

# BY-LAWS CODE OFFICIALS CONFERENCE OF MICHIGAN

(Revised 04-28-16)

## ARTICLE I. NAME AND OBJECTIVES

**Name.** This organization shall be known as the Code Officials Conference of Michigan.

**Objectives.** The objectives of this organization shall be the consideration of principles and practices underlying the laws and ordinances relative to the construction, maintenance and occupancy of buildings, methods of uniform administration and enforcement, to develop, recommend and participate in the development of construction codes in the State of Michigan. The organization shall promote and support the adoption of the International Code Council family of codes and provide training to elevate the professionalism of code officials.

## ARTICLE II. MEMBERSHIP AND DUES

There shall be three (3) types of membership, namely: Municipal, Associate and Honorary.

**Municipal Membership** shall be restricted to individuals that are residents of Michigan and code officials who are registered pursuant to Public Act 54 of 1986.

**Associate Membership** shall be restricted to individuals interested in the objectives of the organization and are involved in the construction industry.

**Honorary Membership** shall be restricted to individuals no longer employed in a field for which COCM membership has been granted, has been a member in good standing for at least five (5) years and properly notified the board, in writing that he/she will be retiring. At the first fall meeting after a member has retired and duly notified the board, a resolution will be presented to the general membership requesting approval for honorary membership. The new Honorary Member and their spouse, or guest, will be invited to the fall conference Board of Directors Installation Banquet, as the guest of the membership. At the banquet he/she will be presented with a resolution of acknowledgment as a new Honorary Member in recognition of the years of service in the industry. The Honorary Member will continue to be invited to all subsequent conferences and may attend at a cost equal to 50% of the registration fee.

*Participation-* Members of all types, in good standing, shall be eligible to participate in meetings and discussions.

*Dues-* Membership dues shall be established by the Board of Directors. Increases in dues, as recommended by the Board of Directors, shall be approved by the Municipal Membership at a regular or special meeting. Dues for Honorary Members shall be waived.

### **ARTICLE III. VOTING MEMBERS**

Only the Municipal Members present at the meeting are entitled to voting privileges.

**Quorum.** A quorum of the Board Directors shall consist of five (5) members, at least two (2) of whom shall be the President, Vice President, Secretary or Treasurer. All actions of the Board of Directors shall require a majority vote of those present.

Ten (10) or more Municipal Members who are entitled to vote constitute a quorum for the purpose of transacting business at any meeting of the organization.

### **ARTICLE IV. BOARD OF DIRECTORS**

**Governing Body.** The Board of Directors will be composed of President, Vice President, Secretary, Treasurer, and four Directors-at-Large.

The President, Vice President, Secretary, and Treasurer, shall serve a one-year term.

Directors-at-Large shall serve a 4-year term. Directors -at- Large shall not serve more than two consecutive full terms. However, if a Director's first term is not a full 4-year term, they may be elected to two subsequent full terms.

Each member of the Board of Directors shall be a Municipal Member. The Board of Directors may establish board policies for the purpose of conducting day-to-day operation of the organization. Registration fees for all meetings and conferences shall be complimentary for Board members. Lodging costs for one conference a year will be covered by the organization for Board members.

### **ARTICLE V. ELECTION OF OFFICERS**

**Election.** The names of candidates for the Board of Directors as required by these By-Laws shall be presented by a nominating committee appointed by the President. The nominating committee shall strive to preserve the traditional practice of providing for statewide representation on The Board of Directors. Additional nominations may be made by any Municipal Member from the floor. The Board of Directors shall be elected at the annual fall business meeting by a majority of the voting members present and voting.

**Resignation, Disqualification, Removal and Vacancies.** Any officer or member of the Board of Directors who ceases to be a Municipal Member for a period of 180 days shall automatically forfeit their office unless an extension of time is approved by the Board of Directors when deemed in the interest of the organization. Should a Director-at-Large resign from the Board of Directors or become ineligible for any reason, such position may be filled by a person named by the President

with the approval of the Board of Directors. Any officer may be removed from office upon the vote of two-thirds of the Municipal Members present and voting at a meeting of the members.

## **ARTICLE VI. DUTIES OF OFFICERS**

The President shall notify the members and/or the Board of matters pertaining to the organization, preside at all regular and special meetings of the members and Board of Directors. The President shall make appointments to various committees established by the Board of Directors.

The Vice-President shall act and perform the duties of the President during the President's absence from any meetings of the Board of Directors, or by vote of the Board of Directors in case of disability of the President, and shall assist the President in conducting the office of President.

The Secretary shall maintain the records, record the minutes, prepare correspondence, file the annual reports and perform other duties as may be assigned by the President.

The Treasurer shall receive and disburse funds, supervise financial affairs and provide an accounting of the organization's financial position at each meeting of the Board of Directors and at all general membership meetings. The Treasurer shall arrange for an independent third party audit of the organization's financial statement on an annual basis.

## **ARTICLE VII. MEETINGS**

There shall be a general membership meeting held in the spring and fall conference at a time and place selected by the President with the approval of the Board of Directors. The fiscal year shall end December 31 of each year. The fall meeting shall be considered as the annual business meeting for election of officers.

Notice of general meetings shall be given to the membership thirty (30) days prior to such meetings. Special meetings of the organization may be called by the President, the Board of Directors or by fifteen (15) Municipal Members. The entire membership shall be notified not less than ten (10) days in advance of such special meetings. Meetings of the Board of Directors may be called by the President or by any three (3) members of the Board of Directors.

## **ARTICLE VIII. EXPENDITURES**

Conference Planning Expenses. In order to ensure that a conference site is suitable for the membership needs, the President is expected to visit potential conference sites. Even though it is typical for management personnel at these sites to provide complimentary lodging, there are additional expenses that he/she may incur such as meals and fuel costs if these expenses are not provided by the respective municipality. The Board of Directors shall review and approve the allotment to be determined for the President, for the purpose of covering expenditures in setting up the spring and fall conferences of his/her term as President.

ICC Annual Conference.

In order to ensure that COCM membership is represented at the ICC Annual Conference, the Board of Directors shall approve an allotment to be determined for the President, for the purpose representing COCM at the ICC Annual Conference. It is understood that the President will make every attempt to have these costs assumed by his/her respective municipality, but in the event that this is not possible he/she will be reimbursed by the Treasurer for reasonable expenses.

ICC Regional Meetings.

In order to ensure that the COCM membership is represented at the ICC Regional Meetings, the Board of Directors shall approve an allotment to be determined for the COCM Representative, to cover cost such s travel expenses, lodging and meals to attend these meetings.

Miscellaneous Expenses.

The COCM membership recognizes that there are miscellaneous expenses such as memorials/flowers for members who have passed, contributions to State or National Chapters, etc., provided such expenses are not in conflict with the purposes of the organization. The Board of Directors shall approve an allotment for reasonable expenses for the purpose of covering these expenditures.

#### **ARTICLE IV. AMENDMENTS**

The By-Laws of the organization may be amended at any meeting of the organization by a vote of three-fourths of the Municipal Members present, provided that copies of the proposed amendment(s) shall be made available to each Municipal Member at least fifteen (15) days in advance of the meeting.