

**Constitution and By-Laws  
of the Southern Oregon Chapter  
of the  
International Conference of Building Officials**

**ARTICLE I - NAME OF ORGANIZATION**

- 1.1 The name of this organization shall be known as The Southern Oregon Chapter of the International Conference of Building Officials, doing business as Southern Oregon Chapter of the International Code Council.
- 1.2 Where elsewhere in these by-laws the term "Association" may be substituted for the full name.
- 1.3 Address: The home office of this "Association" shall be located at 200 So. Ivy Street Rm 277, Medford, OR 97501. The telephone number is (541) 774-2350.

**ARTICLE II - PURPOSES AND OBJECTIVES**

- 2.1 The objectives of this organization are:
  - 2.1.1 To develop and advance the members professional abilities in the administration of all Oregon Specialty Codes and to promote the health, safety and welfare of all people in matters relating to the built environment.
  - 2.1.2 To unite the members in pursuit of code enforcement, for the betterment of the people in the area serviced by the Association.
  - 2.1.3 To secure a closer official and personal relationship among Code Officials throughout the territory.
  - 2.1.4 To promote higher professional and ethical standards in the field of building inspection and code enforcement.
  - 2.1.5 To establish and maintain a good working relationship within the construction industry and other related fields.
  - 2.1.6 To encourage and provide a forum for the free exchange of ideas and information among its members to furnish information of an instructional nature to its members and to other interested and related parties.
  - 2.1.7 To compile and disseminate building code information useful to the membership in the performance of their duties and responsibilities.
  - 2.1.8 To promote continuing education and training.

2.1.9 To promote the recognition and importance of the Building Official and code enforcement personnel and to provide sufficient qualified personnel adequately compensated, to establish minimum standards of what a building department is and to secure adequate recognition and proper place in the administrative organization.

2.1.10 To develop, maintain, and promote the adoption of the Oregon codes and related documents.

### **ARTICLE III - MEMBERSHIP**

3.1 There shall be three classes of membership: Active Member, Associate Member, and Honorary Member.

3.1.1 Active Member: Any person within Oregon whose primary duties are the enforcement of building codes and related ordinances, rules or regulations relating to the public health, safety and welfare and is employed by a state or local unit of government, department or agency. An Active Member has all voting rights. A retired or unemployed person qualifies to be an active member if his last place of employment was a state or local unit of government, department or agency.

3.1.2 Associate Member: Any person(s), firms, company, or corporation having an interest in furthering the objectives and purposes of this association. Such a member shall not hold an elective office. An Associate Member has no voting rights.

3.1.2.1 Associate members are permitted to attend meetings of the statutory members of the Association, to submit comments and information to the Association and to serve as voting member of the Associations committees and sub-committees.

3.1.3 Honorary Membership may be conferred upon any person as an honorarium for outstanding service to the Association. Such a member shall hold no elected office nor be subject to payment of dues.

3.2 Application for Membership.

3.2.1 Submit a completed and signed Association application form with fees covering the current years dues.

3.2.2 Completed applications shall be delivered to a member of the executive board or mailed to address of the Association.

3.3 Membership Dues.

3.3.1 The annual membership dues of the Association shall be as established by resolution of the general membership.

3.3.2 Dues shall be due on January 1st of each calendar year

3.3.3 Each member of the Association will be billed once a year by the Treasurer. Dues must be paid before June 1<sup>st</sup> to retain membership.

3.3.4 Any member not paying his dues by June 1<sup>st</sup> shall be reported by the Treasurer to the Executive Board. The member will no longer have active status of the Association.

3.3.5 The monies received shall be used to defray the expenses associated with the pursuit of the objectives as listed in Article II.

3.3.6 Members whose dues are current shall be considered in good standing.

3.3.7 Those members who's dues are current shall be eligible for reduced registration fees at Chapter sponsored schools and seminars.

3.4 Conduct

3.4.1 Not Used

3.5 The affairs of this Association shall not be conducted for profit for individuals.

3.6 No member shall utilize the Association name for private gain.

3.7 Neither members, trustees, nor officers shall receive any fee, salary or remuneration of any kind for their services as trustees, and/or officers, provided, however, that trustees and officers may be reimbursed for reasonable expenses incurred with approval of the Executive Board upon presentation of vouchers for chapter business, or as approved.

#### **ARTICLE IV - ELECTIONS**

4.1 An election meeting shall be held in July of each election year, date and place of such meeting to be determined by the Executive Board, and announced to each member by the secretary, by mail or e-mail in a sufficient time for review by members prior to the time of such meeting. Said announcement to include names of all nominees with a statement that these nominations will be voted on at the election meeting. Votes shall be counted only for candidates placed in nomination at the nomination day meeting or any nomination made from the floor at this meeting.

4.2 Officers shall be elected by a majority vote of the voting membership present at the July meeting of this Association. Their term of office shall be effective at the conclusion of the August Annual Business Meeting and run two years through the August Annual Business Meeting of the following year after.

4.3 In the case of a vacancy of the Executive Board, the vacancy shall be filled by a majority vote of the Executive Board until the next general meeting.

4.4 The President and Vice President shall be elected for the term of two years and shall not exceed two consecutive terms in office.

4.5 The Secretary and/or Treasurer shall be elected for a term of two years and shall be eligible to succeed themselves in office for as many successive terms as they may be re-elected to serve.

4.6 A vacancy in the office of President shall be filled by the Vice President. A vacancy in the office of Vice President shall be filled by the Secretary and/or Treasurer. A vacancy in the office of the Secretary and/or Treasurer shall be filled by a majority vote of the membership present at any regular meeting.

4.7 Any officer may be removed from office if they have missed two (2) consecutive meetings of the Executive Board and or general chapter meetings during their terms of office without an accepted excuse. The acceptance of an excuse shall be at the discretion of the Executive Board.

#### **ARTICLE V - VOTING**

5.1 Each member present, that has the right to vote at a meeting of members, shall be entitled to one vote.

5.2 No member may vote by proxy or absentee ballot, except as approved by the Executive Board.

- 5.3 Upon motion duly made, seconded, and voted by a majority of members present and voting, the vote upon any question or election shall be cast by ballot.

## **ARTICLE VI - ANNUAL MEETING**

- 6.1 The annual meeting of the members shall be held at such a place as determined by the Executive Board after hearing input from membership during the course of general monthly meetings. A vote may or may not be held with the Executive Board having final decision on location and time in the best interest of the association.
- 6.2 If such annual meeting is canceled on the day scheduled, a special meeting of the members may be held in place of, and any business transacted or elections held at such special meeting shall have the same effect as if transacted or held at the annual meeting, and in such case, all references in these bylaws shall be deemed to refer to such special meeting. Any such special meeting shall be called, and the purposes shall be specified in the call.

## **ARTICLE VII - SPECIAL MEETINGS**

- 7.1 A special meeting of the members may be called at any time by the President or by a majority of the Executive Board then in office. A special meeting of the members shall be called by the Secretary, or in the case of the death, absence, incapacity or refusal of the Secretary, by some other officer, upon written application of five or more members who are entitled to vote at the meeting. Such call shall state the time, place and purposes of the meeting.
- 7.2 Quorum: At any meeting of the members, a quorum for the election of any officer, or for the consideration of any question shall be 50% of the voting members attending the meeting. In any case, any meeting may be adjourned from time to time by a majority of the votes properly cast upon the question, whether or not a quorum is present, and the meeting may be held as adjourned without further notice.
- When a quorum for an election is present at any meeting, a plurality of the votes properly cast for any office shall elect to such office, except where a larger vote is required by law or by these bylaws.
- When a quorum for the consideration of a question is present at any meeting, a majority of the votes properly cast upon the question shall decide the question except in any case where a larger vote is required by law or by these bylaws.

## **ARTICLE VIII - MEETINGS**

- 8.1 This organization shall meet MONTHLY, at a time and place determined by the Executive Board, and such meetings shall begin promptly and close promptly at the regular set time. The regular monthly meetings shall be set by the Executive Board generally on a weekday during the fourth week of the month. There shall be a minimum of ten monthly meetings a year.
- 8.2 The regular meetings shall be devoted to the theory, promotion and practice of the principals of code enforcement and standards and the purposes and objectives of the organization. A minimum of fifty percent of the regular monthly meetings shall contain a program for the continuing education of the membership.
- 8.3 Robert's Rules of Order (current edition) shall be the authority on all questions not specifically stated in the bylaws.

## **ARTICLE IX - OFFICERS**

- 9.1 Officers: The Officers of this Association shall consist of a President, Vice President, and Secretary and or Treasurer (elected from the Active Members roster) and the Immediate Past President eligible. Such officers shall hold office for a period of two years beginning on the first day of the month following the election, or until their successors are dully elected and qualified.
- To be eligible for the office of President, the member shall have served on the Executive Board for a minimum of one full term, unless no member meets this qualification.
- An officer who was an active member at the time of his or her election to office may continue to serve the full term of their office regardless of any change in employment status during their term.
- 9.2 Duties of President: The President shall preside at all meetings of this Association and shall appoint or replace all chairpersons and members of committees not otherwise specifically provided for herein. The President shall perform all other and such usual duties as are performed by the president of a Association. The President shall, have the power to appoint a corresponding secretary to assist in the performance of the President's duties.
- 9.3 Duties of Vice President: The Vice President shall act and perform the duties of the President during the latter's absence from any meetings of this Association, and shall assist the President in the conduct of the office of President.
- 9.4 Duties of Secretary and or Treasurer: The Secretary shall be responsible for keeping the minutes and records of meetings, maintaining correspondence. The Treasurer shall be responsible for receiving and disbursing of funds, supervising financial affairs, approving expenditures as provided by resolution of the Executive Board, and generally performing such official duties of a Secretary/Treasurer of an Association. Financial distribution of over \$500.00 shall require the signature of Two (2) Executive Board members.
- 9.5 Duties of Immediate Past President: The Immediate Past President shall serve as a member of the Executive Board. They shall appoint a Chairperson of the Nominations Committee and, when called upon, give advice and counsel to the Officers.
- 9.6 Executive Board: There shall be an Executive Board which shall consist of the President, Vice President, Secretary and/or Treasurer and Immediate Past President. The Executive Board shall meet at least annually or as needed at a date and place designated by the President and shall have authority to take such action as they deem prudent in the furtherance of the general objectives of this Association, reporting such actions to the membership at its next general meeting.
- 9.7 A majority of the officers elected shall constitute a quorum at any meeting of the Executive Board.
- 9.8 The officers and the executive board shall act on behalf of the Association at all times.
- 9.9 All officers of the Board must be active members.
- 9.10 The same person may not hold more than one office, except Secretary/Treasurer.

## **ARTICLE X - BOARD OF DIRECTORS**

- 10.1 Not Used
- 10.2 Not Used

## **ARTICLE XI - COMMITTEES**

- 11.1 The Executive Board shall appoint committees as it deems necessary. Said committees, upon appointment, shall be given a specific charge and a specific function to perform. The Education committee shall be a standing committee.

## **ARTICLE XII - ASSOCIATION ACTIVITIES**

- 12.1 The Association shall not directly or indirectly sponsor legislation or proposals pertaining to general municipal policy. All proposals on such matters shall take the form of recommendations to the Executive Board.
- 12.2 It shall be the right of this Association to communicate with any person or organization in pursuit of its objectives on matters that are not in direct conflict with Section 1.

## **ARTICLE XIII - CODE OF ETHICS**

- 13.1 A member of the Association shall:
- 13.1.1 Place public safety above all other interests.
  - 13.1.2 Place public interest above individual, group or special interest and shall consider their profession as an opportunity to serve society.
  - 13.1.3 Maintain the highest standards of integrity.
  - 13.1.4 Treat all persons courteously, equally and fairly.
  - 13.1.5 Conduct themselves at all times in such a manner as to create respect for himself and their jurisdiction they represent and the Association.
  - 13.1.6 Refrain from the use of their position to secure advantage or favor for himself, his family or his friends.
  - 13.1.7 Refrain from representing any private interest in business or technical affairs of the organization.
  - 13.1.8 Refrain from using unfair means to secure an advantage in the organization or to knowingly injure any individual, company or association to gain such advantage.
  - 13.1.9 Not accept, nor offer, any gift, favor or service that might tend to influence them in the discharge of their duties.
  - 13.1.10 Carry on their contacts with other members of the organization in a spirit of fairness with loyalty and fidelity to the aims and purposes of the Association.

## **ARTICLE XIV - EXECUTION OF PAPERS**

- 14.1 Except as the Executive Board may generally or in particular cases authorize the execution thereof in some other manner, all deeds, releases, transfers, contracts, bonds, notes, checks, drafts, and other obligations made, accepted, or endorsed by the Association shall be signed by Two (2) members of the board.

#### **ARTICLE XV - DISSOLUTION**

- 15.1 The Association may be dissolved only by action of the Association. Action may be initiated by the Executive Board or in response to a petition from the membership. A petition for the dissolution shall be made only at an annual meeting by a majority vote of the voting members present. No proposition for dissolution shall be acted upon unless written notice thereof has been given to the Secretary at least sixty (60) days prior to the meeting. A copy or summary of such proposition shall be sent to every member of the Association at least thirty (30) days before the date of the next annual meeting in which the petition is to be voted upon. No action shall be taken by the Executive Board on their own initiative to dissolve the Association without notice thereof being sent to every member of the Association at least thirty (30) days before the date of the next annual meeting at which such proposal of the Executive Board shall be discussed and the recommendations of the Association formulated.

#### **ARTICLE XVI - DISBURSEMENT OF FUNDS**

- 16.1 In the event this Association is disbanded and/or dissolved, all monies remaining in the treasury, after remaining bills are paid, shall be contributed to a successor municipal building officials organization or a sister organization located in Oregon, as voted by a majority of the voting membership.

#### **ARTICLE XVII - PROPERTY AND TRUST**

- 17.1 Any real property which may be obtained by the Association, and savings accounts, bonds, or like investments, and all property given to or held by it in trust for purposes of the Association shall be controlled and managed by the Executive Committee.

#### **ARTICLE XVIII - AMENDMENTS**

- 18.1 Amendments to the constitution and bylaws may be proposed by the Executive Committee or by written petition by the voting membership.
- 18.2 These Bylaws may be altered, amended or repealed at any legal meeting of the members entitled to vote at which a quorum is present by a vote representing a majority of the members present and voting; provided notice is given in the call for the meeting that an alteration, amendment or repeal of the Bylaws will be proposed.
- 18.3 Properly edited proposals must be brought before the General Membership during the next Regular Meeting for a first reading during the report of the bylaws committee. There shall be sufficient written copies for review by all members in attendance. The proposed amendment will be open to discussion by the General Membership during New Business of this same meeting. The proposal will be ratified (with revision, if any) or stricken entirely by majority vote.
- 18.3.1 The Secretary will post or email to all members in good standing, at least twenty days prior to the next regular meeting a copy of the ratified proposal and notice that same will be on the agenda for second reading and final vote.

18.3.2 The final vote shall require a two thirds (2/3) majority for adoption. The amendment shall then become effective immediately upon its approval.

18.3.3 Revisions. The date of revision of any amendments shall appear in the lower left hand corner of the page which is affected and a vertical bar shall appear in the outboard margin showing the location of said change. The last page of these bylaws shall contain a chronological list of all changes and their date of adoption.

PASSED AND ADOPTED THIS 5th DAY OF 2015

(Signed) Ted Zull - Ted Zull  
President

(Signed) JAY STINE - Jay Stine  
Vice-President

ATTEST:

(Signed) MARK STEVENS - Mark Stevens  
Secretary

(Signed) Dennis Richey - Dennis Richey  
Treasurer

(Signed) Bob Phillips - Bob Phillips  
Member

Revisions: 12/03/10 Article III – Membership: 3.1.1; Article IX – Officers: 9.1; Article IV – Elections: 4.1, 4.2.  
Revisions: 12/05/15 Article VII – Meetings: 8.1 & 8.2; Article VI – Annual Meeting 6.1; Article IV – Elections 4.1 & 4.2