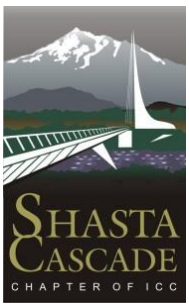

SHASTA CASCADE CHAPTER
INTERNATIONAL CODE COUNCIL

BYLAWS

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ARTICLE I - NAME OF ORGANIZATION

1.1 The name of this organization shall be known as Shasta Cascade Chapter of the ICC.

1.2 Where elsewhere in these by-laws the term "Association" may be substituted for the full name.

1.3 Address: The home office of this "Association" shall be located at 6295 Skyway, Paradise, CA 95969. The telephone number is 530-872-6921 ext. 418, or the location and phone number of the current President.

ARTICLE II - PURPOSES AND OBJECTIVES

2.1 The objectives of this organization are:

- 2.1.1 To develop and advance the members professional abilities in the administration of the *International Codes and California Codes* and to ensure the health, safety and welfare of all people in matters relating to building construction.
- 2.1.2 To unite the members in pursuit of code enforcement, for the betterment of the people in the area serviced by the Association.
- 2.1.3 To secure a closer official and personal relationship among Code Officials throughout the territory.
- 2.1.4 To promote higher professional and ethical standards in the field of building inspection and code enforcement.
- 2.1.5 To establish and maintain a good working relationship within the construction industry.
- 2.1.6 To encourage and provide a forum for the free exchange of ideas and information among its members to furnish information of an instructional nature to its members and to other interested and related parties.
- 2.1.7 To compile and disseminate building code and zoning information useful to the membership in the performance of their duties and responsibilities.
- 2.1.8 To promote continuing education and training.

ARTICLE III - MEMBERSHIP

3.1 There shall be two classes of membership: Active Member and Honorary Member.

3.1.1 Active Member: Any person within California whose primary duties are the enforcement of building codes and related ordinances and can chair committees. An Active Member has all voting rights.

3.1.3 Honorary Membership may be conferred upon any person as an honorarium for outstanding service to the Association, or an individual who provides training to the chapter (valid through the end of that calendar year). Such a member shall hold no elected office nor be subject to payment of dues. Nominations for Honorary Member shall be submitted to the Board of Directors in writing at least thirty (30) days prior to a chapter meeting. A favorable report by the Board of Directors and a majority vote of the Association at a regular chapter meeting shall be necessary to elect.

3.2 Application for Membership.

3.2.1 Submit a completed and signed Association application form with fees covering the current years dues.

3.3 Membership Dues.

3.3.1 The annual membership dues of the Association shall be as established by resolution of the general membership.

3.3.2 Dues shall be due on February 1st of each calendar year.

3.3.3 Each member of the Association will be billed once a year by the Treasurer. Dues must be paid before the due date to retain membership.

3.3.4 The monies received shall be used to defray the expenses associated with the pursuit of the objectives as listed in Article II.

3.3.5 Members whose dues are current shall be considered in good standing.

3.4 Conduct

3.4.1 Any members of this Association who is charged with conduct unbecoming, may result in loss of membership as voted by the Executive Board.

3.5 The affairs of this Association shall not be conducted for profit.

3.6 No member shall utilize the Association name for private gain.

3.7 Neither members nor officers shall receive any fee, salary or remuneration of any kind for their services as officers, provided, however, that officers may be reimbursed for reasonable expenses incurred with approval of the membership upon presentation of expenses.

3.8 Termination of Membership.

3.8.1 Any person may resign from the Association by giving written notice. Withdrawal or resignation from this Association shall not be deemed to waive liability for the payment of any dues or other amount owing this Association at the effective date of such withdrawal or resignation.

3.8.2 Membership is not transferable. All rights and privileges of any individual serving as an officer, trustee or other position with the Association shall be forfeited upon termination of membership.

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ARTICLE IV - ELECTIONS

4.1 An election meeting shall be held in November of each year, date and place of such meeting to be determined by the Board of Directors, and announced to each member at least two weeks prior to the time of such meeting. Said announcement to include names of all nominees with a statement that these nominations will be voted on at the election meeting. Votes shall be counted only for candidates placed in nomination at the nomination day meeting or any nomination made from the floor at this meeting.

4.2 Officers shall be elected by a majority vote of the voting membership present at the annual meeting of this Association. Election of officers will be held during the business session of the annual meeting and their term of office shall be effective December of the current year and run through November of the following year.

4.3 In the case of a vacancy of the Board of Directors, the vacancy shall be filled by a majority vote of the Board of Directors until the next annual meeting.

4.4 The President and Vice President shall be elected for the term of one year and shall not exceed two consecutive terms in office.

4.5 The Secretary. Treasurer and Education Chair shall be elected for a term of one year and shall be eligible to succeed themselves in office for as many successive terms as they may be re-elected to serve.

ARTICLE V - VOTING

5.1 Each member present, that has the right to vote at a meeting of members, shall be entitled to one vote.

5.2 No member may vote by proxy.

5.3 Upon motion duly made, seconded, and voted by a majority of members present and voting, the vote upon any question or election shall be complete.

5.4 Any eligible member may waive their right to vote on any matter.

ARTICLE VI - ANNUAL MEETING

6.1 The annual meeting of the members shall be held at such place as the Board of Directors shall determine in the notice of meeting.

6.2 Purposes for which an annual meeting is to be held, additional to those prescribed by law, and by these bylaws, may be specified by the President, or by one or more members who are entitled to vote at the meeting.

6.3 If such annual meeting is canceled on the day scheduled, a special meeting of the members may be held in place of, and any business transacted or elections held at such special meeting shall have the same effect as if transacted or held at the annual meeting, and in such case, all references in these bylaws shall be deemed to refer to such special meeting. Any such special meeting shall be called, and the purposes shall be specified in the call.

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ARTICLE VII - SPECIAL MEETINGS

7.1 A special meeting of the members may be called at any time by the President or by a majority of the Board of Directors then in office. A special meeting of the members shall be called by the President, or in the case of the death, absence, incapacity or refusal of the President, by some other officer, upon written application of five or more members who are entitled to vote at the meeting. Such call shall state the time, place and purposes of the meeting.

7.2 Assent in Lieu of Members Meeting: Any action required or permitted to be taken at any meeting of the members may be taken without a meeting if all members entitled to vote on the matter assent to the action by a writing filed with the records of the meetings of members. Such assent shall be treated for all purposes as a vote at a meeting.

7.3 Place of Meeting: Any special meeting of the members held in place of the annual meeting, and any other special meeting of the members, shall be held at such place as is stated in the call. Any adjourned session of any annual or special meeting of the members shall be held at such place as is designated in the vote of adjournment.

7.4 Quorum: At any meeting of the members, a quorum for the election of any officer, or for the consideration of any question shall be fifteen (15) members. In any case, any meeting may be adjourned from time to time by a majority of the votes properly cast upon the question, whether or not a quorum is present, and the meeting may be held as adjourned without further notice.

When a quorum for an election is present at any meeting, a plurality of the votes properly cast for any office shall elect to such office, except where a larger vote is required by law or by these bylaws.

When a quorum for the consideration of a question is present at any meeting, a majority of the votes properly cast upon the question shall decide the question except in any case where a larger vote is required by law or by these bylaws.

ARTICLE VIII - MEETINGS

8.1 This organization shall meet monthly on the 1st Thursdays at a time and place determined by the Board of Directors, and such meetings shall begin promptly and close promptly at the regular set time.

8.2 The regular meetings shall be devoted to the theory, promotion and practice of the principals of code enforcement and standards and the purposes and objectives of the organization. Each meeting shall contain a program for the continuing education of the membership.

8.3 Robert's Rules of Order (current edition) shall be the authority on all questions not specifically stated in the bylaws.

ARTICLE IX - OFFICERS

9.1 Officers: The Officers of this Chapter shall include, but are not limited to, the President, Vice President, Treasurer, Secretary and Education Chair (elected from the Active Members roster), and the Immediate Past President. Such Officers shall hold office for a period of one year beginning on the first day of the month following their election, or until their successors are duly elected and qualified.

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9.2 Duties of President: The President shall preside at all meetings of this Chapter and shall appoint or replace all chairpersons and members of committees not otherwise specifically provided for herein. The President shall perform all other and such usual duties as are performed by the president of a chapter. The President shall, with the approval of the Board of Directors, have the power to appoint a corresponding secretary to assist in the performance of the President's duties. The President shall oversee the Chapter Website and ICC Preferred Provider Status, including submitting CEU's to ICC for reporting purposes. The President may appoint a corresponding Board member to assist with these duties.

9.3 Duties of Vice President: The Vice President shall act and perform the duties of the President during the latter's absence from any meetings of this Chapter or the Board of Directors, or by vote of the Board of Directors in case of disability of the President, and shall assist the President in the conduct of the office of President.

9.4 Duties of Treasurer: Treasurer shall be responsible for receiving and disbursing of funds, supervising financial affairs, approving expenditures as provided by resolution of the Board of Directors, and generally performing such official duties of a Treasurer of a chapter within the limitations of the established budget.

9.5 Duties of Secretary: The Secretary shall be responsible for keeping the minutes and records of meetings, maintaining correspondence, and generally performing such official duties of a Secretary of a chapter.

9.4 Duties of the Education Chair: The Education Chair shall serve as a Board Officer and shall be responsible for planning and coordinating education programs and initiatives that support the Chapter's mission. The Education Chair shall present the Code Consistency topics during the monthly Chapter meetings and shall forward the Code Consistency topics to the Chapter President at least 14 days prior to the monthly meeting for submission to ICC for CEU's.

9.5 Duties of Immediate Past President: The Immediate Past President shall give advice and counsel to the Officers and Board of Directors.

9.6 A majority of the officers and directors elected shall constitute a quorum at any meeting of the Board of Directors.

9.7 The officers and the executive board shall act on behalf of the Association at all times.

9.8 All officers of the Board must be active members.

9.9 Board members are expected to attend all scheduled meetings. If a Board member is unable to attend, they must notify the Chapter President in advance, stating the reason for their absence, and recommend a substitution for their duties for that meeting.

9.10 Board members are expected to fulfill the responsibilities associated with their roles. Failure to fulfill assigned duties on three separate occasions – whether through missed deadlines, lack of participation, or neglect of responsibilities – shall result in dismissal from the Board. Dismissals shall be reviewed and confirmed by the Chapter President in consultation with remaining Board officers.

ARTICLE X - BOARD OF DIRECTORS

10.1 Governing Body: The property, business, and affairs of this Association shall be managed and transacted by a Board of Directors composed of the following: President, Vice President, Treasurer, Secretary, Education Chair, the Immediate Past President, and members at large.

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10.2 The duties of the Board of Directors shall be as follows:

10.2.1 It shall authorize all expenditures and shall not create any indebtedness beyond the income of the Association, nor disburse funds for purposes nonessential to the objectives of the Association.
10.2.2 A majority vote of the Board of Directors shall govern, except where otherwise provided. The Board of Directors shall have the power to overrule or modify the action of any officers of the organization.
10.2.3 It shall have the books and accounts audited in December of each year, or more often at its discretion.
10.2.4 It shall determine the date, time and place of the annual nomination and election meeting and shall instruct the secretary/treasurer to issue the call for such meeting.
10.2.5 It shall hold such meetings as deemed necessary for the administration of its duties.
10.2.6 It shall hold special meetings when called by the President, or by written request of five members of the organization.
10.2.7 It shall designate a bank or banks for deposit of funds.
10.2.8 It shall receive committee reports and recommendations, and shall submit to the Association at regular meetings, recommendations which it has approved.

ARTICLE XI – SUB-COMMITTEES

11.1 The Chapter may establish Sub-Committees as needed to supports its mission and operations. Each Sub-Committee shall operate under the guidance of designated officers and report to the Chapter Board.

11.2 There shall be the following standing sub-committees appointed by the President:

11.2.1: Inspector Exchange Group Sub-Committee: The Inspector Exchange Group is hereby established as a standing Sub-Committee of the Shasta Cascade Chapter of the ICC.

11.2.1.a. The purpose of the Inspector Exchange Group is to facilitate discussion and collaboration regarding code consistency across all jurisdictions represented with the Chapter.

11.3 Officers: The Sub-Committee shall be led by a Sub-Committee Chair and a Sub-Committee Vice-Chair, elected or appointed in accordance with the Chapter procedures.

11.4 Responsibilities: The Sub-Committee Chair and Vice-Chair shall:

11.4.1 Organize and preside over monthly Sub-Committee Meetings.
11.4.2 Collect and compile topics related to code consistency.
11.4.3 Forward all relevant discussion topics to the Shasta Cascade Chapter President no later than 14 days prior to each monthly Chapter meeting for submission to ICC for CEU's.

11.5 The President shall appoint such other committees as deemed necessary, or as he/she is directed by the Board of Directors. Said committees, upon appointment, shall be given a specific charge and a specific function to perform.

ARTICLE XII - ASSOCIATION ACTIVITIES

12.1 It shall be the right of this Association to communicate with any person or organization in pursuit of its objectives on matters that are not in direct conflict with Section 1.

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ARTICLE XIII - CODE OF ETHICS

13.1 A member of the Shasta Cascade Chapter of the ICC shall:

13.1.1 Place public safety above all other interests.
13.1.2 Place public interest above individual, group or special interest and shall consider their profession as an opportunity to serve society.
13.1.3 Maintain the highest standards of integrity.
13.1.4 Treat all person courteously, equally and fairly.
13.1.5 Conduct themselves at all times in such a manner as to create respect for himself and their jurisdiction they represent and the Shasta Cascade Chapter of the ICC.
13.1.6 Refrain from the use of their position to secure advantage or favor for himself, his family or his friends.
13.1.7 Refrain from representing any private interest in business or technical affairs of the organization.
13.1.8 Refrain from using unfair means to secure an advantage in the organization or to knowingly injure any individual, company or association to gain such advantage.
13.1.9 Not accept, nor offer, any gift, favor or service that might tend to influence them in the discharge of their duties.
13.1.10 Carry on their contacts with other members of the organization in a spirit of fairness with loyalty and fidelity to the aims and purposes of the Shasta Cascade Chapter of the ICC.

13.2 Any violation of the above sections may be brought to the attention of the Board of Directors. After an investigation of the complaint the Board of Directors may recommend to the general membership expulsion from this association. Expulsion to be determined by majority vote at the next regularly scheduled meeting.

A member expelled from this association will no longer be a voting member, nor be allowed to participate in any association sponsored activity.

An individual expelled from this association shall not be allowed to rejoin this association for a period of twelve months from the expulsion, and until the general membership votes to approve the reinstatement.

ARTICLE XIV - EXECUTION OF PAPERS

14.1 Except as the Board of Directors may generally or in particular cases authorize the execution thereof in some other manner, all deeds, releases, transfers, contracts, bonds, notes, checks, drafts, and other obligations made, accepted, or endorsed by the Association shall be signed by the President and Treasurer.

ARTICLE XV - DISSOLUTION

15.1 The Shasta Cascade Chapter of the ICC may be dissolved only by action of the Board of Directors of the Association. Action may be initiated by the Board of Directors or in response to a petition from the membership. A petition for the dissolution shall be made only at an annual meeting by a majority vote of the voting members present. No proposition for dissolution shall be acted upon unless written notice thereof has been given to the President at least sixty (60) days prior to the meeting. A copy or summary of such proposition shall be sent to very member of Shasta Cascade Chapter of the ICC at least thirty (30) days before the date of the next annual meeting in which the petition is to be voted upon. No action shall be taken by the Board of Directors on their own initiative to dissolve the Shasta Cascade Chapter of the ICC without notice thereof being sent to every member of the Shasta Cascade Chapter of the ICC at least thirty (30) days before the date of the next annual meeting at which such proposal of the Board of Directors shall be discussed and the recommendations of the Shasta Cascade Chapter of the ICC formulated.

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ARTICLE XVI - DISBURSEMENT OF FUNDS

16.1 In the event this Association is disbanded and/or dissolved, all monies remaining in the treasury, after remaining bills are paid, shall be contributed to a successor municipal building officials' organization or a sister organization located in California, as voted by a majority of the voting membership.

ARTICLE XVII - PROPERTY AND TRUST

17.1 Any real property which may be obtained by the Association, and savings accounts, bonds, or like investments, and all property given to or held by it in trust for purposes of the Association shall be controlled and managed by the Board of Directors.

ARTICLE XVIII - AMENDMENTS

18.1 Amendments to the constitution and bylaws may be proposed by the Board of Directors or by written petition by twenty (20) percent of the voting membership.

18.2 These Bylaws may be altered, amended or repealed at any legal meeting of the members entitled to vote at which a quorum is present by a vote representing a majority of the members present and voting; provided notice is given in the call for the meeting that an alteration, amendment or repeal of the Bylaws will be proposed.

18.3 Properly edited proposals must be brought before the General Membership during the next Regular Meeting for a first reading during the report of the Board of Directors. There shall be sufficient written copies for review by all members in attendance. The proposed amendment will be open to discussion by the General Membership during New Business of this same meeting. The proposal will be ratified (with revision, if any) or stricken entirely by majority vote.

18.3.1 The President will post to all members in good standing, at least twenty days prior to the next regular meeting a copy of the ratified proposal and notice that same will be on the agenda for second reading and final vote.

18.3.2 The final vote shall require a two thirds (2/3) majority for adoption. The amendment shall then become effective immediately upon its approval.

18.3.3 Revisions. The date of revision of any amendments shall appear in the lower left-hand corner of the page that is affected, and a vertical bar shall appear in the outboard margin showing the location of said change. The last page of these bylaws shall contain a chronological list of all changes and their date of adoption.

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