



NORTHERN MICHIGAN CODE OFFICIALS ASSOCIATION

CHAPTER MEMBER ICC

NMCOA By – Laws As amended December 9, 2022

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 Michigan 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 are eligible for Associate Membership. Associate members shall not have voting rights and shall be eligible for election to the Board of Directors, with no more than two associate members serving on the Board of Directors simultaneously. 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 6 - 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.

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, Treasurer, Education Director, Secretary, Director at Large and Immediate Past President.

Section 2 - Meetings of the Board of Directors shall be called by the President with notice 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 annually to the Treasurer beginning January 1st and not later than March 31st. Dues payment shall be accompanied by a completed membership/renewal form for the year being paid for. Notice of dues shall be electronically mailed to each member by the Secretary. Members who do not use electronic mail shall request that the Notice of Dues be provided to them via US Postal Service.
- 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, Treasurer, Education Director, Secretary, Director at Large and Immediate Past President.
- 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. In addition, the President shall assume all responsibilities detailed for this position on the "Officer Responsibilities List" attached to these By Laws.
- Section 3 - The Vice President, in the absence or disability of the President, shall act for the President. In addition, the Vice President shall assume all responsibilities detailed for this position on the "Officer Responsibilities List" attached to these By Laws.
- 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. In addition, the Treasurer shall assume all responsibilities detailed for this position on the "Officer Responsibilities List" attached to these By Laws.
- Section 5 - The Education Director shall compile the annual proposed education agenda for the organization, and shall arrange the monthly educational programs to be presented. In addition, the Education Director shall assume all responsibilities detailed for this position on the "Officer Responsibilities List" attached to these By Laws.
- Section 6 - The Secretary shall maintain written NMCOA Board Meeting minutes, provide meeting minutes to the membership at each NMCOA meeting, and submit annually, to the International Code Council (ICC), updates to the NMCOA Membership as required to maintain chapter status. In addition, the Secretary

shall assume all responsibilities detailed for this position on the “Officer Responsibilities List” attached to these By Laws.

- Section 7 - The Director at Large shall assist the Board in any duties assigned to this position. In addition, the Director at Large shall assume all responsibilities detailed for this position on the “Officer Responsibilities List” attached to these By Laws.
- Section 8 - The Past President shall assist the Board in any duties assigned by the Board, and shall act in an advisory capacity to educate incoming Board Members on the various duties assigned to each position. In addition, the Past President shall assume all responsibilities detailed for this position on the “Officer Responsibilities List” attached to these By Laws.
- Section 9 - 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 10 - All Board Members shall be given an annual stipend in the amount of \$300.00 as compensation for time spent in completing the duties associated with each Board position.

Article XI – Committees and Appointments

- Section 1 - When a committee is created by the Board of Directors each appointed committee chair shall elect the members of his/her committee.
- Section 2 - The Board of Directors shall have the option to appoint a NMCOA member to assist in the operation and maintenance of the NMCOA website.
- Section 3 - The Board of Directors shall have the option to appoint a NMCOA member as a liaison for communication with the International Code Council for maintaining and annual renewal of the ICC Preferred Provider Program.
- Section 4 - The Board of Directors shall have the option to appoint a NMCOA member to assist in the operation of the organization in the event that a Board vacancy occurs prior to the next election year.

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 officer or chairman who misses two consecutive Board or General meetings without just cause may be removed by the Board of Directors.
- Section 2 - Any elected officer may be removed from office if found guilty of misfeasance or malfeasance by the Board of Directors.
- Section 3 - 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 4 - 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.

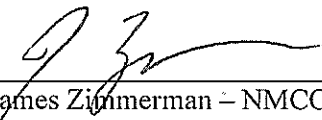
These By – Laws, as amended on December 9, 2022, and as approved by the organization’s general membership at the annual meeting of the membership, shall be considered binding and unchanged without the approval of the general membership, as required by Article XV, Section 1 of said By-Laws.



Bryon Stein – NMCOA President 2023 - 2024

1/20/23

Date



James Zimmerman – NMCOA Secretary 2023- 2024

1/20/23

Date

NMCOA BOARD OFFICER'S DUTIES

President - (Article X, 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 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; shall represent NMCOA at the Fall ICC Conferences or shall appoint a Board representative in his place if he/she is unable to attend. The NMCOA president shall be responsible to monitor the NMCOA email account and provide oversight of all other Board positions to assure that all tasks are being completed in a timely manner for the good of the organization. Provide updated information for posting on the NMCOA website to the website manager,

Vice President - (Article X, Section 3)

The Vice President, in the absence or disability of the President, shall act for the President. The NMCOA Vice President shall be responsible for the NMCOA MADCAD subscription by preparing mailings for annual renewal (Renewal Forms, Invoices, follow up correspondence), maintaining the subscriber list, and communication with MADCAD representatives with updates to the user list as needed, provide updated information for posting on the NMCOA website to the website manager,

Treasurer - (Article X, 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 in a commercial Bonding Company, the premium to be paid by the Association. He/she shall render reports when required, and shall present written financial reports for the current year at each annual meeting. The NMCOA Treasurer shall be responsible for maintaining the NMCOA financial records, provide monthly financial reports, receive membership and MADCAD fees for deposit, provide updated information for posting on the NMCOA website to the website manager, and work with the NMCOA Secretary on the combined responsibilities listed under the Secretary duties.

Education Director - (Article X, Section 5)

The NMCOA Education Director shall be responsible for creating the annual proposed program schedule, maintain a listing of the educational programs presented within the 3 year license cycle, contact presenters and set up all educational presentations, maintain the monthly program attendee list, provide the completed monthly program attendee list the website manager for posting on the NMCOA website.

Secretary - (Article X, Section 6)

The Secretary takes the minutes at all meetings of the Board of Directors and presents the minutes to the membership at the following general meeting. He/she submits the ICC the annual reports of the Association's activities and membership as required to maintain Chapter status. These reports must be submitted at the appropriate times as requested by ICC. He/she is responsible for all other correspondence other than monetary issues. The NMCOA Secretary shall be responsible to maintain the NMCOA membership records, record the monthly meeting minutes, provide updated information for posting on the NMCOA website to the website manager, and work with the Treasurer on the following combined responsibilities with the Treasurer, which will provide two person oversight for funds received and deposited.

(May Be Combined due to lack of Board Members) Treasurer and Secretary Combined Duties: The NMCOA Treasurer and Secretary shall be responsible and work together to prepare the annual membership forms, send annual membership notifications, process the membership applications and MADCAD renewals, maintain the membership list, communicate membership updates with the Education Director and Communicate MACAD renewals with the Vice President for updates to the MADCAD database.

Director at Large - (Article X, Section 7)

Acts as the Board of Directors representative to the General Membership. Votes at all Board meetings and performs tasks as assigned by the Board. The NMCOA Director at Large shall work with the Education Director to assure that all Education Chair responsibilities are being addressed in a timely manner.

Past President - (Article X, Section 8)

The Past President participates in all Board of Director's meetings and may perform tasks as requested by the Board. The Past President also acts as an advisor to the President on matters when requested to do so. The Past President shall act in an advisory capacity to educate incoming Board Members on the various duties assigned to each position. The Past President is responsible for seeking possible candidates for election to the Board of Directors, and preparing the proposed slate of officers for upcoming election at the end of his/her term.

Website and Webinar Manager (Appointed - Not a Board Position): The Website and Webinar manager shall be appointed by the NMCOA Board of Directors and shall be responsible to provide and maintain the NMCOA website with up to date information, as provided by the Board of Directors on at least a monthly basis. This person shall also be responsible to organize webinars using the Go to Webinar App (or similar app) when the use of virtual presentations may be necessary.

ICC Preferred Provider Representative (Appointed - Not a Board Position): The ICC Preferred Provider Representative shall be appointed by the NMCOA Board of Directors and shall be responsible to act as a NMCOA Liaison with ICC, to register the monthly educational presentations with ICC for the benefit of the NMCOA members who desire continuing education credits for the renewal of their ICC certifications.

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