

# **NIAGARA FRONTIER BUILDING OFFICIALS ASSOCIATION CONSTITUTION AND BY-LAWS**

## **ARTICLE I NAME**

### **Section 1 Name of Association.**

The name of this Association shall be the NIAGARA FRONTIER BUILDING OFFICIALS ASSOCIATION.

## **ARTICLE II PURPOSES AND METHODS OF ATTAINMENT**

### **Section 1 Purposes. The purposes of this Association shall be:**

- (a) to cooperate with and assist. other Code Enforcement organizations , in achieving their aims and ideals to the extent same shall not be inconsistent with the purposes herein expressed;
- (b) to provide assistance to members in various ways in the performance of their duties as Public Officials;
- (c) to elevate the position of Code Enforcers compatible with the responsibilities and obligations placed upon them;
- (d) to promote efficiency in the administration of Code Enforcement Departments;
- (e) to foster cooperation between the members and all others directly and indirectly allied with the building industry;
- (f) to exchange ideas, information and facts concerning matters and problems of common interest;
- (g) to create good fellowship and mutual understanding among members;
- (h) to promote the acceptance of performance standards for building materials, building equipment and construction methods.

### **Section 2 Methods of Attainment.**

#### **The methods of achieving the purposes and aims of this Association shall be:**

- (a) by distributing information to the members and to the public in general concerning public safety;
- (b) by sponsoring legislation of benefit to members and the general public;
- (c) by holding meetings at various times;
- (d) by publicizing the existence and activities of this Association through contact with public officials in other branches of government and with the general public;
- (e) by the collection of annual dues;
- (f) by such other means as the Governing Body or Board of Directors may from time to time determine, not inconsistent with the express purposes of this Association;
- (g) by encouraging the building industry in general to support its work;
- (h) by working with other Code Enforcement Organizations in promoting a safe built environment.

## **ARTICLE III MEMBERSHIP**

### **Section 1 Active Membership**

Active membership in the Association shall be restricted to public officials actively engaged in an official capacity in any governmental department or bureau engaged in the enforcement, administration or formulation of laws or ordinances relating to buildings and other structures.

### **Section 2 Associate Membership**

Associate Membership shall be restricted to former active members who are no longer eligible for active membership, to public officials other than building officials, to architects, engineers and representatives of non-profit technical and professional organizations which are interested in building codes and building construction standards and, upon nomination by the Board of Directors, to representatives of manufacturers, contractors, financial institutions, insurance companies and others similarly engaged in the building industry.

### **Section 3 Honorary Membership**

Such membership may be conferred upon an individual from within or from without the Association, who has rendered outstanding service for achieving the purpose of this association with distinction. Nomination of such membership shall be proposed by the Board of Directors to and conferred by a majority vote of a quorum of active members in good standing at a regular or special meeting. Such member may exercise all privileges of an active member in goods standing and shall be exempt from all dues. (Amended 6/70)

### **Section 4 Processing Applications**

All applications for membership shall be handled in a manner prescribed by the Board of Directors. Amended 6/26/74

## **ARTICLE IV VOTING RIGHTS**

### **Section 1 Active Members**

The active members of the association shall have the sole and exclusive right to vote.

### **Section 2 Discussion Privileges**

Any members shall be entitled to the privileges of the floor for discussion at all meetings of the Association.

### **Section 3 Vacancies.**

A vacancy in any office may be filled by the President for the remainder of the unexpired term.

## **ARTICLE V REGISTRATION FEE**

### **Section 1 Annual Registration Fee to cover all seminars for calendar year shall be as follows:**

Active Members	\$ 40.00
Associate Members, former code officials	\$ 40.00
Associate Members, all others	\$ 50.00

The treasurer shall annually collect the current Niagara Frontier Building Officials Association registration fee.

Optionally, members may elect to join the New York State Building Officials Conference, Inc.. and shall pay the current dues of that Organization from the registration fee.

### **Section 2 Payment.**

Registration Fee shall become payable January 1, for the ensuing calendar year, January 1 to December 31.

### **Section 3 Default in Payment.**

Any person who has not paid his annual registration fee by March 31 shall not be considered as a registrant in good standing nor shall he be qualified to exercise any privileges. Failure of any person to pay such registration fee shall be deemed to constitute a resignation, and such person may thereafter be re-instated only by a majority vote of the Board of Directors and by payment of all registration fees current and past due. (amended 6/25/75)

## **ARTICLE VI MEETINGS**

### **Section 1 Annual Meeting.**

There shall be a bi-annual meeting of the Association which shall be held in November, at which time the officers will be elected and installed for the ensuing 2 years.

### **Section 2 Other Required Meetings.**

There shall be at least five (5) other meetings a year in addition to the annual meeting. These meetings shall be held bi-monthly beginning with the 1st month of each year. Any changes in schedule shall be left to the discretion of the Board of Directors. (Amended 11/14/90)

### **Section 3 Special Meetings.**

Special meetings may be held at the call of the Board of Directors.

### **Section 4 Governing Body.**

The property, business and affairs of the Association shall be managed and transacted by the majority vote of the membership present at any meeting.

### **Section 5 Quorum.**

- (a) a quorum must be obtained to constitute a meeting of the Association.
- (b) A quorum shall be not less than one-third (1/3) of the number of members entitled to vote numbering nine (9) or more, then a quorum shall be constituted of not less than nine (9) members entitled to vote.

### **Section 6 Notice.**

Written notice of any meeting shall be transmitted to each member not less than ten (10) days prior to any meeting.

## **ARTICLE VII OFFICERS**

### **Section 1 Officers.**

The officers of the association shall consist of a President, Vice-President, Secretary, Treasurer, three directors and a delegate who shall be elected at the annual meeting of the association from among the active members in good standing and shall hold office until their duly qualified successors are elected. The President, Vice- President, Secretary, Treasurer, three directors and a delegate shall constitute the Board of Directors of eight members. (Amended 6/26/74)

### **Section 2 Change of Membership Status.**

Any officer whose membership status changes during his term of office may continue in such an official capacity for the remainder of his term, with the consent of the Board of Directors, but he shall not be re-nominated for office by the nominating committee, nor shall he hold any future office in the Association unless his status reverts to that of an active member.

**Section 3 President.**

The President shall preside at all meetings of the Association and of the Board of Directors. He shall perform such duties as may be required by him by the Association or the Board of Directors.

**Section 4 Vice President.**

The Vice-President shall perform the duties of the President during the latter's absence or disability and shall perform such other duties as may be required of him by the Association or the Board of Directors.

**Section 5 Secretary.**

The Secretary shall keep the minutes and records of all meetings of the Association and Board of Directors, and shall conduct the correspondence thereof as directed.

**Section 6 Treasurer.**

The Treasurer shall receive and administer the funds of the Association in accordance with the provisions of these by-laws.

**Section 7 Delegate.**

The Delegate shall represent the Association at meetings of such other Code Enforcement Officials Associations as directed by the Board of Directors and report the activities to the Association.

**Section 7A Reports.**

The President, Secretary, Treasurer, Delegate and Committee Chairman shall submit annual reports in writing to the association. All reports shall be filed with the records thereof. The Treasurer shall submit financial statements from time to time as required by the Association or the Board of Directors. The Delegate shall report to the Association from time to time as required by the Association or the Board of Directors. (Amended 6/26/74)

**Section 8 Removal.**

Any officer may be removed from office by a two-thirds (2/3) vote of the active members at any meeting provided that the notice of such meeting, as required by Article VI, Section 6, contains a specific announcement that such matter is to be on the agenda of the meeting.

**ARTICLE VIII BOARD OF DIRECTORS**

**Section 1 Board of Directors.**

The active management and supervision of the affairs of the Association, consistent with the express purposes of the Governing Body, shall be by the Board of Directors. The Board of Directors shall be composed of the officers of the Association as set forth in Article VII, Section 1.

**Section 2 Officers of the Board.**

The President of the Association shall be and act as Chairman of the Board of Directors, and the Secretary of the Association shall be and act as Secretary of the Board of Directors. In the absence of the President, the Vice-President shall act as Chairman of the Board. In the absence of the Vice-President or Secretary, the Board may select one of its members to preside or act as Secretary, as the case may be.

**Section 3 Vote of the Board.**

All decisions and acts of the Board of Directors shall require the assenting vote of four members thereof, and such vote may (but need not) be by mail addressed to the Secretary.

**Section 4 Meetings of the Board.**

The Board of Directors shall meet at such times and in such places as it may determine, and also upon the call of the President or of a majority of the members thereof. At all such meetings, four members thereof shall constitute a quorum.

**ARTICLE IX BY-LAWS**

**Section 1 When Effective.**

These by-laws shall take effect immediately upon their adoption by a majority vote of the active members at the first annual meeting provided a quorum is present.

**Section 2 Amendments.**

These by-laws may be amended at any meeting of the Association by a three-fourths (3/4) vote of the active members present provided that the notice of such meeting as required by Article VI, Section 6, contains a copy of the proposed amendment. Changes may be made to the proposed amendment on the floor of the meeting without further notice by a three-quarters (3/4) vote of the active members present.