the committee. The committee members shall fully audit the financial records of the association and report the audit results to the association at the December Meeting. The current Treasurer may not participate on the auditing committee, and shall provide full access to all records requested by the committee.

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ARTICLE X. MEETINGS

Regular meetings of the Association shall be held once a month. The members shall be notified at least seven days prior to the meeting of the date, time and place of the meeting.

ARTICLE XI. PROCEDURE

The order of business at all meetings of the Association or the Committee shall consist of the following:

1. Roll call of members
2. Introduction of guests
3. Educational Program
4. Reading of minutes of previous meeting
5. Reading of communications received
6. Reports of Officers and members
7. Reports of Committees
8. Unfinished business
9. New business
10. Adjournment

At any meeting, the order will be determined by the Chairman and may be changed or suspended by a majority vote of the members present.

ARTICLE XII. PARLIAMENTARY AUTHORITY

Section 1: Robert's Rules of Order Revised shall be the Association's final authority on all questions of procedure and parliamentary law not covered by the By-Laws.

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 and Honorary members present and voting, provided that the amendment has been previously submitted in writing by any member to the Chairman, not less than thirty days in advance of the meeting for review and recommendation by the Officers; and further provided, that the amendment has been circulated to the membership not less than ten days prior to the meeting.