

CENTRAL JERSEY  
CODE  
OFFICIALS  
ASSOCIATION

*CONSTITUTION AND BY-LAWS*

Revised 6/5/19

# CENTRAL JERSEY CODE OFFICIALS ASSOCIATION

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# Constitution

## Section I

### Name and Office

**Name:**

The name of this organization shall be the Central Jersey Code Officials Association Incorporated.

**Office:**

The principal office of the organization in the State of New Jersey shall be located in the Secretary's office or P.O. Box 892 Princeton Junction NJ 08550.

## Section II

### Purpose and Methods

**Purpose:**

The purpose of this organization shall be:

A. To cooperate with and assist other building officials and other governmental officials in their aims and objectives to the extent they shall be consistent with the purposes herein expressed;

B To promote efficiency and seek improvement in administrative organization techniques and methods as related to the regulation of building construction;

C. To promote among the public better public understanding of the advantages, purposes and functions of the regulation of zoning, housing and building construction, to earn public respect and confidence in the office of building inspection;

D. To foster cooperation between the building officials of the State, the construction industry and government;

E. To promote clear understanding and cooperation between planning, housing, fire prevention, health, sanitation, energy conservation and other governmental departments having functions related to the planning, construction and use of buildings and the installation and maintenance of service equipment in them, for the benefit of the public and the promotion of safety;

F. To promote the acceptance of performance requirements for building materials, equipment and construction methods without prejudice or bias;

G. To participate in and promote the establishment of congruity of building regulations, especially in adjacent, contiguous, or neighboring political subdivisions within an area; for the promotion of public safety against the hazards of life and health; the efficient use and conservation of energy; the advancement of safe methods of building construction; better fire prevention and protection; and relief from the confusion and uncertainty of conflicting building laws and regulations and to the protection of the homeowner and occupants of buildings and structures;

H. To conduct these activities and achieve these objectives without pecuniary profit.

**Methods:**

The methods of achieving the purposes of this organization shall be:

A. By enrollment with national, state and regional not-for-profit organizations as an affiliated member;

B. By exchanging and disseminating, through whatever means directed or approved by the Executive Board; ideas and information on administrative procedures and techniques;

C. By maintaining in public office a high degree of integrity and public relations through every legitimate means;

D. By creating good fellowship and mutual understanding among members and with the industry through meetings and similar activities;

E. By publicizing the purposes and activities of this organization through contact with public officials in other branches of government;

F. By moral support to building officials subjected to adverse pressures, and such practical help as the Executive Board may deem appropriate in each individual case;

G. By establishing and collecting dues, fees and other income for the furtherance of the objectives of the organization by any legitimate means;

H. By recognizing and accepting recommendations of established building code organizations and standards authorities so long as they are consistent with sound safety practices.

### **Section III**

#### Function

The organization shall have the power to adopt By-Laws which may provide for:

A. Various classes of membership and fixing the qualifications thereof;

B. Amount and conditions of payment of dues;

C. The designation of Officers, Board of Directors; their duties, method of election and term of office;

D. The establishment of committees;

E. The holding of meetings;

F. The amendment of this constitution and the by-laws; and

G. Such other matters as may be necessary to fulfillment of the objectives of the organization.



## Section IV

### Conditions of Operation

All assets of this organization shall be exclusively used in furtherance of its purposes herein set forth. No officer, member or employee of the organization, nor any other individual, corporation or interest shall at any time receive or be lawfully entitled to receive any pecuniary profit from the operation or activities of this organization, nor any net earnings thereof, except reasonable compensation for services and reimbursement of necessary travel, and incidental expenses incurred in furtherance of the objectives of the organization.

Upon the dissolution or termination of this organization, no officer, member or employee of the organization, nor any other individual shall receive any profit from or share in any of the assets or property of the organization; but all assets, property and surplus of the organization shall be delivered to vest in an existing organization as nearly similar as may be possible and containing in its constitution provisions having the same effect as those contained in Article II of this Constitution.

In case all the assets of this organization are expended or distributed in accordance with the provisions of this constitution, the organization may be dissolved or terminated.

# By-Laws

## ARTICLE I

### OBJECTIVES

Our objective shall be to improve the standards of building code practices; to provide a clearing house for the collection and distribution of useful information relating to New Jersey Uniform Construction Code; to educate the public on the true nature and importance of the work performed by code officials; to sponsor legislative proposals designed to improve construction codes and techniques; to elevate the standard of personal requirement of code officials; to cooperate with other public and private agencies interested in improving construction code administration; in every proper way to promote justice and equity in all construction code programs; and as an ICC chapter, operate within the guidelines of our parent organization.

**ARTICLE II**

**ORGANIZATION**

**1.** The Executive Board of this association shall consist of the President, Vice President, Secretary, Treasurer, and immediate past president. All terms shall be twenty-four (24) months.

**2.** The Board of Directors shall consist of the duly elected officers, past Presidents as appointed by the standing President, and two at -large members all in good standing and working in code enforcement whose terms shall be two (2) years. The President shall appoint these at the annual meeting in December, before the installation of the Officers.

**ARTICLE III**

**MEMBERSHIP**

**MEMBERSHIP:**

There shall be four (4) classifications of membership: Active regular member, Associate member, Life member, and Honorary Member.

**1. ACTIVE REGULAR MEMBERSHIP:**

Any person duly licensed by Department of Community Affairs (DCA), and employed by a Government agency shall be eligible for active regular membership, and shall be afforded all rights and privileges.

**2. ASSOCIATE MEMBERSHIP:**

Any person, firm, or corporation interested in maintenance, promotion, and improvement of the standards of construction, housing, planning, zoning, representatives or manufacturers, architects, engineers, general contractors, financial institutions, insurance companies, and all others engaged in the building industry shall be eligible for associate membership. Associate members shall have all of the rights and privileges of active regular members, with the exception of voting privileges and the right to hold elected office

**3. LIFE MEMBERSHIP:**

A member in good standing for a minimum of ten (10) years may be elected Life member to this association upon his or her retirement by the direction of the Board of Directors by a 2/3 majority. Life members shall retain all of the rights and privileges of regular members except to hold elected office and shall be exempt from the payment of annual dues.

**4. HONORARY MEMBERSHIP:**

Honorary memberships may be conferred after approval of the Executive Board by a 2/3 majority, presentation to the membership, and a simple majority vote of the active members present at any regular or special meeting of the association. Such honorary members have the right to voice or expression but not the right to vote or hold office. They shall be exempt from the payment of any annual dues.

Any member who is found guilty of a crime, or pleads guilty to a crime, involving any or all of his/her DCA licenses, shall be deemed to have resigned membership in this organization and shall not be allowed to rejoin.

**ARTICLE IV**

**DUES ASSESSMENT AND TERMINATION OF MEMBERSHIP**

**DUES:**

The annual dues of the association shall be set at the January regular business meeting. If dues are not paid for a period of twelve (12) months, membership may be terminated.

**ARTICLE V**

**DUTIES OF OFFICERS**

The officers of this Association shall be President, Vice President, Secretary and Treasurer. Each shall be an active member of the Association. Nominations shall be submitted to the membership by a duly appointed Nominating Committee. An effort should be made by the Nominating Committee to select candidates that will give equal representation to the counties that comprise the Association. All officers of this Association shall be elected for a term of two years, and can be re-elected for indefinite successive terms. Retiring officers are required by the By-Laws to submit all records, data and pertinent information of the Association to their successors following the election of said successors.

**1. PRESIDENT:**

The President shall be the Chairman of the Executive Board and preside over all meetings of the membership held for the purpose of transacting association business. He or she shall appoint all committees either on his or her own initiative, or at the request of the Executive Board. The President shall be ex-officio member of all committees.

**2. VICE PRESIDENT:**

The Vice President shall assume and exercise all the powers and duties of the President in the event of his or her absence, and shall perform such other duties as may be assigned to him or her by the Executive Board. The Vice President shall be Ex-officio member of all committees.

**3. SECRETARY:**

The Secretary of the Association shall give notice and keep minutes of all meetings, have custody of the records, and shall take care of all correspondence for the association.

**4. TREASURER:**

The treasurer shall be the chief financial agent of the Association and shall exercise such authority and perform such duties as may be prescribed by the Executive Board. The Treasurer shall have custody of all funds, securities, and legal financial instruments of the Association, and be responsible for their safekeeping.

He or she shall determine the manner of depositing and safekeeping of such funds, subject to the approval of the Executive Committee.

**ARTICLE VI**

**ELECTION OF OFFICERS**

1. **Regular Election:** Elections occurring at the expiration of a term of office shall be considered a regular election and be held at the November meeting. The terms of Executive Officers shall end immediately before midnight December 31<sup>st</sup> every other year.

(a) If nominations and elections do not take place at the designated times, the officers presently in office shall hold over until such time the nominations and elections take place, which is to be the earliest date possible.

**2. Special Election:** An election occurring because of a vacancy during an unexpired term of office shall be considered a special election. If a vacancy occurs at a regular meeting [such as in the case of a resignation], the vacancy shall be filled at the next regular meeting. If a vacancy occurs between regular meetings [such as in the case of a death], the vacancy shall be officially noted at the regular meeting subsequent to the occurrence and the vacancy shall be filled at the next regular meeting.

(a) A vacancy occurring in the office of president shall automatically be filled by the vice-president for the balance of the unexpired term, with the office of vice-president being filled by election.

(b) Vacancies occurring in all other elective offices shall be filled by election.

**3. Candidacy:** Members wishing to be a candidate for elective office at a regular election shall submit a letter of intent to the Nominating Committee during the month of September. Members wishing to be a candidate for a vacated elective office shall submit a letter of intent to the Nominating Committee during the period between the regular meeting when the vacancy occurred or was made official and the following regular meeting. The Nominating Committee shall determine the eligibility of such members in conjunction with By-Laws

**4. Nominations by Committee:** For a regular election, the Nominating Committee shall present its report at the regular meeting in October, giving a list of eligible candidates for each term of office expiring at the end of the year. For a special election, the Nominating Committee shall present its report at the regular meeting following the regular meeting at which the vacancy occurred or was made official, giving a list of eligible candidates for the unexpired term of office. The Nominating Committee shall present the report for each office to be filled, naming the nominees in the order in which the offices are listed in By-Law Article V.

**5. Nominations from the Floor:** Subsequent to the report of the Nominating Committee, nominations will then be made from the floor. Each office will be opened singularly and the committee chair shall call for nominations in the order in which the offices are listed in By-Law Article V. When the committee chair has called for nominations from the floor, a member wishing to make a nomination shall rise and make the nomination. No second shall be required to nominate a member.

(a) The member nominated must accept the nomination verbally or, if not present at the meeting, in writing for the member to be a candidate for the office. If the member does not accept the nomination, or instead offers a declination, the member shall not be a candidate for the office.

(b) The committee chair shall then ask for any further nominations. The committee chair repeats each nomination until all nominations for the office have been made. When it appears that no one else wishes to make a nomination, the committee chair shall ask again if there are any further nominations, and if there is no response, the committee chair shall declare the nominations for that office are closed, without waiting for a motion to that effect. The committee chair shall then move to the next office in the order in which the offices are listed in By-Law Article V.

(c) The same person can be nominated for more than one office.

(d) When more than one person is to be elected to an office no one may nominate more than one person for the office until every member wishing to nominate has had an opportunity to do so. In no event may any one member nominate more persons than there are places to fill.

(e) For a regular election, nominations from the floor will be open again at the regular meeting in November, following the procedure outlined above in this section.

**ARTICLE VII**

**COMMITTEES & DUTIES OF:**

**EXECUTIVE BOARD:**

The executive committee shall consist of the duly elected officers and the immediate past President.

Duties:

**1:** The Executive Board shall manage the affairs, property, and interests of the association.

**2:** A majority of the Executive Board shall be necessary at all Executive Board meetings, as well as all regular business meetings, to constitute a quorum for the transaction of business.

**3:** Special Meeting of the Executive Board may be called at any time by the President or by any member of the Executive Board; to be held at such time and place as may be designated. Notice of all special meetings of the Executive Board shall be given to each committee member ten (10) days in advance by letter, e-mail, or delivered personally by the Secretary, or by any member of the Executive Board.

**4:** A majority of the Executive Board shall have the full power to fill any vacancies among the officers or Executive Committee Members of the Association until the next regular election.



## **BOARD OF DIRECTORS:**

The Board of Directors shall consist of the duly elected officers, past Presidents as appointed by the standing President, and two at-large members.

### Duties:

- 1:** The Board shall assist the Executive Board with the affairs of the association.
- 2:** A majority of the Board shall be necessary at all Board of Director meetings to constitute a quorum for the transaction of business.
- 3:** Special Meeting of the Board may be called at any time by the President or by any member of the Board of Directors; to be held at such time and place as may be designated. Notice of all special meetings of the Board shall be given to each committee member ten (10) days in advance by letter, e-mail, or delivered personally by the Secretary, or by any member of the Board. The Board of Directors shall meet at least twice a year or as directed by the standing President.

## **LEGISLATIVE COMMITTEE:**

Each year, the President shall appoint a Legislative Committee.

### Duties:

The Legislative Committee shall analyze all legislative requests and concerns of members. If the requests have merit, committee shall prepare tentative bills for submission to the Executive Board. After passage by the Executive Board and approval by the Association at a regular or special meeting, any bills shall be handled by the chairman in the best manner possible for passage.

**FINANCE & AUDIT COMMITTEE:**

The Audit Committee shall consist of three (3) members from the membership of the association.

Duties:

The Audit Committee shall audit the books in January to verify treasurers accounting.

**EDUCATION COMMITTEE:**

Each year, the President shall appoint an Education committee.

Duties:

This committee shall arrange and schedule as many educational programs as the Association's calendar permits.

**MEMBERSHIP COMMITTEE:**

Each year, the President shall appoint a membership committee.

Duties:

The membership committee shall seek new members to the association.

**BY-LAWS COMMITTEE:**

Each year, the President shall appoint a By-Laws committee.

Duties:

Duties shall be to study and evaluate the needs of the Association, and to recommend to the Executive Committee changes to the Constitution and By-Laws deemed necessary to further those needs.

**HISTORICAL COMMITTEE:**

The Historical Committee shall consist of the President and three (3) immediate past presidents.

Duties:

It shall be the duty of this committee to keep records and events of the Association since its inception to the present time in chronological order.

**SCHOLARSHIP COMMITTEE:**

The Scholarship Committee shall consist of (3) members in good standing.

Duties:

It shall be the duty of this committee to distribute, and review returned applications for the annual Scholarships and Merit Award. It is the responsibility of the applicant to complete all forms and return application on time. These applications forms must be accurately and completely filled out. This committee will make a decision and advise the Executive Board prior to the December meeting of the recipients. In the event of multiple approved applications the committee shall make a decision on two recipients for the scholarships by a point system designed by the committee. Also one merit award will be decided by the committee. Disbursement of funds for the awards shall be decided each year by the Executive Board.

**GOOD & WELFARE COMMITTEE:**

Each year, the President shall appoint a Good & Welfare Committee.

Duties:

To keep the membership advised of any member of the Association who is ill or has passed away. The Good & Welfare Committee shall convey the Association's best fitting wishes and/or condolences as deemed.

**PROGRAM COMMITTEE:**

Each year, the President may appoint a program committee,

Duties:

The Program Committee shall arrange all details connected with the annual, monthly, and special meetings as to time, place, and program.

**PUBLIC RELATIONS COMMITTEE:**

Each year, the President may appoint a Public Relation Committee.

Duties:

The duties of the Public Relations Committee shall be to have announcements and other information pertaining to the Association published in the local newspapers and other areas.

**CODE CHANGE COMMITTEE:**

The President may appoint four (4) members to act as the Code Change Committee. The members shall be one (1) from each sub-code.

Duties:

The duties of the Code Change Committee shall be to recommend changes to each of the international codes.

**NOMINATING COMMITTEE:**

The president shall appoint a Nominating Committee at the September meeting.

Duties: The Nominating Committee shall select not less than one (1) name from among the active Regular membership in good standing, or Life membership as a candidate for each office. The duties of the committee shall be to make nominations, with the consent of those nominated, and to prepare a ballot for the election of those nominated to be presented at the regular November meeting. Any life member or active member in good standing may be nominated. October is the month of nominations for officers who can be nominated by Certified Letter and nominees must agree to serve in the office. The election shall take place at the November meeting.

**AD-HOC: (liaison)**

- A. Building Safety Conference Week
- B. Architect's Association
- C. Department of Community Affairs (DCA)
- D. ICC Representative
- E. ICC Region VII

**WEBSITE COMMITTEE:**

Each year, the President may appoint a website committee,

Duties:

The website Committee shall arrange all details connected with the website and coordinate the updates.

**OTHER COMMITTEES:**

Special Committees:

Each year the President shall appoint such other committees, as he or she deems necessary to achieve the purposes, aims or objectives of the Association.

**ARTICLE VIII**

**MEETINGS**

**ANNUAL MEETING:**

The Annual meeting shall be held on the First Wednesday in January.

**REGULAR MEETINGS:**

Regular meetings shall normally be held on the first Wednesday of the month, except no regular meetings for the months of July and August.

**SPECIAL MEETINGS:**

Special meetings of the association shall be held at the call of the President, Executive Board, or upon request in writing by any five (5) members of the Association. At least five (5) days' notice of the time, place and purpose of the meeting shall be given to all members of the association by the secretary. Such notice may be given in person or by telephone, e-mail, or by mail sent to the member's last known address.

**EXECUTIVE BOARD MEETINGS:**

The Executive Board shall meet monthly.

**BOARD OF DIRECTORS MEETINGS:**

The Board of Directors shall meet with the Executive Board, or as needed, to handle the business of the Association, but at least in April and August.

**REGULAR COMMITTEE MEETINGS:**

Committees shall meet as needed.

**ARTICLE IX**

**AMENDMENTS**

**1:** These By-Laws may be amended, revised, or specific provisions thereof temporarily set aside, by a 2/3 majority vote of the regular members in good standing present, provided that notice of any proposed amendment or revision shall have been sent to all regular members not less than thirty (30) days prior to such meeting.

**2:** Amendments may be proposed by petition, signed by not less than five (5) regular active members. Such petitions shall be placed in the hands of the secretary, who shall notify all regular members, not less than thirty (30) days prior, that such proposed amendments will be brought to the floor at the next meeting of members.