

CONSTITUTION AND BYLAWS OF RHODE ISLAND BUILDING OFFICIALS ASSOCIATION

NAME AND OBJECTIVE OF THE ASSOCIATION

The corporation shall be known by the name of the Rhode Island Building Officials Association hereafter referenced as RIBOA. Its principal place of business shall be in the State of Rhode Island and Providence Plantations. The Executive Board may change the form of the seal of the association by majority vote.

The purpose of this association is to promote co-operation and understanding between building officials and other code enforcement officials, regulatory agencies, the building construction industry and allied fields, and the general public, and, to provide related education opportunities to its membership and the building industry. It is also the purpose of this association to cooperate in the formulation of standards for the protection of the safety, health, morals and general welfare of those in and about buildings.

ARTICLE 1—Meetings

- 1.1 There shall be a minimum of 6 (six) business meetings per the calendar year with the dates set by the Executive Board. Additional meetings may be called by a majority vote of the Executive Board as necessary.
- 1.2 At all business/membership meetings, 13 members shall constitute a quorum; at all committee meetings a majority of the appointed members shall constitute a quorum; no business shall be transacted at any meeting unless a quorum is present.
- 1.3 The Secretary shall, at least one week in advance, notify all members in good standing as to the definite dates of the meetings and the location thereof, as designated by the Executive Board.
- 1.4 **Conduct of Business**—All RIBOA meetings shall be conducted in compliance with the most recent version of Roberts Rules of Order.
- 1.5 **Order of Business**
 - 1.5.1 Call to Order
 - 1.5.2 Determination of a Quorum

- 1.5.3 Pledge of Allegiance
- 1.5.4 Announcements
- 1.5.5 Minutes of previous meetings
- 1.5.6 Reports from Executive Board members
- 1.5.7 Committee Reports
- 1.5.8 Old Business
- 1.5.9 New Business
- 1.5.10 Good and welfare
- 1.5.11 Adjournment

ARTICLE 2—Membership

- 2.1 Active Membership:** Active membership shall consist of the building officials/inspectors and alternate building officials/alternate building inspectors, in active service within a municipality, and within the State Building Commissioner’s Office charged with the administration and enforcement of the Rhode Island State Building Code. The Applicant must submit a written request and be voted in by a majority of the membership attending a regular monthly association meeting.
- 2.2 Certified Eligible Membership:** A person who meets the requirements of a code enforcement official / inspector as set by the RI State Building Codes Standard Committee and maintains all requirements for a building official/inspector. The Applicant must submit a written request and be voted in by a majority of the membership attending a regular monthly association meeting.
- 2.3 Honorary Membership:** After retirement, honorary membership may be granted to an Active or Certified Eligible member, who has rendered meritorious service to a municipal or state agency charged with the administration and enforcement of the Rhode Island State Building Code. A member must be nominated for honorary membership. The Applicant must submit a written request and be voted in by a majority of the membership attending a regular monthly association meeting. If there is evidence that the member participated in any illegal act in the performance of duties, the member shall not be eligible for honorary membership.
- 2.4 Associate Membership:** Any member who ceases active service and does not possess or retain a certification as set by the RI State Building Codes Standard Committee. This will also include Electrical inspectors, Plumbing Inspectors, Mechanical Inspectors, Minimum housing inspectors, Licensed/Registered Architects, Engineers and all other trade inspectors & industry representatives. The Applicant must submit a written request and be voted in by a majority of the membership attending a regular monthly association meeting.

- 2.5 Office and Voting Rights:** The right to hold office is reserved for Active and Honorary members; the right to vote in all matters of the association is reserved for Active, Certified Eligible Building Officials, Certified Eligible Building Inspectors, and Honorary members only.

ARTICLE 3—Dues

- 3.1** All members shall pay dues except for Honorary Members. The amount of dues will be determined for the following year by the voting members of the association.
- 3.2** Dues shall be payable to the Treasurer on or before January first of each year. Any member whose dues have not been paid on or before September first loses all privileges; and, if after notice by the Treasurer, the member fails to pay dues within thirty (30) days, his/her name shall be referred to the Executive Board for further action.
- 3.3** If a member joins the association during the second half of the year, the member may then pay a prorated amount of the regular yearly membership dues as determined by the Executive Board.

ARTICLE 4—Executive Board Officers & Duties

4.1 Makeup of Executive Board:

- 4.1.1** The Executive Board shall be composed of the President, Vice President, Secretary, Treasurer, and immediate past President.
- 4.1.2** The Executive Board shall have the power to act on behalf of the association between regular meetings.
- 4.1.3** The Executive Board shall be empowered to fill any vacancies in offices that may occur during the year.

4.2 Officers:

- 4.2.1 President**—shall preside at all meetings, shall enforce the bylaws, and shall be a member ex-officio of all committees. The President shall appoint all committees and shall call special meetings when requested in writing by not less than three (3) members.
- 4.2.2 Vice-President**—shall assist the President in the discharge of the Presidents official duties and shall officiate in the Presidents absence or inability to attend to official duties.

- 4.2.3 Secretary**—shall keep correct minutes of each meeting, write all official correspondence, and issue all notices of meetings.
- 4.2.4 Treasurer**—shall receive all dues or assessments and give a receipt for the same and shall notify any member when that member is in arrears. All disbursements over \$200.00 shall be subject to the approval of the membership; disbursements under \$200.00 shall be approved by at least two executive board members. All money shall be deposited by the Treasurer in a bank approved by the Executive Board for the account of, and in the name of, the association.
- 4.2.5** The Treasurer shall make an Annual Report of the fiscal standing of the association.

ARTICLE 5—Nominations & Elections

- 5.1** Nomination of officers will be presented in September by the nominating committee. Elections shall be conducted by the nominating committee in November.
- 5.2** The officers shall consist of a President, Vice-President, Secretary, and Treasurer. These officers shall be elected for a term of two (2) years by the members. They shall be installed the following January. The President shall not be eligible for more than two (2) consecutive two-year terms, however, a past Presidents' name may be submitted as a candidate for President after a lapse of one (1) term.
- 5.3** Should any member of the Executive Board retire or leave office, whether voluntarily or involuntarily, he/she may retain his/her status until a new election is held, as long as he/she is a member in good standing and so desires.

ARTICLE 6—Committees

- 6.1** All Members in good standing are eligible to serve on committees.
- 6.2** The President shall appoint a chairperson and a minimum of 2 committee members to all committees of RIBOA except as noted in the Section A1.2 (Appendix 1—Scholarships) where the President shall appoint 3 committee members
- 6.3** Chairpersons and committee members serve at the pleasure of the President and are expected to participate in accordance with RIBOA by-laws and policies as set by the Executive Board.

- 6.4** Members in good standing may request membership on any committee but must be approved by the Executive Board. The request shall be in writing.
- 6.5** RBOA committees may include, but are not limited to:
- 6.5.1 Membership Committee:** The duty of this committee is to review all active, associate, and honorary members and advise them of their current status.
 - 6.5.2 Legislative Committee:** The duty of this committee is to review upcoming legislation and assist members who wish to submit legislation.
 - 6.5.3 Social Committee:** The duty of this committee is to set up and plan for all social functions that the association deems necessary.
 - 6.5.4 Nominating Committee:** The duty of this committee is to solicit qualified candidates for office and to submit their qualifications to the Executive Board. The Nominating Committee shall conduct the election of officers.
 - 6.5.5 Auditing Committee:** The duty of this committee is to audit all association finances prior to elections, but at least once a year.
 - 6.5.6 Bylaws Committee:** The duty of this committee is to review the bylaws of the association and to change or add new laws as are deemed necessary by the association.
 - 6.5.7 Education Committee:** The duty of this committee is to set up monthly speakers and seminars relating to code enforcement, construction methods and materials, and health, welfare, and safety issues.
 - 6.5.8 Sponsorship Committee:** The duty of this committee is to establish, review, and authorize corporate or agency sponsorship programs that will support the stated goals and purposes of the organization.
 - 6.5.9 Golf Committee:** The duty of this committee is to coordinate and operate an annual golf tournament. The proceeds of the tournament will be directed to the principal of the Scholarship Fund established in Appendix 1.
 - 6.5.10 Awards Committee:** The duty of this committee is to investigate a person or persons who go beyond the call of duty and promotes the enforcement of building codes. This candidate will be considered for the Vincent DiMase Award.
 - 6.5.11 Scholarship Committee:** Shall be constituted in accordance with Appendix 1.

ARTICLE 7—Amendments

Any proposal to alter, amend, or repeal these bylaws shall be made in writing and submitted to the Executive Board, who shall cause the entire membership to be notified of any proposed change at least one (1) week before a meeting takes place. Such alterations, amendments, revisions, or repeals shall take effect when a majority of the voting members present vote in favor thereof.

ARTICLE 8—Dissolution Clause

In the event RIBOA is to be dissolved all remaining assets after all debts have been satisfied shall be given to the New England Technical College in East Greenwich Rhode Island as such a scholarship to the building trades. The distribution of these assets is the responsibility of the treasurer at the time of dissolving RIBOA.

In the event RIBOA is to be dissolved, after all debts have been satisfied and the remaining assets of the association have been liquidated, the proceeds shall be given to the New England Technical College in East Greenwich, Rhode Island—to create a scholarship fund to be utilized by the students in the building trades program as the School sees fit. The distribution of these assets is the responsibility of the Treasurer at the time of the dissolution of the RIBOA.

APPENDIX 1

Rhode Island Building Official's Association John "Jack" Maloney Memorial Scholarship Fund

A1.1 That the minimum fund balance in the "Scholarship Fund" shall be (\$50,000) Fifty Thousand Dollars, and this amount shall be set aside in a dedicated account or accounts. These account/accounts shall hereafter be known as the Scholarship Fund. The funds shall be invested in interest-bearing or stock index funds managed by a professional financial advisor. The fund's income and expenses shall be reviewed semi-annually by the Executive Board with the Board providing any recommendations to the Association Membership. No more than (50%) fifty percent of the "Golf Tournament" proceeds shall be used for the annual scholarships and grants and may only be exceeded by vote of the membership. Further, that the remaining (50%) fifty percent of the "Golf Tournament" proceeds shall be allocated and deposited in the "Scholarship Fund" to increase the principal of the "Scholarship Fund".

- A1.2** That the Scholarship Committee shall consist of four (4) members of the Association. One member of the Committee to be the President and three (3) others shall be from the membership at large and appointed by the President. The President shall appoint a chairperson. It shall be the responsibility of this committee to administer and award scholarships and or grants annually.
- A1.3** That the disbursements from the Scholarship Fund may be allocated, distributed and prioritized in the following manner:
- A1.3.1** That a minimum of one scholarship is awarded annually to an Active, Certified Eligible, or Honorary member or a child, step-child or grandchild of an Active, Certified Eligible, or Honorary member in good standing for two (2) consecutive years of the Building Officials Association.
- A1.3.2** The above-noted member must have demonstrated service to RIBOA such as serving or having served as an active participant on one or more committees and attending a majority of meetings. If there is a challenge to this provision, the RIBOA Executive Board shall have the final decision relative to scholarship eligibility and compliance with this requirement.
- A1.3.3** That in the absence of the applications of the above category being fulfilled, it shall be at the discretion of the Executive Board to instruct the Scholarship Committee to award the available scholarship to deserving students entering into a field of study consistent with our profession.
- A1.3.4** That one grant may be given annually to a Technical/Vocational School student to be given in the name of the Association. This grant shall be awarded to a student who is pursuing a career which is related to the construction industry. The grant could be used to purchase equipment or tools in lieu of further education at the recommendation of the student's Instructor or School Officials.