

# POLK ASSOCIATION OF CODE ENFORCEMENT INC.

## BY-LAWS

### ARTICLE I. NAME, TERRITORY, AND PURPOSE

#### Section 1.

- a. Name: The name of this organization is the Polk Association of Code Enforcement, Inc. In this document, the Polk Association of Code Enforcement, Inc. is referred to as "P.A.C.E." or the "Association". This shall be a non-profit organization and shall be self-supporting.
- b. Territory: The geographical area that P.A.C.E. represents shall be all participating municipal, county, and state agencies within the boundaries of Polk and Hardee Counties.

Purpose: The purpose of P.A.C.E. shall be to study and advance the science and practice of code enforcement through certification, to further the interests of the profession, and to promote understanding and fellowship among its members.

### ARTICLE II. MEMBERSHIP

**Section 1.** Active Member. A person actively involved in the regulation of health and safety in the environment, both natural and man-made, or who is otherwise responsible for the enforcement of municipal, county, state or federal codes and who resides or is employed within the territory outlined in Article I, Section 1. above, shall be eligible for regular membership, and upon payment of established dues shall be known as an "Active Member". Associate Members shall not be considered "Active Members" for purposes of voting and holding office.

**Section 2.** Associate Member. Any student, non-resident, or individual interested in code enforcement.

**Section 3.** Voting Delegates. Each Active Member of P.A.C.E. shall be entitled to one vote.

**Section 4.** Termination of Membership.

- a. Any member leaving the code enforcement profession for a period in excess of six months will cease to be an Active Member and will be considered an Associate Member.
- b. Any member may be suspended by the Executive Board, and may be removed from the roll of P.A.C.E. membership upon a finding, by concurring vote of a majority of the membership assembled taken by secret ballot, that said member has acted in such a manner as to bring discredit upon the Association.
- c. Any member in default of his/her financial responsibilities to P.A.C.E. for a period of three months shall no longer be entitled to the benefits of membership in P.A.C.E. This section does not preclude reinstatement upon payment of dues.

**ARTICLE III. FISCAL ADMINISTRATION**

**Section 1.** Fiscal Year. The P.A.C.E. fiscal year shall be from October 1 through September 30 of each following year.

**Section 2.** Dues. Annual membership dues for Active and Associate Members shall be recommended by the Executive Board and shall be set by a majority of the voting membership assembled at any regular meeting. The dues of all members shall be due and payable by October 1st of each year. The membership year shall coincide with the fiscal year, being October 1 through September 30th of the following year.

**Section 3.** Vouchers. All claims for payment by P.A.C.E. shall be submitted together with supporting receipts to the Treasurer on forms approved by the Executive Board, said form having been signed by the individual seeking payment.

All expenditures from P.A.C.E. funds shall be subject to review by the Executive Board or any P.A.C.E. member. All checks must be signed by the Treasurer, and either the President or Vice President shall also place their signature or initials within or near the "memo" space provided upon the document prior to issuance, except upon exigent circumstance. The establishment of the P.A.C.E. bank account shall be the responsibility of the

Executive Board, and such account shall be placed within Polk County.

## **ARTICLE IV. OFFICERS AND EXECUTIVE BOARD.**

**Section 1.** Number and type of officers. The officers of P.A.C.E. shall be four in number and shall be a President, Vice President, Secretary and Treasurer.

**Section 2.** Eligibility for Office.

- a. Any Active Member of P.A.C.E. in good standing shall be eligible for any office.
- b. An "Active Member in good standing" is defined as a member meeting all the requirements for membership set forth in Article II.

**Section 3.** Terms of Office.

- a. The normal term of office shall be one (1) year, commencing upon assumption of duties on October 1st of each year.
- b. No officer shall be elected to more than two (2) consecutive full terms, with the exceptions of the Secretary and Treasurer, who may serve up to four (4) consecutive full terms.

**Section 4.** Duties of Officers.

**President:** The President shall be directly responsible for the supervision and guidance of the affairs of this Association and shall preside over all meetings of P.A.C.E. The President shall enforce the By-Laws of this Association and perform other duties that would be recognized as being part of the office. The headquarters for the Association shall be the office of the President.

**Vice President:** The Vice President shall also be President-elect and will preside over meetings in the absence of the President. The Vice President shall also be responsible for the implementation of educational programs for the members of P.A.C.E. He/She shall also be responsible for securing speakers for the Associations regular meetings and submitting topics for pre-approval to the F.A.C.E. Education/Certification Committee or designate prior to the scheduled training topic, requesting C.E.U. approval. Upon conclusion of the pre-approved training, the Vice President shall transmit a copy of the attendance roster to

the designated contact for educational credit to be awarded to attending members.

**Secretary:** The Secretary shall keep and maintain an accurate record of the proceedings of all official meetings, the names and functions of all committees, and the names and respective assignments of all members appointed to committees. The Secretary shall keep and maintain a digital log, via commonly accessible media such as MS Excel or equivalent, of all motions presented, recording Maker and Second, as well as the pass/fail result of given motion. The updated log of recorded motions shall be sent electronically to each P.A.C.E. Executive Board Member within ten (10) days after the last recorded regular meeting was adjourned. This data shall be backed up and stored on a suitable flash drive or other suitable portable data storage device, owned and provided by the Association, and transferred each year to the in-coming Secretary elect upon installation of office, so that historical data might be preserved for the Association. This data shall be available to any Active Member in good standing upon request.

**Treasurer:** The Treasurer shall be the custodian of all financial records of this Association. It shall be the Treasurers responsibility to collect dues from each member and report to the President. Records of all collections and expenditures from the P.A.C.E. treasury shall be reviewed and signed by the Treasurer. The Treasurer's books and records shall be audited each year by the Executive Board. The Treasurer shall prepare a financial statement to all members assembled at each regular meeting. The Treasurer shall sign all membership cards and shall investigate all tax laws and procedures to ensure this Association maintains its non-profit status. In addition, once yearly the Treasurer shall prepare a directory which lists the professional contact information for each P.A.C.E. member, the agency the member is employed by, the member's business address, the member's business telephone and facsimile numbers, and the member's e-mail address. This directory should be prepared by a deadline as set by the Executive Board.

## **Section 5. Executive Board.**

- a. There shall be an Executive Board comprised of the President, Vice President, Secretary and Treasurer.
- b. Except as otherwise provided by these By-Laws, the Executive Board

may transact Association business in the interim between regular meetings; shall determine when committee reports are to be issued; shall effectuate motions voted by the Association; and may adopt rules for the regulation of its proceedings.

- c. Official findings and recommendations of the Executive Board shall be determined by a majority. Each member of the Executive Board shall have one vote.

## **ARTICLE V. NOMINATION AND ELECTION OF OFFICERS; VACANCIES IN OFFICE**

### **Section 1. Nomination of Officers.**

- a. At least sixty (60) days prior to commencement of the P.A.C.E. membership year, the President shall appoint a nominating committee consisting of three or more persons who are Active Members in good standing of the Association.
- b. The nominating committee shall prepare a slate of nominees for the offices of Vice President, Secretary and Treasurer.
- c. The nominating committee may select and recommend more than one person for each office.
- d. Nominations from the floor will be accepted during the September regular meeting.
- e. In the event there is only one nominee for any particular office, the membership assembled may instruct the Secretary by proper motion to cast a unanimous ballot for the full number of qualified voters at the meeting for said nominee. Upon passage of such motion, the President shall declare such person elected by acclamation.
- f. The President shall announce the results of all balloting and shall declare all elections.
- g. Formal notification of the election results shall be prepared by the secretary and provided to each P.A.C.E. member.

**Section 2.** Vacancies. In the event a vacancy is created in the office of President, the Vice President shall immediately vacate his/her office and assume the office of the President at which time the Executive Board shall have the power to fill such vacated office of Vice President until a regular election is held. In the event a vacancy is created in any other office, the Executive Board shall have the authority to fill the vacancy until a regular election is held.

**Section 3.** Election of Officers.

- a. Only Active Members present at the regular meeting preceding commencement of the membership year may cast ballots for election of officers. The election shall be conducted by written secret ballot under such rules and at such times as may be established by the Executive Board.
- b. In order to be elected, a candidate must receive the most votes cast.
- c. There shall be no proxy ballots.
- d. Officers shall be installed immediately following their election at the September regular meeting and shall assume the duties of their respective office upon commencement of the membership and fiscal years October 1st.

## **ARTICLE VI. MEETINGS**

**Section 1.** Regular Meetings

- a. There shall be a regular monthly meeting of P.A.C.E. at a place and at a time as decided by the membership assembled at the previous meeting. The requirement for a meeting each month may be dispensed with under circumstances, as determined by the membership assembled at a regular meeting, where holding a regular meeting would not be feasible, i.e. holiday, conflict with another professional function, etc.
- b. The primary purposes of the regular monthly meetings are to (1) participate in educational programs and (2) discuss all activities of the association.

**Section 2. Special Meetings.**

- a. The President may call a special meeting at such time, date, and place as they may consider appropriate.
- b. At the written request of at least 10% of the Active Members of P.A.C.E., the President shall call a special meeting.

**Section 3. Notice of Meetings.** A written notice of each regular meeting of P.A.C.E. shall be transmitted to each member, along with a draft copy of the minutes from the previous meeting, not later than one week (7 days) prior to the next meeting.

**Section 4. Minutes of Meetings.**

- a. Complete minutes of each meeting shall be recorded by the Secretary, or some other qualified member of P.A.C.E. having been designated by the Secretary, in advance to serve in his/her capacity. If the member pre-designated by the Secretary is also absent from the meeting, the President may appoint any other qualified member present to record the official minutes.
- b. All minutes, once approved by the appropriate body as to accuracy, shall be accepted and recorded.

**ARTICLE VII. COMMITTEES**

**Section 1. Appointment.** The President shall, whenever necessary and appropriate, appoint special committees to perform specific and limited duties.

**Section 2. Tenure.** The tenure of each special committee shall be for the duration of the specific duty assigned to it, but shall not extend beyond the end of the fiscal year in which the particular committee was appointed, except that any special committee may be continued the following year by the succeeding President.

## **ARTICLE VIII. AMENDMENTS**

**Section 1.** Proposal. Upon written petition officially transmitted to the Executive Board from a special committee or at least one fourth (1/4) of the Active Membership of P.A.C.E., any proposed amendment to these By-Laws shall, after full discussion by the Executive Board, be voted on by the membership assembled at the next regular meeting, and shall require a simple majority vote.

**Section 2.** Effective Date. If approved, such amendment shall take effect immediately upon passage by the membership assembled.

## **ARTICLE IX. ORDER OF BUSINESS**

**Section 1.** Parliamentary procedures shall be as set forth in the current edition of Robert's Rules of Order.

**Section 2.** The order of business of this Association shall be as follows:

1. Call to Order
2. Pledge to the Flag
3. Program
4. Reports of Officers and Minutes
5. Old Business
6. New Business
7. Announcements
8. Adjournment

## **ARTICLE X. SEVERABILITY**

If any part of these By-Laws shall be declared unconstitutional or invalid by a court of competent jurisdiction, the remaining provisions are hereby declared to be severable and shall remain in full force and effect.

*Approved this 8th day of March, 2017 at 35400 US Highway 27,  
Haines City, Polk County, Florida.*