**CONSTITUTION AND BYLAWS OF THE**

**SAGINAW VALLEY CHAPTER OF THE**

**INTERNATIONAL CODE COUNCIL, INC.**

**ARTICLE I**

Section 1: Name – This organization shall be known as the Saginaw Valley Chapter of the International Code Council, Inc. (SVCICC), hereinafter in this Charter referred to as “the Chapter”.

Section 2: Objectives – the objectives of the Chapter are as follows:

1. To place the public welfare and safety first and to apply the special knowledge and skill of the building official to the benefit of all mankind.
2. To develop, recommend and promote uniform regulations and legislation pertaining to building construction and encourage uniformity in code interpretation and inspection.
3. To support and participate in continuing education and training programs, relating to building construction procedures and practices and encourage personal professional development of those engaged in the administration and enforcement of building laws.
4. To study and analyze legislation and report its findings and recommendations to members, legislators and other concerned persons or organizations.
5. To build the prestige of the Building Official, to provide sufficient qualified personnel, adequately compensated, to establish minimum standards for a building department, to secure adequate recognition and proper place in the administrative organization.
6. To do all such things as are incidental to or desirable for the attainment of the above objectives.

**ARTICLE II**

**Membership**

Section 1: There shall be the following classes of membership:

1. Class A – designated representatives of Class A members off ICC; Building, Plumbing, Electrical, Mechanical, and Fire Inspectors, registered and/or certified with the State of Michigan, of cities, townships and counties charged with the correlation, administration or enforcement of laws and ordinances relating to building construction.
2. Professional – an individual interested in the field of architecture, engineering, inspections, construction, research and other related practice.
3. Associate – firms, corporations, associations or groups of firms or associations interested in the objectives of the Chapter.
4. Honorary – individuals who have rendered outstanding and meritorious services in the furtherance of the objectives of the Chapter as proposed by members and confirmed by a majority vote at any regular meeting.

Section 2: All members shall be subject to the classification of the Executive Board.

Section 3: Only Class A members as stated in Article II, Section 1 may vote on Chapter matters.

**ARTICLE III**

**Officers**

Section 1: Officers – The officers shall be President, Vice President, Secretary and Treasurer, all of whom shall be Class A members at the time of their election to the office. The elective officers shall constitute the Executive Board.

Section 2: Each officer shall be elected for a two year term. Each term shall commence at the close of the annual Chapter Business Meeting at which he/she is elected.

Section 3: Elected officers shall be elected by a majority of those voting at the Annual Business Meeting of members.

Section 4: Vacancies –

1. Resignation or disqualification: Any officer may resign at any time by giving notice to the President of the Chapter. Resignations shall take effect on the date of the receipt of such notice, or at a later time specified therein. Removal by disqualification shall be by two-thirds vote of all members present in a regular or special business meeting.
2. When an Officer ceases to be employed as a government member or moves from an area and is unable to function as an officer, he/she shall be relieved from office.
3. Vacancies in office: A vacancy in the office of President shall be filled by the Vice President. A vacancy in the office of 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 membership present at the Annual Business Meeting or a special meeting of such members called for that purpose.

Section 5: Registration fees for all SVCICC, Inc. meetings and conferences shall be complimentary for all Executive Board members during the course of their term in office.

**ARTICLE IV**

**Executive Board, Powers and Duties**

Section 1: The Executive Board shall have the authority to carry on the business of this organization between Chapter Business Meetings, except the Board shall not have the authority to authorize or make any expenditure in the excess of $1,500.00 (Normal expenditures for any scheduled meeting in excess of $1,500.00 which are budgeted items or have express approval of all officers shall not be deemed a violation of the $1,500.00 limit)

Section 2: The Executive Board shall meet and organize at the close of the Annual Chapter Business Meeting and transact such business as may be necessary. Special meetings shall be held as and when called by the President or when requested by a majority of the members of the Executive Board. A majority of the members of the Executive Board shall constitute a quorum at any meeting. There shall be no representation of Board Members by proxy. Complete records shall be kept of all proceedings and actions of the Executive Board.

Section 3: The Past President may perform duties amenable to him/her, as may be requested from time to time by the Executive Board not inconsistent with the duties of other officers.

Section 4: The President shall be the chief executive officer of the Chapter and preside at all business meetings, appoint all committees subject to the approval of the Executive Board, call special meetings, when he/she deems necessary and perform such duties as may be required by his/her office by the Annual Business Meeting and Executive Board.

Section 5: The Vice President shall assist the President in his/her duties and serve in the absence of the President.

Section 6: The Secretary, in addition to special duties assigned by the Executive Board or the President, shall keep complete records of all proceedings and actions that transpire at all regular or special meetings. He/she shall give notice of all meetings of members, committees and Chapter activities.

Section 7: The Treasurer shall collect dues and other monies, bank and disperse money authorized or budgeted by the Chapter, keep accurate financial records and make status reports to the Chapter at every meeting and a complete financial status report at the end of each fiscal year.

**ARTICLE V**

**Meetings**

Section 1: There shall be a minimum of four regular meetings during the year including the annual business meeting. Special meetings may be held at the call of the President or when requested by ten (10) or more of the membership.

Section 2: Ten percent (10%) of Class A members and not less than ten (10), shall constitute a quorum for the purpose of conducting business at the annual meeting or other general membership meeting.

Section 3: The annual meeting shall be held in January of each year.

**ARTICLE VI**

**Membership, Dues and Voting**

Section 1: Each member shall be assessed the sum of fifteen dollars ($15.00) each year.

Section 2: No government unit, department or business shall have more than five (5) votes.

**ARTICLE VII**

**Committees**

Section 1: The nominating committee shall be appointed by the President. The nominating committee shall prepare a list of nominees for each office. The nominating committee may act by informal procedure without meeting.

Section 2: Sharon Carroll Memorial Scholarship Fund. A committee of at least three SVCICC past Presidents appointed by the President and approved by a majority vote at the annual meeting. The committee, known as the Sharon Carroll Memorial Scholarship Fund Committee (SCMSFC) is responsible for establishing committee guidelines for scholarship applicants, recruiting, maintaining, investing and releasing funds, and selection of approved applicants. The SCMSFC may solicit and accept outside donations and/or use a portion of membership dues as established in ARTICLE VI, Section 1 to maintain a balance for annual distribution. All funds shall be retained by the SVCICC Treasurer in a separate account and released at SCMCFC recommendation and approval of the SVCICC Executive Board. SCMSFC shall meet and have the ability to use SCMSFC funds to reimburse committee business. SCMSFC shall report to the SVCICC Executive Board.

Section 3: Certified Building Official Fund. A committee shall consist of a minimum of three SVCICC Class A active members nominated and approved by a majority vote at the annual meeting. Two of the nominees shall have the CBO certification or other Legacy Code/ICC certifications and the third member shall be the current SVCICC Treasurer. The committee, known as the Certified Building Official Fund Committee (CBOFC) is formed for the sole purpose of benefitting our own active members as outlined in ARTICLE I, Section 2, (a), (c) and (e) by establishing committee guidelines for applicants, maintaining, releasing funds and selection of approved applicants to obtain the ICC CBO certification or other certifications approved by the CBOFC. CBOFC shall use all or part of membership dues established in ARTICLE VI, Section 1 to maintain an adequate fund.

CBOFC will purchase and maintain a library with SVCICC funds of the following CBO examination reference materials:

* 2002 Legal Aspects of Code Administration
* 2007 Building Dept. Administration, 3rd Edition
* Building Official Management Manual, 4th Edition
* The effective Local Government Manager, 3rd Edition
* 1999 Basic Code Enforcement Textbook, 8th or later
* ICC/ANSI A117.1-2003 Standard on Accessible…
* ASCE/SEI 24-05 Flood Restraint Design and Construction
* 2006 International Energy Conservation Code

All funds shall be retained by the SVCICC Treasurer in a separate account and released at CBOFC recommendation and approval of the SVCICC Executive Board. CBOFC shall meet and have the ability to use SVCICC funds to reimburse committee business. CBOFC shall report to the SVCICC Executive Board.

**ARTICLE VIII**

**Rules of Order**

Section 1: Questions of rules or order shall be determined in accordance with Roberts Rules of Orders.

**ARTICLE IX**

**Amendments**

Section 1: Proposed amendments of this Chapter and Bylaws may be submitted at any regular or special meeting provided that the proposed amendment or amendments are to be signed by five (5) active members of the Chapter. The proposed amendments shall be considered and voted upon at the next regular meeting and must receive a two-third (2/3) vote of active members present for final adoption. The effective date shall be as determined by the amendment and approval of the International Code Council, Inc. Executive Board.

**ARTICLE X**

**Annual Reports**

Section 1: The officers shall render a report to the membership at the annual meeting. The Treasurer’s report that is submitted shall be audited for presentation.

**PASSED AND AMENDED (ARTICLE III, SECTION 5) THIS 9TH DAY OF NOVEMBER 2017.**

John Stemple, PRESIDENT

Darrin Jerome, VICE-PRESIDENT

Scott Crofoot, SECRETARY

Barri Woods, CLASS A MEMBER

Scott Nizinski, CLASS A MEMBER

(Original Bylaws as SVCICC passed January 2, 2003)

(Article VII, Sections 2 and 3 passed and amended January 15, 2009)