

CONSTITUTION AND BY-LAWS  
OF THE  
CENTRAL BUILDING INSPECTORS ASSOCIATION

ARTICLE I- NAME AND PURPOSE

**Section 1:** The organization shall be known as the Central Building Inspectors Association of South Carolina.

**Section 2:** The purpose of the Central Building Inspectors Association shall be:

- a. To provide a forum where the building, fire, housing, zoning inspectors and staff can discuss job related issues and arrive at mutually acceptable solutions.
- b. To promote improve communications between Building Officials, designers, contractors, industry and others in the building profession.
- c. To promote standard interpretations of building and related code issues across jurisdictions.
- d. To promote safety to life, health and property.
- e. To promote the exchange of information about current and pending laws and legislation relating to the construction industry.
- f. To provide information on the latest research, products and innovations in building and building materials.
- g. To promote the objectives of the ICC, International Code Council and to continue to uphold the legacy of SBCCI, Southern Building Code Congress International, Inc.

ARTICLE II- MEMBERSHIP AND VOTING

**SECTION 1:** There shall be the following classification of membership.

- (a) **Active Member.** Any full time employee of a governmental unit or agency or a private inspection contractor engaged in the administration, formulation and enforcement of codes and ordinances relating to building construction. Such employees shall be actively engaged in the enforcement or administration of the adopted building codes and relates ordinances of the governmental unit.

- (b) **Active Voting Member.** Every Active member shall be able to vote.
- (c) **Associate Member.** Any research organization, institute, architect, engineer, Building or mechanical contractor, manufacturer dealer in building materials or equipment, or other individual, partnership, association or corporation that is interested in the purposes and objectives of the Association shall be eligible for associate membership upon approval of the Board of Directors and payment of dues at the rate fixed herein.
- (d) **Honorary Member.** Any person, firm, association or corporation rendering outstanding services to the Association may be approved by the Board of Directors for honorary membership.
- (e) **Retired Member.** Any former active member who has retired and still desires to be affiliated with the Association, each such retired member shall be listed on the membership roster and shall have all of the rights and privileges of an active member, except that of voting and holding office in this association.
- (f) **Contract Employee.** An individual directly retained by a governmental unit or agency or a private firm retained to perform enforcement or administration of the adopted building codes and related ordinances and has submitted to CBIA of written authorization, from the jurisdiction being represented, to cast such votes on behalf of the jurisdiction.

**SECTION 2:** Membership privileges and duties. Except for one associate member serving on the Board of Directors and voting at Board of Director meetings, only active members shall be entitled to vote. Any active member may make or second a motion and shall be entitled to participate in all discussions and to serve on any committee. An active or associate member shall be automatically suspended when payment of his/her dues are more then 45 days past due or when he/she has not attended 50% of the association meetings during any membership year.

**SECTION 3:** There shall be no personal, individual, or other liability whatever on the part of any member of this association for any debts on the association.

**SECTION 4:** Annual dates of the term and the cost of membership shall be set by the Board. Unless hereafter changed by the Board, the term of membership shall be from July 1 to June 30 of the following year.

Payment for membership shall be due no later than August 1 of each year.

## ARTICLE III- BOARD OF DIRECTORS

**SECTION 1:** The property, business affairs and policies of the Association shall be under the supervision of the Board of Directors.

The Board of Directors shall consist of three officers and four directors. The officers shall be a president, vice president and secretary-treasurer. All officers shall be active members of the Association. One director shall be an associate member. The remaining three directors shall be active members of the Association. No more than two persons representing a division of the code enforcement authority within a jurisdiction may serve on the board concurrently. All members of the Board of Directors shall be members at the time of election and during their tenure in office.

Four members of the Board of Directors including either officers and/or directors shall constitute a quorum.

**SECTION 2:** The term of the officers that include, President, Vice President, and Secretary/Treasurer, shall be two (2) years.

The term of the Board members including the Associate Board member shall be three year terms.

The President and Vice President terms shall be staggered, meaning the President's position shall expire at one year interval before the Vice President's term.

The Board member terms shall be staggered, meaning the Associate Board member position and another Board member position expiring at one year interval before the other two Board member's term.

Board members, including the associate board member, and officers may serve two consecutive terms in the same position. One may serve in a different position, (Ex. President may serve as Board member upon expiration of his/her two consecutive terms), upon expiration of one's terms, if nominated/elected during the annual meeting.

**SECTION 3:** The President shall preside at all meetings of the Central Building Inspectors Association and at the meetings of the Board of Directors.

In the absence of the President, the Vice-President shall preside.

**SECTION 4:** The Secretary-Treasurer shall maintain files for all records of the Chapter and act as custodian of all funds.

The Secretary-Treasurer shall keep a current copy of the by-laws and roster of CBIA association membership and have same posted and maintained on the website.

The Secretary-Treasurer shall submit to the active members the meeting Minutes of a quorum held by the officers and/or directors.

**SECTION 5:** Any Board of Directors member shall be automatically suspended when he/she has not attended three consecutive meetings of the Board of Directors.

SECTION 6: In the event, an officer or director can not fulfill his/her duties including one's resignation or suspension, the Board of Directors shall hold a quorum and appoint an active member to complete one's remaining term. Service in completion of this term, shall not inhibit one from completing any additional terms, as noted in Section 2.

A current officer or director may be appointed by the quorum to fulfill the open position. (Ex. Vice-President resigns, and the four members of the Board of Directors nominate and with majority approval/vote for a current Board Member to fulfill and complete the Vice-President's duties and responsibilities for the remainder of Vice-President's term).

## ARTICLE IV-MEETINGS

### **SECTION 1:**

- A. Meetings shall be held at such time and place as may be designated at the previous meeting, set by the Board of Directors or fixed by majority vote of the active members.
- B. The president may call for any special meeting he/she may feel would be of benefit or interest to the Association.
- C. The President may call for regularly scheduled meetings or any special meeting to be held electronically as deemed necessary or would benefit the association.

**SECTION 2:** Twenty (20) individuals of the active membership shall constitute a quorum.

**SECTION 3:** Meetings shall be conducted in accordance with the Simplified Parliamentary Procedure based on Roberts's Rules of Order.

**SECTION 4:** An annual meeting shall be held to nominate and elect the Board of Director positions. Elections shall be completed by the close of the annual meeting

## ARTICLE V- ANNUAL DUES

**SECTION 1:** Annual dues for Active members are \$10.00 per year, per person.

Annual dues for Associate, Honorary, Retired, and Contract members are \$25.00 per year, per person.

Dues shall be paid no later than August 1 of each year. One may not participate in elections, education events, or any other activity/event of the Association until his/her dues are paid.

## ARTICLE VI- FISCAL ACCOUNTABILITY

**SECTION 1:** The Board of Directors shall audit the books and business affairs of the Central Building Inspectors Association at the close of each calendar year.

## ARTICLE VII- AMENDMENTS TO CONSTITUTION AND BYLAWS

**SECTION 1:** Amendments to this Constitution and Bylaws, to be considered at the annual meeting, shall be presented in writing to the President, not less than sixty (60) days prior to the annual meeting. The proposed amendments shall be discussed by the Board of Directors and may be amended by the Board of Directors.

The resulting proposed Constitution and Bylaws amendments shall be delivered to the membership in person, by post, fax or electronic means not less than 20 days before the annual meeting. The proposed amendments shall be presented to the membership at the annual meeting. An affirmative vote of three-fourths of Active members present and voting shall constitute approval of the amendment.

Proposed By-Law Modifications-Presented at December 2018 Meeting and Approved