

## **ARTICLE I**

### *NAME AND ADDRESS*

#### **Section 1 – Commonwealth Building Officials**

The name of this association shall be “Commonwealth Building Officials” (CBO) hereafter referred to as the “Association.”

#### **Section 2 – Business Address**

The home office of this association shall be located at the business address of the current president.

## **ARTICLE II**

### *OBJECTIVES AND PURPOSES*

The objectives and purposes of this association shall be:

#### **Section 1 – Advancement and Improvement**

to advance and improve standards of code enforcement practices by educational seminars and other means of disseminating information,

#### **Section 2 – Exchange of Ideas**

to disseminate information and experience relative to the improvement, methods, theories and regulations pertaining to building construction and code enforcement,

#### **Section 3 – Legislation**

to advocate and sponsor insofar as possible the passage of more efficient code enforcement legislation,

#### **Section 4 – Professional Standards**

to elevate the construction code officials to be recognized as professionals, to be qualified and certified by virtue of recognized education, and/or experience, and to work towards job security thereby taking our profession out of the political arena,

#### **Section 5 – Public Relations**

to make known to the public the true nature and importance of the service performed by the construction code officials and to encourage and promote good public relations and good government in municipalities,

#### **Section 6 – Ethical Standards**

to discourage the influence of party politics and the selection and retention of construction code officials or in the efficient and professional administration of the Office,

Section 7 – Cooperation

to further the spirit of cooperation among the members, various municipalities and other organizations of construction code officials,

Section 8 – Affiliation

to affiliate with any organizations or groups as deemed desirable by the Board of Directors in furtherance of the objective and purposes of the Association, and

Section 9 – Non Profit

The Association is not organized for profit, and no part of the income shall benefit any member of office except as reimbursement of necessary expenses actually incurred for the Association.

**ARTICLE III**

*MEMBERSHIP*

Section 1 – Active Regular Membership

Any person employed by a governmental agency engaged in the administration, formulation or enforcement of laws, ordinances, rules or regulation, relating to code enforcement shall be eligible for Active Regular Membership. **They shall have all rights and privileges including the right of voice expression, and the right to vote and hold office within the Association.**

Section 2 – Associate Membership

Any person formerly an Active Member of this Association or any person presently engaged in construction code enforcement or a related field, is eligible for Associate Membership. **They shall have all the rights and privileges of Active Members, including the right of voice and expression, but not the right to vote or to hold office.**

Section 3 – Industry Membership

Industry Membership shall consist of national, regional or local organizations, suppliers or manufacturers interested in building materials or equipment used in building, architects, engineers, financial institutions, mortgage service companies and other groups or individuals concerned with the purposes of this organization. **They shall have all the rights and privileges of Active Members, including the right of voice and expression, but not the right to vote or to hold office.**

Section 4 – Honorary Membership

Honorary Membership may be granted to a person in recognition of their dedication and service to the Association upon retirement from active employment. Honorary Members must be approved by the Board of Directors. **Honorary Members have the right of voice or expression, but not the right to vote. The Board of Directors shall establish the criteria of Honorary Membership. There shall be no yearly dues for Honorary Members.**

**ARTICLE IV***OFFICERS***Section 1 – Officers of the Association**

The Officers of the Association shall be the President, First Vice President, Second Vice President, Secretary/Treasurer and Recording Secretary. The President, First Vice President, Second Vice President and Recording Secretary shall be elected for a two-year term by the members at the September meeting of the Association, and shall hold office until their successors are elected and qualify. The Secretary/Treasurer shall be elected for a four-year term by the membership every fourth September meeting of the Association and shall hold office until the successor is elected and qualified.

**Section 2 – Committee Appointments**

The President, with the consent of the Board of Directors, may appoint such committees as may be deemed necessary or expedient, who shall hold office for such terms and shall exercise such powers and perform such duties as shall be determined from time to time by the Board of Directors.

**Section 3 – Nominations and Election of Officers****A. Nominations Committee**

Not less than one (1) month before the September meeting, the immediate past President shall be chairman of the Nominating Committee consisting of members to be known as the Nominating Committee. The duties of this committee shall be:

- i. to screen the roster of active members in good standing, select those most deserving and qualified for each office to be filled and to obtain the consent of those nominated.
- ii. to notify the general membership of their recommendations prior to the September meeting.
- iii. to notify the general membership that nominations for all offices may be made by two or more active members from the floor, and
- iv. to prepare a ballot containing the names of all candidates nominated for each office for the purpose of voting at the September meeting.

**B. Election**

To supervise all necessary activities to facilitate an orderly election and to ensure that only active members in good standing are permitted to vote and to determine the validity of each ballot cast, and to determine the winning person for each office.

**C. Votes**

A majority of all votes cast by the Active Members present at the September meeting shall be necessary to determine the person elected to each office. In the event no candidate for an office receives a majority of all votes cast, the person receiving the least votes will be dropped from the ballot and a runoff election held. If necessary, the above procedure shall be repeated until one candidate receives a majority of all votes cast.

**ARTICLE V*****OFFICERS' DUTIES*****Section 1 – Duties of the President**

The President shall serve as Chairperson of the Board of Directors. The President shall preside at all meetings of the Association. The President shall perform the usual duties of the Office and those imposed on the Office by the Association's Constitution and By-Laws. The President shall appoint all committees as deemed necessary for the proper functioning of the Association. The President of the Association shall oversee the overall activities of the Association and its committees.

**Section 2 – Duties of the First Vice President**

It shall be the duty of the First Vice President to act in the capacity of the President in the absence or incapacity of the President, and to be responsible for such committee activities as the President may direct. Should the President for any reason be unable to complete the term of office, the First Vice President shall assume the office of President. It shall also be the duty of the First Vice President to chair the Standing Committee of Education and Special Programs.

**Section 3 – Duties of the Second Vice President**

It shall be the duty of the Second Vice President to chair the Standing Committee on Membership and to be responsible for such committee activities as the President may direct.

**Section 4 – Duties of the Secretary/Treasurer**

The Secretary/Treasurer shall receive and process all official communications addressed to the Association. The Secretary/Treasurer shall perform all duties usually incumbent upon such office, including the signing of checks when necessary. The Secretary/Treasurer shall accept and approve financial reports. The Secretary/Treasurer shall submit monthly and annual financial statements of conditions applicable to the Association. The Secretary/Treasurer shall also coordinate the annual audit of the Association's Financial Statement, reporting same to the Board of Directors at their June meeting. The Secretary/Treasurer may be bonded by the Association in such amount as shall be determined by the Board of Directors.

Section 5 – Duties of the Recording Secretary

The Recording Secretary shall keep the official record of attendance at meetings, keep the minutes of all membership meetings and Board of Directors meetings. The Recording Secretary shall be an Officer of the Association and a member of the Board of Directors.

**ARTICLE VI**

*BOARD OF DIRECTORS*

Section 1 – Management of Affairs

The management of all affairs, property and interests of the Association shall be vested in the Board of Directors which shall be composed of the President, First and Second Vice Presidents, Secretary/Treasurer and five (5) past Presidents as presently Active Regular Members. The Recording Secretary shall be a member of the Board of Directors.

Section 2 – Transaction of Affairs

A majority of the entire Board of Directors shall be necessary to constitute a quorum for the transaction of business.

Section 3 – Meeting Schedule

Meetings of the Board of Directors may be called at any time by the President, to be held at such place or places as may, from time to time be designated. Notice of all special meetings of the Board of Directors shall be given by the Recording Secretary to each Board Member by mail or telephone.

Section 4 – Vacancies

A majority of the entire Board of Directors shall have the full power to fill any vacancies among the Officers or Board Members of the Association until the next regular election.

Section 5 – Absences

Any member of the Board of Directors who misses more than three (3) meetings during the period of one (1) calendar year shall be subject to removal from the Board of Directors. If an acceptable reason is given for the absences, the Board of Directors, by a majority vote, may waive the above.

**ARTICLE VII**

*COUNCIL OF PAST PRESIDENTS*

Section 1 – Purpose

To establish a forum of persons that have served in the capacity of President the of Commonwealth Building Officials (CBO).

Section 2 – Objectives

In addition to, and in support of, the purposes for which BOCA and CBO has been founded and organized, as set out in BOCA’s Articles of Incorporation, its By-Laws, and CBO By-Laws, the Council of Past Presidents has the following objectives to which they are committed.

- i. to provide counsel and wisdom, when requested, to the incumbent President and the members of the Board of Directors
- ii. from time to time submit recommendations to the Board of Directors relating to membership, welfare and furtherance of the objectives of CBO
- iii. to set the example for others to follow by living the Code of Ethics and the place in BOCA and CBO history that they hold
- iv. to strive for fellowship and camaraderie as Past Presiding Presidents
- v. to do all such other things as may be called upon that lead to the attainment of the objectives herein set forth and of the CBO organization

Section 3 – Membership

The Council of Past Presidents shall be comprised solely of Past Presidents.

i. Ex Officio Member:

The sitting President of CBO shall be an ex officio member of the Council of Past Presidents with full right to participate at all meetings of the Council but without a vote.

ii. Termination:

Resignation or termination in the Council of Past Presidents is the right of each member, however, a Council member can be terminated for cause should the member fail to support the objectives as set forth herein and those of BOCA and the CBO Organization.

Section 4 – Governing Body

The governing body of the Council of Past Presidents shall be a Chairman and two (2) Trustees.

i. Election and Term of Office:

The Chairman and Trustee shall be elected by the members at the annual meeting for a term of two (2) years. The Trustee’s terms shall be staggered so that one Trustee is elected to a two (2) year term at each annual meeting. A Chairman or Trustee shall not serve consecutive terms in that office.

ii. Duties of the Governing Body:

The Chairman shall serve as the voice of the Council of Past Presidents and shall chair all annual meetings. The Trustees shall assist the Chairman in the conduct of the annual meeting and the introduction of the immediate Past President into the Council.

Section 5 – Meetings of Members

An Annual Meeting of the members shall be held with the advice and consent of the CBO Board of Directors. The sitting President shall select the site of each Annual Meeting so approved which is accessible and convenient to the members.

i. Report:

At the conclusion of the Annual Meeting, the Council Chairman shall submit an Annual Report to the CBO Board of Directors. The Annual Report shall identify the results of all elections, induction’s and other matters of business that came before the Council including, but not limited to, matters referred to the Council by the CBO Board of Directors.

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**By-Laws Amended 08/04/93**

Elections changed from March/April to September

Article IV

Section 1, Section 3A2 & 3A4, Section 3C

Recording Secretary made member of the Board of Directors

Article V

Section 5

Article VI

Section 1

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**By-Laws Amended 10/21/96**

Table of Contents added

Document restructured

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**By-Laws Amended 01/31/97**

Article IV

Section 1 – Officers of the Association

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**By-Laws Amended 11/06/98**

Article VII

Council of Past Presidents

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**By-Laws Amended 11/06/98**

Article VII - Added

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