

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

**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  
Treasurer  
Recording Secretary  
Corresponding Secretary

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.

47  
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 The Directors of the Organization shall be as follows:  
113

114 Elected officers of the organization  
115 The three most recent past presidents elected to this office  
116  
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 who are honorary lifetime members in attendance may vote  
123 in place of the absent past president. The directors shall be active members in good  
124 standing as described in the active members section, Article II Section I, or in the case of  
125 past presidents, that are Honorary Lifetime Members, Article II Section III if they do not fill  
126 the requirements of Article IV Section I.  
127

128 The Board of Directors, good and welfare, and B.O.A.F. District Director\* to be elected for  
129 the ensuing year shall be voted on at the annual business meeting of this organization to be  
130 held each November, and they shall serve, except as noted otherwise, for a term of one year.  
131 The past presidents shall be the three (3) most recent past presidents who are 1) active  
132 members or Honorary Lifetime Members, 2) with regular attendance (attended not less  
133 than 7 meetings the prior year).  
134

135 The Board of Directors shall have the control and management of the affairs and business of  
136 this organization. Such Board of Directors shall only act in the name of the organization  
137 when it shall be regularly convened by its chairperson after due notice to all the directors of  
138 such meeting.  
139

140 Six (6) OF THE MEMBERS OF THE Board of Directors shall constitute a quorum and the  
141 meetings of the Board of Directors shall be held regularly within sixty (60) days after the

142 Annual Meeting. The annual meeting, which shall be held in December, shall be the last  
143 regular meeting in the calendar year.

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

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

149  
150 Vacancies in the said Board of Directors, good and welfare, and B.O.A.F. District Director  
151 shall be filled by a vote of the majority of the remaining members of the Board of Directors  
152 for the balance of the term.

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

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

164  
165 \*District Director is chosen every third year.

## 166 **Article IV**

### 167 **Membership**

168  
169  
170  
171  
172 There shall be the following classes of members:

#### 173 **SECTION I**

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

#### 183 *Section II*

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

191  
192 *Section III*

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

199  
200 *Section IV*

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

205  
206 **Article V**

207  
208 **Dues**

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

213  
214 **Article VI**

215  
216 **Meetings**

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

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

229 whom called. The presence of not less than ten percent (10%) of the active membership, as  
230 determined by the current membership roles, shall constitute a quorum and shall be  
231 necessary to conduct business.

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

235  
236 At the October general membership meeting the Nomination Committee shall present their  
237 nominations for the Board of Directors for the next year. The President of the Association  
238 shall present the budget for the next year that has been approved by the Board of Directors  
239 at their October meeting. Finally the By Laws Committee shall present any proposed  
240 changes to the By-Laws.

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

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

## 254 255 **Article VII**

### 256 257 **Order of Business**

- 258  
259 1. Sign In
- 260  
261 2. Reading of the minutes of the proceeding meeting
- 262  
263 3. Guest Speaker/ Presentation
- 264  
265 4. Reports of Committees
- 266  
267 5. Reports of Officers
- 268  
269 6. Good and Welfare

270

- 271 7. Code Discussion  
272  
273 8. Old and Unfinished Business  
274  
275 9. New Business  
276 10. Adjournments.

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

279

280

## Article IIX

281

282

### Voting

283

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

287

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

291

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

296

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

300

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

303

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

306

307

## Article IX

308

309

### Committees

310

311 All committees of this organization shall be appointed by the President and their term of  
312 office shall be for a period of one (1) year or less if sooner terminated by the action of the  
313 President.  
314

315  
316  
317 The permanent committees shall be:

- 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  
326  
327  
328 Such committees as may be necessary to fulfill the mandates of the membership, or to  
329 conduct the business of the organization, as determined by the president, shall be formed  
330 on an as needed basis. Each committee shall have a minimum of three (3) members.  
331

332 The Nomination Committee shall be made up by past recipients of the awards appointed by  
333 the President.  
334

335  
336 Nominations for the Building Official/Chief and the Inspector/Plans Examiner awards can  
337 only be made by past recipients, current Building Officials and BOIEA Board members. The  
338 chair of the nominating committee shall notify the President of the nominations.  
339

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

## 344 345 346 **Article X**

### 347 348 **Scholarship**

349  
350 It shall be the duty of the President and Board of Directors of the Association to ensure that  
351 the Scholarship Committee gathers scholarship applications on a yearly basis and awards,  
352 when applications are available a minimum of one scholarship in each of the two  
353 scholarship categories. The dollar amount of each scholarship shall be set a meeting of the  
354 Board of Directors. Scholarship applications shall be made available at the beginning of the  
355 calendar year and checks presented to the winners at the earliest possible time at the  
356 beginning of the school year. The Scholarship Committee shall meet on a yearly basis to set  
357 the minimum criteria for consideration and when applications are received reconvene to



358 rate and rank those applications. They shall chose the recipients with no undue influence  
359 from any outside source. The two scholarship categories shall be:

360  
361 Member's scholarship that will be presented to close family member sibling, spouse or  
362 grandchild of an Active or Honorary Lifetime Member whose relative meets the criteria set  
363 forth for the awarding of the scholarship.

364  
365 Participating School scholarship will be presented to an individual that is currently enrolled  
366 at a participating school and shall be majoring in a construction related curriculum.  
367

## 368 **Article XI**

### 369 **Expenditures**

- 370 **1.** Capital expenditures, which shall be defined as those capital items which have a useful  
371 life of over two (2) years, and a value in excess of one thousand dollars (\$1000.00) and  
372 not part of the annual budget proposed by the Board of Directors and passed by the  
373 membership at the annual business meeting held at the November meeting, shall be  
374 approved by a simple majority of the membership.  
375
- 376 **2.** Special Events which are produced by the organization, including but not limited to the  
377 education conference, golf tournament, fishing tournament, annual picnic, or other  
378 events where there is cash advance by the organization shall:
- 379
- 380 a. Have a budget prepared with the line items sufficient to identify the major costs  
381 of the production. Such budget shall be prepared by the committee, presented to  
382 the Board for approval then to the membership and approved by the  
383 membership as part of the annual budget presented at the November Annual  
384 Meeting.  
385
  - 386 b. The event budget, when adopted by the membership, shall be administered by  
387 two persons, the committee chairman and the Treasurer or other designee of  
388 the President.  
389
  - 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  
402  
403  
404  
405  
406  
407  
408  
409  
410  
411  
412  
413  
414  
415  
416  
417  
418  
419  
420  
421  
422  
423  
424  
425  
426  
427  
428  
429  
430  
431  
432  
433  
434  
435  
436  
437  
438  
439  
440  
441  
442  
443

3. Operational Expenditures shall be submitted and approved by the Board of Directors at their October meeting where a quorum is present. General ongoing expenses shall be approved for payment from a pay list submitted by the Treasurer to the board of directors. Additional expenditures may be presented by any director and a quorum of the board of directors shall be authorized to approve such expenditures which are incidental and necessary for the reasonable conduct of business, including but not limited to costs for printing, meeting hall rental, educational program costs, postage/phone or other costs of communication, accounting services, and other similar costs.
  
4. Reporting of all expenditures shall be in writing and presented to the board in detail at the regular director's meeting. Such report shall detail the date, vendor name, amount and general description of the expenditure. Further this detail report shall identify all revenue by its source (membership, educational conference, etc.). A summary of beginning balance, revenue, expenditure, and ending balance shall be made in the verbal report by the treasurer to the regular membership meeting each month. An annual written financial report shall be prepared and presented at the second meeting of the year identifying the beginning balance, the revenue, the total expenditure, and the ending balance, as well as the revenues over costs, or costs over revenues of each special event.

## **Article XII**

### **Salaries and Compensation**

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.

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.

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.

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

444  
445  
446  
447  
448  
449  
450  
451  
452  
453  
454  
455  
456  
457  
  
458  
  
459  
  
460

**Article XIII**

**Amendments**

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.

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

REVISED October 17, 2013

Revised November 20, 2014