

# **Panhandle Association of Code Enforcement By-Laws**

## **I. Name**

- 1) This organization shall be known as the Panhandle Association of Code Enforcement.

## **II. Purpose**

- 1) The purpose of this Chapter shall be:
  - a) To study and advance the science and practice of code enforcement.
  - b) Through certification, training, and the exchange of ideas, information, and technology.
  - c) To improve service and the quality of life for citizens of the municipalities and counties of Florida.
  - d) To improve the prestige of Code Enforcement Officials by the promotion of higher standards of education and efficiency in the administration and application of environmental laws.
  - e) To provide professional assistance and technical advice to governmental agencies in the promulgation and administration of environmental laws.
  - f) To provide the public with general interpretation of codes and code enforcement procedures.
  - g) To share ideas, procedures, encourage good will and information among members and surrounding municipalities.

## **III. Non-Profit Organization**

- 1) The Panhandle Association of Code Enforcement shall be a non-profit, non-political organization (private foundation).

## **IV. Membership and Voting**

- 1) There shall be the following classification of membership:
  - a) Active Member – A person who is an Active Member in good standing of the Florida Association of Code Enforcement, upon payment of dues established by the Chapter membership, shall be recognized as an “Active Member”.
  - b) Associate Member – A person or organization interested in the objectives of the Chapter, upon payment of dues established by the Chapter membership, shall be recognized as an “Associate Member”. This person or organization does not have to be an active member in good standing of the Florida Association of Code Enforcement.
- 2) Only Active members shall be entitled to vote. No active member shall cast more than one vote on any matter. No proxy voting shall be permitted. Any member, Active or Associate, may make or second motions and participate in meetings and discussions.

- 3) Dues for annual membership in the Chapter shall be \$40.00 for Active members and \$35.00 for Associate members. Dues for renewal of membership are to be paid annually as of March 31<sup>st</sup>, to be prorated thereafter.
  - a) A one-time fee of \$20 may be paid by a non-member wishing to participate in a single training meeting. The fee may be applied towards the dues of that year's membership cost.
  - b) Account overages from membership dues in excess of \$2,000.00 at the end of calendar year shall be donated to a charity of the Membership's choosing.
- 4) At least two (2) Board members shall be on the Panhandle Association of Code Enforcement bank account and all money spent shall be approved by the Board of Directors upon completion of an expenditures form.

## **V. Officers**

- 1) The property, affairs and policies of the Chapter shall be under the control of a Board of Directors consisting of a President, Vice President, Secretary/Treasurer, and one Director, of which of the Director shall be the immediate past President. If the past President can no longer serve as a Director, the current President shall elect a Director.
- 2) The duties of the Board of Directors and all Officers shall be such as usually pertain to their offices or as may be assigned by the President.
- 3) All Officers shall be elected from among the Active members of the Chapter.
- 4) Officers shall be elected to and hold office for a period of one year. Officers may seek re-election as many terms as they wish as long as the elections are held every year.
- 5) All Officers voluntary serve the organization; no Officer shall receive any remuneration for their service.
- 6) The primary responsibility of the Treasurer designee is to oversee the management and reporting of the organization's finances. The Treasurer is not authorized to spend the organization's funds.

## **VI. Meetings**

- 1) This Chapter shall hold meetings quarterly at a time and place designated by the Board of Directors.
- 2) The first meeting of the New Year shall be designated as the Annual Meeting. Nominations shall be encouraged and accepted from the floor. Elections shall be completed by the close of the Annual meeting.

- 3) Formal written notice of Chapter meetings giving specific time, location, and when possible, items of business to be acted on will be emailed to each Active and Associate member at least two weeks prior to the scheduled meeting.
- 4) At least five (5) Active and/or Associate members of the Chapter and at least one elected Officer shall constitute a quorum.
- 5) The order of business at the regular meetings of the Chapter shall be:
  - a) Roll call of Officers
  - b) Approval of minutes of previous meeting
  - c) Announcements
  - d) Reports of Officers and committees
  - e) Program
  - f) Unfinished business
  - g) New Business
  - h) Adjournment

## **VII. Amendments**

- 1) Amendments to these by-laws to be considered shall be presented to the President in writing. The proposed amendment may be discussed, amended and passed by a three-fourths majority of Active members present at the annual meeting only.

## **VIII. Dissolution of Corporation**

- 1) In the event the corporation dissolves, any remaining funds of the corporation shall be donated to the last selected charity of the Membership's choosing.