

Bylaws of the Indiana Association of Building  
Officials as adopted by Association's members  
present at the Annual Business Meeting  
March 27, 2017

# BYLAWS

## The Indiana Association of Building Officials

### **Forward**

These bylaws were adopted by the Indiana Association of Building Officials, Inc., formerly the Indiana Inspectors' Association, Inc., at the regular business meeting of August 25, 1971, amended at the Special Meeting, April 16, 1980. These were again amended at the Annual Meeting, August 10, 1982, amended at the Annual Meeting, August 8, 1989, amended at the General Membership Meeting on June 2, 1993, amended at the Annual Business Meeting, August 10, 1997, amended at the Annual Business Meeting, July 26, 1999, and amended at the Annual Business Meeting on July 24, 2000, and amended at the Annual Business Meeting on July 29, 2002, and amended at the General Membership Meeting on February 16, 2005, and amended at the Annual Business Meeting on July 24, 2006, and amended at the Annual Business Meeting July 2007, and amended at the Annual Business Meeting July 21, 2009, and amended at the Annual Business Meeting July 21, 2010, and amended at the Annual Business Meeting April 16, 2013, and amended at the Annual Business Meeting April 15, 2014, and amended at the Annual Business Meeting April 11, 2016, and amended at the Fall General Membership Meeting August 28, 2016, and amended at the Annual Business Meeting March 27, 2017.

A Chapter of the International Code Council

The Indiana Association of Building Officials, Inc., (formerly Indiana Inspectors' Association, Inc.) was founded in 1945 by a group of building officials who felt the need for leadership and cooperation in the promulgation, dissemination, and enforcement of the building codes within the State of Indiana.

Strength through numbers and cooperative effort would insure the best means of providing better service to the communities.

These factors are more important today with the introduction of new materials, emphasis on energy savings and high cost connected with the building industry.

We, the members of the Indiana Association of Building Officials, will constantly use our combined knowledge and experience to establish liaison with various groups in promulgating workable codes and the understanding of them.

We will continually strive for proper enforcement of adopted codes to insure the safety, health, and public welfare of all individuals.

Forward dedicated the memory and the principles of Mr. Herman Darlage, Past President of the Indiana Association of Building Officials.

## **BYLAWS**

### **Article I**

#### **Name and Headquarters**

Section 1    **NAME:** The Name of this organization shall be Indiana Association of Building Officials, Inc.; hereafter referenced as the “Association”.

Section 2    **HEADQUARTERS:** The principle office of the Association in the State of Indiana shall be located as designated by The Board of Directors of said Association. The Association may have such other offices whether within or without the Sate of Indiana as the business of the Association may require from time to time.

### **Article II**

#### **Objective**

Section 1    **OBJECTIVE:** The objective of this Association shall be:

- To promote efficiency in public service by the closer relationship of the various inspectors, and by the cooperation of the various departments of inspection throughout the state.
- To provide and distribute information to the membership and the public concerning fire and building safety.

- To establish and maintain a clearinghouse of information concerning and available to inspectors and their departments.
- To cooperate with all branches and departments of government in the enforcement of fire and building regulations in the State of Indiana and the promotion of life safety.

### **Article III Membership**

Section 1 MEMBERSHIP: Membership shall be classified as: Active, Honorary, Professional, and Associate.

- **Active Membership:** Any person, while employed by a governmental taxing body within the state having the title of Building Official, Inspector, Code Specialist or Plan Reviewer may become an Active member. Active member status may be conferred upon other individuals whose application is approved by the Membership and Credentials Committee and approved by vote of the Board of Directors. Any Active Member in good standing may vote and may hold an elective office in the Association as long as the member meets the qualifications set out in Article IV.
- **Honorary Membership:** An individual who has rendered outstanding and meritorious service in the furtherance of the objectives of the Association and who shall be proposed by the Board of Directors and confirmed by a majority vote at the Annual Business Meeting. Honorary Members may be appointed by the Board to complete a vacant un-expired term of a District or At-Large Director and may also be appointed as a member of a committee, make motions at the Annual Business Meeting and vote.
- **Retired Membership:** Any person retired from a governmental building department with in this state, not qualifying for Active Member status, may become a Retired Member of this Association. Any Retired Member may attend meetings, may be appointed as a member of any committee and may make motions at the Annual Business Meeting, but Retired Members may not vote, hold elective office, or be eligible for any of the benefits as herein provided.
- **Professional Membership:** Any firm or person engaged in the building industry or related trade association may become a member by paying the prescribed dues. Any Professional Member may attend meetings, may be appointed as a member of any committee and may make motions at the Annual Business Meeting, but Professional Members may not vote, hold elective office, or be eligible for any of the benefits as herein provided.

- Associate Membership: Any person employed by a governmental building department within this state, not qualifying for Active Member status, may become an Associate Member of this Association. Any Associate Member may attend meetings and may be appointed as a member of any committee and may make motions at the Annual Business Meeting, but Associate Members may not vote, hold elective office, or be eligible for any of the benefits as herein provided.

Section 2 CERTIFICATES: Certificates representing membership in the Association shall be in such form as may be determined by the Board of Directors. Such certificates shall be signed by the President, and shall be sealed with the seal of the Association. The name of the member so receiving certificates shall be inscribed thereon and the certificate shall show the date of issue.

Section 3 MEMBERSHIP CARDS: Upon payment of the dues prescribed in Article VIII, a membership card shall be issued for that fiscal year. Said card shall bear the name of the member, type of membership, fiscal year, and the signature of the president.

#### **Article IV Board of Directors**

Section 1 GENERAL POWERS: The power, authority, and management of this Association and affairs hereof shall be vested in the Board of Directors.

Section 2 NUMBER & QUALIFICATIONS: The Board of Directors of the Association, hereinafter referred to as the "Board", shall be composed of the President, First Vice President, Second Vice President, Secretary-Treasurer, Immediate Past President, and an Active Member in good standing elected from each of the six districts as a representative of the district in which they are employed and four representatives elected at large. No more than two persons may serve on the board from any one governmental entity. Those who are employed in multiple districts shall represent the district in which they reside, as indicated on the map found in the appendix and defined as follows:

District 1: Lake, Porter, LaPorte, Starke, St. Joseph, Marshall, Newton, Jasper, Pulaski, Fulton, Benton, White, Carroll, Cass, Miami, and Howard counties.

District 2: Warren, Tippecanoe, Clinton, Fountain, Montgomery, Boone, Marion, Vermillion, Parke, Putnam, Hendricks, Vigo, Clay, Owen, and Morgan counties.

District 3: Lawrence, Monroe, Sullivan, Greene, Orange, Crawford, Knox, Davies, Martin, Gibson, Pike, and Dubois, Posey, Vanderburgh, Warrick, Spencer, and Perry counties.

District 4: Elkhart, Kosciusko, LaGrange, Noble, Whitley, Steuben, DeKalb, Wabash, Huntington, Allen, Wells, and Adams, Blackford, Jay, and Grant counties.

District 5: Tipton, Madison, Delaware, Hamilton, Henry, Wayne, Hancock, Shelby, Rush, Fayette, Union, Franklin, Johnson, and Randolph counties.

District 6: Brown, Bartholomew, Decatur, Jackson, Jennings, Ripley, Ohio, Dearborn, Washington, Scott, Jefferson, Switzerland, Harrison, Floyd, and Clark counties.

North-At-Large Representatives shall include those counties located within Districts 1, 4 and the following counties in Districts 2 and 5: Vermillion, Fountain, Warren, Tippecanoe, Montgomery, Clinton, Boone, Tipton, Hamilton, Madison, Delaware, Henry, and Randolph.

South-At-Large Representatives shall include those counties located within Districts 3, 6 and the following counties in Districts 2 and 5: Vigo, Parke, Clay, Putnam, Owen, Hendricks, Morgan, Marion, Johnson, Hancock, Shelby, Rush, Fayette, Union, Wayne, and Franklin.

The officers of the Association shall serve as the Officers of the Board of Directors.

Section 3 TERM OF OFFICE: The Term of office of the elected District Representatives shall be for two (2) years. The odd numbered districts shall be elected in the odd calendar years and the even numbered districts shall be elected in the even calendar years. The two (2) North At-Large Representatives, and two (2) South At-Large Representatives shall be elected on alternating years for two (2) year terms.

All elected Representatives shall begin their term immediately following the Annual Business Meeting and shall serve until the end of their term.

(The last sentence of this section changes automatically on January 1, 2019 as follows: *All elected Representatives shall begin their term ~~immediately following the Annual Business Meeting~~ on January 1 of the year following their election and shall serve until the end of their term.*)

- Section 4 ANNUAL MEETING: An Annual Meeting of the Board shall be held without other notice than these Bylaws and at the same place as the Annual Business Meeting of the members.
- Section 5 OTHER MEETINGS: Other meetings of the Board may be called by or at the request of the President or a majority of the Board for the purpose of conducting any and all business of the Association. The President or a majority of the Board may fix any place as the place for holding any meeting of the Board called by them.
- Section 6 NOTICE: Notice of the Annual Meeting and any other meetings held by the Board shall be given at least ten (10) days prior to and may be delivered personally, by mail, or electronic technology to the Board members. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail in a sealed envelope so addressed to the Board member with the required postage thereon, the attendance of a Director at any Board meeting shall constitute a waiver of notice of such meeting, except where a Director attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened.
- Section 7 QUORUM: A majority of the Board shall constitute a quorum for the transaction of business at any meeting of the Board. If a quorum is not present, the meeting shall be adjourned, rescheduled, and notice made to all Board members of both adjournment and rescheduling.
- Section 8 MANNER OF ACTION: The act of the majority of the Board Members present at the meeting at which a quorum is present shall be the act of the Board.
- Section 9 VACANCIES: Any vacancy occurring in the Board may be filled by election by the Board or election by the membership at an Annual Business Meeting. A Director elected to fill a vacancy shall serve for the unexpired term of the predecessor in office.
- Section 10 REMOVAL FROM OFFICE: Any Director may be removed by at least a two-thirds (2/3) vote of the Board whenever, in their judgment, the best interest of the Association will be served.

## **Article V Officers**

- Section 1 OFFICERS: The officers of the Association shall be the President, First Vice President, Second Vice President, Secretary-Treasurer, and the Immediate Past President, hereinafter referred to as the "Executive Committee". In order

for any member to be elected an officer of this Association, he must be in good standing, must have served for one (1) full year on the Board prior to taking office and shall be an Active Member as defined by these Bylaws.

Section 2 TERM OF OFFICE: The term of office shall be for a period of one (1) year for the President, First Vice President, Second Vice President, and the Secretary-Treasurer. The President, First Vice President, Second Vice President, and the Secretary-Treasurer shall take office immediately following the Annual Business Meeting and shall serve until the end of the following Annual Business Meeting.

(The last sentence of this section changes automatically on January 1, 2019 as follows: *The President, First Vice President, Second Vice President, and the Secretary-Treasurer shall take office ~~immediately following the Annual Business Meeting~~ January 1 of the year following their election and shall serve until the end of ~~the following Annual Business Meeting~~ their term.*)

Section 3 REMOVAL: Any officer may be removed as provided for in Article IV, Section 10 of these Bylaws.

Section 4 VACANCIES: A vacancy in any office because of death, resignation, or removal, may be filled by election by the Board for the unexpired portion of the term.

Section 5 PRESIDENT: It shall be the duty of the President to plan and pursue policies, which promote the welfare and purpose of this Association. He/She shall preside over all meetings of the Board of Directors, and of the general membership, which he/she can attend. He/She shall serve as Chairman of the Annual Business Meeting and serve as member ex-officio of all committees. He/She shall approve vouchers for the payment of ordinary expenses or expenses incurred under any contract which has been approved.

He/She shall sign all official documents and authorized orders of the Secretary-Treasurer. He/She shall decide all questions of order in all meetings, subject to an appeal to members present qualified to vote. He/She shall appoint all Association Committees chairman with the exception of the Annual Business Meeting Chairman. He/She shall fill all committee chairman vacancies.

Section 6 FIRST VICE PRESIDENT: In the event of absence, death, resignation, or permanent incapacity of the President, the First Vice President shall perform the duties of the President; either temporarily or until the next annual election and a successor is elected. The First Vice President shall serve as first

associate administrator to the President and shall perform such duties as assigned by the President. The First Vice President shall appoint the Co-chair for the current Annual Business Meeting Committee, within the first forty-five (45) days of taking office, who shall then serve as Chairman of the Annual Business Meeting Committee the following year.

- Section 7 **SECOND VICE PRESIDENT:** In the event of the absence, death, resignation, or permanent incapacity of the President, and/or the First Vice President, the Second Vice President shall perform the duties of the President, and/or the First Vice President, whether temporarily or until the next annual election and a successor is elected. The Second Vice President shall serve as second associate administrator to the President and shall perform such duties as assigned by the President. The Second Vice President shall serve as the chairman of the Membership & Credentials Committee,
- Section 8 **SECRETARY-TREASURER:** The Secretary-Treasurer shall attend all general membership meetings of this Association and shall serve as Secretary of the Board. He/She shall serve as a member of the Annual Business Meeting Committee and Membership and Credentials Committee. The Secretary-Treasurer shall direct the fiscal activities of the Association Manager. At the Annual Business Meeting the Secretary-Treasurer shall provide a financial summary to the Board and the general membership.
- Section 9 The Officers of this Corporation shall be covered by an insurance policy with a minimum sum of \$50,000 upon taking office.

## **Article VI**

### **Contracts, Checks, & Deposits**

- Section 1 The Board shall approve all contracts entered into by this Association, shall approve the bank or banks in which the Association funds are deposited, shall order and approve all investments of surplus funds in Government Bonds or Bonds of the State of Indiana or otherwise, shall order as well as fix the salaries of all employees, and shall regulate the expenditures of the convention and features of the Annual Meeting. The Board shall review and may approve and ratify all expenses requested by the officers of the committees. The books and accounts shall be audited annually by the Finance Committee appointed by the President.
- Section 2 The President and Executive Committee may approve contracts or committee expenses as set forth in the Standing Rules.
- Section 3 The Board shall ratify and/or sustain contractual agreements. Contracts may include, but are not limited to:

- General correspondence for the Association and the Board.
- Maintenance of the records of the Association.
- Collection of all dues and other moneys owing or accruing to this Association and deposit of all moneys in the approved bank in the name of this Association.
- Maintenance of all Association funds, checks, drafts, or other orders for the payment of money, notes, or other evidence of indebtedness, issued in the name of the Association shall be drawn from the approved bank(s) account(s). The account drafts shall require the signature of the President, First Vice President, Secretary-Treasurer, or other person designated by the Board.
- Keeping a complete set of books and making it available for inspection by the membership.
- Printing of Association membership cards and certificates designating Active, Honorary, Professional, or Associate Membership, and stationary for the use of the officers of the Association.

Section 4 INSURANCE POLICY: All financial contractors shall provide an insurance policy for the faithful or required duties in an amount fixed by the Board (suggested amount to be greater than one and one-half (1½) the estimated amount of monies to be handled in a year).

Section 5 Upon termination of contract(s) all records, funds, accounts, and other properties of the Association shall be returned within sixty (60) days.

## **Article VII Meetings**

Section 1 ANNUAL BUSINESS MEETING: This Association shall hold its Annual Business Meeting on the dates fixed by the Board in such place as the Board shall designate for the transaction of business. The general agenda of such meetings shall be set by the board in advance and shall be stated in the notification of such meeting. Notice of the time and place of such meeting shall be mailed to all members of this Association at least twenty (20) days prior to said meeting. All meeting expenses shall be paid from the funds of the Association. When any notice is required to be given under the provisions of these Articles of the Association, a waiver thereof in writing, signed by the person or persons entitled to such notice either before or after the time stated therein, shall be deemed the equivalent to the giving of such notice.

Section 2 **GENERAL MEMBERSHIP MEETINGS:** General Membership meetings may be called at any time and place within the State of Indiana by the President or upon the request of a majority of the Board, but no business shall be transacted at such meeting except that which is specified in the notice thereof, which shall be mailed to each member at least ten (10) days in advance of the date of the meeting. General Membership meetings may also be called in the following manner: fifteen (15) or more Active Members in good standing may file a request in writing with the President for such meeting. The President shall set a time and place for such meeting and specifying the purpose for such meeting within thirty (30) days from the date of the filing of the request. At least ten (10) days prior to such meeting, all members shall be notified stating the matters to be taken up at such meeting.

## **Article VIII**

### **Dues**

Section 1 The annual dues for the various types of membership shall be established and may be modified from time to time by the Board. Dues statements shall be mailed or electronically sent to all current members prior to the end of the membership year. All dues shall be payable within 45 days after the beginning of the next membership year. No member in arrears shall be entitled to any privileges or benefits of membership. Dues are considered paid when check, cash, money order, or claim form has been received by the principle office.

Section 2 **GOOD STANDING:** Good Standing shall mean that a member's dues are paid.

## **Article IX**

### **Nominations**

Section 1 Nominations and elections shall pertain to the officers of the Association and the Board of Directors.

Section 2 The Nominating Committee shall submit to the Secretary-Treasurer, no later than thirty (30) days prior to the Annual Business Meeting, a full ballot of nominees for the offices to be filled.

Section 3 Nominations may be made from the floor at the Annual Business Meeting for election of officers and board members, providing a statement of qualifications and experience is presented to the membership present. Acceptance by the nominee is required at or before the time of nomination.

Section 4 The Chairman of the Nominating Committee shall post the name of all candidates for office at the Annual Business Meeting at the close of nominations.

## **Article X Elections**

Section 1 Elections shall be by ballot at each Annual Business Meeting. Voting shall be by secret ballot on forms provided by the Association.

The District Representatives shall be voted on by the eligible members of their respective district.

The At-Large Representatives shall be voted on by the eligible members of their respective half of the state.

The members of the Executive Committee shall be voted on by all eligible members of the Association.

An eligible member shall mean a member eligible to vote according to his/her membership class as defined in Article III, Section I and in good standing as defined in Article VIII, Section 2.

Section 2 The President shall appoint at least three ballot counters to serve as the Election Committee and shall designate a Chairman. No member of the Election Committee shall be from the ballot of nominees.

Section 3 The Membership and Credentials Committee shall validate that all nominees are in good standing.

Section 4 Election shall be held at such time established by the Board.

Section 5 The candidate receiving a majority of the votes cast shall be declared elected.

Section 6 Members in good standing and eligible to vote may do so by their attendance at the time and place of the election.

Section 7 In the event of the necessity of a runoff election, such election shall be held between the two (2) candidates who received the greatest number of votes in the original election. The run-off election shall be held by the members present who are qualified to vote for the respective position; selecting a winner by majority vote.

## **Article XI**

## **Quorum**

Section 1 QUORUM: Twenty-one (21) active members in good standing or one-third (1/3) of the active members registered shall constitute a quorum at any meeting.

## **Article XII**

### **Fiscal Year and Membership Year**

Section 1 The fiscal and membership year for the Association shall begin on the first day of January each year and end on the thirty-first day of December.

## **Article XIII**

### **Committees**

Section 1 COMPOSITION: All committee chairpersons, unless otherwise designated by these bylaws, shall be appointed by the President to serve a described hereafter. The President shall be an ex-officio member of all committees and may vote with the committee upon any and all matters before said committee. In case a deadlock in the vote with any committee, the vote of the President shall be the deciding vote. A quorum of any committee shall be a majority of its members. Meetings of any committee may be called at the discretion of its Chairman or the President.

Section 2 LEGISLATIVE COMMITTEE: The Legislative Committee shall be composed of a minimum of three (3) members, of which one (1) member shall be a member of the Board, all of whom shall serve for one (1) year. The Legislative Committee is to monitor the business and actions of the Fire Prevention and Building Safety Commission for issues involving items affecting the Association, develop an interactive relationship with the Indiana Department of Homeland Security that will allow the Association to receive and respond as an Association to issues that affect this Association.

Section 3 MEMBERSHIP & CREDENTIALS COMMITTEE: The Membership and Credential Committee shall be chaired by the Second Vice President and shall be composed of the Association Secretary-Treasurer and a minimum of three (3) additional members all of whom shall serve for one (1) year. It shall be the function of the Membership & Credentials Committee to attempt to enlarge the membership of the Association. They shall hear all evidence for and against any member in the matter pertaining to the revoking of his/her membership and they shall submit their recommendation to the Board for their final action on the matter. It shall be the duty of the Membership & Credentials Committee to direct published and other media information representing the Association.

Section 4 RESOLUTIONS COMMITTEE: The Resolutions Committee shall be composed of a minimum of three (3) members, of which one (1) shall be a member of the Board, all of whom shall serve one (1) year. It shall be the function of the Resolutions Committee to consider any and all resolutions presented for their consideration, prepare such resolutions in proper form, and present same to Secretary-Treasurer at the opening of the Annual Business Meeting if, in their judgment, any such resolution merits the consideration of the meeting. Any Active or Honorary member may present a resolution to the Resolutions Committee for their consideration; however, such resolution must be presented to the Chairman of the Committee at least two (2) hours before the opening of the business session.

Upon the death of a member, the Resolutions Committee shall immediately create and cause to be delivered to the immediate family of the member, a resolution recognizing the member for his service to the association. Further, the Resolutions Committee shall publically recognize at the Annual Business Meeting all members who died in the previous year.

If, in the judgment of the Resolutions Committee such resolution is not worthy of the consideration of the meeting, the member presenting same may appeal to the Board, which shall consider said resolution and the Secretary-Treasurer shall report their decision to the Resolutions Committee, in which case the Resolutions committee shall act as directed.

Section 5 FINANCE COMMITTEE: The Finance Committee shall be composed of a minimum of three (3) members of which one (1) shall be a member of the Board, all of whom shall serve for one (1) year. It shall be the function of the Finance Committee to examine the Association's books and records at least annually and provide this information to the Secretary-Treasurer for a report to the members at the Annual Business Meeting.

Section 6 EDUCATION COMMITTEE: The education Committee shall be comprised of a minimum of seven (7) members of the Association of which one (1) shall be a member of the Board and at least four (4) members shall be Active Members, all of whom shall serve for one (1) year. The purpose of the Education Committee shall be to develop and administer programs, schools, and functions that provide education, information, and training for the succeeding calendar year to further the goals of the Association as stated in these Bylaws. The Chairman of the Education committee shall report to the President and the Board at least quarterly.

Section 7 NOMINATION COMMITTEE: The Nominating Committee shall be composed of five (5) members having a reasonably distributed geographical representation. The Immediate Past President shall serve as the Chair of the Nominating Committee. The remaining four members of the committee shall

be appointed by the President with no more than one member from any one jurisdiction. The Nominating Committee shall meet prior to the Annual Business Meeting for the purpose of creating a ballot of candidates to fill the open seats on the Board of Directors for the following year. The Nominating Committee shall develop a viable process and procedure so that all members of the Association shall be notified of and have an opportunity to participate in the nomination and election process for the Board of Directors and Officers of the Association.

**Section 8 ANNUAL BUSINESS MEETING COMMITTEE:** The Annual Business Meeting Committee shall be composed of a minimum of seven (7) members, one (1) of which shall be the Secretary-Treasurer, one (1) member of the Education Committee and five (5) additional members one (1) of which shall be from the Board. The First Vice President shall appoint the Co-chair for the current Annual Business Meeting Committee who shall then serve as Chairman of the Committee the following year. The Annual Business Meeting Committee shall have the responsibility of submitting proposed locations to the Board for selection and approval, developing and facilitating educational programs, and providing networking opportunities and social functions for the membership at the annual event.

**Section 9 CODE COMMITTEE:** The code Committee shall be composed of a minimum of five (5) members, one (1) of which shall be from the Board, all of whom shall serve for one (1) year. The Code Committee shall develop an administrative process by which the Association, as a whole, will be directly involved in the development and promulgation of any and all codes adopted in Indiana.

**Section 10 SCHOLARSHIP COMMITTEE:** The Scholarship Committee shall be composed of a minimum of five (5) members, of which one (1) shall be from the Board, all of whom shall serve for one (1) year. The Scholarship Committee shall develop rules and procedures necessary for the Association to establish an annual scholarship fund and award said scholarship(s) at the Annual Business Meeting. The Committee shall be the body to make recommendations of the amount of the award(s) to the Board for approval.

**Section 11 BYLAWS COMMITTEE:** The Bylaws committee shall be composed of a minimum of five (5) members, of which one (1) shall be from the Board, all of whom shall serve for one (1) year.

It shall be the duty of the Bylaws Committee to make necessary amendments to the Bylaws as needed and/or rewrite the Bylaws as needed. When considering Bylaws changes, the committee members shall keep all amendments in accordance with our tax exempt status.

Section 12 SPECIAL COMMITTEES: Special committees may be appointed by the President at any time for any specific purpose. They shall serve until they have accomplished the purpose for which they were appointed. Special committees shall also be appointed by the President upon a request of a majority of members of the Board for a specific purpose.

Section 13 REPORTS: The Chairman for each committee shall, at the Annual Business Meeting of the Association each year, give to the membership a report of the activity of the committee during the past year.

Section 14 MINUTES: All committees shall record minutes of their meetings. The committees shall provide a set of minutes to the principle office of the Association. The principle office shall make available a copy of these minutes.

#### **Article XIV Propriety Rights**

Section 1 No Officer or Member of this Association shall use the name or logo of the Indiana Association of Building Officials, Inc., or the official stationery of this Association to endorse or recommend any product or activities of any individuals or groups without the full knowledge and written approval of the Board.

#### **Article XV Seal**

Section 1 SEAL: The Board shall provide a Corporate Seal, which inscribed thereon shall be the words "Indiana Association of Building Officials, Inc."

#### **Article XVI Amendments**

Section 1 AMENDMENTS: The Board of Directors shall cause proposed amendments to these bylaws to be printed in the Annual Business Meeting or General Membership Meeting notice and shall present its recommendations, if any, at the meeting. These proposed amendments may be discussed and amended at the meeting, and will be considered adopted if passed by a two-thirds vote of those active members present and voting.

#### **Article XVII Effective Date**

Section 1 EFFECTIVE DATE: The approved amendments become effective ten days thereafter unless otherwise provided in the amendment.

## **Standing Rules**

**SR#1** A standing committee chairperson is hereby authorized to spend up to one hundred and fifty dollars (\$150.00) for immediate upcoming events with the approval of the President. If the President is unavailable for approval, then approval may be made by the First Vice-President. If the First Vice-President is unavailable for approval, then approval may be made by the Second Vice-President.

These approvals can be made prior to any Board action. A similar expenditure of up to five hundred dollars (\$500.00) may be made upon approval of the Executive Committee.

**SR#2** The terms of district directors, at-large directors and officers for the years of 2016, 2017 and 2018 shall be modified as follows. Officers, district directors and at-large directors elected at the 2016 Annual Business Meeting shall have their terms extended to the end of the 2017 IABO Fall Event. Officers, district directors and at-large directors elected at the 2017 Annual Business Meeting, in March 2017, shall begin their terms at the end of the 2017 IABO Fall Event and shall serve until December 31, 2018. The officers, district directors and at-large directors elected at the 2018 Annual Business Meeting shall begin their terms on January 1, 2019 and shall serve until the end of their term.

On January 1, 2019 the text of Article IV, Section 3 shall automatically change as follows:

*Section 3 TERM OF OFFICE: The Term of office of the elected District Representatives shall be for two (2) years. The odd numbered districts shall be elected in the odd calendar years and the even numbered districts shall be elected in the even calendar years. The two (2) North At-Large Representatives, and two (2) South At-Large Representatives shall be elected on alternating years for two (2) year terms.*

*All elected Representatives shall begin their term ~~immediately following the Annual Business Meeting~~ on January 1 of the year following their election and shall serve until the end of their term.*

On January 1, 2019 the text of Article V, Section 2 shall automatically change as follows:

*Section 2 TERM OF OFFICE: The term of office shall be for a period of one (1) year for the President, First Vice President, Second Vice President, and the Secretary-Treasurer. The President, First Vice President, Second Vice President, and the Secretary-Treasurer shall take office ~~immediately following the Annual Business Meeting~~ January 1 of the year following their election and shall serve until the end ~~of the following Annual Business Meeting~~ their term.*

This Standing Rule #2 shall expire on January 2, 2019.

**SR#3** Establish a Petty Cash Fund in the amount of two hundred dollars (\$200.00).

**SR#4** The Education Committee is hereby allowed to establish the fees for the educational programs based upon Board of Director's policies and expenditures involved.

**SR#5** The process by which three (3) Indiana representatives to Region V of the International Code Council will be selected shall be as follows:

One representative shall be the First Vice-President of the Indiana Association of Building Officials, Inc. This one year term will be concurrent with his/her term as First Vice-President.

One representative shall be a member selected at-large by the Board of Directors, and will serve a two year term. This appointment will be made on even-numbered years.

One representative shall be elected at-large by the Membership at the Annual Business Meeting for a two year term. This election will be held at the time of election of officers to the Association on odd-numbered years, and shall follow the procedure for elections as established in Article X of these Bylaws.

**TERM OF OFFICE:** The term of office shall be as stated above. All ICC Region V Board of Director Representatives shall commence their term at the end of the Annual Business Meeting and shall serve until the end of the term.

**VACANCIES:** A vacancy created by the death, resignation, or disqualification of active membership, of any representative may be filled by an appointment made by the Board for the unexpired portion of the term.

**SR#6**

The Nick Nicholson Education Award.

This award shall be dedicated to the memory of William “Nick” Nicholson and shall be awarded at the Annual Business Meeting to a current member in good standing who best demonstrates a positive influence on the Association’s members through his/her involvement in the Association’s education programs by the teaching of code classes or by serving on any of the committees which are involved in the furthering of the educational goals of the Association. Nominations for the award shall be submitted to the Association Office at least ninety (90) days before the Annual Business Meeting and the recipient shall be chosen by the Board of Directors at a regular business meeting at least sixty (60) days before the Annual Business Meeting.