

**THE
MONMOUTH
OCEAN
COUNTY
BUILDING
OFFICIALS
ASSOCIATION**

CONSTITUTION AND BY-LAWS

REVISED 11/03/04

AMENDED 11/02/05

AMENDED 02/07/14

THE MONMOUTH-OCEAN COUNTY BUILDING OFFICIALS ASSOCIATION

TABLE OF CONTENTS

<i>ARTICLE I:</i>	NAME	1
<i>ARTICLE II:</i>	OBJECTIVES	1
<i>ARTICLE III:</i>	ORGANIZATION	1
<i>ARTICLE IV:</i>	MEMBERSHIP	2
	1 - Active Regular Membership	
	2 - Subscribing Membership	
	3 - Life Membership	
	4 - Honorary Membership	
<i>ARTICLE V:</i>	DUES ASSESSMENT AND TERMINATION OF MEMBERSHIP	3
<i>ARTICLE VI:</i>	DUTIES OF OFFICERS	3-4
	1 - President	
	2- First Vice President	
	3- Second Vice President	
	4 - Secretary	
	5 - Treasurer	
	6 - Trustees	
<i>ARTICLE VII:</i>	COMMITTEES AND DUTIES	4-8
	1 - Executive	
	2 - Legislative	
	3 -Audit	
	4 -Education	
	5 - Membership	

(i)

6 - By-Laws

7 - Historical

8 - Good and Welfare

9 - Program

10 - Public Relations

11 - Code Change

12 - Nominating

13 - AdHoc (liaison)

a. Building Safety Conference Week

b. Shore Builders Association (SBA)

c. Architect's Association

d. State Association (BOANJ)

F. NJ Department of Community Affairs (DCA)

G. International Code Council (ICC)

14- Others

ARTICLE VIII: MEETING8

1 - Annual

2 - Regular

3 - Special

4 - Executive

5 - Committee

ARTICLE IX: AMENDMENTS9

(ii)
CONSTITUTION AND BY-LAWS
of the
MONMOUTH-OCEAN COUNTY BUILDING
OFFICIALS

ARTICLE I

NAME

The name of the association shall be

"THE MONMOUTH-OCEAN COUNTY BUILDING OFFICIALS"

ARTICLE II

OBJECTIVES

Our objective shall be to improve the standards of building codes practices; to provide a clearing house for the collection and distribution of useful information relating to building code principles; to educate the public on the true nature and importance of the work performed by the building code officials; to sponsor legislative proposals designed to improve building codes techniques; to elevate the standard of personal requirement of building code officials; to cooperate with other public and private agencies interested in improving building code administration; in every proper way to promote justice and equity in all building code programs; and as an ICC chapter, operate within the guidelines of our parent organization.

ARTICLE III

ORGANIZATION

Section 1.

The Administrative Officers of this association shall consist of the President, Two (2) Vice President, Secretary, Treasurer, and four (4) Trustees. All officers shall be elected for a period of one year at the December meeting. All terms shall be twelve (12) months.

Section 2.

The Trustees shall be the two (2) immediate past Presidents., and two (2) members selected from the members in good standing, whose terms shall be one (1) year. The President shall appoint the Trustees at the Annual Meeting in January, after the installation of the Officers.

ARTICLE IV

MEMBERSHIP

MEMBERSHIP:

There shall be four (4) classifications of membership: Active regular member, subscribing member, Life member, and Honorary Member.

1. **ACTIVE REGULAR MEMBERSHIP:**

Any person duly licensed by Department of Community Affairs (DCA) shall be eligible for active regular membership, and shall be afforded all rights and privileges.

2. **SUBSCRIBING MEMBERSHIP:**

Any person, firm, or corporation interested in the maintenance, promotion, and improvement of the standards of construction, housing, city planning, zoning, representatives or manufacturers, architects, engineers, general contractors, financial institutions, insurance companies, and all others engaged in the building industry shall be eligible for subscribing membership. Subscribing members shall have all of the rights and privileges of active regular members, with the single exception of the right to hold elected office.

3. **LIFE MEMBERSHIP:**

A member in good standing for a minimum of ten (10) years shall be elected Life member to this association upon his or her retirement. Life members shall retain all of the rights and privileges of regular members, and shall be exempt from the payment of annual dues.

4. **HONORARY MEMBERSHIP:**

Honorary memberships may be conferred after approval of the Executive Committee by a $2/3$ majority, presentation to the membership, and a simple majority vote of the active members present at any regular or special meeting of the association. Such honorary members have the right to voice or expression but not the right to vote or hold office. They shall be exempt from the payment of any annual dues.

Any member who is found guilty of a crime, or pleads guilty to a crime, involving any or all of his/her DCA licenses, shall be deemed to have resigned membership in this organization and shall not be allowed to rejoin.

ARTICLE V

DUES ASSESSMENT AND TERMINATION OF MEMBERSHIP

DUES:

The annual dues of the association shall be set at the January regular business meeting. If dues are not paid for a period of twelve (12) months, membership may be terminated.

ARTICLE VI **DUTIES OF OFFICERS**

1. PRESIDENT:

The President shall be the Chairman of the Executive Board and preside over all meetings of the membership held for the purpose of transacting association business. He or she shall appoint all committees either on his or her own initiative, or at the request of the Executive Board. The President shall be ex-officio member of all committees.

2. FIRST VICE PRESIDENT:

The First Vice President shall assume and exercise all the powers and duties of the President in the event of his or her absence, and shall perform such other duties as may be assigned to him or her by the Executive Board. The First Vice President shall be Ex-officio member of all committees.

3. SECOND VICE PRESIDENT:

The Second Vice President shall be a representative from Ocean County whom shall promote and represent MCOBOA interest within Ocean County as so authorized by the President, First Vice President and or the Executive Board. This appointment shall be a one-year term and include other duties appropriately assigned to him or her for the initial calendar year 2014; upon expiration of this appointed term, the Office of the Second Vice President shall be elected in the same manner as all other Officers within the organization and must be a working Code Official within Ocean County.

4. SECRETARY:

The Secretary of the Association shall give notice and keep minutes of all meetings, have custody of the records, and shall take care of all correspondence for the association.

5. TREASURER:

The treasurer shall be the chief financial agent of the Association and shall exercise such

authority and perform such duties as may be prescribed by the Executive Committee. The Treasurer shall have custody of all funds, securities, and legal financial instruments of the Association, and be responsible for their safe keeping. He or she shall determine the manner of depositing and safekeeping of such funds, subject to the approval of the Executive Committee.

6. TRUSTEES:

The Trustees shall be on the Executive Committee and shall help the Officers where necessary in the function of the Association.

ARTICLE VII

COMMITTEES & DUTIES OF:

- EXECUTIVE COMMITTEE:

The executive committee shall consist of the duly elected officers, the trustees, and (3) three members at large.

Duties:

Section 1:

The executive committee shall manage the affairs, property, and interests of the association.

Section 2:

Members at large shall serve for a one (1) year period.

Section 3:

A majority of the Executive Committee shall be necessary at all Executive Committee meetings, as well as all regular business meetings, to constitute a quorum for the transaction of business.

Section 4:

Special Meeting of the Executive Committee may be called at any time by the President or by any five (5) Executive committee members; to be held at such time and place as may be designated. Notice of all special meetings of the Executive Committee shall be given to each committee member ten (10) days in advance by letter, e-mail, or delivered personally by the Secretary, or by any member of the executive committee.

Section 5:

A majority of the Executive Committee shall have the full power to fill any vacancies among the officers or Executive Committee Members of the Association until the next regular election.

2 - LEGISLAIVE COMMITTEE:

Each year, the President shall appoint a Legislative Committee.
Duties:

The Legislative Committee shall analyze all legislative requests and concerns of members. If the requests have merit, committee shall prepare tentative bills for submission to the Executive Board. After passage by the Executive Board and approval by the Association at a regular or special meeting, any bills shall be handled by the chairman in the best manner possible for passage.

3 - AUDIT COMMITTEE:

The Audit Committee shall consist of two (2) trustees and the President shall appoint one (1) member from the membership of the association.

Duties:

The Audit Committee shall audit the books in January to verify treasurer's accounting.

4 - EDUCATION COMMITTEE:

Each year, the President shall appoint an Education committee.

Duties:

This committee shall arrange and schedule as many educational programs as the Association's calendar permits.

5 - MEMBERSHIP COMMITTEE:

Each year, the President shall appoint a membership committee.

Duties:

The membership committee shall seek new members to the association.

6 - BY-LAWS COMMITTEE:

Each year, the President shall appoint a By-Laws committee.

Duties:

Duties shall be to study and evaluate the needs of the Association, and to recommend to the Executive Committee changes to the Constitution and By-Laws deemed necessary to further those needs.

7 - HISTORICAL COMMITTEE:

The Historical Committee shall consist of the President and three (3) immediate past Presidents.

Duties:

It shall be the duty of this committee to keep records and events of the Association since its inception to the present time in chronological order.

8 - GOOD & WELFARE COMMITTEE:

Each year, the President shall appoint a Good & Welfare Committee.

Duties:

To keep the membership advised of any member of the Association who is ill or has passed away. The Good & Welfare Committee shall convey the Association's best fitting wishes and/or condolences as deemed.

9 - PROGRAM COMMITTEE:

Each year, the President may appoint a program committee,

Duties:

The Program Committee shall arrange all details connected with the annual, monthly, and special meetings as to time, place, and program.

10 - PUBLIC RELATIONS COMMITTEE:

Each year, the President may appoint a Public Relation Committee.

Duties:

The duties of the Public Relations Committee shall be to have announcements and other information pertaining to the Association published in the local newspapers and other areas.

11- CODE CHANGE COMMITTEE:

The President may appoint four (4) members to act as the Code Change Committee. The members shall be one (1) from each sub-code.

Duties:

The duties of the Code Change Committee shall be to recommend changes to each of the international codes.

J2 - NOMINATING COMMITTEE:

The president shall appoint a Nominating Committee at the September meeting.

Duties:

The Nominating Committee shall select not less than one (1) name from among the active Regular membership in good standing, or Life membership as a candidate for each office and renewable seat on the Executive Committee, to be filled at the annual meeting. Additional nominations may be made from the floor at the November meeting by any regular member in good standing.

13 - COMMITTEES: (liaison)

- A. Building Safety Conference Week
- B. Shore Builders Association (SBA)
- C. Architect's Association
- D. Building Officials Association of New Jersey (BOANJ)
- E. Department of Community Affairs (DCA)
- F. International Code Council (ICC)

14 - OTHER COMMITTEES:

Special Committees:

Each year the President shall appoint such other committees as he or she deems necessary to achieve the purposes, aims or objectives of the Association.

ARTICLE VIII

MEETINGS

1 - ANNUAL MEETING:

The Annual meeting shall be held on the First Wednesday in January.

2 - REGULAR MEETINGS:

Regular meetings shall normally be held on the first Wednesday of the month, except no regular meetings for the months of July and August.

3 - SPECIAL MEETINGS:

Special meetings of the association shall be held at the call of the President, Executive Committee, or upon request in writing by any five (5) members of the Association. At least five (5) days' notice of the time, place and purpose of the meeting shall be given to all members of the association by the secretary. Such notice may be given in person or by telephone, e-mail, or by mail sent to the member's last known address.

4 - EXECUTIVE COMMITTEE MEETINGS:

The Executive Committee shall meet, as needed, to handle the business of the Association.

5 - REGULAR COMMITTEE MEETINGS:

Committees shall meet as needed.

ARTICLE IX

AMENDMENTS

Section 1:

These By-Laws may be amended, revised, or specific provisions thereof temporarily set aside, by a $2/3$ majority vote of the regular members in good standing present, provided that notice of any proposed amendment or revision shall have been sent to all regular members not less than thirty (30) days prior to such meeting.

Section 2:

Amendments may be proposed by petition, signed by not less than five (5) regular active members. Such petitions shall be placed in the hands of the secretary, who shall notify all regular members, not less than thirty (30) days prior, that such proposed amendments will be brought to the floor at the next meeting of members.