



NORTHERN MICHIGAN CODE OFFICIALS ASSOCIATION

CHAPTER MEMBER ICC

NMCOA By – Laws As amended December 8, 2017

Article I - Association Title

Section 1 - The name of the organization shall be the “Northern Michigan Code Officials Association”.

Article II - Purpose

Section 1 - This organization is a non-profit association dedicated to the improvement of all building construction *and* associated inspections within the State’s governmental subdivision, by democratic process within the limits established by the constitutions and laws of the United States of America and the State of Michigan.

Article III - Area Represented

Section 1 - The area represented shall be all counties north of a line beginning on the west, at the south line of Oceana County, then easterly on M-82 to Howard City, then easterly on M-46 across the State, including all jurisdictions along these lines.

Section 2 - Jurisdictions south of the line described in Section 1 of Article III, in the lower peninsula, may petition the Association for membership and may be admitted by the Board of Directors.

Article IV - Membership

Section 1 - It is the intent of this organization that voting membership shall be qualified - registered or provisionally registered - Code Enforcement Officials (i.e. building, plumbing, electrical, mechanical or plan reviewers) as required by Public Act 407 of 2016 as amended for all political subdivisions described in Section 1 of Article III, including all State Inspectors working within this area. Voting membership shall be established upon payment of dues by a municipality for a specified number of qualified code officials representing that municipality. Each named municipal representative shall have one vote.

Section 2 - Architects, Engineers, Fire Inspectors, Design Professionals, or a member of a Contractors Association/Suppliers Association who is recognized by them as their representative may be eligible for Associate Membership. Associate members shall not have voting rights and shall not be eligible for election to the Board of Directors. Associate membership shall be subject to approval of the Board of Directors.

Section 3 - Honorary Membership shall consist of retired members or esteemed persons subject to approval of the Board of Directors. Honorary members shall not have voting rights and shall not be eligible for election to the Board of Directors. Retired members granted “Honorary Membership” shall have the annual membership dues waived unless they continue to be employed as a code official.

Section 4 - The Board of Directors may appoint an Advisory Board as it deems necessary.

Section 5 - Voting Membership is defined as:

- A) On an individual basis
- B) On a municipal basis

Membership on a municipal basis shall require the submittal of:

- A) The total number of memberships for the municipality
- B) The names of qualified code enforcement officials that make up the total number
- C) Payment of dues for the total number of memberships.

Section 7 - A guest of a current member of the organization may attend a meeting of the organization at no cost, but only once per calendar year. Continued attendance at meetings by that individual shall require the individual to submit registration as a member of the organization and pay the annual membership dues.

Article V - Nominating & Election Procedure

Section 1 - Officers shall be elected by voting members by ballot only.
Exception: Uncontested positions with the request for a unanimous vote by a show of hands.

Section 2 - Any Code Enforcing Official that is a member of said organization, and as described in Article IV, shall be eligible to hold any office of the Board of Directors elected by the voting membership.

Section 3 - Nomination and election of officers shall be held at the first general meeting in December in even numbered years. Elected officers to take office January 1 of odd numbered years.

Section 4- The position of Education Chairman for the organization shall be considered an appointed position, with said appointment to be made by the members of the organization's elected Board of Directors.

Article VI - Voting Rights

Section 1 - Each qualified member, as described in Article IV, shall have voting rights on all issues.

Article VII - Board of Directors

Section 1 - The management of the Association shall be vested in a Board of Directors consisting of a President, Vice President, Secretary, Treasurer, Immediate Past President, Director at Large, and the Education Chairman.

Section 2 - Meetings of the Board of Directors shall be called by the President with of meeting to be posted in accordance with Article VIII.

Section 3 - A quorum shall be 4 members of the Board of Directors to transact any business. A majority vote of the quorum is required to pass any issue.

Article VIII - Meetings of the Association

Section 1 - Meetings of the Association shall be called by the President or the Board of Directors.

Section 2 - Monthly Board of Director meetings shall occur in conjunction with each monthly education program held by the organization.

- Section 3 - Special meetings of the Board of Directors shall be called by the President or the Board of Directors as necessary to conduct the business of the organization, but only when the purpose of the special meeting is to address organization business that cannot wait until the next regular meeting of the Board of Directors.
- Section 4 - Notice of date, place, time, and agenda shall be provided by electronic notification no less than 10 days prior to the date of the meeting, by the recording secretary, to all members of record.

Article IX - Finances

- Section 1 - Calendar year shall begin January 1st and end December 31 of each year.
- Section 2 - Membership dues for the calendar year shall be established by the Board of Directors and submitted to the membership for a vote. A favorable majority vote is required to put the revised dues into effect.
- Section 3 - All membership dues shall be payable to the Treasurer on January 1st and not later than March 31st. Notice of dues shall be mailed to each member by the membership chairman.
- Section 4 - The Board of Directors shall have the responsibility for administering the finances of the Organization. Prior to disbursement, accounts shall be approved by the Board of Directors.
- Section 5 - No indebtedness in excess of zero shall be incurred by the Association except upon the approval of the Board of Directors and a majority vote of the members present at a general meeting of the Association.
- Section 6 - The Treasurer shall be bonded by a Commercial Bonding Company.
- Section 7 - A debit card shall be available in lieu of petty cash for purchases necessary for the operation of the organization, with any amount of expense to be incurred over \$100.00 to be reviewed and approved by the Board of Directors prior to purchase.

Article X - Officers

- Section 1 - The elected officers of the Association shall be a President, Vice President, Secretary, Treasurer, Immediate Past President, Director at Large and the Education Chairman.
- Section 2 - The President shall perform such duties as regularly pertain to the office; preside at all meetings of the Association and the Board of Directors; call meetings of the Association when he/she deems them necessary or desirable; serve as ex-officio member of all committees except the nominating committee; sign all contracts and legal documents authorized by the Board of Directors.
- Section 3 - The Vice President, in the absence or disability of the President, shall act for the President.
- Section 4 - The Treasurer shall receive and account for all funds of the Association. He/she shall disburse all sums voted by the Board of Directors. He/she shall give bond in the sum of \$5000.00 in a Commercial Bonding Company, the premium to be paid by the Association. He/she shall render reports when required, and shall present a written financial report for the current year at the annual meeting.
- Section 5 - Any officer who resigns or is incapacitated for any reason shall be replaced temporarily by the Board of Directors, for a period not to exceed 60 days. The temporary appointments shall be replaced by a permanent officer, whom shall be elected by the general membership.
- Section 6 - Any officer or chairman who misses two consecutive Board or General meetings without just cause may be removed by the Board of Directors.

Section 7 - The Education Chairman shall be responsible for maintaining and updating the registration forms, annual education calendar, program attendance forms and annual membership records. He/she shall participate in all meetings of the Board of Directors when available. He/she shall assist in the administration of the organization's website.

Article XI - Committees

Section 1 - When a committee is created by the Board of Directors each appointed committee chair shall elect the members of his/her committee.

Article XII - Term of Office

Section 1 - The term of office for all elected Board of Director positions shall be two years.

Article XIII - Removal of Elected Officers

Section 1 - Any elected officer may be removed from office if found guilty of misfeasance or malfeasance by the Board of Directors.

Section 2 - The full Board of Directors may be removed from office for misfeasance or malfeasance if found guilty by a majority vote of the membership.

Section 3 - All charges against any officer shall be filed by written formal complaint and the person or persons named in the complaint shall have all legal rights to defend such charges and may represent themselves or be represented by legal counsel.

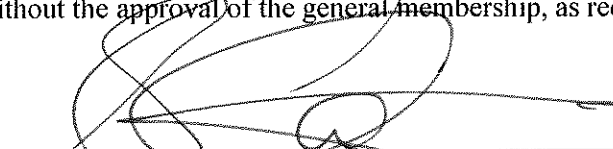
Article XIV - Rules of Order

Section 1 - Roberts Rules of Order, Revised, shall govern the Association in all cases in which they are applicable and in which they are not inconsistent with the By - Laws.

Article XV - Amendments


Section 1 - The By - Laws may be amended by a resolution of the Board of Directors, followed by a majority vote by qualified members at any Association meeting.

These By – Laws, as amended on December 8, 2017, and as approved by the organization's general membership at the annual meeting of the membership, shall be considered binding and unchanged without the approval of the general membership, as required by Article XV, Section 1 of said By-Laws.



Steven Haugen, NMCOA President - 2017-2018

1-19-2018
Date



Bryan Stein, NMCOA Secretary - 2017-2018

1/19/18
Date