

CONSTITUTION AND BY-LAWS
OF THE NORTH TEXAS CHAPTER
OF THE INTERNATIONAL CODE COUNCIL

ARTICLE I

Name and Objectives

Section 1. This organization shall be known as the North Texas Chapter of the International Code Council.

Section 2. The objectives of the organization are:

- (a) To place the public welfare above all other interests and to apply the special knowledge and skill of the Code Official to the benefit of all mankind.
- (b) To build up the prestige of the Code Official, to provide sufficient qualified personnel adequately compensated, to establish minimum standards of what a building department is and to secure adequate recognition and proper place in the administrative organization.
- (c) To investigate and discuss the principles underlying safety in the construction, occupancy and location of buildings and related structures.
- (d) To develop, recommend and promote uniform regulations and legislation pertaining to building construction, and to encourage uniformity in zoning practice and code interpretation.
- (e) To develop, maintain, and promote the adoption and development of the International Codes® and related documents, and to become Active Class A members of the International Code Council.
- (f) To support the activities of the International Code Council.
- (g) To advise and assist in administration of building laws and ordinances.
- (h) To promote and maintain building regulations on a local level.
- (i) To do all such other things as are incidental to or desire for the attainment of the above objectives.

ARTICLE II

Membership

Section 1. Classes of Membership. There shall be the following classes of membership:

(a) Class "A" Members or Active Members

The Code Official or his equivalent, or specific delegate of such Official, of any city, county or other code regulating/enforcing entity engaged in the administration or formulation of laws and ordinances relating to building construction represented by this organization, shall qualify to become a Class "A" or Active member. Each such city, county or other code regulating/enforcing entity shall be entitled to only one active Class "A" or Active membership and when that code regulating/enforcing entity becomes a member then all employees of that entity automatically become members with non-voting privileges.

(b) Professional Members

Any member of the construction industry or any other person interested in or allied with building construction or building inspection shall qualify to become a Professional member.

(d) Honorary Members

Any individual who has rendered outstanding and meritorious services in the furtherance of the objectives of the Chapter, and who shall be proposed by the membership and confirmed by majority vote at any regular meeting or special meeting shall become an honorary member.

Section 2. All members shall be entitled to participate in meetings and discussions and to serve on committees.

Section 3. Each city and county shall be entitled to one vote by its Class "A" or Active member on all matters. Any Class "A" or Active member may make or second motions for such matters.

Section 4. Annual dues for membership shall be set forth in Article VI.

ARTICLE III

Officers

Section 1. The officers shall be the President, Vice President, Secretary, Treasurer, Professional Officer and At-Large Board Member. All officers, except for the Professional Officer shall be Class "A" or active entity members at the time of their election to office. No two officers may be employed by the same governmental entity. If a change in employment by any one officer results in two officers from the same governmental entity, the officer that changed employment shall vacate the respective office. The Immediate Past President shall automatically be instituted as an officer of the chapter. The remaining five (5) Officers seats shall be filled by election of the membership at the Annual Chapter Business Meeting, after nominations are considered and recommended by the nomination committee as established by the President. Section 2. The President, Vice President, Secretary, Treasurer, Professional Officer and At-Large Board Member shall be elected for a term of one (1) year. The maximum number of consecutive terms that a member may serve as President, Vice President, Secretary or Treasurer shall be limited to two (2) terms. The terms of office will begin on the first day of January of each year and/ or immediately after being sworn in at the annual business meeting.

Section 3. A vacancy that occurs during a term 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 Secretary shall be filled by the Treasurer. A vacancy in the office of Treasurer shall be filled by a majority vote of the Class "A" and active membership present at any regular meeting or special meeting. A vacancy in the office of Professional Officer shall be filled by a majority vote of the Class "A" and active membership present at any regular meeting or special meeting. A vacancy in the office of At-Large Board Member shall be filled by a majority vote of the Class "A" and active membership present at any regular meeting or special meeting. The Board, at its discretion may fill vacant officer seats by temporary appointment, such member(s) shall serve until the next Annual Chapter Business Meeting.

Section 4. Election of officers shall be held no later than the last meeting of each calendar year.

Section 5. When an officer ceases to be employed as the Code Official or his equivalent, or is withdrawn by the Code Official as a specific delegate, or is no longer a full-time employee of a city, county government, or other code regulating/enforcing entity engaged in the administration or formulation of laws and ordinances relating to building construction, the officer shall automatically be relieved from office.

ARTICLE IV

Meetings

Section 1. Regular meetings shall be held at a time and place selected by the board to transact such business as the organization may select. Special meetings shall be held and when called by the President or when requested by a majority of the membership, but only after proper notification as defined in Article IV, Section 3.

Section 2. Complete records of all proceedings and actions that transpire at all meetings shall be retained by the Secretary.

Section 3. Proper notification shall mean either notice by telephone, mail or electronic mail (e-mail) to two-thirds of the voting membership. The President may also call a special meeting for emergency purposes, provided the President makes declaration of the emergency and makes a reasonable attempt to notify at least one-half of the voting membership. The declaration of emergency shall be read into the minutes of the special meeting to which it pertains.

Section 4. For purpose of holding a regular meeting or special meeting, the conditions of a quorum shall be met when no fewer than ten Class "A" or Active members are present, at least one of whom shall be an officer of the chapter.

ARTICLE V

Amendments

Section 1. Proposed amendments of the Constitution and By-Laws may be submitted at any regular meeting or special meeting. The proposed amendments shall be discussed by the membership present. All members shall be notified of the proposed amendments and of the date, time and place of the meeting to vote on the proposed changes. The proposed amendments shall be voted upon at the next regular meeting by the membership and must receive a majority vote of two-thirds of the Class "A" or Active members present qualified under Article II, Section 3, for the final adoption. Amendments shall be submitted to the Board of Directors of the International Code Council for approval. The effective date of amendments shall be thirty (30) days after ratification by the Board of Directors of the International Code Council.

ARTICLE VI

Dues

Section 1. Each Class "A" or Active member, and each Professional member shall be assessed for annual dues in the amounts established in accordance with Article VI, Section 4. No person may be assessed for dues in more than one membership category. Fees shall not be assessed for Honorary members.

Section 2. Dues shall be due and payable on the first day of January of each year and, if not paid, shall be delinquent on the first day of April of that year. Any member whose dues have become delinquent shall have no voting rights. Any member whose dues have not been paid by the first day of January the following year shall be removed from membership.

Section 3. A member who has been removed from membership because of nonpayment of dues may be reinstated at any time after payment of the current year's dues.

Section 4. The dollar amount of the annual dues for Class "A" or Active members and Professional members shall be specified or may be changed by a majority vote of the Class "A" or Active members present at any regular meeting. In no case shall such dues be less than three dollars per year. Dues for any class of members need not necessarily be equal to dues for any other class of members.

ARTICLE VII

Annual Reports

Section 1. The Treasurer shall render a financial report to the membership at the first meeting of the year following the Treasurer's year of service, and at any other meeting when requested by the President, by the Finance Committee, or by majority vote of the Class "A" or Active membership present. Requests for unscheduled reports shall be made in sufficient time to allow the Treasurer time to compile and correlate pertinent data.

ARTICLE VIII

Committees

Section 1. The President shall have the authority to appoint committees as necessary to conduct studies, perform tasks, and make recommendations to the

officers and members. Committees may be on either an annual basis or an ad hoc basis.

Section 2. The President shall appoint a Finance Committee of not less than three members to serve each year for the entire year for the entire calendar year. The committee shall function as a review and advisory body, and shall have the authority to approve expenditures as set forth in Article IX, Section 3. The Finance Committee shall also review the records of the Treasurer at least once each year prior to the annual Treasurer's Report, and shall report any discrepancies to the membership at a regular or special meeting. Additionally, the Finance Committee shall make recommendations to the membership at least once each year relative to change in the amounts of annual dues.

ARTICLE IX

Approval of Expenditures

Section 1. The Vice President, Secretary or Treasurer shall have the authority to commit funds and approve individual expenditures of up to, one thousand dollars (\$1000.00) but not exceeding a cumulative total of fifteen percent (15%) of the treasury in any calendar month.

Section 2. The President shall have the authority to commit funds and approve individual expenditures of up to twenty-five hundred dollars (\$2500.00) but not exceeding a cumulative total of twenty-five percent (25%) of the treasury in any calendar month.

Section 3. The Finance Committee shall have the authority to commit funds and approve individual expenditures of up to five thousand dollars (\$5000.00), but not exceeding a cumulative total of fifty percent (50%) of the treasury in any calendar month.

Section 4. The Class "A" or Active membership, by a majority vote, shall have the authority to commit funds and approve individual expenditures for any amount not exceeding seventy-five percent (75%) of the treasury at the time of the commitment or approval; provided however, that the treasury shall in no event be depleted below a balance of five hundred dollars (\$500.00).

ARTICLE X

Order of Business

Section 1. Parliamentary procedure shall be as defined in Robert's Rules of Order.


Section 2. The order of business of this organization shall be as follows:

- 1 Roll call of officers
- 2 Approval of minutes of previous meeting
- 3 Announcements
- 4 Reports of officers and committees
- 5 Program
- 6 Unfinished business
- 7 New business
- 8 Election of officers
- 9 Adjournment

PASSED AND ADOPTED THIS DAY March 19, 2025


Wayne K. Snell Jr., President


Gary Cowley, Vice President


March 19, 2025

Attest: Michael D. Sizemore, Secretary

I certify that the foregoing is a true and correct copy of the Constitution and By Laws of the North Texas Chapter of the International Code Council as amended and voted this March 19, 2025 by two thirds of the Class "A" membership present.

