

**Bend Chapter
Of
International Code Council
By-Laws**

**ARTICLE I
NAME AND OBJECTIVES**

Section 1 Name

This organization shall be known as the Bend Chapter of the International Code Council, hereinafter in these Bylaws referred to as the “Chapter.”

Section 2 Objectives

The objectives of the Chapter are:

- a. to promote and provide education for the minimum standards safeguarding life, limb, health, property and public welfare in construction.
- b. to support and participate in continuing education and training programs relating to building construction procedures and practices.
- c. to develop, maintain and promote the adoption of the International Building Code and related codes as promulgated by the ICC and adopted by the State of Oregon.
- d. to actively participate in developing and promoting uniform regulations and legislation pertaining to building construction and encouraging uniformity in code interpretation and enforcement
- e. to encourage personal professional development of those engaged in the administration and enforcement of building laws

ARTICLE II MEMBERSHIP

The membership of the Chapter shall be made up of the following categories:

Section 1 Active Membership

Active Membership shall be any member whose dues are current and who has attended at least three (3) meetings in the previous 12 month period.

Section 2 Jurisdictional Membership

Jurisdictional Membership shall be a member employed by the City of Bend, Oregon actively engaged in the enforcement of the Oregon Specialty Codes.

Section 3 Associate Member

Associate Membership shall be an individual or firm of the construction industry including architects, engineers, contractors, trade organizations, material suppliers and manufacturers, designers, business service groups, persons employed by other jurisdictions actively engaged in the enforcement of the Oregon Specialty Codes and City of Bend Employees not engaged in the enforcement of the Oregon Specialty Codes.

Section 4 Honorary Membership

Honorary Membership is an individual who has rendered outstanding service to the Chapter, and who is recommended by the Board of Directors and confirmed by a majority of the members present at a general membership meeting. Honorary Members of relieved of paying annual dues.

Section 5 Designated Associate Members

A Designated Associate Member is an Associate Member who has demonstrated an outstanding commitment of time and energy to the goals of this Chapter.

Section 6 Forfeiture of Membership

The executive board may declare a membership forfeited for either or both the following reasons:

- a. Nonpayment of dues, after a six (6) month period of delinquency; and
- b. Conduct, by a voting representative as determined by the executive board to be adverse to the best interests of the chapter.

Section 6 Voting

Active Jurisdictional, Honorary and designated Associate members shall be entitled make and second motions, and vote at any regular or special business meeting. Each Jurisdictional, Honorary and designated Associate member shall have one vote. All members shall be entitled to vote in committee as committee members.

ARTICLE III OFFICERS

Section 1 Officers

The officers shall be the President, Immediate Past President, Vice-President, Secretary and Treasurer and shall be Jurisdictional, Honorary or designated Associated Members as defined in Article II Sections 2, 3 and 4 at the time of their election to office.

Section 2 Election of Officers

The election of officers and board members shall be held in January at the Annual Business Meeting. The President, Vice-President, Secretary, Treasurer shall take office for a term of one (1) year starting with the regular business meeting in February.

Section 3 Vacancies in Office

- a. A vacancy in the office of the President shall be filled by the Vice- President. A vacancy in the office of the Vice-President, Secretary or Treasurer shall be promptly filled by a majority vote of the active members present at the next regular business meeting.
- b. Any officer may resign at any time by giving notice to the President or the Secretary of the Chapter. Resignation shall take effect on the date of receipt of such notice or at a later date specified therein.
- c. Officers missing three (3) meetings in a row without making arrangements for coverage of their duties, not completing assigned duties or engaging in unacceptable conduct may be removed by majority vote of the current Board of Directors at the next scheduled Board of Directors meeting. Vacancies as a result of removal shall be filled per Article III Section 3 (a).

ARTICLE III (con't)

Section 4 Duties

- a. **President:** The president shall be the chief officer of the Chapter and preside at all business meetings. The President shall be an ex-officio member of all committees. The President shall have such other duties as are prescribed in these Bylaws.
- b. **Immediate Past President** The Immediate Past President will serve in an advisory capacity and may accept those assignments and duties as offered by the President and/or Board of Directors.
- c. **Vice-President:** The Vice-President shall act and perform the duties of the President during the President's absence from any meetings of the membership or the Board of Directors and shall assist the President in the conduct of the office of President. The Vice-president shall act as program chairman for this Chapter, serve as liaison to other International Code Council Chapters and assist the Secretary to issue a detailed agenda for the next regular business meeting and other duties as may be assigned by the President and/or the Board of Directors.
- d. **Secretary:** The Secretary shall keep complete records of all proceedings and actions that transpire at all regular and special business meetings and forward copies to the International Code Council. With the assistance of the Vice-President, the Secretary will issue a detailed agenda for the next regular business meeting and include it with the minutes. The Secretary and Treasurer shall maintain a membership roster showing the names and addresses of all active members. The Secretary shall give notice of all meetings of member, committees and chapter activities. In the absence of both the President and the Vice-President, the Secretary shall assume the duties of the President.
- e. **Treasurer:** The treasurer shall collect dues and other monies, bank and disburse money authorized or budgeted by the Chapter, keep accurate records and make monthly status reports to the Chapter and provide a complete financial status report at the end of each fiscal year. Monthly expenditures shall be detailed in the Treasurer's report at each membership meeting. Such report shall include a list of all expenditures including date, amount, receiver, and purpose of expense. The Treasurer shall present the records for audit at the last meeting of each year. Monthly bank statements shall be mailed to the Treasurer and a copy will be forwarded to the Secretary for the record.
- f. **Duties of all Officers:** All officers shall work together to provide interesting, educational and productive meetings for the Chapter membership and their guests and preserve, perpetuate and improve the Chapter and its goals.
- g. **Transfer of Chapter Records:** All outgoing Chapter Officers, Board Members and other elected members of the Chapter shall transfer all documents and equipment pertaining to the business of the Chapter to the incoming elected officers no later than January 31st. All accumulated records of all proceedings shall be transferred to the next Secretary. All accumulated records of the Chapter financial status shall be transferred to the next Treasurer. A complete updated inventory of all Chapter assets such as but not limited to equipment, computers, projectors and any other miscellaneous items shall be given to the next President.

**ARTICLE IV
BOARD OF DIRECTORS**

Section 1 Board of Directors

The Board of Directors shall consist of the President, Immediate Past President, Vice-President, Secretary, and Treasurer.

Section 2 Authority

The Board of Directors shall have the authority to carry on the business of the Chapter between regular business meetings.

**ARTICLE V
MEETINGS**

Section 1 Monthly Meeting

Regular meetings shall be held monthly to transact such business as the organization may select. Regular meetings shall be held on the first Monday of each month at a time and place selected by the membership to transact such business as the Chapter membership may select. Special meetings shall be held when called by the President or when requested by a majority of the membership. The President may cancel any regular business meeting or change a meeting date for justifiable cause upon timely notification of all members and guests.

Section 2 Minutes

Complete records shall be kept by the Secretary of all proceedings and actions that transpire at all regular or special business meetings.

Section 3 Quorum

A Quorum at any regular chapter meeting, Board of Directors meeting or other special meetings shall require one member of the Board of Directors to be present as defined in Article IV Section 1 and three (3) jurisdictional, honorary, or designated associate members.

Section 4 Nomination of Officers

- a. Nominations of officers shall be made each year at the November regular business meeting.
- b. Election of the Officers shall be made each year and will be held at the Annual Business Meeting in January.

ARTICLE VI COMMITTEES

Section 1 Appointment

The President shall appoint a nominating committee chairman, an education committee chairman, and chairs for other committees as necessary for the good of the Chapter. The President may make pro-tempore appointments for vacancies until the positions can be filled in accordance with Article III Section 3 (a).

Section 2 Duties

To develop all necessary policies, procedures, and strategies in order to develop continuing education, seminars and courses, and other programs to benefit the Chapter and its members; to obtain guest speakers for general membership meetings.

Section 3 Education Committee

There shall be an Education Committee Chairman appointed by the President. The Education Committee shall consist of at least three (3) members, appointed by Education Committee Chairman and approved by the President and Board of Directors.

Section 4 Nominating Committee

At least forty-five days prior to the annual meeting, the President shall appoint a Nominating Committee Chairman consisting of three or more persons who are Jurisdictional, Honorary or designated Associate Members in good standing with the Chapter.

- a. The Nominating Committee shall prepare a slate of nominees for the offices of the President, Vice-President, Secretary, and Treasurer.
- b. Whenever possible the slate of nominees will promote the succession of officers from Treasurer through President.
- c. The Nominating Committee may select and recommend more than one person for all offices, not to exceed three (3) persons per office.
- d. In the event there is only one nominee for any particular office, the membership assembled may instruct the Secretary by proper motion to cast a ballot for the full number of qualified voters at the meeting for said nominee where upon the President shall declare them elected by acclamation. The President shall announce the results of all balloting and shall declare all elections.
- e. Formal notification of the election results shall be prepared by the Secretary and provided to each member.

ARTICLE VII AMENDMENTS

Section 1 Amendments

Any proposed amendments of these Bylaws may be submitted at any regular business or special meeting of the Chapter. The proposed amendments shall be discussed and all members notified.

Section 2 Adoption

The proposed amended Bylaws shall be submitted in written form to all members and may be voted upon at the next regular business meeting by the membership and shall receive a majority vote of two-thirds (2/3) of the Jurisdictional, Honorary or designated Associate Members present for final adoption.

Section 3 ICC Approval

Amendments shall be submitted to the Executive Board of the International Code Council for approval. The effective date of the amendments will be thirty (30) days after ratification of the Executive Board of the International Code Council.

ARTICLE VIII DUES

Section 1 Annual Dues

Annual dues shall be assessed during the fiscal year from February 1 through January 31. All dues paid after November shall be credited for the forthcoming year's dues.

Section 2 Active Member Dues

Each member shall be assessed the sum of \$20.00 dollars per year for dues. Activation of membership shall be valid upon payment of dues for the fiscal year as defined in Article VIII Section 1.

**ARTICLE IX
ANNUAL REPORT AND AUDIT**

Section 1 Annual Report

The treasurer shall render a financial report to the membership at the Annual Business Meeting in January.

Section 2 Audit

The Board of Directors shall have an audit made of the books of the Chapter at the end of each officer's term by an independent accountant, which shall also include an inventory of the furniture, equipment, machines, books, codes, computers, and other items belonging to the Chapter. The audit and the inventory shall be reported at the Annual Business meeting in January.

Section 3 Fiscal Year

The fiscal year of this Chapter shall begin the first day of February and end the last day of January.

**ARTICLE X
ORDER OF BUSINESS**

Section 1 Rules of Order

Parliamentary procedures shall be as defined in Roberts Rules of Order except as herein provided.

Section 2 Order of Business

The order of business of this Chapter shall be as follows:

- a. Roll call of Officers
- b. Approval of minutes of previous meeting
- c. Communications
- d. Reports of Officers and Committees
- e. Unfinished Business
- f. New Business
- g. Election of Officers, if any
- h. Program or special speakers
- i. Adjournment