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**CONSTITUTION AND BYLAWS  
OF  
RHODE ISLAND BUILDING OFFICIALS ASSOCIATION**

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**NAME AND OBJECTIVE OF THE ASSOCIATION**

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The corporation shall be known by the name of the Rhode Island Building Officials Association hereafter referenced as, R.I.B.O.A. Its principal place of business shall be in the State of Rhode Island. The Executive Board may change the form of the seal of the inscription thereon by majority vote.

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The purpose of this association is to co-operate in the formulation of standards for the protection of the safety, health, morals, and general welfare of those in and about buildings. It is also the purpose of this association to promote co-operation and understanding between building officials and other code enforcement officials, regulatory agencies, the building construction industry and allied fields, and the general public, and to provide related education opportunities to its membership and the building industry.

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**ARTICLE I**

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**MEETINGS**

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~~Meetings shall be held in January, February, March, April, May, August, September, October, November, and December~~There shall be a minimum of 6 (six) business meetings per calendar year with the dates set by the Executive Board .~~Special~~Additional meetings may be called by a majority vote of the Executive ~~Committee~~Board as necessary.

At all ~~regular~~ meetings, 13 members shall constitute a quorum: and no business shall be transacted at any meeting unless a quorum is present.

~~At all special meetings, 9 members shall constitute a quorum; and no business shall be transacted at any meeting unless a quorum is present.~~

The Secretary shall, at least one week in advance, notify all members in good standing as to the definite dates of the meetings and the location thereof, as designated by the Executive Board.

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**ARTICLE II**

**MEMBERSHIP**

**Active Membership:** Active membership shall consist of the building officials / inspectors and alternate building officials / alternate building inspectors, in active service within a municipality, and within the State Building Commissioner’s Office charged with the administration and enforcement of the Rhode Island State Building Code.

**Certified Eligible Membership:** A person who meets the requirements of a code enforcement official / inspector as set by the R.I. State Building Codes Standard Committee and maintains all requirements for a building official/inspector. The Applicant must submit a written request and be voted in by a majority of the membership attending a regular monthly association meeting.

**Honorary Membership:** After retirement, honorary membership may be granted to the individual, who has rendered meritorious service a respective municipal, or state agency.

A member must be nominated for honorary membership. The Applicant must submit a written request and be voted in by a majority of the membership attending a regular monthly association meeting. Relocate the following from below if there is evidence that the member participated in any illegal act in the performance of duties, the member shall not be eligible for honorary membership.

**Associate Membership:** Any member who ceases active service and does not possess or retain a certification as set by the R.I. State Building Codes Standard Committee.

This will also include Electrical inspectors, Plumbing Inspectors, Mechanical Inspectors, Minimum housing inspectors, Licensed/Registered Architects, Engineers and all other trade inspectors.

The Applicant must submit a written request and be voted in by a majority of the membership attending a regular monthly association meeting.

**Office and Voting Rights:** The right to hold office is reserved for Active members only. The right to vote is reserved to Active, Certified Eligible and Honorary members.

76 **ARTICLE III**

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78 **DUES**

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80 **The annual dues for membership in the association shall be as follows:**

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82 Dues shall be paid by each member, other than Honorary Members. ~~T~~ ~~And~~ the amount of  
83 dues will be determined on a yearly basis by the voting members of the association.

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85 Dues shall be payable to the Treasurer on or before January first of each year. Any  
86 member whose dues have not been paid on or before September First 1st loses all  
87 privileges; and, if after notice by the Treasurer, the member fails to pay dues within thirty  
88 (30) days, his/her name shall be referred to the Executive Board for further action.

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90 If a member joins the association during the second half of the year, the member shall  
91 then pay the current amount of the regular yearly membership dues.

92 **ARTICLE IV**

93 **OFFICERS AND DUTIES**

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96 **Makeup of Executive Board:**

97 The Executive Board shall be composed of the President, Vice President, Secretary,  
98 Treasurer, and immediate past President.

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100 The Executive Board shall have the power to act on behalf of the association between  
101 regular meetings.

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103 The Executive Board shall be empowered to fill any vacancies in offices that may occur  
104 during the year.

105 **Officers:**

106 The President shall preside at all meetings, shall enforce the bylaws, and shall be a  
107 member ex-officio of all committees. The President shall appoint all committees and  
108 shall call special meetings, when requested in writing by not less than three (3) members.

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110 The Vice-President shall assist the President in the discharge of the Presidents official  
111 duties and shall officiate in the Presidents absence or inability to attend to official duties.

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113 The Secretary shall keep correct minutes of each meeting, write all official  
114 correspondence, and issue all notices of meetings.

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116 The Treasurer shall receive all dues or assessments and give a receipt for the same. The  
117 Treasurer {shall notify all members when the member is in arrears. All disbursements  
118 over \$200.00 shall be subject to the approval of the membership. Under \$200.00 shall be  
119 approved by at least two executive board members. The Treasurer shall make an Annual

120 Report of the fiscal standing of the association. All moneys shall be deposited by him/her  
121 in a bank approved by the Executive Board for the account of, and in the name of, the  
122 association.  
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## 124 ARTICLE V

### 125 **NOMINATIONS and ELECTIONS**

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128 Nomination of officers will be presented in ~~August-September meeting~~ by the nominating  
129 committee. Elections shall be conducted by the nominating committee.  
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131 The officers shall be elected for a term of two (2) years by the members ~~at the in~~  
132 ~~September-November meeting~~, and they shall consist of a President, Vice-President,  
133 Secretary, and Treasurer. They shall be installed ~~at the in~~ ~~October-January business~~  
134 ~~meeting~~. The President shall not be eligible for more than two (2) two year terms.  
135 However, a past Presidents' name may be submitted as a candidate for office after a lapse  
136 of one (1) term.  
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138 Should any member of the Executive Board retire or leave office, whether voluntarily or  
139 involuntarily, (he/she) may retain (his/her) status until such time as a new election is held,  
140 if (he/she) are a member in good standing and so desire.

## 141 ARTICLE VI

### 142 **COMMITTEES**

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145 The President shall appoint, at the beginning of his/her term of office, the following  
146 committees:

- 147 • Membership
- 148 • Nominating
- 149 • Education
- 150 • Legislative
- 151 • Auditing
- 152 • Awards
- 153 • Social
- 154 • Bylaws
- 155 • Scholarship

156 The chairman of each committee shall appoint at least two (2) members each. All  
157 members are eligible to serve on committees.  
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159 **Membership Committee:** The duties of this committee are to review all active,  
160 associate, and honorary members and advise them of their current status.

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**Legislative Committee:** The duties of this committee are to review upcoming legislation and newly-submitted legislation.

**Social Committee:** The duties of this committee are to set up and make arrangements for all social functions that the association deems necessary.

**Nominating Committee:** The duties of this committee are to solicit qualified candidates for office and to submit his/her qualifications to the Executive Board. And to conduct elections

**Auditing Committee:** The duties of this committee are to audit all association finances prior to elections, but at least once a year.

**Bylaws Committee:** The duties of this committee are to review the bylaws of the association and to change or add new laws as are deemed necessary by the association.

**Education Committee:** The duties of this committee are to set up monthly speakers, seminars relating to code enforcement, construction methods and materials, and safety, health, and welfare issues.

**Sponsorship Committee:** The duties of this committee are to establish, review, and authorize corporate or agency sponsorship programs that will support the stated goals and purposes of the organization.

**Golf Committee:** The duties of this committee are to coordinate and operate an annual golf tournament. The proceeds of the tournament will be directed to the principal of the Scholarship Fund established in Appendix 1.

**Awards Committee:** The duties of this committee are to investigate a person or persons who goes beyond the call of duty, and promotes the enforcement of building codes. This candidate will be considered for the Vincent DiMase Award.

**Scholarship Committee:** Shall be in constituted accordance with Appendix 1

**ARTICLE VII**

**AMENDMENTS**

Any proposal to alter, amend, or repeal these bylaws shall be made in writing and submitted to the Executive Board, who shall cause the entire membership to be notified of any proposed change at least one (1) week before a meeting takes place. Such alterations, amendments, revisions, or repeals shall take effect when a majority of the voting members present vote in favor thereof.

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**ARTICLE VIII**

**CONDUIT OF BUSINESS**

**ROBERTS RULES OF ORDER to article and meetings to be conducted in compliance**

**ORDER OF BUSINESS**

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- Opening of meeting
- Minutes of last meeting or intervening meetings
- Reports on Committees
- Communications, bills, Secretary's and Treasurers Reports
- Unfinished business
- New Business
- Good and welfare
- Adjournment

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**ARTICLE IX**

**DISSOLUTION CLAUSE**

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In the event R.I.B.O.A. is to be dissolved all remaining assets after debts have been satisfied shall be given to the New England Technical College in East Greenwich Rhode Island as such a scholarship to the building trades. The distribution of these assets is the responsibility of the treasurer at the time of dissolving R.I.B.O.A.

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## **APPENDIX 1**

### **Rhode Island Building Official's Association John "Jack" Maloney Memorial Scholarship Fund**

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1. That the minimum fund balance in the "Scholarship Fund" shall be (\$50,000) Fifty Thousand Dollars, and this amount shall be set aside in a dedicated account or accounts. These account/accounts shall hereafter be known as the Scholarship Fund. The funds shall be invested in interest bearing or stock index funds managed by a professional financial advisor. The funds income and expenses shall be reviewed semi-annually by the Executive Board with the Board providing any recommendations to the Association Membership. No more than (50%) fifty five percent of the "Golf Tournament" proceeds shall be used for the annual scholarships and grants. Further, that the remaining (50%) fifty percent of the "Golf Tournament" proceeds shall be allocated and deposited in the "Scholarship Fund" to increase the principal of the "Scholarship Fund".
2. That the Scholarship Committee shall consist of four (4) members of the Association. One member of the Committee to be the President and three (3) others shall be from the membership at large and appointed by the President. Each member shall serve a term of two (2) years, with a maximum of two consecutive terms. It shall be the responsibility of this committee to award the following scholarships and or grants annually.
3. That the disbursements from the Scholarship Fund may be allocated, distributed and prioritized in the following manner:
  1. That a minimum of one scholarship be awarded annually to a child, step-child or grandchild of an active member in good standing for two (2) consecutive years of the Building Officials Association.
  2. That in the absence of the applications of the above category being fulfilled, it shall be at the discretion of the Executive Board to instruct the Scholarship Committee to award the available scholarship to deserving students entering into a field of study consistent with our profession.
  3. That one grant may be given annually to a Technical/Vocational School student to be given in the name of the Association. This grant shall be awarded to a student who is pursuing a career which is related to the construction industry. The grant could be used to purchase equipment or tools in lieu of further education at the recommendation of the students Instructor or School Officials.

**Last amended ~~4-29-2015~~TBD**