

**CONSTITUTION
OF THE
DELAWARE BUILDING OFFICIALS ASSOCIATION**

ICC CHAPTER NO. 52

**ARTICLE I
Name and Location**

Section 1. The name of this organization shall be Delaware Building Officials Association, a non-profit organization

Section 2. The principal office of this organization shall be located within the State of Delaware.

**ARTICLE II
Insignia
(to be completed)**

**ARTICLE III
Purpose**

Section 1. The purpose of this organization shall be:

- a) To cooperate with and assist code officials and other government officials in their aims and objectives to the extent that they shall be consistent with other purposes herein set forth;
- b) To provide a statewide association of local code officials so they may act together on matters of statewide concern.
- c) To promote public health and safety through administration of adequate building, plumbing, electrical, mechanical, fire prevention, housing, and zoning codes.
- d) Increase professional interaction between designers, contractors, and code officials.
- e) To continue education of code enforcement officials, design professionals, and contractors.
- f) Promote public awareness and civic pride in code enforcement professionalism.

ARTICLE IV Function

Section 1. The organization shall have the power to adopt By-Laws which may provide for:

- a) The establishment of membership classifications and qualifications thereof.
- b) The establishment of officers, Board of Directors, their duties, methods of election and term of office.
- c) The organization of committees and schedule of meetings.
- d) The establishment of collection of dues from various classes of membership.
- e) The amendment of this Constitution and By-Laws and such other matters necessary to fulfill the objectives of the organization

ARTICLE V Conditions of Operation

Section 1. All assets of this organization shall be exclusively used in furtherance of its purposes herein set forth. No officer, member or employee of the organization, nor any other individual, corporation or interest shall at any time receive or be lawfully entitled to receive any pecuniary profit from the operation or activities of this organization, nor any net earnings thereof, except reasonable compensation for services and reimbursement of necessary travel, and incidental expenses incurred in furtherance of their objectives of the organization, as approved by the Board of Directors

Section 2. Upon the dissolution or termination of this organization, no officer, member or employee of the organization, nor any other individual shall receive any profit from or share in any of the assets or property of the organization; but all assets, property and surplus of the organization shall be delivered to vest in an existing organization as nearly similar as may be possible and containing in its Constitution provisions having the same effect as those contained in Article III of this Constitution.

ARTICLE VI
Ethics

This organization and its members shall be guided by the BOCA Code of Ethics.

**B Y-LAWS
OF THE
DELAWARE BUILDING OFFICIALS ASSOCIATIONS**

ICC CHAPTER NO. 52

**ARTICLE I
Subordination to constitution.**

Section 1. These By-Laws shall govern the organization and administration of the Delaware Building Officials Association by its Board of Directors in accord with the authority granted to it by its Constitution.

**ARTICLE II
Officer and Elections**

Section 1. The officers of this organization shall be a president, vice-president, corresponding secretary, recording secretary, and treasurer.

Section 2. There shall be a Board of Directors consisting of the aforesaid officers, immediate past president and three (3) directors.

Section 3. The aforesaid officers and directors shall be elected for a term of one (1) year, at the annual election meeting of this organization.

Section 4. The officers of the Board of Directors shall be active members in good standing at the time of their elections. Should such officer or member of the Board of Directors become disqualified as an active member, his or her position shall be considered vacant, or if the status of any officer is changes during his or her term of office, the Board of Directors shall name a successor who should serve until the next regular meeting.

Section 5. The members of the Board of Directors shall be required to attend all meetings of the said Board. Any members failing to attend three (3) consecutive meetings may be removed by the President.

**ARTICLE III
Duties of Officers**

Section 1. The President shall preside at all meetings, appoint all committees other than the Board of Directors, and perform all other duties usually ascribed to the Office of President.

Section 2. The Vice President shall act as President during the President's absence or disability.

Section 3. The Corresponding Secretary shall keep the minutes of all meetings, prepare and mail notices of all meetings to all members, forward all newsworthy information to BOCA, and perform such other duties as may be assigned by the President.

Section 4. The Recording Secretary shall keep and maintain the roster of all members alphabetically, by County, and by classification. He/she shall receive all applications for new membership, review them, and with appropriate comment present them to the Board of Directors for its action at its next stated meeting following their receipt. He/she shall with proper recordation forward to the Treasurer all funds received from membership renewals or from new applicants. Upon approval of new membership, he shall forward by mail to the new member a certificate of membership card and such other correspondence as the President or Board of Directors shall authorize. Upon receipt of renewal membership, he/she shall forward by mail to the members a current membership card and such other correspondence as the President or Board of Directors shall authorize.

Section 5. The Treasurer shall receive and deposit all membership funds from the recording secretary, giving receipt thereof. He/she shall further receive, record and deposit all funds paid to the order of the Delaware Building Officials Association from other sources. All deposits shall be made in a manner approved by the Board of Directors. He/she shall pay all bills authorized by the Board of Directors check signed jointly with the President or in his/her absence the Recording Secretary. He/she shall submit a financial report at every regular meeting of the Board of Directors and an annual report at each annual meeting.

ARTICLE IV Committees

Section 1. The Board of Directors, shall from time to time, determine and establish the standing and special committees necessary to effectively carry out the programs of the organization. The duties, responsibilities, limitations, and other directives to the committee shall be clearly stated in the resolutions establishing them.

ARTICLE V Membership

Section 1. Membership shall be classified as active, associate, professional, honorary, special retiree, and student/faculty.

Section 2. Active membership shall be open to all employees of government units or departments of government units which administer, formulate, or enforce laws, ordinances, rules of regulations relating to construction, fire safety, property maintenance, development or land use.

Section 3. Associate membership shall be limited to employees of local, county, or state governmental departments other than those designated in Section 2.

Section 4. Professional membership shall consist of national, regional or local organization, employees of non-governmental inspection agencies, architects, engineers, suppliers, or manufacturers interested in building materials or equipment used in buildings, financial institutions, mortgage service companies or other groups or individuals concerned with the purposes of this organization, provided however, that the application for such membership is first approved by a majority of vote of the Board of Directors after due notice of the application is given to each member of the Board of Directors.

Section 5. Honorary membership may be conferred on any individual who has rendered meritorious service in advancing the purpose of this organization, provided however, that the Board of Directors has first approved the recommendation for such membership and a majority of the active members present at any regular or special meeting has voted in favor thereof.

Section 6. Special retiree – active members who retire from Code Enforcement with a minimum of ten (10) years service in good standing are eligible for certificate subject to confirmation by the Board of Directors which entitles holder to life non-voting membership.

Section 7. Student and faculty members shall be limited to students who are currently enrolled in a course of instruction related to construction, zoning, or housing and faculty members who are teaching in a course of instruction related to construction, zoning, or housing.

ARTICLE VI

Membership Review

Section 1. All applications for new membership shall be submitted to the Recording Secretary in writing upon forms authorized and distributed by the Board of Directors, and shall be accompanied by a check for the current year dues. Such application shall contain the name, home address, and business address of the applicant, and such other data as the Board of Directors shall require for the evaluation of membership classification.

Section 2. Application for a new membership, or the change of membership classification for a member, current in dues, shall be presented by the Recording Secretary at the next meeting of the Board of Directors following the submission of such application or change.

Section 3. In conformance with the requirements of the Constitution and By-Laws the Board of Directors shall assign the applicant to appropriate membership classification.

Section 4. All applications for membership renewals without change shall be forwarded to the Recording Secretary with appropriate dues.

ARTICLE VII Dues

Section 1. The amount of dues of the various classes of memberships shall be:

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| a) Active Membership - | Ten dollars (\$10) initiation fee; Ten dollars (\$10) per year. |
| b) Associates Membership - | Ten dollars (\$10) initiation fee; Twenty dollars (\$20) per year |
| c) Prof. Membership - | Ten dollars (\$10) initiation fee; Thirty dollars (\$30) per year |
| d) Honorary Membership - | Shall be exempt from dues. |
| e) Retired Membership - | Shall be exempt from dues. |
| f) Student/Faculty Membership - | Five dollars (\$5) initiation fee; Five dollars (\$5) per year. |

ARTICLE VIII Meetings

Section 1. The organization shall hold four regular meetings, annually, at such time and place as selected by the Board of Directors. Officers and members of the Board of Directors shall be elected in October of each year.

Section 2. Special meetings may be called by the Board of Directors or such meetings shall be called upon the request of one third of the membership or the organization.

Section 3. Notice of meetings shall be sent to all members not less than fifteen (15) days in advance of the meeting. In the case of special meetings, the purpose of the meeting shall be stated in the call thereof.

ARTICLE IX Voting

Section 1. Only active members shall be entitled to vote on matters pertaining to the business of the organization or to hold office. Other members may serve on committees at the discretion of the President.

ARTICLE X Election

Section 1. The President shall appoint at the meeting of the Board of Directors, a Nominating Committee consisting of four (4) Active Members in good standing, holding no elective office, at least one (1) meeting prior to the annual election. The Nominating Committee shall select a Chairperson.

Section 2. The Nominating Committee shall meet at the call of its chairperson prior to the annual election. The committee shall establish its own rules for its review of applicants and recommendation for a slate of candidates. The committee shall not be bound by any prior practice or custom, except as required by the Constitution and these By-Laws.

Section 3. The chairperson or his/her representative shall orally present the report of the Nominating Committee after which additional nominations may be made from the floor by any active member. A nomination from the floor must be seconded by two (2) active members.

ARTICLE XI Amendment

Section 1. This Constitution and By-Laws shall be amended by a quorum consisting of a minimum of five (5) members of the Board by the following procedures:

- a) At any stated meeting of the Board of Directors by vote of four-fifths of the members present; or
- b) At any stated or special meeting of the Board of Directors by a two-thirds vote of the members present providing a copy of the proposed

amendments are forwarded to the members of the Board of Directors in accord with Article IX of these By-Laws