

**BY-LAWS
OF THE NORTHWEST BUILDING OFFICIALS
AND CODE ADMINISTRATORS**

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ARTICLE I-MEMBERSHIP

SECTION 101-ACTIVE MEMBERS

101.1 General: Active membership shall be open to governmental units or departments of governmental units which administer, formulate or enforce laws, ordinances, rules or regulations relating to construction, fire safety, property maintenance, development and land use.

SECTION 102-ASSOCIATE MEMBERS

102.1 Representatives of Construction Materials and Testing Laboratories: Those associations, building product manufacturers and testing laboratories engaged in the building construction industry directly or indirectly, whose products are directly controlled by the building codes.

102.2 Trained Professionals: Any individual engaged in the practice of engineering or architecture or by training or experience versed in any phase of the building construction industry.

102.3 Contractors and Industry Representatives: Any individuals, including but not limited to, contractors and industry representatives, who are interested in code relating to construction, fire safety, property maintenance, development and land use.

SECTION 103-HONORARY MEMBERS

103.1 General: Honorary membership shall be given to individuals of distinction who have rendered outstanding services to this organization. They shall be nominated by the Board of Directors and confirmed by a majority vote by active member representatives present at

a general meeting.

SECTION 104 MEMBERSHIP APPLICATIONS

104.1 General: All new or renewal applications for membership shall be filed with the Secretary, accompanied by the current annual dues by March 1. The Secretary shall forward all completed applications to the Board of Directors, which may approve or disapprove such applications.

ARTICLE II-VOTING

SECTION 201 VOTING PRIVILEGES

201.1 General: Only active member representatives and honorary members are eligible to cast votes at general or special meetings. Each governmental unit holding active membership shall be allowed to cast a maximum of 2 votes. The eligible member representatives or honorary members must be present at the meeting to vote.

SECTION 202 VOTING PROCEDURES

202.1 General: All voting shall be by a show of hands vote, unless a representative of any current active member requests a written ballot.

ARTICLE III-DUES

SECTION 301 ANNUAL DUES

301.1 Members: Active and Associate member annual dues shall be set by the Board of Directors policy.

301.2 Honorary Members: Honorary members will not be required to pay annual dues.

301.3 Past NWBOCA Presidents: Past NWBOCA Presidents will not be required to pay any annual dues.

SECTION 302 Monthly Meeting Dues

302.1 General: Active, Associate and Honorary member monthly meeting dues will be set by the Board of Directors.

ARTICLE IV-BOARD OF DIRECTORS

SECTION 401 MEMBERS

401,1 General: The Board of Directors shall consist of President, Vice President, Secretary, Treasurer, Immediate Available Past President and four (4) elected active

Directors at Large.

SECTION 402 QUALIFICATIONS FOR BOARD MEMBER

402.1 Qualifications: To qualify for the Board of Directors, an individual shall be a representative or an active member. If said individual's employment is terminated during the active term as a Board Member, he or she shall have a maximum forty-five (45) days from the effective date of termination in which to find qualified employment to remain an active Board Member. An extension may be granted if approved by the Board and general membership.

402.2 Military Leave: Board Members called to and serving active military duty shall not thereby become disqualified as a Member of the Board.

SECTION 403 TERM OF OFFICE

403.1 General: All Officers/Directors shall be elected annually. All Officer/Directors shall serve one (1) term. Such term of office shall be effective from January 1st to December 31st of each year.

403.2 Removal of a Director: Any Director may be removed from office upon the vote of two-third (2/3) of the member representatives and honorary members present at a general or special meeting.

SECTION 404 DUTIES

404.1 Policy: The Board of Directors shall formulate Organization policy for presentation to and approval by the membership in attendance at a general or special meeting.

404.2 Interpretations: The Board of Directors shall effectively interpret Constitution, By-laws, and policy.

404.3 Custodian: The Board of Directors shall act as custodian of all properties and Interests of this Organization.

404.4 Power and Authority: The Board of Directors shall have full power and authority to do things deemed necessary and proper to promote the objectives of this Organization, subject to the limitations of the Constitution and By-laws.

404.5 Expenditures: The Board of Directors shall approve expenditures for programs.

SECTION 405 MEETINGS

405.1 General: The Board of Directors shall meet at least once every three (3) months. The President may call a special meeting at any time.

405.2 Participation in Meetings via Electronic Media: Members of the Board of Directors may participate in a meeting through use of conference calls if all the following

apply; (1) each Director participating in the meeting can communicate with all of the other Directors concurrently, (2) each Director is provided the means of participating in all matters before the Board of Directors, including the capacity to propose, or to interpose an objection , to a specific action to be taken by the Organization.

SECTION 406 NOMINATION AND ELECTION OF THE BOARD OF DIRECTORS

406.1 Nominating Committee: A nominating committee of active member representatives, with no more than one member representative from one active governmental member shall be appointed by the President at the June meeting. The committee shall recommend to the membership a slate of qualified candidates for each elected office. Nominations shall be submitted to the general membership at the business meeting in November, and mailed to the active membership with the December meeting notice. The election shall take place at the December meeting.

406.2 Floor Nominations: Nominations may also be made from the floor on the day of the election, prior to the ballot being cast.

ARTICLE V-DUTIES OF THE OFFICERS

SECTION 501 PRESIDENT

Section 501.1 General: The president shall preside over all meetings of this Organization.

Section 501.2 Executive Officer: The president shall act as executive officer and carry out all policy and legislation passed by the Board of Directors and general membership.

Section 501.3 Representative: The President shall represent the Organization before the general public.

Section 501.4 Power to Delegate: The President shall delegate duties to other Board Members as deemed necessary.

Section 501.5 Fill Vacancies: The President shall with advice and consent of the Board, appoint persons to fill vacancies on the Board of Directors.

Section 501.6 Standing Committees: The President shall appoint the Chairperson of each standing committee.

Section 501.7 Additional Committees: The President may create additional committees as required to carry out the special and general duties of the Organization.

Section 501.8 Other Tasks and Duties: The President shall carry out other tasks and duties as assigned by the Board.

SECTION 502 VICE PRESIDENT

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502.1 General: The Vice President shall assist the President in carrying out all the duties of the President and shall act and perform as substitute in those capacities in the absence of the President.

502.2 Nominating Committee: The Vice President shall serve as chairperson for the nominating committee.

502.3 Assist Board: The Vice President shall assist all board members as required.

502.4 Other Tasks and Duties: The Vice President shall carry out other tasks and duties as assigned by the Board.

SECTION 503 SECRETARY

503.1 Organization Records: The Secretary shall be responsible for the keeping the minutes and all records for the Organization.

503.2 Minutes: The Secretary shall keep and preserve the minutes of the general and special meetings.

503.3 Correspondence: The Secretary shall carry on the correspondence of the Organization, maintain records, and preserve copies of all said correspondence.

503.4 Notices: The Secretary shall send written notice of all meetings to designated active members. A statement of purpose shall be sent with all special meeting notices. All notices shall be sent not less than seven (7) days prior to said meeting.

503.5 Other Tasks and Duties: The Secretary shall carry out all other tasks and duties as assigned by the Board.

SECTION 504 TREASURER

504.1 Annual Audit: The Treasurer shall submit an annual audited financial statement to the membership no later than the February meeting.

504.2 Funds: The Treasurer shall collect and, at the order of the Board of Directors, disburse such funds for ordinary operating procedures, as instructed.

504.3 Deposits: The Treasurer shall deposit all funds of the Organization as directed by the Board of Directors. Said depository to be named by the Board of Directors.

504.4 Other Tasks and Duties: The Treasurer shall carry out others tasks and duties as assigned by the Board.

SECTION 505 IMMEDIATE AVAILABLE PAST PRESIDENT

505.1 General: The Immediate Available Past President shall provide guidance and

advice to the current Board Members and membership with regard to the activities of the Organization.

505.2 Other Tasks and Duties: The Immediate Available Past President shall carry out other tasks and duties as assigned by the Board.

ARTICLE VI COMMITTEES

SECTION 601 STANDING COMMITTEES

601.1 General: The four (4) standing committees are as follows: Programs, Membership, Member Services and By-Laws/Policy.

601.2 Standing Committee Chairperson: A member of the Board, as appointed by the President, shall chair a Standing Committee and assist the President in selecting its members.

601.3 Committee Membership: All Standing Committee members shall be appointed by the President and approved by the Board.

601.4 Additional Committees: Additional committees may be created by the President, with the advice and consent of the Board of Directors, for any other special or general duties.

ARTICLE VII-DUTIES OF THE STANDING COMMITTEES

SECTION 701 PROGRAMS

701.1 Monthly Meetings: The Programs Committee shall prepare the program for each monthly meeting. A field trip or plant inspection may be used in place of a regular meeting, subject to the approval of Board of Directors.

701.2 General Meetings: The Programs Committee shall plan and present the program for all general meetings, educational, social and special events.

SECTION 702 MEMBERSHIP

702.1 New Members: The membership Committee shall secure new members for the Organization.

702.2 Welcome: The Membership Committee shall make all prospective, new and current members feel welcome.

702.3 Events: The Membership Committee shall monitor attendance sheets and collected fees at events.

703 MEMBER SERVICES

703.1 Problems: The Member Services Committee shall seek out expert advice on problems presented by an individual member or the entire membership.

703.2 Education Credits: The Members Services Committee shall track and maintain records of certification/education credits achieved by the active membership. It shall present Certificates of Education (CEUs) to attending active membership at sessions presented under Organization sponsorship.

703.3 Awards: The Member Services Committee shall coordinate local and national awards pertaining to this Organization.

SECTION 704 BY-LAWS/POLICY

704.1 Compliance: The Bylaws/Policy Committee shall monitor activities to assure compliance with the Constitution, By-Laws and Policies.

704.2 Draft Proposals: The By-Laws/Policy Committee shall draft proposed Bylaws and/or policy as directed by the Board of Directors.

704.3 Present Proposals: The Bylaws/Policy Committee shall present proposed By-Laws and or Policy to the membership as required, for their approval at a lawfully convened meeting.

ARTICLE VI-AUTHORITY AND BENEFIT

SECTION 801 AUTHORITY TO ACT

801.1 No Authority to Act: A member or member representative shall not participate in or purport to have authority to act on behalf of or bind this Organization to legal obligations or liability, except as provided in these By-Laws, or resolution of policy of the Board of Directors.

SECTION 802 BENEFIT TO ANY INDIVIDUAL

Section 802.1 No Benefit to Any Individual: No part of the earnings, if any, of the Organization shall inure to the benefit of any member or other individual, and no gain, profit or dividends shall ever be distributed to any member of this Organization or inure to the benefit of any private person, except as provided for in these By-Laws.

Section 802.2 Compensation to Active Elected or Appointed Board Members: Active elected or appointed Board Members are committed to the service of the membership. In recognition for their dedicated service active Board Members are not required to reimburse the Organization for any regular meeting dues and one Organization sponsored school day.

ARTICLE IX-RULES OF ORDER

SECTION 901. RULES OF ORDER

901.1 Rules of Order: Roberts Rules of Order shall govern all aspects of parliamentary nature unless otherwise provided for by the Board of Directors.

AMENDED AND APPROVED BY THE BOARD OF DIRECTORS

Robb Durning President Date:

John Pabian Vice President Date:

William Regner Secretary Date:

Thomas Kunz Treasurer Date:

Dale Engebretson Past President Date:

Mike Magussen Programs Date:

Raoul Johnston Membership Date:

Darrell Taylor Member Services Date: