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## **ILLINOIS COUNCIL OF CODE ADMINISTRATORS ARTICLES OF ASSOCIATION AND BY-LAWS**

### **Preamble**

We, the Code Officials of the State of Illinois-grateful to the Charter Chapter Members of this Organization: Illinois Protective Officials Conference, Northwest Building Officials and Code Administrators, and the Suburban Building Officials Conference for the foresight to form this Council-in order to provide for the health, safety and general welfare of the people in the Great State of Illinois; maintain a safe built environment, provide opportunity for the fullest development of the individual-do hereby ordain and establish these Articles of Association and by-laws for this Illinois Council of Code Administrators (ICCA).

#### **Article 1 - Name**

Section 1.1 The Name of the organization shall be: **Illinois Council of Code Administrators**  
Hereinafter referred to as Council.

Section 1.2 The Illinois Council of Code Administrators shall be incorporated as a “Not for Profit Corporation” under the laws of the State of Illinois.

#### **Article II – Purpose**

Section 2.1 The purpose of the Council shall be:

- a. To promote professionalism through education, training, and certification of qualified code enforcement officials.
- b. To unify the various code administration organizations within the State of Illinois and to provide for the development of new organization for statewide coverage.
- c. To promote the development and adoption of a uniform statewide code by actively pursuing and participating in the development of all legislation that directly effects building code enforcement and occupancies and structures located in the State of Illinois.
- d. To promote the proper administration and enforcement of building and related codes. To increase public awareness of the role that Code Officials and Building departments play in the aspect of public in the State of Illinois through various forms of public information.

**Article III – Membership**

Section 3.1 Membership in the Council shall be comprised of:

- a. Chapter members
- b. Active members
- c. Associate members
- d. Honorary members
- e. Organizational members

Section 3.2 Definitions:

- a. **Active Members:** Any member of an organization classified as a Chapter, Associate or Organizational Member of the Council. Honorary members shall be considered an active member of the Council.
- b. **Associate Alternate:** An Associate member who is elected or appointed by the associate members to represent the aggregation of associate members in the absence of the Delegate.
- c. **Associate Delegate:** An Associate member who is elected or appointed by the associate members to represent the aggregation of associate members.
- d. **Associate Members:** Code Enforcement Officials, who are not associated with a Chapter Member, but are employed by any unit of government in the State of Illinois. This includes but are not limited to third party inspection companies.
- e. **Board:** See Article IV
- f. **Chapter Alternate:** A member of a Chapter who is elected or appointed by his/her Chapter to represent that Chapter as a voting member of the Council in the absence of the Delegate. The alternate cannot hold an elected position on the Board.
- g. **Chapter Delegate:** Delegate: A member of a Chapter who is elected or appointed by his/her Chapter to represent that Chapter in the Council. A delegate is a voting member and may hold an elected position on the Board.
- h. **Chapter members:** New organizations may be admitted to membership as Chapter members of the council provided that:
  - 1. Their Membership shall be comprised of at least five (5) governmental agencies.
  - 2. Their purpose or objectives are not in conflict with the purpose of the Council.

3. Their Chapter is a member in good standing.

- i. Chapter Delegate: A member of a Chapter who is elected or appointed by his/her Chapter to represent that Chapter in the Council. A delegate is a voting member and may hold an elected position on the Board
- j. Executive Director: A paid position appointed by the Council to conduct the business of the Council at the direction of the Board
- k. Honorary Member: A retired individual of distinction who has rendered outstanding service in the furtherance of the objectives of the Council and so designated by a majority vote of the voting members in a Council meeting.

Member in good standing: A Member whose personal, organizational or Chapter dues and fiscal responsibilities to the Council are satisfied and current.

- m. Organizational Member: Any person, firm, or corporation in an affiliated field including but not limited to Architects, Planners, Trades Persons, Departments of the State of Illinois, Consultants.
- n. Quorum: The minimum number of Chapter and Associate members necessary to conduct business of the Council. A quorum shall be one-half (1/2) of the chapters and Associate members in good standing and present
- o. Present: Defined as in person, via means of an audio device, or via means of a video device.

Section 3.3 Application for Membership shall be submitted on an application form as prescribed by the Board of Directors or any sub-committee appointed and assigned the task by the President and Board of Directors

Section 3.4 Application for membership shall be received, processed, and forwarded to the Board of Directors for their consideration.

Section 3.5 The Board of Directors may approve or deny membership by majority vote of The Board.

Section 3.6 If an application for membership is approved by the Board, membership will become effective upon payment of dues.

#### **Article IV - Board of Directors**

Section 4.0 The governing body of the Council shall be the Board of Directors hereinafter referred to as (Board).

- Section 4.1 The Board shall consist of four (4) persons from each Chapter, two (2) Delegates and two (2) Alternates. Each chapter shall submit to the Secretary of the Council, the names of its delegate and alternate members Prior to the March meeting of the Council, but in no case later than April 15<sup>th</sup> of each year.
- Section 4.2 The Board shall also include two (2) Associate members and two (2) alternates. Associate members may elect two (2) delegates and two (2) alternates from the associate membership to represent the aggregation of associate members. Associate members shall not serve in an executive position.
- Section 4.3 The Board shall consist of only Chapters and elected Associate members who are members in good standing as herein defined.
- Section 4.4 The Executive Board shall consist of a President, Vice-President, Treasurer, Secretary, Immediate Past President and Sergeant-at-arms and be elected from the delegates of the Council.
- Section 4.5 Said Board shall serve as the officers of the Council and shall take office at the first meeting of the calendar year and serve a one-year term. Members of the Board may serve consecutive terms. To qualify as an officer, the individual must represent their Chapter as a voting member at the time of their election. Not more than two (2) representatives of any Chapter shall sit as a member of this Board.
- Section 4.6 Duties of the President:
- The President shall -preside at all meetings of the Board of Directors and at general meetings of the full Council. The President shall enforce all the by-laws of this Council and shall chair the Legislative Committee and the Election Committee appointed by the Board of Directors. The president, with the approval of the Board of Directors, shall appoint all chairmen, officer's vacancies, and members of any and all committees deemed necessary. The President shall be a non-voting member of all committees, but shall vote in the event of a tie.
- Section 4.7 Duties of the Vice- President:
- The Vice-President shall assist the President in the conduct of his office. He shall act and perform the duties of the president during any incapacity of fulfilling the functions of the office of President. The Vice-President shall chair the membership and spring meeting committee.
- Section 4.8 Duties of the Secretary:
- The Secretary shall keep the minutes of all meetings of the Board and the full Council. Copies of those minutes shall be distributed within twenty (20) days after such meeting to all officers, delegates and others as deemed necessary by the Board. The Secretary shall handle all correspondence as assigned by the Board. The Secretary shall oversee all activities pertaining to the creation and

maintenance of Council web site. The Secretary shall also act as the Council's Public Relations Director and Liaison to the Special Events Committee and coordinate the dissemination of information to the member organizations.

Section 4.9 Duties of the Treasurer:

The Treasurer shall have charge of all financial matters of the Council and submit a written financial report to the Board at each Council meeting. The treasurer is entitled to have a petty cash fund of Two Hundred and no/100 Dollars (\$200.00) for Council related activities. All expenditures exceeding \$200.00 are to receive prior approval of the Board. The Treasurer shall also act as liaison to all fund raising activities. The address of the treasurer shall be the official address of the Council. The past Treasurer shall be responsible for forwarding all correspondence to the new treasurer and to initiate the change of address forms with USPS.

Section 4.10 Duties of the Sergeant-at-Arms:

The Sergeant-at-Arms shall maintain order during all meetings and functions of the Council. The Sergeant-at-Arms shall be responsible for ensuring that all votes are in accordance with and in compliance with the provisions of these by-laws and monitor the activities of the organization to ensure compliance with the adopted by-laws. The Sergeant-at-Arms shall be the chairperson of the certification committee. The Sergeant-at-Arms shall also be liaison to any building code legislation or other related issues.

Section 4.11 Duties of the Immediate Past President:

The Past President shall assist the President and the Executive Board in the conduct of his office, based on the knowledge they have gained during their tenure as President.

**Article V – Meetings**

Section 5.0 The Board shall meet only when a *quorum* is *present*.

Section 5.1 The Council, shall convene and elect officers to the Board during the first meeting of the year.

Section 5.2 Other than write-in candidates, the slate shall be composed of members selected by the elections committee during the last quarter of the previous year.

Section 5.3 Unless directed by the President, the Board shall meet at least six (6) times during each year for the purpose of administering the affairs of the Council. Meetings will be held on odd numbered months.

Section 5.4 Other meetings of the Board may be held at the direction/call of the President.

Section 5.5 The Board shall meet when requested by two-thirds (2/3) of the members of the Board.

- Section 5.6 The Council shall hold an annual meeting of all the members of the Council to conduct the business of the Council. The Council may provide a training opportunity to all Chapters of the Council. Training CEU's shall be consistent with ICC guidelines.
- Section 5.7 The date and location of the annual meeting of the Council shall be approved by the Board and notice shall be distributed to all Council members at least thirty (30) days prior to that meeting.
- Section 5.8 All proceedings of the Council and matters not provided for in these by-laws shall be governed by the current edition of Robert's Rules of Order.
- Section 5.9 The Board of Directors shall be entitled to conduct executive sessions to discuss the following issues:
- a. Contract negotiations
  - b. Council personnel/discipline issues
  - c. Property acquisition
- The results of said Executive session shall be submitted to the full Council at its next regularly scheduled meeting and shall be approved by the full Board in open session before coming effective, unless immediate action is required to secure financing or to comply with regulations.

#### **Article VI- Dues**

- Section 6.1 Individual members of the Chapter shall not be required to pay any additional dues to the Council.
- Section 6.2 The annual dues for each Chapter, Organizational and Associate Member shall be determined by the Board
- Section 6.3 Annual dues for all members shall be due and payable on or before May 1<sup>st</sup> of each year. Any member joining after November 1<sup>st</sup> shall pay one-half (1/2) the annual dues amount.
- Section 6.4 Reserved
- Section 6.5 Honorary Members shall not be required to pay dues.

#### **Article VII- Voting**

- Section 7.1 Each member of the Board, who's Chapter is a Member in good standing shall be entitled to one (1) vote. No Chapter shall cast more than one (1) vote. No member of the Board shall cast more than one (1) vote on any matter. If a Chapter has two members on the Board then only one vote will be counted. Alternates of the Board may only vote in the absence of the Delegate member or members.
- Section 7.2 Absentee voting by proxy shall not be permitted. Issues shall be determined by simple majority vote of all members of the Board present at the meeting at which the vote is taken.

- Section 7.3 Dual membership in more than one (1) Organization does not entitle the individual to more than one (1) vote.
- Section 7.4 Honorary Members are not voting members.
- Section 7.5 Associate members may have one (1) vote in aggregation of all associate members.
- Section 7.6 All members of the Council shall have the ability to have the floor during a meeting of the Council.

**Article VII- Amendments**

- Section 8.1 All proposed amendments to these Articles of Association and By-laws shall be presented to the Secretary of the Board in a manner and time frame determined by the Board. Copies of these proposed amendments and the tentative agenda for the annual Council Meeting shall be mailed to all Organization Members thirty (30) days prior to the meeting in which the By-Law Amendments will be voted upon.
- Section 8.2 Amendments shall be adopted if approved by two-thirds (2/3) majority vote of the Council.