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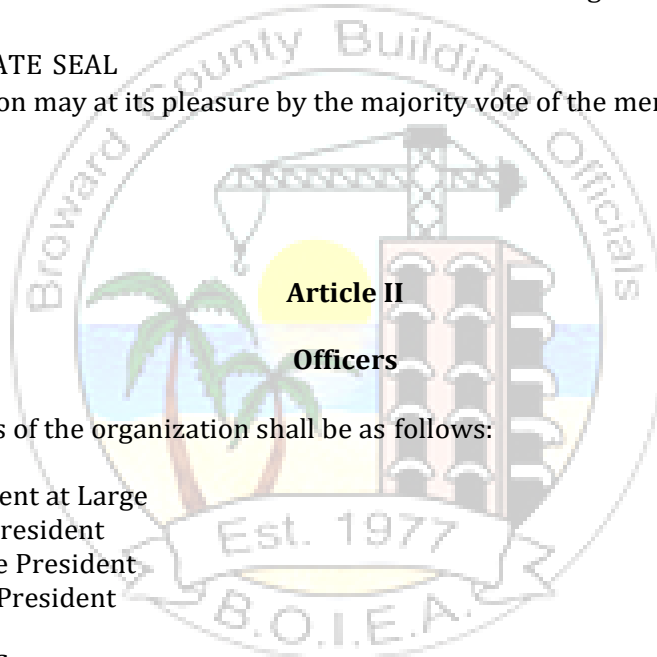
**By-Laws of**  
**“The Building Officials and Inspectors Educational Association of Broward County”**  
**A Corporation Not for Profit**

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**Article I**

**Organization**

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1. The name of the organization shall be the “Building Officials and Inspectors Educational Association of Broward County” dba Code Officials Educational Association (COEA)
  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

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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. At any one time the officers shall consist of a minimum of five (5) from a government entity located in the County of Broward, a maximum of one (1) from a private entity charged with regulatory responsibilities of enforcing the Florida Building Code in Broward County, a maximum of one (1) individual retired from a government entity located in the County of Broward and a maximum of one (1) individual from another Florida county charged with regulatory responsibilities of enforcing the Florida Building Code. Each officer, in attendance at the meeting, is eligible to cast one vote.

The President shall preside at all membership meetings.

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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. Committee meetings may be either through electronic means or in person.

He/she may appoint an active member as an advisor to the executive board. The advisor shall be a one year appointed position with no voting privileges.

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

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

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

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

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

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

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

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

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

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

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

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

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

The Treasurer shall have the care and custody of all monies belonging to the organization and shall be solely responsible for such monies securities of the organization. He/she shall cause to be deposited in a bank or other financial institution

100 acceptable to the Board of Directors all monies belonging to the organization. Any  
101 change in depository shall be with the approval of the Board of Directors. All accounts  
102 maintained on behalf of the organization shall be provided with two signors as  
103 provided in the By-Laws, and as appointed by the Board of Directors.

104  
105 He/she shall be one of the officers who sign checks or drafts of the organization. No  
106 special fund may be set aside that shall make it unnecessary for the Treasurer to sign checks  
107 issued upon it.

108  
109 He/she shall render at stated periods as stated in Article XI, or as the Board of Directors  
110 shall determine, a written account of the finances of the organization and such report shall  
111 be physically affixed to the minutes of the Board of Directors of such meeting.

112  
113 He/she shall exercise all duties incident of the office of Treasurer.

114  
115 Offices shall be virtue of their office be members of the Board of Directors.

116  
117 No officer shall for reason of his/her office be entitled to receive any salary or  
118 compensation, except as noted in Article Nine and Article Three, but nothing herein shall  
119 be construed to prevent an officer or director for receiving any compensation from the  
120 organization for duties other than as a director or officer.

### 121 122 123 124 **Article III**

#### 125 126 **Board of Directors**

127  
128 The Directors of the Organization shall be as follows:

129  
130 Elected officers of the organization

131 The three most recent past presidents elected to this office

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133  
134 The business of this organization shall be managed by a Board of Directors, consisting of  
135 the offices listed in Article II, District Director, Executive Secretary and the three most  
136 recent past presidents. In the event of the absence of any of the three most recent past  
137 presidents, the most recent past president who are honorary lifetime members in  
138 attendance may vote in place of the absent past president. The directors shall be active  
139 members in good standing as described in the active members section, Article II Section  
140 I, or in the case of past presidents, that are Honorary Lifetime Members, Article II Section  
141 III if they do not fill the requirements of Article IV Section I.

142  
143 The Board of Directors, good and welfare, and B.O.A.F. District Director\* to be elected for  
144 the ensuing year shall be voted on at the annual business meeting of this organization to be  
145 held each November, and they shall serve, except as noted otherwise, for a term of one year.  
146 The past presidents shall be the three (3) most recent past presidents who are 1) active  
147 members or Honorary Lifetime Members, 2) with regular attendance (attended not  
148 less than 7 meetings the prior year).

149  
150 The Board of Directors shall have the control and management of the affairs and business  
151 of this organization. Such Board of Directors shall only act in the name of the

152 organization when it shall be regularly convened by its chairperson after due notice to all  
153 the directors of such meeting. Any current elected director of this association has the  
154 authority to call for an audit of the association finances for good cause.

155  
156 Six (6) OF THE MEMBERS OF THE Board of Directors shall constitute a quorum and  
157 the meetings of the Board of Directors shall be held regularly within sixty (60) days after  
158 the

159  
160 Annual Meeting. The annual meeting, which shall be held in December, shall be the last  
161 regular meeting in the calendar year.

162  
163 Each director shall have one vote and such voting may not be done by proxy.

164  
165 The Board of Directors may make such rules and regulations covering its meetings as it may  
166 in its discretion determine necessary.

167  
168 Vacancies in the said Board of Directors, good and welfare, and B.O.A.F. District Director  
169 shall be filled by a vote of the majority of the remaining members of the Board of Directors  
170 for the balance of the term.

171  
172 The president of the organization by virtue of his/her office shall be the Chairperson  
173 of the Board of Directors. The President may select from the membership one of their  
174 member as an Executive Secretary, with the approval of the Board of Directors

175  
176 A director may be removed by a majority vote of the active membership. The removal of  
177 a director, if not voluntary or by illness or death, must be placed on the agenda. An  
178 opportunity to present a defense will be afforded the affected director. Upon the removal  
179 from office, or in the case of a vacancy by other cause, the [president shall seek nominations  
180 from the active membership, and cause a vote to fill such vacancy at the first available  
181 meeting.

182  
183 \*District Director is chosen every third year.

## 184 185 186 187 **Article IV**

### 188 189 **Membership**

190  
191 There shall be the following classes of members:

#### 192 193 **SECTION I**

194  
195 **ACTIVE MEMBERS** --- Any Building Official. Assistant Building Official, Chief Inspector, Plans  
196 Examiner, Field Inspector, Code Enforcement Agents, Floodplain Managers and Permit  
197 Technicians or other municipal or County, State or Federal employee in the enforcement of  
198 Building Codes, Ordinances and/or Statutes shall be eligible to become an Active Member  
199 upon payment of dues at the rate fixed in these Bylaws. Such Active Members shall have  
200 one (1) vote. Active Members retiring upon payment of annual dues shall retain said rights  
201 and privileges

202  
203 *Section II*  
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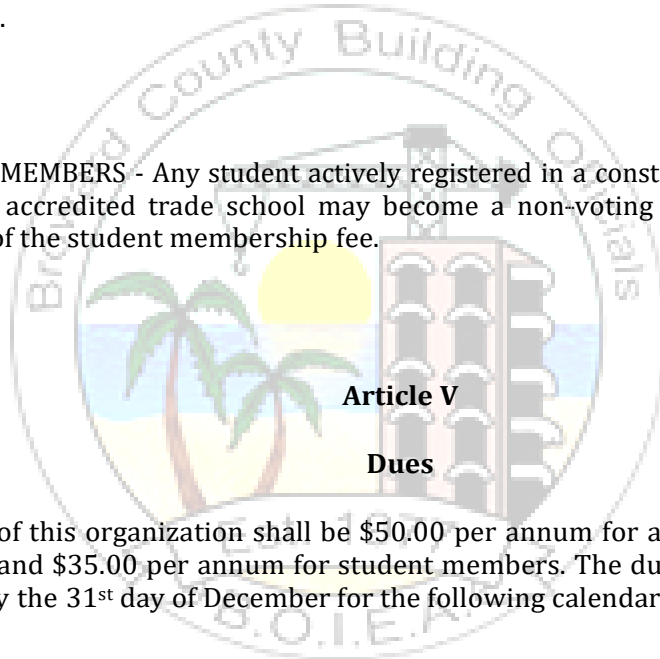
205 ASSOCIATE MEMBERS - Any Research Organization, Architect, Engineer, Certified or  
206 Registered Contractor and their related Associations, Manufacturers or Dealers in building  
207 materials or equipment, or any other individual or partnership may become a non-voting  
208 Associate Member upon the payment of the membership fee and approval by the Board  
209 of Directors.  
210

211 *Section III*  
212

213 HONORARY LIFETIME MEMBERS - As designated by the Board of Directors, shall be relieved  
214 of the payment of annual dues and shall retain said rights and privileges of paying  
215 members, Honorary Members shall be nominated by the Board of Directors and voted on  
216 by a majority of the active members present at the November meeting. New Honorary  
217 Lifetime Members shall be presented their certification at the Annual Meeting held in  
218 December.  
219

220 *Section IV*  
221

222 STUDENT MEMBERS - Any student actively registered in a construction related College level  
223 course or accredited trade school may become a non-voting Student Member upon the  
224 payment of the student membership fee.  
225



228 **Article V**

229 **Dues**  
230

231  
232 The dues of this organization shall be \$50.00 per annum for active and associate  
233 members and \$35.00 per annum for student members. The dues shall be due and  
234 payable by the 31<sup>st</sup> day of December for the following calendar year.  
235  
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238 **Article VI**

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240 **Meetings**  
241

242 Regular meetings of this organization shall be held the third Thursday of each month at  
243 a place determined by the Board of Directors.  
244

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

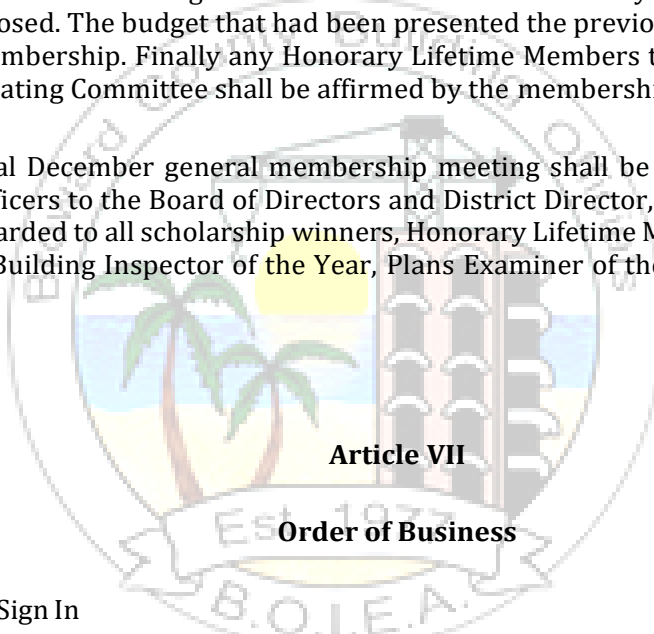
251 transacted at such meeting and by whom called. The presence of not less than ten  
252 percent (10%) of the active membership, as determined by the current membership roles,  
253 shall constitute a quorum and shall be necessary to conduct business.  
254

255 No other business but that specified in the notice may be transacted at such special meeting  
256 without the unanimous consent of all present at such meeting.  
257

258 At the October general membership meeting the Nomination Committee shall present their  
259 nominations for the Board of Directors for the next year. The President of the Association  
260 shall present the budget for the next year that has been approved by the Board of Directors  
261 at their October meeting. Finally the By Laws Committee shall present any proposed  
262 changes to the By-Laws.  
263

264 At the November general membership meeting there shall be nominations from the floor  
265 for any Board of Directors positions followed by a vote pursuant to the requirements  
266 of the Article VIII - Voting. There shall also be a vote for any By-Laws changes that have  
267 been proposed. The budget that had been presented the previous month shall be approved  
268 by the membership. Finally any Honorary Lifetime Members that have been proposed by  
269 the Nominating Committee shall be affirmed by the membership.  
270

271 The Annual December general membership meeting shall be used for the installation of  
272 all new officers to the Board of Directors and District Director, if applicable. Presentations  
273 will be awarded to all scholarship winners, Honorary Lifetime Members, Building Official of  
274 the Year, Building Inspector of the Year, Plans Examiner of the Year and any Presidential  
275 citations.  
276



**Article VII**

**Order of Business**

- 283 1. Sign In
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- 285 2. Reading of the minutes of the proceeding meeting
- 286
- 287 3. Guest Speaker/ Presentation
- 288
- 289 4. Reports of Committees
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- 291 5. Reports of Officers
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- 293 6. Good and Welfare
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- 295 7. Code Discussion
- 296
- 297 8. Old and Unfinished Business

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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 IIX**

### **Voting**

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

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

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

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

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

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

## **Article IX**

### **Committees**

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

The permanent committees shall be:



- Membership Committee
- Educational Conference Committee
- Nomination Committee
- Outreach Committee
- Legislative Affairs Committee
- By-Laws Committee
- Scholarship Committee

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

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

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

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



## **Article X**

### **Scholarship**

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

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

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

## **Article XI**



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## Expenditures

401 1. Capital expenditures, which shall be defined as those capital items which have a useful  
402 life of over two (2) years, and a value in excess of one thousand dollars (\$1000.00) and  
403 not part of the annual budget proposed by the Board of Directors and passed by the  
404 membership at the annual business meeting held at the November meeting, shall be  
405 approved by a simple majority of the membership.  
406

407 2. Special Events which are produced by the organization, including but not limited to the  
408 education conference, golf tournament, fishing tournament, annual picnic, or other events  
409 where there is cash advance by the organization shall:

- 410
- 411 a. Have a budget prepared with the line items sufficient to identify the major costs of  
412 the production. Such budget shall be prepared by the committee, presented to the  
413 Board for approval then to the membership and approved by the membership as  
414 part of the annual budget presented at the November Annual Meeting.
  - 415 b. The event budget, when adopted by the membership, shall be administered by  
416 two persons, the committee chairman and the Treasurer or other designee of the  
417 President.
  - 418 c. Should an event, require expenditures in excess of the amount approved by the  
419 membership, the board of directors may approve additional expenditures which  
420 do not exceed an amount equal to 10% of the appropriation approved by the full  
421 membership. Such approval must be by a majority of the quorum of the Board of  
422 Directors, and may be made by special or telephone meeting. Expenditures  
423 required in excess of 10% of original appropriation shall be approved by a simple  
424 majority of the membership at either a regular or special meeting.  
425

426 3. Any expenditure or reimbursement exceeding five hundred dollars (\$500.00), which  
427 has not been previously approved in the current budget, is required to be pre-approved  
428 by the board. Operational Expenditures shall be submitted and approved by the Board  
429 of Directors at their October meeting where a quorum is present. General ongoing  
430 expenses shall be approved for payment from a pay list submitted by the Treasurer to  
431 the board of directors. Additional expenditures may be presented by any director and  
432 a quorum of the board of directors shall be authorized to approve such expenditures  
433 which are incidental and necessary for the reasonable conduct of business, including  
434 but not limited to costs for printing, meeting hall rental, educational program costs,  
435 postage/phone or other costs of communication, accounting services, and other similar  
436 costs.

437

438 4. Reporting of all expenditures shall be in writing and presented to the board in detail at  
439 the regular director's meeting. Such report shall detail the date, vendor name, amount  
440 and general description of the expenditure. Further this detail report shall identify all  
441 revenue by its source (membership, educational conference, etc.). A summary of  
442 beginning balance, revenue, expenditure, and ending balance shall be made in the  
443 verbal report by the treasurer to the regular membership meeting each month. An  
444 annual written financial report shall be prepared and presented at the second meeting

445 of the year identifying the beginning balance, the revenue, the total expenditure, and  
446 the ending balance, as well as the revenues over costs, or costs over revenues of each  
447 special event.

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452 **Article XII**

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454 **Salaries and Compensation**

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

459  
460 The Board of Directors shall be compensated for reasonable expenses for the director's  
461 meetings. This compensation shall not exceed \$25.00 per meeting, per person, and must be  
462 approved by the Board of Directors. Such compensation shall be to only defray the actual  
463 cost of the luncheon meeting.

464  
465 Special compensation to provide for transportation, meals, or accommodations, when acting  
466 on behalf of the organization, shall be approved by a majority vote of the active membership.

467  
468 The Executive Secretary and Treasurer may elect to receive compensatory reimbursement  
469 up to, but not to exceed \$50.00 each month.

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472 **Article XIII**

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474 **Amendments**

475  
476 These By-Laws and articles of incorporation may be altered, amended, repealed or added to  
477 by an affirmative vote of not less than two-thirds of the active members in good standing,  
478 present at the annual business meeting.

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

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486 REVISED October 15, 2018  
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