JAMES MADISON BUILDING AND CODE OFFICIAL'S ASSOCIATION

Statement of Responsibilities, Membership, and Operations

ARTICLE I. Name

The name of this organization shall be the James Madison Building and Code Official's Association, which shall be referred to herein as the "Association". The Association shall include the following political jurisdictions: the counties of Albemarle, Buckingham, Culpeper, Cumberland, Fluvanna, Goochland, Greene, Louisa, Madison, Nelson, Nottoway, Orange, Prince Edward, Rappahannock, Spotsylvania, the University of Virginia, and the cities/towns of Charlottesville, Culpeper, Farmville, and Fredericksburg.

ARTICLE II. Purpose

A. Promote the interests and welfare of the construction code enforcement agencies whose staff comprise its 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, energy conservation, electrical, existing buildings, fire prevention, fuel gas, mechanical, plumbing, and property maintenance 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 (USBC).

Assist members in their technical work and development.

Develop recommendations to promote and foster uniform administration, enforcement, and interpretation.

Cooperate with other professional groups and Federal and State agencies in advancing uniformity in construction code matters.

Encourage and promote communications among the public, government agencies, and professional, commercial, and industrial groups in matters relating to building construction, and its regulations.

ARTICLE IV. Membership

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

Section 1:

Active membership shall be open to employees and retired employees of State or Local governments of the Commonwealth of Virginia and who are engaged in the administration or enforcement of building related codes. These codes shall include building, energy conservation, electrical, existing building, fire prevention, fuel gas, mechanical, plumbing, and property maintenance codes.

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 Commonwealth of Virginia.

Student membership shall be open to persons who are enrolled in educational courses relating to architecture, construction, engineering, fire safety, property maintenance, development, or land use.

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:

Application for membership as Active, Associate or Student shall be made by written application to the Chair.

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:

Active, Associate, Student, and Honorary members shall have all 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.

ARTICLE V. Annual Dues

Annual dues for Active Members shall be twenty-five dollars $25.00) per year.

Annual dues for Associate Members shall be one-hundred dollars ($100.00) per year.

Annual dues for Honorary Members shall be zero dollars ($0) per year.

Annual dues for Student Members shall be five dollars ($5.00) per year.

Dues shall cover the period January 1 through December 31. Membership dues for current members shall be paid in full to the Association Treasurer by March 31st each year.

ARTICLE VI. Officers and Their Duties

Officers of the Association shall be Chair, Vice Chair, Secretary and Treasurer. The Association shall elect the Chair, Vice Chair, Secretary and Treasurer from its active membership in good standing. 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; except the Treasurer and Secretary, may serve until replaced.

Nominations for officers shall be presented to the membership at the regularly scheduled October monthly meeting and voted on during the regularly scheduled November monthly meeting.

The Chair shall have the authority to spend up to a maximum of $150.00 for business-related expenses without the approval of the full membership.

ARTICLE VII. Voting

The right to vote on all matters other than amendment of the By-Laws shall be afforded to all Active, Associate, Honorary, and Student 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 discretion of the Association Chair. The terms of the committee chair and members shall be determined by the Association Chair.

ARTICLE IX. Financial Audit

The Chair shall oversee the selection of an auditing committee at the October meeting each year. The committee shall consist of at least two active 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. A written report, signed by all members of the auditing committee, shall be submittal to the Association Chair at the December meeting and a copy of the audit report shall be provided to the Secretary for recordation in the monthly minutes.

ARTICLE X. Meetings

Regularly scheduled 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 committees shall consist of the following:

1. Roll call of members
2. Introduction of guests
3. Presentation and approval of previous meeting minutes
4. Presentation and approval of Treasurer’s report
5. Reading of communications received
6. Reports of officers and members
7. Reports of committees
8. Unfinished business
9. New business
10. Educational program presentation
11. Good of the order
12. Adjournment

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

ARTICLE XII. Parliamentary Authority

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. The Vice Chair shall act as parliamentarian. In the Vice Chair’s absence, the Secretary shall act as parliamentarian.

ARTICLE XIII. Amendments of By-laws

These by-laws can be amended at any meeting of the Association by a two-thirds vote of Active and Honorary members present and voting, provided that the amendment has been previously submitted in writing by any member to the Chair, 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.

Revised and adopted on June 15, 2023