

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46
47

By-Laws of
“The Building Officials and Inspectors Educational Association of Broward County”
A Corporation Not for Profit

Article I

Organization

1. The name of the organization shall be the “Building Officials and Inspectors Educational Association of Broward County” dba Broward County Building Officials Association.
2. The organization shall have seal which shall be in the following form
 - CORPORATE SEAL
3. The organization may at its pleasure by the majority vote of the membership body change its name.

Article II

Officers

The officers of the organization shall be as follows:

President
Vice President at Large
First Vice President
Second Vice President
Third Vice President
Recording Secretary
Corresponding Secretary
Treasurer

An officer of the organization shall be an active member as stated in Article IV Section I, and be an individual licensed under Florida Statute 468 as a Building Official, Plans Examiner or Building Inspector and eligible for workers compensation and/or benefit package from a government entity located in the County of Broward, State of Florida at the time of the election.

The President shall preside at all membership meetings.
He/she shall by virtue of this office be Chairperson of the Board of Directors.

He/she shall present at each annual meeting of the organization an annual report of the work of the organization.

He/she shall appoint all committees, temporary or permanent.

48 He/she shall see all books, reports and certificates as required by law are properly kept or
49 filled.

50
51 He/she shall be one of the officers who may sign the checks or drafts of the organization

52
53 He/she shall have such powers as may be reasonably construed as belonging to the chief
54 executive of any organization.

55
56 The Vice President at Large shall in the event of the absence or inability of the President to
57 exercise his office become acting president of the organization with all the rights, privileges
58 and power as if he/she had been the duly elected president.

59
60 In the absence of the Vice President at Large, the three (3) Vice Presidents shall be eligible
61 to become acting President in the following order; First Vice President, Second Vice
62 President and Third Vice President.

63
64 The Recording Secretary shall keep the minutes and records of the organization in
65 appropriate books.

66
67 He/she shall administer issue and sign the membership records for the organization.

68
69 He/she shall be the official custodian of the records and seal of this organization.

70
71 He/she may be one of the officers required to sign the checks and drafts of the organization.

72
73 The Corresponding Secretary shall file any certificate required by any statute, federal or
74 state.

75
76 He/she shall give and serve all notices to members of this organization.

77
78 He/she shall present to the membership at any meetings any communication addressed to
79 him/her as Secretary of the organization.

80
81 He/she shall attend to all corresponding of the organization and shall exercise all duties
82 incident to the office of Corresponding Secretary.

83
84 The Treasurer shall have the care and custody of all monies belonging to the organization
85 and shall be solely responsible for such monies securities of the organization. He/she shall
86 cause to be deposited in a bank or other financial institution acceptable to the Board of
87 Directors all monies belonging to the organization. Any change in depository shall be with
88 the approval of the Board of Directors. All accounts maintained on behalf of the
89 organization shall be provided with two signors as provided in the By-Laws, and as
90 appointed by the Board of Directors.

91
92 He/she must be one of the officers who shall sign checks or drafts of the organization. No
93 special fund may be set aside that shall make it unnecessary for the Treasurer to sign checks
94 issued upon it.

95

96 He/she shall render at stated periods as stated in Article XI, or as the Board of Directors
97 shall determine, a written account of the finances of the organization and such report shall
98 be physically affixed to the minutes of the Board of Directors of such meeting.
99

100 He/she shall exercise all duties incident of the office of Treasurer.

101
102 Offices shall be virtue of their office be members of the Board of Directors.

103
104 No officer shall for reason of his office be entitled to receive any salary or compensation,
105 except as noted in Article Nine and Article Three, but nothing herein shall be construed to
106 prevent an officer or director for receiving any compensation from the organization for
107 duties other than as a director or officer.
108

109 **Article III**

110 **Board of Directors**

111
112
113 The Directors of the Organization shall be as follows:

114
115 Elected officers of the organization
116 The three most recent past presidents elected to this office
117
118

119 The business of this organization shall be managed by a Board of Directors, consisting of the
120 offices listed in Article II, District Director, Executive Secretary and the three most recent
121 past presidents. In the event of the absence of any of the three most recent past presidents,
122 the most recent past president in attendance may vote in place of the absent past president.
123 The directors shall be active members in good standing as described in the active members
124 section, Article II Section I, or in the case of past presidents, that are Honorary Lifetime
125 Members, Article II Section III if they do not fill the requirements of Article IV Section I.
126

127 The Board of Directors, good and welfare, and B.O.A.F. District Director* to be elected for
128 the ensuing year shall be voted on at the annual business meeting of this organization to be
129 held each November, and they shall serve, except as noted otherwise, for a term of one year.
130 The past presidents shall be the three (3) most recent past presidents who are 1) active
131 members or Honorary Lifetime Members, 2) with regular attendance (attended not less
132 than 7 meetings the prior year).
133

134 The Board of Directors shall have the control and management of the affairs and business of
135 this organization. Such Board of Directors shall only act in the name of the organization
136 when it shall be regularly convened by its chairperson after due notice to all the directors of
137 such meeting.
138

139 Six (6) OF THE MEMBERS OF THE Board of Directors shall constitute a quorum and the
140 meetings of the Board of Directors shall be held regularly within sixty (60) days after the
141 Annual Meeting. The annual meeting, which shall be held in December, shall be the last
142 regular meeting in the calendar year.
143

144 Each director shall have one vote and such voting may not be done by proxy.
145

146 The Board of Directors may make such rules and regulations covering its meetings as it may
147 in its discretion determine necessary.

148
149 Vacancies in the said Board of Directors shall be filled by a vote of the majority of the
150 remaining members of the Board of Directors for the balance of the year.

151
152 The president of the organization by virtue of his office shall be the Chairperson of the
153 Board of Directors. The President may select from the membership one of their member as
154 an Executive Secretary, with the approval of the Board of Directors

155
156 A director may be removed by a majority vote of the active membership. The removal of a
157 director, if not voluntary or by illness or death, must be placed on the agenda. An
158 opportunity to present a defense will be afforded the affected director. Upon the removal
159 from office, or in the case of a vacancy by other cause, the [president shall seek nominations
160 from the active membership, and cause a vote to fill such vacancy at the first available
161 meeting.

162
163 *District Director is chosen every third year.

164
165 **Article IV**

166
167 **Membership**

168
169
170 There shall be the following classes of members:

171
172 **SECTION I**

173
174 **ACTIVE MEMBERS** - Any Building Official, Assistant Building Official, Chief Inspector, Plans
175 Examiner, Field Inspector, Code Enforcement Agents, Floodplain Managers and Permit
176 Technicians or other municipal or County, State or Federal employee in the enforcement of
177 Building Codes, Ordinances and/or Statutes shall be eligible to become an Active Member
178 upon payment of dues at the rate fixed in these By – Laws. Such Active Members shall have
179 one (1) vote. Active Members retiring upon payment of annual dues shall retain said rights
180 and privileges

181
182 *Section II*

183
184 **ASSOCIATE MEMBERS** – Any Research Organization, Architect, Engineer, Certified or
185 Registered - Contractor and their related Associations, Manufacturers or Dealers in building
186 materials or equipment, or any other individual or partnership may become a non-voting
187 Associate Member upon the payment of the membership fee and approval by the Board of
188 Directors.

189
190 *Section III*

191

192 HONORARY LIFETIME MEMBERS - As designated by the Board of Directors, shall be
193 relieved of the payment of annual dues and shall retain said rights and privileges of paying
194 members, Honorary Members shall be nominated by the Board of Directors and voted on by
195 a majority of the active members present at the November meeting. New Honorary Lifetime
196 Members shall be presented their certification at the Annual Meeting held in December.
197

198 *Section IV*

199
200 STUDENT MEMBERS - Any student actively registered in a construction related College
201 level course or accredited trade school may become a non-voting Student Member upon the
202 payment of the student membership fee.
203

204 **Article V**

205 **Dues**

206
207
208 The dues of this organization shall be \$50.00 per annum for active and associate members
209 and \$35.00 per annum for student members. The dues shall be due and payable by the 31st
210 day of December for the following calendar year.
211

212 **Article VI**

213 **Meetings**

214
215
216 Regular meetings of this organization shall be held the third Thursday of each month at a
217 place determined by the Board of Directors.
218

219
220
221 Special meetings of this organization may be called by the President or 6 (six) members of
222 the Board of Directors when he/she/they deems it for the best interest of the organization.
223 Notices of such meeting shall be faxed or emailed to members to the contact information
224 supplied on the membership application at least three (3) but not more than ten (10) days
225 before the scheduled date set for such special meeting, Such notice shall state the reasons
226 that such meeting has been called, the business to be transacted at such meeting and by
227 whom called. The presence of not less than ten percent (10%) of the active membership, as
228 determined by the current membership roles, shall constitute a quorum and shall be
229 necessary to conduct business.
230

231 No other business but that specified in the notice may be transacted at such special meeting
232 without the unanimous consent of all present at such meeting.
233

234 At the October general membership meeting the Nomination Committee shall present their
235 nominations for the Board of Directors for the next year. The President of the Association

236 shall present the budget for the next year that has been approved by the Board of Directors
237 at their October meeting. Finally the By Laws Committee shall present any proposed
238 changes to the By-Laws.
239

240 At the November general membership meeting there shall be nominations from the floor for
241 any Board of Directors positions followed by a vote pursuant to the requirements of the
242 Article VIII – Voting. There shall also be a vote for any By-Laws changes that have been
243 proposed. The budget that had been presented the previous month shall be approved by the
244 membership. Finally any Honorary Lifetime Members that have been proposed by the
245 Nominating Committee shall be affirmed by the membership.
246

247 The Annual December general membership meeting shall be used for the installation of all
248 new officers to the Board of Directors and District Director, if applicable. Presentations will
249 be awarded to all scholarship winners, Honorary Lifetime Members, Building Official of the
250 Year, Building Inspector of the Year, Plans Examiner of the Year and any Presidential
251 citations.
252

253 **Article VII**

254 **Order of Business**

- 255 **1. Sign In**
- 256
- 257 **2. Reading of the minutes of the proceeding meeting**
- 258
- 259 **3. Guest Speaker/ Presentation**
- 260
- 261 **4. Reports of Committees**
- 262
- 263 **5. Reports of Officers**
- 264
- 265 **6. Good and Welfare**
- 266
- 267 **7. Code Discussion**
- 268
- 269 **8. Old and Unfinished Business**
- 270
- 271 **9. New Business**
- 272
- 273 **10. Adjournments.**
- 274

275 Order of Business may be adjusted by the president to meet the president's requirements
276 to conduct the business of the organization.
277

278 **Article IIX**

279

280 **Voting**

281

282 At all meetings all votes shall be by voice ballots except when the election of officers and
283 directors are contested then a ballot shall be taken. Ballots, when used shall be secret, and
284 without marking to indicate the person who cast such ballot.

285

286 At any regular or special meeting if a majority so requires any regularly scheduled agenda
287 item may be voted upon in the manner and style provided for election of officers and
288 directors. (Ballots)

289

290 At all votes by ballot the chairperson of such meeting shall immediately prior to the
291 commencement of the balloting appoint a committee of three who shall act as “Inspectors of
292 Election” and who shall at the conclusion of such balloting certify to the Chairperson the
293 results and the certified results shall be reflected in the official minutes.

294

295 If any such ballot is contested, it shall be kept, in a sealed and signed envelope, for a period
296 of not less than one year. If a ballot is accepted by the adoption of the prior month’s
297 minutes, the ballots may be destroyed immediately.

298

299 No inspector of election shall be a candidate for office or shall be personally interested in
300 the question voted upon.

301

302 No new item may be put on the floor for a vote, unless the item is scheduled for discussion.
303 New items will be tabled and scheduled for discussion at the next regular meeting.

304

305 **Article IX**

306 **Committees**

307

308 All committees of this organization shall be appointed by the President and their term of
309 office shall be for a period of one (1) year or less if sooner terminated by the action of the
310 President.
311

312

313

314

315 The permanent committees shall be:

- 316
- 317
- 318 • Membership Committee
 - 319 • Educational Conference Committee
 - 320 • Nomination Committee
 - 321 • Outreach Committee
 - 322 • Legislative Affairs Committee

- 323 • By Laws Committee
- 324 • Scholarship Committee
- 325 • Selection Committee

326
327 Such committees as may be necessary to fulfill the mandates of the membership, or to
328 conduct the business of the organization, as determined by the president, shall be formed
329 on an as needed basis. Each committee shall have a minimum of three (3) members.

330
331 The Nomination Committee for Plans Examiner of the Year and Building Inspector of the
332 Year shall be made up by past recipients of the award appointed by the President.

333
334 The selection committee for the Building Official of the Year shall be made up of past
335 recipients of the award and appointed by the president.

336
337 Nominations for the Building Official/Chief and the Inspector/Plans Examiner awards can
338 only be made by past recipients, current Building Officials and BOIEA Board members. The
339 chair of the nominating committee shall notify the President of the nominations.

340
341 Voting for the Building Official/Chief and the Inspector/Plans Examiner awards can only be
342 cast by past recipients of the award. The chair of the respective committee shall notify the
343 President of the final selection.

344
345
346

347 **Article X**
348
349 **Scholarship**

350
351 It shall be the duty of the President and Board of Directors of the Association to ensure that
352 the Scholarship Committee gathers scholarship applications on a yearly basis and awards,
353 when applications are available a minimum of one scholarship in each of the two
354 scholarship categories. The dollar amount of each scholarship shall be set a meeting of the
355 Board of Directors. Scholarship applications shall be made available at the beginning of the
356 calendar year and checks presented to the winners at the earliest possible time at the
357 beginning of the school year. The Scholarship Committee shall meet on a yearly basis to set
358 the minimum criteria for consideration and when applications are received reconvene to
359 rate and rank those applications. They shall chose the recipients with no undue influence
360 from any outside source. The two scholarship categories shall be:

361
362 Member’s scholarship that will be presented to close family member sibling, spouse or
363 grandchild of an Active or Honorary Lifetime Member whose relative meets the criteria set
364 forth for the awarding of the scholarship.

365
366 Participating School scholarship will be presented to an individual that is currently enrolled
367 at a participating school and shall be majoring in a construction related curriculum.

368
369 **Article XI**

370 **Expenditures**

- 371 1. Capital expenditures, which shall be defined as those capital items which have a useful
372 life of over two (2) years, and a value in excess of one thousand dollars (\$1000.00) and
373 not part of the annual budget proposed by the Board of Directors and passed by the
374 membership at the annual business meeting held at the November meeting, shall be
375 approved by a simple majority of the membership.
376
- 377 2. Special Events which are produced by the organization, including but not limited to the
378 education conference, golf tournament, fishing tournament, annual picnic, or other
379 events where there is cash advance by the organization shall:
380
- 381 a. Have a budget prepared with the line items sufficient to identify the major costs
382 of the production. Such budget shall be prepared by the committee, presented to
383 the Board for approval then to the membership and approved by the
384 membership as part of the annual budget presented at the November Annual
385 Meeting.
386
- 387 b. The event budget, when adopted by the membership, shall be administered by
388 two persons, the committee chairman and the Treasurer or other designee of
389 the President.
390
- 391 c. Should an event, require expenditures in excess of the amount approved by the
392 membership, the board of directors may approve additional _expenditures
393 which do not exceed an amount equal to 10% of the appropriation approved by
394 the full membership. Such approval must be by a majority of the quorum of the
395 Board of Directors, and may be made by special or telephone meeting.
396 Expenditures required in excess of 10% of original appropriation shall be
397 approved by a simple majority of the membership at either a regular or special
398 meeting.
399
- 400
- 401 3. Operational Expenditures shall be submitted and approved by the Board of Directors at
402 their October meeting where a quorum is present. General ongoing expenses shall be
403 approved for payment from a pay list submitted by the Treasurer to the board of
404 directors. Additional expenditures may be presented by any director and a quorum of
405 the board of directors shall be authorized to approve such expenditures which are
406 incidental and necessary for the reasonable conduct of business, including but not
407 limited to costs for printing, meeting hall rental, educational program costs,
408 postage/phone or other costs of communication, accounting services, and other similar
409 costs.
410
- 411 4. Reporting of all expenditures shall be in writing and presented to the board in detail at
412 the regular director's meeting. Such report shall detail the date, vendor name, amount
413 and general description of the expenditure. Further this detail report shall identify all

414 revenue by its source (membership, 50/50, educational conference, etc.). A summary of
415 beginning balance, revenue, expenditure, and ending balance shall be made in the verbal
416 report by the treasurer to the regular membership meeting each month. An annual
417 written financial report shall be prepared and presented at the second meeting of the
418 year identifying the beginning balance, the revenue, the total expenditure, and the
419 ending balance, as well as the revenues over costs, or costs over revenues of each
420 special event.

421
422
423
424

425 **Article XII**

426 **Salaries and Compensation**

427
428
429
430
431

The Board of Directors shall hire and fix the compensation of any and all employees or agents, which they in their discretion may determine to be necessary in the conduct of the business of the organization.

432
433
434
435
436

The Board of Directors shall be compensated for reasonable expenses for the director's meetings. This compensation shall not exceed \$25.00 per meeting, per person, and must be approved by the Board of Directors. Such compensation shall be to only defray the actual cost of the luncheon meeting.

437
438
439
440

Special compensation to provide for transportation, meals, or accommodations, when acting on behalf of the organization, shall be approved by a majority vote of the active membership.

441
442
443
444
445

The Executive Secretary and Treasurer may elect to receive compensatory reimbursement up to, but not to exceed \$50.00 each month.

446
447
448

449 **Article XIII**

450 **Amendments**

451
452
453
454

These By-Laws and articles of incorporation may be altered, amended, repealed or added to by an affirmative vote of not less than two-thirds of the active members in good standing, present at the annual business meeting.

455
456
457
458

Anything not covered by these By-Laws shall be governed by Roberts Rules of Order (Revised) as supplemented by our Rules and Regulations.

459

460 REVISED October 17, 2013