

CONSTITUTION AND BY-LAWS OF THE ALAMO CHAPTER OF THE INTERNATIONAL CODE COUNCIL

ARTICLE I - NAME AND PURPOSE

Section 1. This organization shall be known as the Alamo Chapter
Of the International Code Council.

Section 2. The Chapter is organized and operated exclusively for educational,
charitable, and/or religious purposes within the meaning of Section
501(c)(3) of the Internal Revenue Code of 1986, as amended, or to any
corresponding provision of any future federal tax law, as follows:

- (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 purposes.

Section 3. Notwithstanding any other provision hereof, the Chapter shall not carry on any other activities not permitted to be carried on (i) by a corporation exempt from federal income tax under Section 501(c)(3) of the Code (or the corresponding provision of any future federal tax code), or (ii) by a corporation, contributions to which are deductible under Section 170(c)(2) of the Code (or the corresponding provision of any future federal tax code).

ARTICLE II – MEMBERSHIP AND VOTING

Section 1. There shall be the following classifications of membership.

A. Student – currently enrolled in a college or university and has interest in the International Code Council’s regulations, code enforcement, or construction safety.

i. Annual dues: \$0.00

B. Partner – Any community member has interest in the International Code Council’s regulations, code enforcement, or safety.

i. Annual dues: \$ 25.00

C. Trades Contractor – An individual employed as tradesperson working in any industry requiring knowledge and compliance of the International Code Council regulations, code enforcement, or safety.

i. Annual dues: \$35.00

D. Professional – An individual employed as a building official, assistant building official, building inspector, fire inspector, code enforcement officer or other municipal, county, or state employee involved in administration and enforcement of building, housing,

or zoning codes. A private inspector involved in enforcement of the International Code Council's regulations.

i. Annual dues: \$35.00

E. Corporate Affiliate – Any company promoting safety in building, construction, fire prevention, and code enforcement. Any company selling, servicing, or installing products in accordance with the regulations of the International Code Council. Includes six (6) memberships for individuals employed by the Corporate Affiliate.

i. Annual dues: \$200.00

Section 2. Trades Contractors, Professional and Corporate Affiliate members shall be entitled to vote and hold a Board of Director's position. Any member may make or second a motion and shall be entitled to participate in all discussions and to serve on any committee.

ARTICLE III – BOARD OF DIRECTORS

Section 1. The property, business affairs, and policies of The Chapter shall be under the control of a Board of Directors consisting of a President, Vice President, Secretary, Treasurer, (3) Directors at Large and Immediate past President (Honorary position), all of whom shall be Trades Contractor, Professional or Corporate Affiliate member at the time of their election to and during their tenure of office.

Section 2. The President shall preside at all meetings of The Chapter and at meetings of the Board of Directors. In the absence of the President, the Vice President shall preside followed by the Secretary then Treasurer.

Section 3. The Vice President shall be responsible for the programs and

education of The Chapter. He/She shall have the three (3) Directors at Large to assist him/her.

Section 4. The Secretary shall maintain a file for all records of The Chapter and shall act as custodian of all funds and all financial reports.

Section 5. The Treasurer shall act as custodian of all funds and financial reports.

Section 6. Director at Large (3 positions) shall be responsible for assisting the Vice President in setting up the programs and education. The Director at Large (3) positions shall be elected to a (2) year term. The maximum number of consecutive terms that a member may serve shall be limited to two (2) terms.

Section 7. The President and Vice President shall be elected to a 2) year term. The maximum number of consecutive terms that a member may serve as President, and Vice President shall be limited to two (2) terms.

Section 8. The Secretary and Treasurer shall be elected to a two (2) year term. The maximum number of consecutive terms that a member may serve shall be limited to two (2) terms.

Section 9. The President shall appoint a Trades Contractor, Professional or Corporate Affiliate member to serve the unexpired term of office for an office vacated for any reason, i.e., resignation, leave of absence, etc. This appointment must be made within 30 days or at the next scheduled meeting. In the event the President is unable to fulfill this duty, the Board of Directors may appoint a member to the Board of Directors, to fill the vacant position, by a majority vote.

- Section 10.** No more than three (3) members may serve in a Board of Director position from any jurisdiction, agency, company, or group at any time.
- Section 11.** Members elected to Board of Director positions must hold a Trades Contractor, Professional or Corporate Affiliate membership, in good standing, within this organization.
- Section 12.** The Board of Directors must be comprised of a majority of Professional members.
- Section 13.** There shall be a Board of Directors meeting the last Wednesday of every month either virtually or at a place so designated, or as schedules allow.
- Section 14.** No part of the net earnings of the Corporation shall inure to the benefit of any trustee, director, or officer of the Corporation, or any private individual (except that reasonable compensation may be paid for services rendered to or for the Corporation), and no trustee, director or officer shall be entitled to share in the distribution of any of the corporate assets upon dissolution of the Corporation. No part of the activities of the Corporation shall consist of carrying on propaganda, or otherwise attempting, to influence legislation (except as otherwise provided by Section 501(h) of the Code), or participating in, or intervening in (including the Publication or distribution of statements), any political campaign on behalf of or in opposition to any candidate for public office.
- Section 15.** Should any Officer or member of the Board of Directors miss two consecutive meetings of either the general membership or the Board of Directors without good cause, that Officer or Director shall forfeit their position as Officer or Director. The vacant position will be filled as soon as possible per recommendations from the Nominating Committee.

ARTICLE IV – MEETINGS

- Section 1.** Membership meetings shall be held monthly on the second Wednesday or as scheduled by the Board of Directors.
- Section 2.** The first meeting of the calendar year shall be designated as the Annual Meeting.
- Section 3.** The meetings will be conducted in accordance with Roberts Rules of Order.

ARTICLE V - ELECTION OF BOARD OF DIRECTORS

- Section 1.** At the September meeting, the President shall appoint a Nominating Committee composed of three (3) members. Each member shall be from a different agency and each member shall not currently be on the Board of Directors. At the November meeting, the Nominating Committee shall submit to the membership the nominations for consideration as members of the Board of Directors. Elections will occur at the Annual Meeting. Trades Contractors, Professional and Corporate Affiliate members, in good standing, may vote.

Board of Directors shall be sworn in at the Annual Meeting.

ARTICLE VI - ANNUAL DUES

- Section 1.** The Chapter is a non-profit, non-political organization.
- Section 2.** The fiscal year for The Chapter is January 1st to December 31st of each year.
- Section 3.** Annual dues for the ensuing year shall be due on October 1st of each year and shall become delinquent January 1st of each year. An Administrative fee of \$10 per member shall be due if the dues are paid

after January 1st.

Section 4. Applications and dues shall be delivered to the Treasurer who shall record the transactions.

Section 5. The Secretary will keep a current roster of all members.

ARTICLE VII- MANAGEMENT COMMITTEE

Section 1. The purpose of the Management Committee is to support the accomplishment of organizational tasks and objectives necessary for the continued success of the Chapter.

Section 2. Members of this committee are responsible for assisting the Board of Directors with administrative and operational activities.

Section 3. The Management Committee will consist of no less than three (3) and no more than four (4) members appointed by the Board of Directors each year at the annual meeting or at any time when necessary to support the operations of the Chapter.

Section 4. Members selected for this committee are required to have previously served for two (2) years in a Board of Director position or attended five (5) regular meetings in a calendar year.

ARTICLE VIII – FINANCIAL REVIEW

Section 1. The annual financial review shall be presented to the membership no

later than the May meeting of the following year.

Section 2. The financial review may be performed by an independent CPA

Section 3. A financial review by the Board of Directors will be performed. Each member of the panel should be from a different agency if possible.

ARTICLE IX – EXPENDITURE OF FUNDS

Section 1. Authority to sign checks will be determined by the Board of Directors, to include the President, and Treasurer, and any other member approved by the Board of Directors.

Section 2. The Board of Directors shall have the authority to commit individual expenditures of up to \$500.00 without a membership vote in any calendar month. The Chapter membership, by majority vote, at a monthly meeting, shall have the authority to commit funds and approve individual expenditure for any amount over \$500.00.

ARTICLE X - AMENDMENTS TO BYLAWS

Section 1. Amendments to the Bylaws shall be made in the following manner:
Any change must be submitted in writing to the President prior to the start of any meeting, to be brought up as new business on the agenda. The proposed change will be discussed during the meeting and then tabled until the following meeting. The proposed change will then be inserted in the minutes as originally proposed.
At the following meeting, the proposed change will be listed on the

agenda and other discussion, if requested, a vote will be called.

Voting shall be by oral or written vote. Tally of the vote shall be completed by no less than three of the Board of Directors.

A 2/3 majority shall be required for approval. Changes to a proposed amendment shall not be made at the meeting where a vote on that change is to be taken.

ARTICLE XI – DISSOLUTION

Section 1. Upon the termination, dissolution or final liquidation of the Chapter in any manner and for any reason, the Board of Directors shall first pay or provide for the payment of all liabilities of the Chapter; all remaining assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Code (or the corresponding section of any future federal tax code), or shall be distributed to the federal government, or to state or local government, for a public purpose.

Adopted: _____

President: _____

Secretary/Treasurer: _____