

**NATURE COAST CHAPTER  
OF THE BUILDING OFFICIALS OF FLORIDA ASSOCIATION  
AND THE INTERNATIONAL CODE COUNCIL**

**BY-LAWS**

**ARTICLE I – NAME**

Section 1. This organization shall be known as the NATURE COAST CHAPTER of the International Code Council (ICC) and the Building Officials Association of Florida (BOAF).

**ARTICLE II – PURPOSE**

Section 1. The objective of the NATURE COAST CHAPTER shall be:

- a. To promote, in Florida Municipalities and Counties, maximum safety to life health, and property, at minimum building cost, through education and training of Building Officials and Inspectors.
- b. To facilitate the exchange of knowledge and results of experience among persons interested and engaged in construction, life safety, and fire prevention code administration and enforcement.
- c. To provide a forum for the interchange of information regarding common problems, their solutions, and the coordination of code compliance.
- d. To promote the collection, compilation, and dissemination of information on matters relating to construction code development, administration, and enforcement.
- e. To encourage the improvement of construction codes, their administration and enforcement.
- f. To support the objectives of the International Code Council (ICC) and the Building Officials Association of Florida (BOAF).
- g. To provide professional assistance and technical advice to Legislative and other Governmental bodies in the promulgation and administration of Building Codes and related regulations.
- h. To work closely and inform the construction industry such as contractors, designers, developers, architects, engineers, and all other related trades that come in contact with building departments.

### **ARTICLE III – NON-PROFIT ORGANIZATION**

Section 1. The affairs of the NATURE COAST CHAPTER of the International Code Council and the Building Officials Association of Florida shall be a non profit, non-political organization.

There shall be no personal, individual or other liability whatever on the part of any member of the association, either for debts of the association or for an act or omission of the association or of any officer, agent or employee thereof.

### **ARTICLE IV – MEMBERSHIP AND VOTING**

Section 1. There shall be the following classifications of membership:

**ACTIVE MEMBERSHIP:** A building official, assistant building official, field inspector, plans examiner, fire safety inspector, or other federal, state, county, or municipal employee actively engaged in the administration and enforcement of building, housing, zoning, and fire regulations upon payment of dues at the rate established herein for active members.

**ASSOCIATE MEMBERSHIP:** A member of an organization, association, institute, corporation, partnership, company, manufacturer, an architect, engineer, builder, contractor, planner, or other related person interested in the objectives of the chapter upon payment of dues at the rate established herein for associate members.

**RETIRED MEMBER:** A retired building official, assistant building official, field inspector, fire safety inspector, or other federal, state, county, or municipal employee formerly engaged in the administration and enforcement of building, housing, zoning, and fire regulations upon payment of dues at one half the rate established herein for active members.

**HONORARY MEMBER:** Any individual who has rendered outstanding service to the Chapter, or any person who is a new member to the ICC, and who is recommended by the Board of Directors and confirmed by a majority of the members presented at a regular meeting.

Section 2. **JURISDICTION:** The NATURE COAST CHAPTER shall primarily serve the counties and school boards of Citrus, Hernando, Pasco, Levy, Dixie, and Sumter, in the State of Florida and the municipalities therein. This section, however, is not limiting upon the membership of the chapter. The appropriate classification of membership is available to any individual, regardless of the individual's geographic location of representation, upon payment of appropriate dues.

Section 3. All members, irregardless of class, in attendance at a general meeting of the Chapter in which an issue is up for vote, is entitled to vote on the issue.

## ARTICLE V – BOARD OF DIRECTORS

- Section 1. The property, business affairs and policies of the NATURE COAST CHAPTER shall be under the control of a Board of Directors consisting of a President, Vice President, Secretary, Treasurer, and three (3) general directors, all of whom shall be members in good standing at the time of their election to and during their tenure in office.
- Section 2. **VACANCIES:** Any vacancy of the Board or in the offices of President, Vice President, Secretary, or Treasurer shall be filled by nomination and election at the next regular meeting of the Chapter.
- Section 3. The President shall preside at all meetings of the NATURE COAST CHAPTER and at meetings of the Board of Directors. In the absence of the President, the Vice President shall preside.
- Section 4. **DUTIES:** The duties of all officers shall be such as usually pertain to their offices or as may be assigned by the President.
- Section 5. **ELECTIONS:** The President, Vice President, Secretary, and Treasurer shall be elected from the membership. One Director shall be the immediate past president. One Director shall serve as the Chapter Director for the Building Officials Association of Florida. One Director may be an associate member of the Chapter.
- Section 6. **TERM:** Officers shall be elected and hold office for a period of one year.
- Section 7. **QUALIFICATIONS FOR OFFICE:** The qualifications for becoming an officer in the Chapter are as follows:
- PRESIDENT:** The President shall be an active member in good standing and have served as officer for at least (1) year prior to election as President.
- VICE PRESIDENT:** The Vice President shall be an active member in good standing and have been a member of the Board of Directors for at least one (1) year prior to becoming Vice President.
- SECRETARY:** The Secretary shall be an active member in good standing for at least one (1) year prior to becoming Secretary.
- TREASURER:** The Treasurer shall be an active member in good standing for at least one (1) year prior to becoming Treasurer.
- DIRECTORS:** The Directors shall be members in good standing for at least one (1) year prior to election. Two (2) General Directors shall be Active members, and one (1) General Director may be an Associate member.

## **ARTICLE VI – ANNUAL DUES**

Section 1. **DUES:** Annual dues shall be on a per year basis payable to the Association by March 1<sup>st</sup> of each calendar year. The amount of the dues shall be determined by vote of the general membership at the annual meeting.

## **ARTICLE VII – MEETINGS**

Section 1. The Chapter shall hold meetings each month at a time and place designated by the Board.

Section 2. The presence of a total of four (4) Directors, including the executive officers, shall constitute a quorum for both Board of Directors and general membership meetings. A quorum shall be present for any and all official action taken by the Board or the Chapter.

Section 3. Special meetings of the Chapter may be called at any time by the President, with seven (7) days notice provided to the Board or the general membership by mail or by three (3) days notice provided by facsimile.

Section 4. The annual meeting shall be conducted in January of each year.

Section 5. Any officer absent three (3) consecutive monthly meetings with an unexcused absence shall be removed from office by a majority vote and thereafter, a new officer be nominated and voted into office.

## **ARTICLE VIII – AUDITING REPORTS AND RECORDS**

Section 1. The Board of Directors may order or authorize an audit made of the books at the end of each fiscal year, which shall include an inventory of all equipment.

Section 2. The records of the NATURE COAST CHAPTER shall be kept in the ordinary and usual course of business and open for inspection in accordance with state law of the State of Florida.

## **ARTICLE IX – AMENDMENTS TO BY-LAWS**

Section 1. Amendments to these by-laws to be considered shall be presented in writing to the President. The proposed amendments may be discussed, amended, and passed by a two-thirds majority of members present at a regular scheduled meeting.

Revised: March 26, 2004