

**INTERNATIONAL
CODE
COUNCIL**

**PENINSULA CHAPTER
BYLAWS**

Updated and Adopted May 1, 2002

PENINSULA CHAPTER BYLAWS
INTERNATIONAL CODE COUNCIL

ARTICLE I

NAME AND OBJECTIVES

Section 1. This organization shall be known as the Peninsula Chapter of the International Code Council (ICC), here and after called “ The Chapter.”

Section 2. The objectives of The Chapter are:

- (1) To promote and provide for the minimum standards to safeguard life, limb, health, property and public welfare in the construction, occupancy and location of buildings and structures.
- (2) To develop, maintain, and promote the adoption of the Building Code and related codes as promulgated by ICC, which are designed to advance the cause of uniformity and regulations for the construction, alteration, conservation, maintenance, preservation or repair of buildings and structures including their equipment and fixtures.
- (3) To actively participate in developing and promoting uniform regulations and legislation pertaining to building construction and to encourage uniformity in zoning practice and code interpretation.
- (4) To promote and maintain “Home Rule” of building regulations on the local level.
- (5) To advise and assist in the administration of building laws and ordinances including the development of management and enforcement programs.
- (6) To support and participate in continuing education and training programs relating to building construction procedures and practices and encourage personal professional development of those engaged in the administration and enforcement of building laws.
- (7) To establish a disaster mutual aid plan and a mutual aid agreement between the Peninsula Chapter of the International Code Council and City and County membership. To support and maintain the mutual aid plan and to participate in continuing education and training in damage evaluation and assessment.
- (8) To do all such other things as are incidental to or desirable for the attainment of the above objectives.

ARTICLE II

MEMBERSHIP

Section 1. The active membership of The Chapter shall be made up of the following categories:

- (1) Government: Designated representatives of Class A Members of ICC: Building, Plumbing, Electrical, Mechanical and Fire Inspectors of cities, counties, and state agencies.
- (2) Professional Members:
An Individual or firm engaged in the practice of architecture, engineering, inspection contracting, consulting, research or testing & other design professionals.
- (3) Associate Members:
Firms, corporations, associations or groups of firms or associations interested in the objectives of The Chapter.
- (4) Student Members:
Individuals enrolled in classes or course of study at least 12 hours of classroom instruction per week.
- (5) Retired Members:
Former Chapter members who are retired.
- (6) Honorary Members:
Individuals who have rendered outstanding and meritorious service in the furtherance of the objectives of The Chapter as proposed by members and confirmed by a majority vote at any regular meeting.

Section 2. Voting:

- (1) Except as described in Article II Section 2 (b), all members, regardless of classification, shall be entitled to vote at any regular or special business meeting or as a committee member. Each member shall have one vote. All members may discuss matters, make and second motions. Except as otherwise provided by these Bylaws, any non-member may be appointed to a committee as a non-voting member.
- (2) On matters related to the Chapter position on code change proposals or amendments to Bylaws, only members as defined in Article II Section 1 (a) shall be eligible to vote.

ARTICLE III

OFFICERS

Section 1. The officers shall be the President, Vice-President, Secretary and Treasurer and shall be shall be members as defined in Article II Section 1 (a) at the time of their election to office.

Section 2. The President, Vice-President, Secretary and Treasurer shall be elected for a term of one year beginning at the installation held in January.

Section 3. Vacancies:

- (1) Resignation or disqualification: 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. Removal by disqualification shall be by two-thirds vote of all members present in a regular or special business meeting.
- (2) Default: When an officer ceases to be employed as a government member or moves from the area and is unable to function as an officer, he shall be relieved from office.
- (3) Vacancies in office: A vacancy in the office of President shall be filled by the Vice-President. A vacancy in the office of the Vice-President shall be filled by the Secretary. A vacancy in the office of the Secretary shall be filled by the Treasurer. A vacancy in the office of the Treasurer shall be filled by a member chosen by a majority vote of the membership present at any regular meeting.

Section 4. Duties:

- (1) President: The President shall be the chief executive 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 such as are prescribed by these Bylaws.
- (2) Vice-President: The Vice-President shall be the parliamentarian of The Chapter. The Vice-President shall arrange all special programs, subject to approval of the President. In the absence of the President, the Vice-President shall assume the duties of the President.
- (3) Secretary: The Secretary shall keep complete records of all proceedings and actions that transpire at all regular or special meetings. The Secretary shall keep a member register showing the names and addresses of all members. The Secretary shall give notice of all meetings of members, committees and chapter activities. In the absence of both the President and the Vice-President, the Secretary shall assume the duties of President.
- (4) Treasurer: The Treasurer shall collect dues and other monies, bank and disburse money authorized or budgeted by The Chapter, keep accurate financial records and make monthly status reports to The Chapter 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.

ARTICLE IV

MEETINGS

Section 1. Regular meetings shall be held at least monthly as determined from time to time by the officers of The Chapter. Regular meetings will be held on the first Wednesday of each month at a time and place selected by the membership to transact such business as the organization may select. Special meetings may be held at the call of the President or when requested by a majority of the membership.

Section 2. Order of Business: Parliamentary procedure shall be as defined in Roberts Rules of Order.

Section 3. The order of business of this chapter shall be as follows:

1. Determination of a quorum
2. Approval of minutes of previous meetings
3. Communications
4. Report of officers and committees
5. Unfinished business
6. New business
7. Code Discussion
8. Election of officers, if any
9. Program or special speakers
10. Adjournment

Section 4. Quorum: A quorum at any regular or special meeting shall consist of twenty percent (20%) of the members described in Article II Section 1 (a).

Section 5. Election and Installation of Officers:

- (1) Nominations of officers shall be made annually at the November business meeting.
- (2) Election of the Officers will be held annually at the December business meeting.
- (3) Installation of The Chapter officers shall be done at the annual installation dinner.

ARTICLE V

DUES

Section 1. Dues shall be assessed to members described in Article II Section 1 (a, b, c and d) as needed to cover postage and other costs. The amount of dues shall be as adopted from time to time by resolution.

ARTICLE VI

COMMITTEES

Section 1. Nominating Committee: There shall be a nominating committee appointed by the President and chaired by the immediate Past-President of The Chapter. The nominating committee shall prepare a list of nominees for each office, the term of which expires at the close of the December business meeting. The report of the nominating committee shall be submitted to the membership at least one month before the annual election of officers. The nominating committee may act by informal procedure without meeting.

Section 2. Other Committees: the President may establish such other committees, either standing or of limited duration as may seem advisable from time to time. Typical standing committees shall include Code Change, Legislative, Special Inspection, Education, Member Services, Resolutions and Public Relations.

ARTICLE VII

NO BENEFIT TO ANY INDIVIDUAL

Section 1. No part of the net earnings, if any, of The Chapter shall inure to the benefit of any member or other individual, and no gain, profit, or dividends shall ever be distributed to any of the members of this Chapter or incur to the benefit of any private persons except a fund, foundation, or corporation organized and operating for charitable, scientific, literary or educational purposes.

ARTICLE VIII

AMENDMENTS

Section 1. Proposed amendments of these Bylaws may be submitted at any regular or special meeting of The Chapter. The proposed amendments shall be discussed and all members notified, and shall be voted upon at the next regular meeting by the members described in Article II Section 1 (a). A two-thirds (2/3) vote of the members described in Article II Section 1 (a) present at the regular meeting shall be required for adoption. Amendments shall be submitted to the Executive Board of the International Code Council for approval. The effective date of amendments will be thirty (30) days after ratification by the Executive board of the International Code Council (ICC).

PASSED AND ADOPTED THIS 1ST Day of MAY, 2002

(Signed)

Joseph Cyr, CBO, PRESIDENT

(Signed) Amal Sinha, VICE-PRESIDENT
(Signed) Brent Hipsher, SECRETARY
(Signed) Patricia Kutzmann, TREASURER

ATTEST:

Brent Hipsher, SECRETARY

APPROVED BY INTERNATIONAL CODE COUNCIL (ICC) EXECUTIVE BOARD

(Signed) _____ *Title* _____ *Date* _____

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