



42 c. Should an event, require non reimbursable expenditures in excess of the amount  
43 approved by the membership, the board of directors may approve additional  
44 expenditures which do not exceed an amount equal to 10% of the appropriation  
45 approved by the full membership. Such approval must be by a majority of the  
46 quorum of the Board of Directors, and may be made by special or telephone  
47 meeting. Expenditures required in excess of 10% of original appropriation shall be  
48 approved by a simple majority of the membership at either a regular or special  
49 meeting.

50  
51 3. **Operational Expenditures** shall be submitted and approved by the Board of Directors at  
52 their October meeting where a quorum is present. General ongoing expenses shall be  
53 approved for payment from a pay list submitted by the Treasurer to the board of directors.  
54 Additional expenditures may be presented by any director and a quorum of the board of  
55 directors shall be authorized to approve such expenditures which are incidental and  
56 necessary for the reasonable conduct of business, including but not limited to costs for  
57 printing, meeting hall rental, educational program costs, postage/phone or other costs of  
58 communication, accounting services, and other similar costs.

59  
60 4. **Reporting** of all expenditures shall be in writing and presented to the board in detail at the  
61 regular director's meeting. Such report shall detail the date, vendor name, amount and  
62 general description of the expenditure. Further this detail report shall identify all revenue  
63 by its source (membership, 50/50, educational conference, etc.). A summary of beginning  
64 balance, revenue, expenditure, and ending balance shall be made in the verbal report by the  
65 treasurer to the regular membership meeting each month. An annual written financial  
66 report shall be prepared and presented at the second meeting of the year identifying the  
67 beginning balance, the revenue, the total expenditure, and the ending balance, as well as the  
68 revenues over costs, or costs over revenues of each special event.

69  
70 **Article Three**

71  
72 **Membership**

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74  
75 There shall be the following classes of members:

76  
77 **SECTION I**

78  
79 **ACTIVE MEMBERS** - Any Building Official. Assistant Building Official, Chief Inspector, Plans  
80 Examiner, Field Inspector, Code Enforcement Agents, Floodplain Managers and Permit Technicians  
81 or other municipal or County, State or Federal employee in the enforcement of Building Codes,  
82 Ordinances and/or Statutes shall be eligible to become an Active Member upon payment of dues at  
83 the rate fixed in these By - Laws. Such Active Members shall have one (1) vote. Active Members  
84 retiring upon payment of annual dues shall retain said rights and privileges

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*Section II*

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

*Section III*

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

*Section IV*

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

**Article Four**

**Meetings**

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

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

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

127 At the October monthly meeting the Nomination Committee shall present their nominations for the  
128 Board of Directors for the next year. The President of the Association shall present the budget for  
129 the next year that has been approved by the Board of Directors at their October meeting. Finally the  
130 By Laws Committee shall present any proposed changes to the By-Laws.

131  
132 At the November monthly meeting there shall be nominations from the floor for any Board of  
133 Directors positions followed by a vote pursuant to the requirements of the Article Five – Voting.  
134 There shall also be a vote for any By-Laws changes that have been proposed. The budget that had  
135 been presented the previous month shall be approved by the membership. Finally any Honorary  
136 Lifetime Members that have been proposed by the Nominating Committee shall be affirmed by the  
137 membership.

138  
139 The Annual December meeting shall be used for the installation of all new officers to the Board of  
140 Directors and District Director, if applicable. Presentations will be awarded to all scholarship  
141 winners, Honorary Lifetime Members, Building Official of the Year, Building Inspector of the Year,  
142 Plans Examiner of the Year and any Presidential citations.

## 143 144 **Article Five**

### 145 146 **Voting**

147  
148 At all meetings all votes shall be by voice ballots when deemed necessary, except that the election of  
149 officers and directors shall be by ballot when such offices are contested. Ballots, when used shall be  
150 secret, and without marking to indicate the person who cast such ballot.

151  
152 At any regular or special meeting if a majority so requires any regularly scheduled agenda item may  
153 be voted upon in the manner and style provided for election of officers and directors. (Ballots)

154  
155 At all votes by ballot the chairperson of such meeting shall immediately prior to the commencement  
156 of the balloting appoint a committee of three who shall act as “Inspectors of Election” and who shall  
157 at the conclusion of such balloting certify to the Chairperson the results and the certified results  
158 shall be reflected in the official minutes.

159  
160 If any such ballot is contested, it shall be kept, in a sealed and signed envelope, for a period of not  
161 less than one year. If a ballot is accepted by the adoption of the prior month’s minutes, the ballots  
162 may be destroyed immediately.

163  
164 No inspector of election shall be a candidate for office or shall be personally interested in the  
165 question voted upon.

166  
167 No new item may be put on the floor for a vote, unless the item is scheduled for discussion. New  
168 items will be tabled and scheduled for discussion at the next regular meeting.

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**Article Six**

**Order of Business**

1. Sign In
2. Reading of the minutes of the proceeding meeting
3. Guest Speaker/ Presentation
4. Reports of Committees
5. Reports of Officers
6. Good and Welfare
7. Code Discussion
8. Old and Unfinished Business
9. New Business
10. Adjournments.

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

**Article Seven**

**Board of Directors**

The Directors of the Organization shall be as follows:

Elected officers of the organization

The three most recent past presidents elected to this office

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

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

219  
220 The Board of Directors shall have the control and management of the affairs and business of this  
221 organization. Such Board of Directors shall only act in the name of the organization when it shall be  
222 regularly convened by its chairperson after due notice to all the directors of such meeting.

223  
224 Six (6) OF THE MEMBERS OF THE Board of Directors shall constitute a quorum and the meetings of  
225 the Board of Directors shall be held regularly within sixty (60) days after the Annual Meeting. The  
226 annual meeting, which shall be held in December, shall be the last regular meeting in the calendar  
227 year.

228  
229 Each director shall have one vote and such voting may not be done by proxy.

230  
231 The Board of Directors may make such rules and regulations covering its meetings as it may in its  
232 discretion determine necessary.

233  
234 Vacancies in the said Board of Directors shall be filled by a vote of the majority of the remaining  
235 members of the Board of Directors for the balance of the year.

236  
237 The president of the organization by virtue of his office shall be the Chairperson of the Board of  
238 Directors. The President may select from the membership one of their number an executive  
239 secretary, with the approval of the Board of Directors

240  
241 A director may be removed by a majority vote of the active membership. The removal of a director,  
242 if not voluntary or by illness or death, must be placed on the agenda. An opportunity to present a  
243 defense will be afforded the affected director. Upon the removal from office, or in the case of a  
244 vacancy by other cause, the [president shall seek nominations from the active membership, and  
245 cause a vote to fill such vacancy at the first available meeting.

246  
247 \*district director is chosen every third year.

248  
249

## 250 **Article Eight**

251

### 252 **Officers**

253  
254 The officers of the organization shall be as follows:

255

256 President

257 Vice President at Large

258 First Vice President

259 Second Vice President

260 Third Vice President

261 Recording Secretary

262 Corresponding Secretary

263 Treasurer  
264  
265 An officer of the organization shall be an active member as stated in Article III Section I, and be an  
266 individual licensed under Florida Statute 468 as a Building Official, Plans Examiner or Building  
267 Inspector and eligible for workers compensation and/or benefit package from a government entity  
268 located in the County of Broward, State of Florida at the time of the election.  
269  
270 The President shall preside at all membership meetings.  
271 He/she shall by virtue of this office be Chairperson of the Board of Directors.  
272  
273 He/she shall present at each annual meeting of the organization an annual report of the work of the  
274 organization.  
275  
276 He/she shall appoint all committees, temporary or permanent.  
277  
278 He/she shall see all books, reports and certificates as required by law are properly kept or filled.  
279  
280 He/she shall be one of the officers who may sign the checks or drafts of the organization  
281  
282 He/she shall have such powers as may be reasonably construed as belonging to the chief executive  
283 of any organization.  
284  
285 The Vice President at Large shall in the event of the absence or inability of the President to exercise  
286 his office become acting president of the organization with all the rights, privileges and power as if  
287 he/she had been the duly elected president.  
288  
289 In the absence of the Vice President at Large, the three (3) Vice Presidents shall be eligible to  
290 become acting President in the following order; First Vice President, Second Vice President and  
291 Third Vice President.  
292  
293 The Recording Secretary shall keep the minutes and records of the organization in appropriate  
294 books.  
295  
296 He/she shall administer issue and sign the membership records for the organization.  
297  
298 He/she shall be the official custodian of the records and seal of this organization.  
299  
300 He/she may be one of the officers required to sign the checks and drafts of the organization.  
301  
302 The Corresponding Secretary shall file any certificate required by any statute, federal or state.  
303  
304 He/she shall give and serve all notices to members of this organization.  
305  
306 He/she shall present to the membership at any meetings any communication addressed to him/her  
307 as Secretary of the organization.  
308  
309 He/she shall attend to all corresponding of the organization and shall exercise all duties incident to  
310 the office of Corresponding Secretary.  
311

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

318  
319 He/she must be one of the officers who shall sign checks or drafts of the organization. No special  
320 fund may be set aside that shall make it unnecessary for the Treasurer to sign checks issued upon it.

321  
322 He/she shall render at stated periods as stated in Article III, or as the Board of Directors shall  
323 determine, a written account of the finances of the organization and such report shall be physically  
324 affixed to the minutes of the Board of Directors of such meeting.

325  
326 He/she shall exercise all duties incident of the office of Treasurer.

327  
328 Offices shall be virtue of their office be members of the Board of Directors.

329  
330 No officer shall for reason of his office be entitled to receive any salary or compensation, except as  
331 noted in Article Nine and Article Three, but nothing herein shall be construed to prevent an officer  
332 or director for receiving any compensation from the organization for duties other than as a director  
333 or officer.

## 334 335 **Article Nine**

### 336 337 **Salaries and Compensation**

338  
339 The Board of Directors shall hire and fix the compensation of any and all employees or agents,  
340 which they in their discretion may determine to be necessary in the conduct of the business of the  
341 organization.

342  
343 The Board of Directors shall be compensated for reasonable expenses for the director's meetings.  
344 This compensation shall not exceed \$15 per meeting, per person, and must be approved by the  
345 Board of Directors. Such compensation shall be to only defray the actual cost of the luncheon  
346 meeting.

347  
348 Special compensation to provide for transportation, meals, or accommodations, when acting on  
349 behalf of the organization, shall be approved by a majority vote of the active membership.

350  
351 The executive secretary and treasurer may elect to receive compensatory reimbursement up to, but  
352 not to exceed \$25.00 each month.

## 353 354 **Article Ten**

### 355 356 **Committees**

357  
358 All committees of this organization shall be appointed by the President and their term of office shall  
359 be for a period of one (1) year or less if sooner terminated by the action of the President.

360  
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362 The permanent committees shall be:  
363  
364 • Membership Committee  
365 • Educational Conference Committee  
366 • Nomination Committee  
367 • Outreach Committee  
368 • Legislative Affairs Committee  
369 • By Laws Committee  
370 • Scholarship Committee

371  
372 Such committees as may be necessary to fulfill the mandates of the membership, or to conduct the  
373 business of the organization, as determined by the president, shall be formed on an as needed basis.  
374 Each committee shall have a minimum of three (3) members.

375  
376 The Nominating Committee for Building Official of the Year, Plans Examiner of the Year and  
377 Building Inspector of the Year shall be made up by past recipients of the award appointed by the  
378 President.

#### 379 380 **Article Eleven**

##### 381 382 **Dues**

383  
384 The dues of this organization shall be \$50.00 per annum for active members and \$35.00 per annum  
385 for associate members. The dues shall be due and payable by the 31<sup>st</sup> day of December for the  
386 following calendar year.

#### 387 388 **Article Twelve**

##### 389 390 **Scholarship**

391  
392 It shall be the duty of the President and Board of Directors of the Association to ensure that the  
393 Scholarship Committee gathers scholarship applications on a yearly basis and awards, when  
394 applications are available a minimum of one scholarship in each of the two scholarship categories.  
395 The dollar amount of each scholarship shall be set a meeting of the Board of Directors. Scholarship  
396 applications shall be made available at the beginning of the calendar year and checks presented to  
397 the winners at the earliest possible time at the beginning of the school year. The Scholarship  
398 Committee shall meet on a yearly basis to set the minimum criteria for consideration and when  
399 applications are received reconvene to rate and rank those applications. They shall chose the  
400 recipients with no undue influence from any outside source. The two scholarship categories shall  
401 be:

402  
403 Member's scholarship that will be presented to close family member sibling, spouse or grandchild  
404 of an Active or Honorary Lifetime Member whose relative meets the criteria set forth for the  
405 awarding of the scholarship.

406  
407 Participating School scholarship will be presented to an individual that is currently enrolled at a  
408 participating school and shall be majoring in a construction related curriculum.

#### 409 410 **Article Twelve**

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**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.

BOIEA BY LAWS