

BY-LAWS
SHENANDOAH VALLEY CHAPTER
VIRGINIA BUILDING AND CODE OFFICIALS ASSOCIATION
(REGION III)

Article I
Name

The name of this organization shall be Shenandoah Valley Chapter of the Virginia Building and Code Officials Association (Region III) which shall hereinafter be referred to as The Chapter.

Article II
Purpose

The fundamental purpose of The Chapter shall be to:

- A. Promote the interest and welfare of the building related code enforcement agencies whose staff comprise its membership and to promote a closer, more informed relationship among those engaged in the profession of building related code administration and enforcement;
- B. Coordinate the rules and interpretations pertaining to the administration of such codes and regulations to promote greater uniformity among the various jurisdictions represented by its members;
- C. Transmit in an organized and coordinated manner to the Virginia Building and Code Officials Association or other appropriate agencies the desires of its members on matters relating to codes and regulations governing the construction of buildings, structures and appurtenances. These matters include but are not limited to building, plumbing, electrical, mechanical, fire codes, property maintenance, erosion and sedimentation, zoning, training and certification of code enforcement personnel and bonding of contractors.

Article III
Responsibility

With the assistance and cooperation of its members and of professional, industry and trade associations, and, in so far as it affects the Virginia Uniform Statewide

Building Code and related Regulation, Codes and Standards, this organization will be responsible for:

- A. Developing recommendations to promote and foster uniform administration, enforcement and interpretation;
- B. Cooperation with other professional groups and federal and state agencies in advancing uniformity in construction code matters;
- C. Assisting members in their technical work and development;
- D. Recommending, fostering and promoting modernization of codes, regulations, procedures, training of personnel and inspection techniques in the light of developing technological improvements affecting the building construction industry;
- E. Encouraging and promoting improved communications among public, governmental agencies, and professional, commercial and industrial groups in matters related to building construction and its regulation, and;
- F. Educating the public about this chapter and code enforcement's role and purpose in the community.

Article IV

Membership and Annual Dues

- A. There shall be three classes of membership; Active, Associate, and Honorary.
 - 1. Active membership in this Chapter shall be open to the technical staff involved in enforcing building related codes, site development, property maintenance, and land use programs for the political jurisdictions within Region III. Annual dues for active members shall be fifteen dollars (\$15.00) per year.
 - 2. Associate membership in this Chapter shall be open to persons, firms or organizations in the fields related to building construction. Annual dues for associate members shall be twenty five (\$25.00) per year.
 - 3. Honorary membership in The Chapter shall be by nomination and election of The Chapter membership. There shall be no annual dues for honorary members.

- A. Dues shall cover the period from January 1 through December 31.
- B. No person shall be in good standing whose dues have not been paid.
- C. No person shall be maintained on the membership roll whose dues have not been paid for three (3) consecutive years.
- D. The rights of the Chapter members shall be as follows:
 - 1. Active members shall enjoy all rights and privileges granted by membership in the Chapter. Only Active members may vote on general business conducted by the Chapter.
 - 2. Associate and Honorary members shall enjoy all other privileges granted by membership in the Chapter.
- E. Members shall assume the following:
 - 1. In general, all members shall further the purposes of the Chapter by maintaining proper professional levels of performance and by active participation in the Chapter's undertakings.

Article V
Officers

Officers of the Chapter shall be a Chairman, a Vice-Chairman, a Secretary and a Treasurer. The Chapter shall elect the Chairman, Vice-Chairman, Secretary and Treasurer from its Active members at the September meeting each calendar year. The elected Officers shall take office at the November meeting of The Chapter. It is the intent of this section to provide for terms of office that are concurrent with those of the Virginia Building and Code Officials Association. They shall not be elected for more than four consecutive years, but shall serve until replaced. The Chairman, Vice-Chairman, Secretary, Treasurer and the Chairmen of standing committees shall serve as the Executive Committee of The Chapter. Duties for each office shall be as outlined in the Job Description policy of the VBCOA Board of Directors.

Article VI
Vote

The Active membership, as described in Article IV, Section A, Subsection 1, of The Chapter shall have the sole and exclusive right to vote. Each political jurisdiction represented by Active members shall be limited to a total of two (2) votes. When a political jurisdiction is represented by three (3) or more Active members, these Active members shall delegate two of their number to cast the two (2) votes for their jurisdiction, and The Chapter Chairman shall be given the names of those delegates prior to the starting of the meeting.

Article VII **Committees**

Section 1. Committee Chairmen shall be appointed at the direction of The Chapter Chairman from The Chapter membership and shall meet at the direction of the Chairman or Executive Committee of The Chapter.

Section 2. Committee Chairmen shall be responsible for liaison between The Chapter and the parallel State committee. The term of the Committee Chairman, and the manner of filling vacancies in these offices, shall be determined and established by The Chapter Chairman.

Section 3. Such other committees, standing or special, shall be appointed by the Chairman as the Chapter or the Executive Committee shall from time to time deem necessary to carry on the work of the Chapter. The Chairman shall be *ex officio* a member of all committees except the Nominating Committee.

Article VIII **Meetings**

Section 1. Regular meetings of The Chapter shall be held not less than quarterly. The date, time and place of the meeting shall be announced in a meeting notice distributed to the members at least seven days prior to the meeting.

Section 2. The regular and special meetings of each committee shall be as determined and established by the Committee Chairman. Each Committee shall report its activities at the next Chapter meeting subsequent thereto.

Section 3. Special meetings may be called by a majority vote of the Executive Committee. Notice of such meetings and the business to be conducted shall be

mailed to the membership not less than fourteen days in advance of the date thereof. Mailed ballots, received within seven days after the scheduled meeting shall be considered in determining decisions made at such meetings. A minimum of thirty active members present shall constitute a quorum.

Article IX **Quorum**

A quorum shall consist of five (5) Active members representing five (5) separate political jurisdictions. Actions taken by less than five (5) members shall be null and void unless confirmed by a letter ballot from the members who were absent. A quorum for a committee shall consist of the majority of those present.

Article X **Parliamentary Authority**

Section 1. The rules contained in the current edition of Robert's Rules of Order, Newly Revised shall govern The Chapter in all cases to which they are not inconsistent with these by-laws and any special rules of order which may be adopted by The Chapter.

Section 2. The order of business at all meetings of The Chapter or of a Committee shall be:

1. Roll call of members and determination of quorum.
2. Introduction of guests.
3. Reading of the minutes of the previous meeting.
4. Reading of communications received.
5. Reports of Officers
6. Reports of Committees.
7. Dates of events.
8. Old business.
9. New business.
10. Adjournment.

At any meeting the agenda and order of business may be changed by the Chairman or suspended by a majority vote of the members present

Article XI
Amendment of By-Laws

These by-laws can be amended at any meeting of The Chapter by a two-thirds vote of Active members present, provided that the amendment has been previously submitted in writing by any member to the Secretary not less than thirty (30) days in advance of the meeting for review and recommendation by The Chapter.