

Northwest Georgia Inspectors Association

By Laws

Article I

Name, Purpose and Objectives

Section 1

The name of this association shall be the Northwest Georgia Inspectors Association (NWGIA). NWGIA shall be an affiliated chapter of the International Code Council (ICC) and the Building Officials Association of Georgia (BOAG) and shall promote the purposes of both organizations. NWGIA affiliated counties , as filed with the Georgia Department of Community Affairs, Building Officials Association of Georgia, and the International Code Council, are Bartow, Carroll, Cherokee, Cobb, Douglas, Floyd, Haralson, Paulding, and Polk. NWGIA affiliated municipalities, as filed with the Georgia Department of Community Affairs, Building Officials Association of Georgia, and the International Code Council, are the Cities of Carrollton, Cartersville, Adairsville, Alpharetta, Canton, Woodstock, Holly Springs, Marietta, Acworth, Austell, Powder Springs, Smyrna, Kennesaw, Dallas, Douglasville, Cedartown, Rockmart, and Waco.

Section 2

The purpose and objectives of NWGIA shall be:

- To promote safety to life, health, and property through the education and training of individuals involved in the administration, enforcement, and development of building codes and all related ordinances.
- To promote the protection of life and property through state of the art training with more uniformity of codes with the greater Northwestern Metro Atlanta area development, building and inspection departments.
- To create a better public understanding and appreciation of the proper administration of building codes and all related ordinances and their importance to the health, safety, welfare, and prosperity of municipalities and counties.

- To improve the professionalism of Building Officials and related Code Enforcement Officials by the promotion of high standards of efficiency in the administration of building codes and related ordinances through continuous education and training.
- To promote uniform interpretations and enforcement of building codes by meeting with other government officials and organized groups concerned with building codes and all related ordinances to exchange ideas and discuss mutual problems.
- To develop courses of instruction singularly or in cooperation with recognized educational institutions to promote consistent interpretations, enforcement, and administration of building codes and all related ordinances.

Article II

Membership and Voting

Section 1

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 the acts of omission or commission of the Association or any officer, agent, or employee thereof.

Section 2

There shall be the following classifications of membership:

- A. Active Individual Membership. An individual who is employed by a governmental entity and is actively engaged in the administration and enforcement of building codes and all related ordinances shall be eligible to become an Active Individual Member upon the payment of membership dues, at the rate fixed by these by-laws.

- B. Professional Membership. An individual such as an architect, engineer, private inspector, building, electrical, plumbing or mechanical professional interested in the purposes and objectives of NWGIA shall be eligible to become a Professional Member upon the payment of membership dues, at the rate fixed by these by-laws. Professional Members are not allowed voting privileges, but may participate in meetings and serve on committees.
- C. Associate Membership. An organization, association, institution, corporation, partnership, student, company, manufacturer or other related entity interested in the purposes and objectives of NWGIA shall be eligible to become an Associate Member upon the payment of membership dues, at the rate fixed by these by-laws. Associate Members are not allowed voting privileges, but may participate in meetings and serve on committees.
- D. Retired Members. Any former active individual member who is retired from a governmental entity shall retain all rights and privileges of an Active Member.
- E. Lifetime Member. An individual who has rendered outstanding service to NWGIA, has maintained Active Individual, Associate, Professional, or Retired Member status, whose name shall be proposed by the Board of Directors, and is confirmed by a majority of the Active Individual and Retired Members present at the last meeting of the calendar year, shall be considered a Lifetime Member. Lifetime Members shall not be required to pay annual NWGIA membership dues or registration fees for conferences or training classes. Lifetime Members shall have all of the rights and privileges of an Active Individual Member.

Article III

Board of Directors and Officers

Section 1

The property, business affairs and policies of NWGIA shall be managed by or under the authority of a Board of Directors. The Board shall consist of the following positions: President, First Vice-President, Second Vice President, Secretary, Treasurer, and two At-Large Directors. The Immediate Past President shall be an ex-officio member of the Board of Directors.

Section 2

The officers of the Association shall be the President, First Vice-President, Second Vice President, Secretary, and Treasurer. These positions shall be elected at the last meeting of the calendar year by a simple majority vote of the active individual and retired members of NWGIA who are present. The first election of officers for the formation of the Association shall be at the first organized meeting of the Association. These first elected officers shall serve until the end of the calendar year in which they were elected and then be eligible for the term limits as outlined in section 4.

Section 3

The At-Large Directors shall be elected at the last meeting of the calendar year by a simple majority vote of the active individual and retired members of NWGIA who are present. The first election of the At-Large Directors for the formation of the Association shall be at the first organized meeting of the Association. These first elected At-Large Directors shall serve until the end of the calendar year in which they were elected and then be eligible for the term limits as outlined in section 5.

Section 4

President, First Vice-President, Second Vice President, Secretary, and Treasurer shall be elected for a one year term. In no case shall the President, First Vice-President, Second Vice President, Secretary or Treasurer serve more than two consecutive terms. To be eligible for the office of President or First Vice-President, a person shall be in good standing with the association and shall have served at least one year in an elected position.

Section 5

The full term for an At-Large Director shall be four years and no Director shall serve more than one consecutive full term.

Section 6

A vacancy in the office of the President shall be filled by the First Vice-President. A vacancy in the office of First Vice President shall be filled by the second Vice President. A vacancy in any other elected Office position shall be filled by a majority vote of the Board of Directors to serve for the unexpired term. A vacancy in the position of a Director, the remaining Board of Directors may appoint an active individual or retired member to serve for the unexpired term.

Section 7

Any member of the Board of Directors who fails to maintain active NWGIA membership shall automatically forfeit his or her office. Any member of the Board of Directors may be removed for just cause by a two-thirds majority vote of the members present at a quorum meeting of the Board of Directors. The removal of a member of the Board of Directors shall be mandatory when he/she has missed three consecutive meetings of the Board of Directors upon recommendation of the President. The member in question shall be given 20 days notice of such action and shall be afforded a hearing before the Board of Directors.

Failure upon the part of the member to attend the hearing shall be cause for removal by default and shall not be subject to an appeal. Removal actions are effective immediately upon the action of the board of Directors. A member of the Board of Directors not actively employed as defined in Article II, section 2 (a) for a period of sixty calendar days shall be removed as a Board member.

Section 8

The President shall preside over all meetings of NWGIA, including but not limited to regular or special called meetings of the association and meetings of the Board of Directors. The President shall be the principal executive officer of the organization and subject to the control of the Directors, shall supervise and control all the affairs of NWGIA, and shall perform all duties incidental to the office of President, and such other duties as prescribed by the Directors from time to time.

Section 9

The First Vice- President shall perform the duties of the President in the absence of the President. The First Vice-President shall assist the President in the administration of the affairs of NWGIA, act as parliamentarian and perform other duties as assigned by the President or the Board of Directors.

Section 10

The Second Vice President shall perform the duties of the Secretary in the absence of the Secretary. If an Executive Secretary is appointed by the Board of Directors, the Second Vice President shall perform the duties of the Executive Secretary in the absence of the Executive Secretary. The Second Vice President shall perform such other duties as, from time to time, may be assigned by the President or by the Board of Directors.

Section 11

The Secretary shall be responsible for recording the minutes of all meetings associated with NWGIA, including but not limited to regular or special called meetings and Board of Director meetings. The Secretary shall transmit copies of the official minutes of such meetings to the Board of Directors and NWGIA members.

Section 12

The Treasurer shall maintain accurate records of the business affairs of NWGIA and account to the Board of Directors for all funds of NWGIA. Monthly financial statements shall be presented to the Board of Directors at each Board of Directors meeting. The membership shall receive the financial statement at any regular meetings if requested by a member. Upon expiration of term, all records and funds of NWGIA shall be delivered to the Treasurer's successor. The Treasurer shall sign all checks upon approval of the President.

Section 13

Four (4) members of the Board of Directors shall constitute a quorum for a meeting.

Section 14

All standing committee chairs are to be present at all regular Board of Directors meetings to give reports of the respective committee activities.

Article IV

Administration

Section 1

There may be an Executive Secretary appointed by the Board of Directors who shall serve at the pleasure of the Board and whose compensation shall be fixed by the Board. The Board shall enter into a contract with the Executive Secretary for his or her services. The Executive Secretary may be dismissed for dereliction of duties as prescribed in their contract with NWGIA.

Section 2

The Executive Secretary shall act as the technical coordinator for NWGIA, including but not limited to assisting as needed at general and Board of Directors meetings, educational seminars and training, conferences, legislative assemblies, public hearings and the like which are relevant to the purposes and objectives of NWGIA. The Executive Secretary shall act as custodian of all assets and properties owned or in the possession of NWGIA. The Executive Secretary shall be an ex-officio non-voting member of all committees and shall attend committee meetings and keep minutes of proceedings if required by the committee chairman. The Executive Secretary shall have such authority and perform such duties as are in these by-laws, and as the President or Board of Directors may additionally assign.

Section 3

The President may designate the Executive Secretary or any other active individual or retired member to represent NWGIA at educational seminars and training, conferences, legislative assemblies, public hearings and the like which are relevant to the purposes and objectives of NWGIA. Expenses for this representation may be reimbursed with the authorization of the Board of Directors.

Section 4

The President may appoint and register an active individual or retired member to serve as a legislative lobbyist. Expenses for this representation may be reimbursed with the authorization of the Board of Directors.

Section 5

The President may designate up to \$250.00 upon the death of any current member to be used for flowers or donations to be made in their name as per the request of the members' family. The Board of Directors must approve any expenditure over this amount prior to incurring the expense. Any expense for past members shall first be approved by the Board of Directors.

Section 6

The association shall hold a year end banquet each November. This banquet shall be for the election of new officers and board members for the upcoming year. The banquet shall be subject to available funds and must be approved by the Board of Directors each year. The banquet shall be named the NWGIA Annual Banquet. Any changes to the meeting purpose, agenda, or date of this meeting shall first be approved by the Board of Directors.

Article V

Committees

Section 1

NWGIA shall have the following standing committees:

- A. By-Laws Committee
- B. Legislative Committee
- C. Nominating Committee
- D. Education/Training Committee
- E. Scholarship Committee

Section 2

The By-Laws Committee shall be composed of three (3) NWGIA members whose duties shall be to receive, edit, and review proposed amendments to the association by-laws. Committee reports and recommendations shall be submitted to the Board of Directors, for review, 30 days prior to the meeting at which the proposed amendments will be heard.

Section 3

The Legislative Committee shall be composed of five (5) NWGIA members consisting of the President, First Vice-President, and three (3) NWGIA members. The Legislative Committee shall keep NWGIA informed on all proposed, pending, and enacted legislation relevant to the purposes and objectives of NWGIA.

Section 4

The Nominating Committee shall be composed of three (3) NWGIA members who shall be appointed at a 3rd quarter meeting of the association. The Nominating Committee shall submit, at the last regular meeting of the association of the calendar year, nominations for President, First Vice-President, Second Vice President, Secretary, Treasurer, and all upcoming vacant Director seats to the membership for a vote. The committee shall be made up of building officials, unless otherwise directed by the Board of Directors.

Section 5

The Education/Training Committee shall be composed of three (3) NWGIA members whose duties shall be to schedule and maintain education/training speakers or instructors for all regular meetings of the association.

Section 6

The Scholarship Committee shall be known as the "Hal Cospers Scholarship Committee". The committee shall be composed of three (3) NWGIA members consisting of the President, Treasurer, and one (1) NWGIA member. The function of this committee shall be to develop all necessary policies, procedures, and strategies in order to award scholarships for NWGIA Active Individual, Retired, or Lifetime Members to attend training and/or conferences. The scholarships shall be limited to two (2) current members at \$500.00 each unless otherwise approved by the Board of Directors.

Section 7

All appointments to the standing committees and any other association committee shall be made by the President. The committee members shall serve for one year unless otherwise approved by the Board of Directors.

Article VI

Meetings

Section 1

All meetings shall be held at such time and place as may be approved by the Board of Directors. The meeting time and location shall be made known to all members at least one (1) week prior to the meeting. Written notice of meetings shall be given to the members at least thirty (30) days prior to the meeting. Email notification shall serve as proper written notice.

Section 2

Special called meetings may be called by the President at the discretion of the Board of Directors or shall be called at the written request of representatives of not less than one-third (1/3) of the active individual and retired members. All members shall be given not less than thirty (30) days written notice of any special called meeting. Email notification shall serve as proper written notice.

Section 3

The Board of Directors shall meet, as scheduled, to organize and transact such business as may be necessary. The Board of Directors shall additionally meet at such other times called by the President or upon the request of three (3) members of the Board of Directors.

Article VII

Annual Dues

Section 1

The annual dues for membership in NWGIA shall be as follows:

- A. Active Individual Member: \$35.00
- B. Professional Member: \$75.00
- C. Associate Member: \$50.00
- D. Retired Member: \$35.00

Section 2

Dues shall be collected by the Treasurer and held in readiness for use by NWGIA. Expenditures from these dues shall be made by check signed either by President or Treasurer.

Section 3

Annual membership dues are due on January 1 of each calendar year. Any existing member whose dues are not paid by March 1 shall be considered not to be in good standing and shall not be entitled to receive benefits of membership. A late fee of shall be assessed for payments received after March 1. Late fees shall be double the annual dues as per the membership classification. New members shall be accepted at any time during the year.

Section 4

The NWGIA shall operate as a non-profit association.

Article VIII

Liability

Section 1

There shall be no personal, individual, or other liability whatever on the part of any member of NWGIA either for debts of NWGIA, or for any commission or omission of acts by NWGIA or of any NWGIA officer, agent, or employee thereof.

Article IX

Auditing and Reports

Section 1

The Board of Directors shall receive an annual audit of all monetary and physical assets by January 31 for the preceding year. The annual audit shall be given at the second meeting of the following year.

Section 2

The fiscal year of NWGIA shall be from January 1 through December 31 of each calendar year. The initial year the association is formed, the fiscal year shall be from the date of association formation until December 31 of the calendar year, unless otherwise approved by the Board of Directors.

Article X

Business of Monthly Meeting

Section 1

At regular meetings the order of business, so far as the character and nature of the meeting may permit, shall be as follows:

- 1) Registration of members and roll call of officers
- 2) Pledge of Allegiance
- 3) Invocation
- 4) Approval of minutes of the last meeting
- 5) Opening remarks
- 6) Program
- 7) Old business
- 8) New business
- 9) Reports by Officers and Committees
- 10) Vote on recommendations
- 11) Election of Officers
- 12) Appointment of Committees
- 13) Adjourn

Section 2

At meetings of the Board of Directors, the order of business, unless otherwise directed by the majority vote of those present, shall be as follows:

- 1) Call to order
- 2) Approval of minutes of last meeting
- 3) Old business
- 4) Report of the Committees
- 5) Report of the Treasurer
- 6) Report of the Secretary
- 7) Report of the Vice-President
- 8) Report of the President
- 9) New business
- 10) Adjourn

Article XI

Amendments to By-Laws

Section 1

The association by-laws may be amended by a two-thirds (2/3) vote of the active individual and retired members present at any regularly scheduled meeting, after thirty (30) days written notice to all active individual and retired members. Email notification shall be proper written notice.

Section 2

The Board of Directors may call a Special Called meeting to add or remove a position within the Board of Directors if it is approved by the membership as required in Article XI, section 1.

Section 3

When a Special Called meeting is held for the purpose of any new created position in the Board of Directors, the nomination shall be made from the floor by the membership present at the meeting. The election shall be decided by a majority vote of the active and retired members who are present at the meeting.

Article XII

History

These association by-laws have been adopted/amended on the dates listed below.

- Adopted May 15, 2007
- Amended January 12, 2012
- Amended November 12, 2015

Article XIII
Rules of Order

Section 1

In the business of any meeting, either in general session or committee meetings, Roberts Rules of Order shall govern with respect to all questions of a parliamentary nature.

These By-Laws of NWGIA are true and correct, reflecting the approval of the Board of Directors and NWGIA membership, and are effective as of the date signed below.

Jerry Lanham

Jerry Lanham
President

November 12, 2015

Date