

CONNECTICUT BUILDING OFFICIALS ASSOCIATION

BY-LAWS

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**CONSTITUTION AND BYLAWS OF THE CONNECTICUT BUILDING
OFFICIALS ASSOCIATION, INCORPORATED**

As amended through [April 20, 2017](#)

ARTICLE 1. NAME, LOCATION AND SEAL

1-1.0 Name:

1-2.0 The Corporation shall be known by the name of the "Connecticut Building Officials Association, Incorporated".

1-2.1 Where elsewhere in these by-laws the term "Corporation" or the initials "CBOA" may be substituted for the full name.

1-3.0 Location:

1-3.1 Its principal place of business shall be in the State of Connecticut.

1-4.0 Seal:

1-4.1 It shall have a Corporation seal bearing the name of the Corporation and the year of incorporation.

1-4.2 The Executive Board may change the form of the seal, or the inscription thereon, by a majority vote.

ARTICLE 2. OBJECTIVES

2-1.0 The objectives of this Corporation shall be:

2-1.1 To cooperate in the formulation of standards for the health, safety and general welfare of those in and about the building environment.

2-1.2 To promote the professionalism and well-being of code officials.

2-1.3 To secure and promote uniform building regulations, administration and enforcement.

2-1.4 To promote understanding and application of the Connecticut Building Code.

2-1.5 To promote a close cooperation and understanding among building officials, governmental agencies, the building construction industry, allied fields and the general public.

2-1.6 To promote continuing education and training.

2-1.7 To promote continuing education by awarding grants to qualified candidates.

ARTICLE 3. MEMBERSHIP

3-1.0 Membership Classifications:

3-3.1 There shall be six classifications of membership. Active Membership, Associate Membership, Honorary Membership, Life Membership, Retired Membership, and Corporate Membership.

3-2.0 Membership Eligibility:

3-2.1 Any individual, firm, organization, or company, of good repute, shall be eligible for membership in the CBOA by:

Meeting the qualifications and requirements set forth in Sections 3-3.0 and 3-4.0 of this Article and Submitting a completed and signed application for membership form and Submitting payment in full of all appropriate fees and dues as set forth in the dues structure.

3-2.2 All applications shall be submitted to the Membership Committee for initial review and processing to the board.

3-2.3 Applications for membership shall be processed in accordance with procedures as established by the CBOA's Standing Rules.

3-3.0 Membership Approval:

3-3.1 Approval for membership shall be contingent upon review of the applicant's qualifications, and approval of the membership administrator if in his opinion further review is required, the Executive Board shall review and approve or deny the application.

3-4.0 Membership Classification Requirements:

3-4.1 Active Member

An individual who holds a valid license issued by the State of Connecticut certifying he or she [has](#) met the requirements of Chapter 541 as stated in [The Connecticut General Statutes](#). An active member shall have full voting rights and be entitled to all privileges provided by the Executive Board as established by the CBOA's Standing Rules.

3-4.2 Associate Member

An individual having an interest in furthering the objectives and purposes of the CBOA [organization](#). An associate member shall have no voting

rights and be entitled to all privileges provided by the Executive Board as established by the CBOA Standing Rules.

3-4.3 Honorary Member

An honorary member may be conferred upon any person as an honorarium for outstanding service to the Corporation. Such persons shall hold no elected office, have no voting rights, nor is subject to payment of dues. Nominations for honorary member shall be submitted to the Executive Board in writing at least 30 days prior to any regularly scheduled meeting. A favorable report by the Executive Board and a majority vote of the voting membership shall be necessary to elect. An honorary member shall be entitled to all privileges provided by the Executive Board as established by the CBOA Standing Rules.

3-4.4 Retired

Any Active or Associate member who, having reached the time in their life whereby their participation in the practice of building code enforcement is minimal and for all practical purposes can be considered retired. A retired member shall have no voting rights and be entitled to all privileges provided by the Executive Board as established by the CBOA Standing Rules.

3-4.5 Life Member

Any Retired member, who has been a member of CBOA for at least **ten** years, has reached the age of sixty-two, and is no longer employed as a code official or involved in the practice of building code enforcement, shall be eligible to receive a Life Member status upon approval from the CBOA's Executive Board. A life member shall have full voting rights and be entitled to all privileges provided by the Executive Board as established by the CBOA Standing Rules.

3-4.5 Corporate Member

Any National or Local company, firm, corporation or organization whose business interest may support, encompass or is related to the interests or the practice of code enforcement in the State of Connecticut and/or the objectives of the Corporation. A corporate member shall have no voting rights and be entitled to all privileges provided by the Executive Board as established by the CBOA Standing Rules.

3-5.0 Certificate of Membership

3-5.1 A certificate of membership shall be provided for all members. Certificates shall bear the signature of the current CBOA President and Secretary. It shall state the name of record holder and the date of issuance.

3-5.2 The certificate shall be of such form and design, as the Executive Board shall designate.

3-6.0 Code of Ethics

3-6.1 All members of CBOA are responsible for ensuring their professional behavior is compatible with the CBOA Code of Ethics, as published in the CBOA Standing Rules.

ARTICLE 4. DUES

4-1.0 The annual dues for membership in the corporation shall be as follows:

- 4-1.1 Active members\$ 45.00 per annum
- 4-1.2 Associate member\$ 55.00 per annum
- 4-1.3 Honorary member\$ 00.00 per annum
- 4-1.4 Retired member.....\$ 10.00 per annum
- 4-1.5 Life Member\$ 00.00 per annum
- 4-1.6 Corporate member\$150.00 per annum

4-2.0 Dues shall be payable on or before the first of July of each year to the Treasurer.

4-2.1 Any member whose dues have not been paid on or before the first of September, loses all benefits and if, after notice by the Treasurer, fails to pay his dues within **thirty** days, **will** be referred to the Executive Board which may recommend to the membership that such member be stricken from the record of the Corporation.

4-2.2 Any "new member" joining in the last quarter of the fiscal year, shall have their membership extended through the next fiscal year: ("new member" meaning, never having belonged to the Corporation before.)

4-3.0 The monies received for dues shall be used to defray the expenses associated with the pursuit of the objectives as listed in Article 2.

4-4.0 The affairs of the Corporation shall not be conducted for profit.

4-5.0 No member shall utilize the Corporation name for private gain.

4-6.0 Termination of Membership

4-6.1 Any person may resign from the Corporation by giving written notice. Withdrawal or resignation from the Corporation shall not be deemed to waive liability for the payment of any dues or other amount owing this Corporation at the effective date of such withdrawal or resignation.

4-6.2 Membership is not transferable. All rights and privileges of any individual serving as an officer, trustee or other position with the Corporation shall be forfeited upon termination of membership.

ARTICLE V. OFFICERS & EXECUTIVE BOARD

5-1.0 Officers

5-2.0 The elective officers of this Corporation shall be: a President, a Vice-President, a 2nd Vice-President, a Secretary, a Treasurer and Assistant Treasurer. These officers shall be elected from the corporation's active membership.

5-2.1 The newly elected President shall hold office for a period of up to two years, beginning on the first day of the month following the election. All other officers of this Corporation shall be elected and installed at the annual meeting held in June of each year and shall hold office for a period of up to two years, or until their successors are elected.

5-3.0 Executive Board

5-3.1 The Executive Board, of which the President shall be chairman, shall consist of the elected officers of the Corporation including the immediate past president.

5-4.0 Duties of the Executive Board:

The property, business, and affairs of this Corporation shall be managed and transacted by an Executive Board composed of the following: President, Vice-President, 2nd Vice-President, Secretary, Treasurer, six at large members, one member of the Web Committee and the immediate Past President.

5-4.1 It shall be the duty of the Executive Board to transact the business of the Corporation. Its duties shall include arranging of meetings as to time, place and programs, arranging for publicity and any other duties pertaining to the welfare of the Corporation and its membership, and shall direct the activities of all the committees.

5-5.0 Duties of the President:

The President shall preside at all meetings of the Corporation and shall appoint or replace all chairpersons and members of committees not otherwise specifically provided for herein. The President shall perform all other usual duties as are performed by the President of a Corporation.

5-5.1 The President, upon approval of the Executive Board, shall have the authority to appoint any active member to fulfill the duties of any elected officer for the remaining term of such officer who, by reason of death, sickness, suspension of membership or other cause, has been required to vacate such office.

5-5.2 At any regular meeting, prior to the annual meeting, the President or his representative shall appoint a nominating committee, with the immediate past President as chairperson of this committee, whose duty it shall be to canvas the membership for selection of official candidates for the coming year. It shall further be the duty of this committee to examine the candidates for suitability to the office and to report their recommendations to the membership, not less than 30 days prior to the annual meeting. In addition to such candidates recommended by the nominating committee, candidates may also be placed in nomination from the floor at the annual meeting.

5-6.0 Duties of the Vice-President:

The Vice-President shall act on and perform the duties of the President during the latter's absence from any meeting of this corporation, or by vote of the Executive Board in case of disability of the President, and shall assist the President in conduct of the office of the President.

5-6.1 It shall also be the duty of the Vice-President, to chair the committee that chooses the recipient of the "Clifton Clark" award and make all the arrangements to present the award to the recipient at the annual meeting, with the approval of the Executive Board.

5-6.2 The Vice-President shall also chair the public relations committee and report to the Executive Board any and all decisions that will promote the Corporation's objectives as listed in Article 2.

5-7.0 Duties of the 2nd Vice-President:

The 2nd Vice-President shall assist the Vice-President with the duties of the office of the Vice-President and shall act as Vice-President during the latter's absence from any meeting of this Corporation.

5-8.0 Duties of the Secretary:

The Secretary shall be responsible for keeping minutes and records of meetings, maintaining correspondence, and generally performing such official duties of a Secretary of a Corporation.

5-8.1 The Secretary shall give a copy of the previous month's minutes to all members of the Executive Board, preferably before presenting those minutes to the general membership at the next membership meeting.

5-8.2 Maintain the CBOA Standing Rules.

5-9.0 Duties of the Treasurer:

The Treasurer shall be responsible for approving expenditures as provided by resolution of the Executive Board and generally performing such official duties of a treasurer of a Corporation, including monthly reports to the Executive Board, preferably before presenting those reports to the general membership at the next membership meeting.

5-10.0 Duties of the Immediate Past President:

The immediate past President shall serve as chairperson of the nominating committee and shall, when called upon, give advice and counsel to the officers.

5-10.1 The immediate past President shall also be responsible for submitting to ICC an application for "Chapter of the Year Award", procuring all information from the officers and Executive Board that is necessary to complete such application.

ARTICLE 6. COMMITTEES

6-1.0 Standing and Special Committees

6.1.1 The President may appoint other committees, either standing or special, to assist in carrying on the work of the Corporation. All Committee members shall be members in good standing.

6.1.2 To assist the elected officers in the work of the Corporation, the President shall appoint the following standing committees:

6.1.3 Legislative Committee:

It shall be the duty of this committee to:

- a. Review, analyze and inform the membership of the Corporation on any bills pending or proposed that affect the construction industry.
- b. Formulate and plan legislation that the membership of the Corporation wishes to propose.
- c. Represent and act in behalf of the Corporation, as directed, for or against any legislation on which the members of the Corporation has indicated a position, including bills of general public interest, as well as bills affecting the construction industry.

6-1.4 Public Relations Committee:

It shall be the duty of this committee to handle all matters relating to public relations, publicity, advertisement, etc. of the Corporation and such other duties as may be assigned by the Executive Board.

6-1.5 Sick Committee:

It shall be the duty of this committee, when informed of an ailing member, to send a "Get Well Card" or make a personal visit and, when informed of the death of a member, shall send an appropriate form of condolence by the Corporation.

6-1.6 Education Grant Committee:

The education grant committee shall consist of three members, all of which shall be members in good standing. They shall meet at the call of the chairman, and make selections of said grant(s) and present their findings to the Executive Board for approval, at least one month before the annual meeting, at which time the educational grant(s) will be awarded.

6-1.7 Web Page Committee

It shall be the duty of this committee to handle all matters relating to the operations of the CBOA website and to inform the membership of the ongoing activity of this committee.

ARTICLE 7. MEETINGS

7-1.0 Meetings shall be held at a place and time determined by the Executive Board.

7-1.1 There shall be an annual meeting of the Corporation in the month of June each year, date, time and place determined by the Executive Board.

7-1.2 A special emergency meeting of the Corporation may be called by a majority vote of the Executive Board upon 48 hours notice to the membership.

7-1.3 Robert's Rules of order (current edition) shall govern as the authority on all questions about parliamentary procedure not otherwise specifically stated in the by-laws.

ARTICLE 8. AMENDMENTS

8-1.0 The articles of the incorporation, namely the constitution and bylaws, may be amended at any meeting of the Corporation by a two thirds (2/3) vote of the active members present, provided that the proposed amendment or amendments are first submitted in writing to the Secretary, or the duly authorized agent of the Secretary, and a copy thereof is mailed to each member at least 10 days prior to the meeting at which such amendments will be considered, or is presented to a minimum of 20% of the total membership in attendance one month prior to the meeting at which such amendments will be considered.

SCHEDULE A

Notwithstanding any other provisions of these articles, the organization is organized exclusively for one or more of the purposes as specified in Section 501c (6) of the Internal Revenue Code of 1954, and shall not carry on any activities not permitted to be carried on by an organization exempt from Federal Income tax under IRC 501c (6) or corresponding provisions of any subsequent federal tax laws.

No part of the net earnings of the organization shall inure to the benefit of any member, trustee, director, officer of the organization, or any private individual (except that reasonable compensation may be paid for services rendered to or for the organization), and no member, trustee, officer of the organization or any private individual shall be entitled to share in the distribution of any of the organizations assets on the dissolution of the organization. No substantial part of the activities of the organization shall be carrying on propaganda or otherwise attempting to influence legislation (except as otherwise provided by IRC 501 (h) and does not participate in, or intervene in (including the publication of or distribution of statements), any political campaign on behalf of any candidates for public office.

The Connecticut Building Officials Association Education Grant Fund, which is funded by the profits of the sales of code books, other designated revenue-generating activities, and by donations solicited by members of the association, shall be used exclusively for the issuance of Education Grants by the association annually. These monies shall be used for no other purpose by the association or its individual members, except for these Grants.

In the event of dissolution, all of the remaining assets and property of the organization shall after payment of necessary expenses thereof is distributed to such organizations as shall qualify under section 501 c (3) or (6) of the Internal Revenue Code of 1986. In any Taxable year in which the corporation is a private foundation as described in IRC 509 (a) the organization shall distribute its income for said period at such time and manner as not to subject it to tax under IRC 49-42, and the organization shall not (a) engage in any act of self-dealing as defined in IRC 49-41 (d), retain any excess business holdings as defined in IRC 49-43 c, (b) make any investments in such a manner as to subject the organization to tax under IRC 49-44, or corresponding provisions of any subsequent Federal tax laws.

Last amended [April 20, 2017](#)