



CONSTITUTION  
And  
BY-LAWS

TRI COUNTY CHAPTER  
Representing  
ORANGE - SULLIVAN - ULSTER COUNTIES

Of the  
NEW YORK STATE  
BUILDING OFFICIALS CONFERENCE, INC.

## CONSTITUTION

### Article I: Name

Section 1: The name of the Corporation shall be the New York State Building Officials Conference, Inc., of which this affiliate shall be known as the Tri County Chapter, subject to the rules and regulations of the parent Corporation. The area of recruitment and activity for the Chapter shall be the counties of Orange, Sullivan, and Ulster.

### Section 2: Incorporation

Pursuant to the New York State Membership Corporation Law, a Certificate of Incorporation of the New York State Building Officials Conference was filed with the Secretary of State on November 21, 1947.

Section 3: The Corporation became the 9th Charter Chapter of the Building Officials and Code Administrators International on May 29, 1969.

### Article II: Purpose and Methods of Attainment

Section 1: The purposes of this Corporation and this Chapter of the Corporation shall be;

- a. To cooperate and assist the Eastern States Building Officials Federation, the Building Officials and Code Administrators International, the New York State Conference of Mayors and other Municipal Officials, Council of American Building Officials, the Fireman's Association of the State of New York (FASNY), the New York State Fire Marshals Association, the Northeast Region 6 of the International Codes Council, the Association of Towns of the State of New York, the National Academy of Code Administration, and the New York State Assessors Association in achieving their aims and ideals to the extent that 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 the building official, making said position compatible with the responsibilities and obligations placed upon the official;
- d. to promote efficiency and uniformity in the administration of building 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 and officials of all New York State municipalities;
- h. to foster the acceptance of performance standards for building materials, building equipment

and construction methods and;

- i. in collaboration with other interested agencies, to formulate and conduct programs of related subjects for the edification of the membership in the field of building construction.

#### Section 2: Methods of Attainment.

The methods of achieving the purposes and aims of this Corporation shall be:

- a. by distributing information to the members and to the public in general concerning public safety, health, and welfare;
- b. by sponsoring and supporting legislation of benefit to members and the general public;
- c. by furnishing legal assistance to members during litigation in which the welfare of the Corporation is involved;
- d. by holding meetings at various times and locations;
- e. by publicizing the existence and activities of this Corporation through contact with public officials in other branches of government and with the general public;
- f. by collection of annual dues;
- g. by such other means as the Chapter Executive Board may from time to time determine, not inconsistent with the express purposes of this Corporation and;
- h. by enrollment with the following affiliates: the Building Officials and Code Administrators International, the New York State Building Officials Conference (NYSBOC), International Codes Council (ICC), the Eastern States Building Officials Federation, the Association of Towns of the State of New York, the New York State Conference of Mayors, other Municipal Officials, the National Academy of Code Administration, Council of American Building Officials, the Fireman's Association of the State of New York (FASNY), the New York State Fire Marshalls Association, and the New York States Assessors Association.

### Article III Membership

#### Section 1: Active Membership

Active membership in the Chapter shall be restricted to public officials actively engaged in an official capacity within the State of New York 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, and to public officials other than building officials.

#### Section 3: Cooperating Membership

Cooperating Membership shall be restricted to architects, engineers, and representatives of non-profit technical and professional organizations which are interested in building codes and

building construction standards.

#### Section 4: Participating Membership

Participating Memberships shall principally include representatives of manufacturers, contractors, financial institutions, insurance companies and other persons or firms similarly engaged in the building industry.

#### Section 5: Honorary Members

Honorary Membership may be conferred upon individuals of distinction who have rendered outstanding services in the furtherance of the purposes and objectives of this Chapter. Such membership shall be conferred by a majority vote of the active members present at any regular or special meeting. Nominations for such membership shall be made to the Executive Board of the Chapter and their approval obtained before said nominations are brought before the membership for approval. Active members in good standing who were elected to honorary status shall retain all privileges of Active Membership.

#### Section 6: Election of Members

Application for membership made pursuant to the foregoing Sections of the Article and type of membership selected for members shall be subject to the approval of the Executive Board. The Chapter Secretary shall promptly notify applicants of any decision made by the Executive Board under this Section.

#### Section 7: Form of Application of Membership

The Executive Board shall describe the form of application for membership. Each new member shall receive and shall be entitled to a copy of the Chapter Constitution & By-Laws and any education offered by the Chapter or any other NYSBOC Chapter.

#### Section 8: Members of Recognized Charters of the Corporation.

Those persons, who could qualify as active members of this Corporation who are, or who become members of a recognized Chapter of this Corporation, must also be active members in this Corporation while holding membership in good standing in the particular Chapter.

### Article IV Voting Rights

Section 1: Only active members of the Chapter or those associate or honorary members who were formerly regular members of the Corporation and who have completed at least ten (10) years of service as a building or code enforcement official shall have the right to vote.

#### Section 2: Discussion Privileges

At all regular meetings of the Chapter, members of all classes shall be entitled to the privileges of the floor for discussion but only those qualified may vote.

### Article V Dues

#### Section 1: Annual Scale of Dues

The annual dues for each class of membership in the Chapter shall be as follows;

- 1) Active Member \$60.00
- 2) Associate Member \$60.00
- 3) Cooperating Member \$70.00

- 4) Participating Member \$70.00
- 5) Honorary Member No Fee

#### Section 2: Payment of Dues

Dues shall become due and payable on January 1<sup>st</sup> for the calendar year, covering the period January 1 to December 31. Dues must be submitted no later than March 1st of each calendar year.

#### Section 3: Default in Dues Payment.

Any member who defaults in payment of the annual dues for a period of three (3) months shall not thereafter be considered as a member in good standing. Failure of a member to pay such dues within thirty (30) days following the payment due notification by the Secretary, shall be deemed to constitute a resignation, and such person may thereafter be reinstated as a new member only by a majority vote of the Executive Board.

### Article VI Meetings

Section 1: Meetings of the Chapter may be held on a monthly basis at various locations at the pleasure of the membership, usually on the fourth Wednesday of the month. The Secretary shall notify the members in writing of such coming meeting at least ten (10) days in advance. A quorum for a regular meeting shall consist of at least two (2) elected officers, and ten (10) regular members.

Section 2: Special meetings of the Chapter may be called by the Executive Board, or by petition of at least fifteen (15) regular members. The Secretary shall establish, within ten (10) days of the receipt of the request, a time and place for such meeting, and shall serve written notice of the meeting upon each member not less than (10) days prior to said meeting. A quorum for a special meeting shall be the same as required for a regular meeting, except that one of the officers present must be the President or a Vice President.

### Article VII Boards & Committees

#### Section 1: Chapter Executive Board

The property, business and affairs of this Chapter shall be managed and transacted by the Executive Board, composed of the following persons:

- a. President
- b. 1st Vice President
- c. 2nd Vice President
- d. Secretary
- e. Treasurer

#### Section 2: Officers of the Board

The Chapter President shall be and act as Chairman of the Executive Board and the Chapter Secretary shall be and act as Secretary of the Board. In the absence of the President, the 1st or 2nd Vice President shall act in accordance with Article VIII, Sections 4 and 5. In the absence of the Secretary, the Chairman may select a Board member as Acting Secretary pro-tem.

### Section 3: Vote of the Board

All decisions and acts of the Board shall require the assenting vote of a majority thereof of those present, and any votes pre-registered with the Secretary from those Board Members not present. Votes may be rendered at the Board Meeting, or by mail addressed to the Secretary and received prior to the date of the meeting.

### Section 4: Meetings of the Board

The Executive Board shall meet at such times and places as it may determine and also upon the advance call of the President or a majority of the members thereof. At all meetings, a majority of the Board or at least three (3) members shall constitute a quorum, which shall include the President or at least one (1) Vice President.

### Section 5: Expenditures

- a. The Finance Committee shall determine, control, authorize and approve all expenditures to officers and others for services, travel or otherwise, in the furtherance of the business of the Chapter. Requests for proposed expenditures which are beyond the normal operating expenses of the Chapter shall first be submitted to the Finance Committee for the review, and their recommendations shall be subsequently presented to the Executive Board for approval.
- b. All ordinary expenditures necessary or required in the conduct of the regular business of the Chapter shall be authorized by the President and noted in the regular report of the Treasurer.

### Section 6: Records

The records of the Secretary, Treasurer, and Historian shall be the exclusive property of the Chapter, and shall be kept in a permanent file, in chronological order.

## Article VIII Officers and Their Duties

### Section 1: Duties of Officers

- a. The officers of the Chapter shall consist of a President, 1st Vice-President, 2nd Vice-President, Secretary, and Treasurer, who shall be elected and who shall hold office until their duly qualified successors are elected.
- b. Elected officials shall hold office for two (2) years, with elections to be held on odd numbered years, beginning in 1977.
- c. The President may, as desired, appoint a Corresponding Secretary to assist him in such clerical matters as typing, filing, etc. The Corresponding Secretary shall not be a member of the Executive Board.

### Section 2: Change of Membership Status

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

### Section 3: President

The President shall preside at all meetings of the Chapter and the Executive Board. He shall appoint all committees, including the Chairman thereof, except as hereinafter provided, and shall

perform such other duties as may be required of him by the Executive Board or by these rules. The President shall be the ex-officio member of all committees except the Nominating and Election Committees.

#### Section 4: 1st Vice President

The 1st Vice President shall perform the duties of the President during this latter's absence or inability to serve and shall perform such other duties as may be required of him by the President or Executive Board.

#### Section 5: 2nd Vice President

The 2nd Vice President shall perform the duties of the 1st Vice President during the latter's absence or inability to serve. He shall also be responsible for keeping in stock and available copies of the Constitution and By-Laws that are to be given to new members. The 2nd Vice President shall also perform such other duties as may be required of him by the President or Executive Board.

#### Section 6: Secretary

The Secretary shall keep the minutes and records of all meetings of the Chapter and Executive Board, and shall conduct the correspondence thereof as directed by the President or Executive Board. The Secretary shall also be responsible for issuing identification tags to all members, keeping said tags in stock and available. At the end of each term of office, the Secretary shall prepare an updated list of the entire Chapter membership for distribution to the general membership.

#### Section 7: Treasurer

The Treasurer shall receive and administer the funds of the Chapter in accordance with the provisions of these rules and shall give current financial report at all regular meetings. If so directed, the Treasurer shall furnish the Chapter with a Surety Bond, the expense of which shall be borne by the Chapter. The face value of such bond shall be determined by the Executive Board. The Treasurer shall also keep in stock and available Certificates of Membership for distribution to new members.

#### Section 8: Historian

The Historian shall collect, preserve, and correlate all data of historical importance connected with the Chapter and Corporation past and present.

#### Section 9: Immediate Past President

The Immediate Past President shall perform such duties as may be required of him by the President or the Executive Board.

#### Section 10: State Delegate(s)

The State Delegate(s), elected by the Chapter, shall serve on the Board of Delegates and represent the interests of this Chapter. They shall also perform such other duties as may be required of him by the President or the Executive Board.

#### Section 11: Reports

The President and the Treasurer shall submit an annual report to the Chapter. All reports shall be filed with the Chapter Secretary.

## Section 12: Other Duties

All officers shall perform such other duties as may be required by the President or the Executive Board.

## Section 13: Removal

Any officer may be removed from office by a two-thirds (2/3) vote of the voting members at a regular or special meeting of the Chapter provided that a quorum is present, that advance notification has been sent to the membership of the impending action, that all charges have been presented in writing to the involved party and that said officer has been given a reasonable time to present his case.

## Section 14: Vacancies

A vacancy in office, except the Presidency, may be filled by appointment by the President, with approval of the Executive Board, for the remainder of the unexpired term of office. A vacancy in the Presidency shall be filled by appointment by the Executive Board, at their discretion, for the remainder of the unexpired term of office.

# Article IX By-Laws

## Section 1: Amendments

- a. These By-Laws may be amended at any regular or special meeting of the Chapter by a three-fourths (3/4) vote of the voting members present. Notice of any proposed amendment shall be written notice to the membership not less than thirty (30) days prior to the date of such meeting or otherwise as directed by the Executive Board. Notice of the proposed change shall contain the section and article number and a verbatim quote of the contents of such section, indicating the matter sought to be eliminated is contained within opening and closing parentheses, and the new matter to be substituted shall be underlined. It is hereby established that it is considered unnecessary to publish the entire Constitution or By-Laws to affect a routine amendment. .
- b. Changes may be made to any proposed amendment on the floor at the meeting without further notice by a three-fourths (3/4) majority vote of the voting members present at a regular or special meeting.

## Section 2: Committees: The following permanent committees shall be appointed:

- a. Constitution and By-Laws Committee
- b. Delegate Committee
- c. Education Committee
- d. Entertainment Committee
- e. Finance Committee
- f. Membership Committee
- g. Scholarship Committee
- h. Sunshine Committee
- i. Web-site Committee

Each committee shall consist of at least three (3) members, preferably one from each county represented by the Chapter, with one member acting as Committee Chairman. The term of office for each committee shall correspond in the term of office of the elected officers, and may be reappointed or replaced at the discretion of the new or re-elected President, with Executive



Board approval. Each committee chairman shall automatically be a member of the Executive Board with equal voting privilege.

a. Constitution and By-Laws Committee

This committee shall be responsible for maintaining and reviewing the Constitution and By-Laws of this Chapter on a biannual basis. They will bring forth any necessary changes as needed.

b. Delegate Committee

The committee shall make every effort to keep abreast of any regulations and legislation affecting building officials and keep the general membership duly informed.

c. Education Committee

This committee shall concentrate its efforts on arranging in advance monthly luncheons/meeting programs, seeking suggestions from the membership, making contact with the program guests to be invited and coordinating their activity with the host of the meeting. The committee shall encourage members to host meetings in their home area.

d. Entertainment Committee

The primary duties of this committee shall be to arrange for an annual Chapter social affair and any additional social functions deemed advantageous to the camaraderie and good spirit of the organization, with the approval of the membership.

e. Finance Committee

This committee shall determine, control, authorize and approve all expenditures to officers and others for services, travel or otherwise, in the furtherance of the business of the Chapter. Requests for proposed expenditures which are beyond the normal operating expenses of the Chapter shall first be submitted to the Finance Committee for the review, and their recommendations shall be subsequently presented to the Executive Board for approval.

f. Membership Committee

The duties of the Membership Committee shall be to contact building officials and others in a relative field throughout the three counties in an effort enroll members of the Chapter, and to encourage active participation by those members who are presently not active.

g. Scholarship Committee

This committee shall be responsible to establish policy and procedures for selecting recipient(s) and determine the amount each is to receive not to exceed the amount established by the Finance Committee.

h. Sunshine Committee

They shall report to the Chapter at each meeting the plight of any members who are ill or in distress. The committee shall be empowered to act, with Presidential approval, in any reasonable manner to convey to the member in distress, or said members' family, the best wishes of the membership. This may be accomplished by sending cards of regret, flowers, fruit, etc. The Treasurer is empowered to finance such actions. A maximum of thirty-five (\$35.00) dollars may be expended for each occasion.

i. Web-site Committee

This committee shall be responsible for establishing, maintaining, and updating a website for the Chapter.

Section 3: Additional Committees

Additional committees may be appointed by the President or Executive Board whenever such committees are deemed advisable to carry on the work of the Chapter.

Article X Elections

Section 1: The biannual election of officers shall be held during the month of January each odd numbered year.

Section 2: Election Procedures

- a. At the September meeting, the President shall appoint a Nominating Committee, consisting of five (5) members in good standing of whom one member shall be designated Chairman. The committee shall consist of active members of the Chapter, none of whom are designated or anticipated applicants for elective office.
- b. At the October meeting, the Nominating Committee shall render its choice of candidates for office, after having assurance from each candidate that, if elected, said candidate will fully perform the duties of that office.
- c. There shall be no nominations from the floor. Members, not nominated, who wish to run for office, must prepare a petition, signed by at least twenty (20%) percent of the active membership, designating the office they seek, and said petition shall be presented to the President or presiding officer at the coming November meeting.
- d. At the November meeting, the Nominating Committee, having completed its assignment, shall be automatically dissolved, and the President shall appoint an Election Committee, none of whom shall have been members of the nominating Committee. The Election Committee shall consist of five (5) active members of the Chapter, in good standing, of whom one member shall be designated Chairman, The Election Committee shall prepare the ballots for each office, clearly defining the office and the contestants for said offices, including the names on the petitions that were given then by the President.
- e. At the January meeting, the Election Committee shall distribute the prepared ballots to the general membership present for voting. The committee shall then collect the marked ballots, proceed with the count, and announce the winners. If there are no Contestants for office, the President may direct the Secretary to cast one ballot for the entire slate.
- f. At the February meeting, the newly elected officials shall be sworn into office, and the retiring officers shall turn over all Chapter materials and records, in proper order, to the newly elected officials, who shall immediately assume office.

Article XI Matters of procedure not covered by these By-Laws shall be governed by “Robert’s Rules of Order”