

# **SOUTHERN FLORIDA ASSOCIATION OF CODE ENFORCEMENT (SFACE)**

## **ARTICLE I. ORGANIZATION**

**Section 1. Name:** The name of this organization is the Southern Florida Association of Code Enforcement (SFACE). In this document, the Southern Florida Association of Code Enforcement is referred to as “SFACE” or as the “Association”. This shall be a non-profit organization and shall be self-supporting.

**Section 2. Territory:** The geographical area that SFACE represents shall be all of Miami-Dade County, Monroe County and the Florida Keys.

**Section 3. Purpose:** The purpose shall be:

- A. To increase networking and coordination efforts among fellow members/colleagues.
- B. To review problem cases, ordinances and personnel issues that we deal with daily and provide resolution(s).
- C. To create educational tools that would be beneficial to SFACE members.
- D. To provide approved FACE training to its members.
- E. Provide SFACE website for educational and training purposes

## **ARTICLE II. MEMBERSHIP**

**Section 1. Active Members:** 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, or is an Active Member in good standing of FACE, and who resides or is employed in the territory of SFACE shall be eligible for regular membership and upon payment of established dues shall be known as an active member.

**Section 2. Associate Members:** A student, non-resident, individual, or group interested in the objectives of SFACE. Upon payment of dues established by SFACE, shall be recognized as an “Associate Member”.

**Section 3: Voting Delegates:** Each participating agency shall have one vote and shall designate one Active Member to be the voting delegate together with on Active Member to serve as an alternate who may vote only in the absence or incapacity of the primary voting delegate. Such designation shall be in writing and signed by the appropriate representative of the participating agency. This will eliminate a large agency from having a majority voting power.

**Section 4. Honorary Members:** The Board of Directors, by majority vote, designate Honorary Members of the Association. These Members will be exempt from dues.

**Section 5. Termination of Membership:** Membership status shall automatically be terminated or changed under the following conditions:

- A. Any Member leaving the code enforcement profession for a period in excess of six (6) months will cease to be an Active Member and will be considered an Associate Member. If the Member is a Member of the Board of Directors, such Member will be permitted to finish out their term of office.

- B. Any Member in default of his/her financial responsibilities to SFACE for a period of (6) months shall no longer be entitled to the benefits of membership of SFACE. This section does not preclude reinstatement upon payment of dues.
- C. Any member may be suspended from membership upon a finding by the Board of Directors, and may be removed from membership upon such finding and with a concurring vote of the majority of the voting delegates taken by a secret ballot, that said Member has acted in such a manner as to bring discredit upon SFACE.

### **ARTICLE III. FISCAL ADMINISTRATION**

**Section 1. Fiscal Year:** The SFACE fiscal year shall be from March 1<sup>st</sup> to February 28th, of each succeeding year.

**Section 2: Dues:** Annual membership dues are payable by February 28th, in the amount of \$25.00 for each Member.

**Section 3. Vouchers:** All approved claims owed for payment by SFACE shall be submitted to the Treasurer in the form of a written and signed statement along with a receipt. All expenditures from SFACE funds shall be subject to review by the Board of Directors. Administrative/Operational expenses not exceeding \$300.00 may be approved by 2 of 3 designated Board Member signatures. The establishing of the SFACE bank account shall be the responsibility of the Board of Directors and the account shall be placed within Associations boundaries.

### **ARTICLE IV. BOARD OF DIRECTORS**

**Section 1. Officers:** The Board of SFACE shall be six (6) in number and shall serve as President, 1<sup>st</sup> Vice-President, 2<sup>nd</sup> Vice President, Secretary, Treasurer, and Sergeant at Arms.

**Section 2. Eligibility for Office:** Any Active Member of FACE in good standing shall be eligible for any office. A Member in good standing is defined as a Member meeting all requirements for membership as defined herein.

**Section 3. Terms in Office:** The normal term in office shall be two (2) years coinciding with SFACE fiscal year. No Officer shall be elected to more than two (2) consecutive full terms, with the exception of Secretary and Treasurer who may serve up to four (4) consecutive terms.

**Section 4. Duty of Officer:** The individual duties of each Officer shall be as follows:

**President:** The President executes the Association's agendas or goals and shall be directly responsible for the supervision and guidance of the affairs of the Association and shall preside over all meetings of SFACE. All official SFACE letters, certificates or other association documents shall be reviewed, approved and signed by the President. The President shall enforce the By-Laws of the Association and perform other duties that would be recognized as being part of the office. The President shall be custodian of the SFACE website. The headquarters of the Association shall be the office of the President. The President's activities shall be archived electronically, utilizing available technology to preserve the record history.

**1<sup>st</sup> Vice President:** The 1<sup>st</sup> Vice President will preside over all meetings in absence of the President. He/she will also serve as training coordinator from Coral Gables and North of. As training coordinator, the Vice President shall manage the location, topic, instructor(s), signed certification and be the custodian of all records pertaining to training. This includes the Institute of Government's (IOG) approval of hours and ensuring the IOG obtain the sign-in-sheets for all Members attending training with SFACE. The Vice President will ensure

that the membership receives training information as soon as scheduled and not less than two (2) weeks prior to the class date. The Vice President activities shall be archived electronically, utilizing available technology to preserve the record history.

**2<sup>nd</sup> Vice President:** The 2<sup>nd</sup> Vice President will preside over all meetings in absence of the President or if 1<sup>st</sup> Vice President is unable to do so. He/she will also serve as training coordinator South of Coral Gables. As training coordinator, the Vice President shall manage the location, topic, instructor(s), signed certification and be the custodian of all records pertaining to training. This includes the Institute of Government's (IOG) approval of hours and ensuring the IOG obtain the sign-in-sheets for all Members attending training with SFACE. The Vice President will ensure that the membership receives training information as soon as scheduled and not less than two (2) weeks prior to the class date. The Vice President activities shall be archived electronically, utilizing available technology to preserve the record history.

**Secretary:** The Secretary shall keep and maintain an accurate record of the proceedings of all official meetings and the names of all appointed committees and their functions. The written record shall be archived electronically, utilizing available technology to preserve the record history.

**Treasurer:** The Treasurer shall be the custodian of all financial matters of this Association. He/she will be responsible for collecting the dues form each member and reporting to the President and the 1<sup>st</sup> and 2<sup>nd</sup> Vice Presidents Members who have not paid by January 31<sup>st</sup>, of each year. Itemized records of all collections and expenditures from the SFACE shall be reviewed and signed by the President and the Treasurer. The financial books and records shall be audited and signed by the SFACE Officers during April of each year. The Treasurer shall present a financial statement to all members at each meeting. The Treasurer shall maintain and provide at each meeting a current active membership and email distribution list for the Board's review. The Treasurer shall sign all membership cards and shall investigate all tax laws and procedures and establish the Association in its rightful and correct position. The Treasurer's activities and all records shall be archived electronically, utilizing available technology to preserve the record history

**Sergeant at Arms:** The Sergeant at Arms shall maintain order during all meetings and functions of the Association. This position will be responsible for maintaining an accurate record of the Association. This office will be responsible for maintaining an accurate record of primary voting delegates and alternates and shall coordinate the elections. The Sergeant at Arms shall be responsible for coordination and maintaining voting delegate forms and all records that pertain to voting established. The Sergeant at Arms shall keep, maintain and be the custodian of the Association's By-Laws. During all meetings, the Sergeant at Arms shall provide for the Board an updated copy of the By-Laws. The Sergeant at Arms shall assist the President in updating the website with current SFACE activities and upcoming events. The Sergeant at Arms activities, By-Laws and delegate voting record shall be archived electronically, utilizing available technology to preserve the record history.

**Section 5. Other Responsibilities:** Other Board of Directors responsibilities shall include:

- A. Official findings, policies, decisions not covered within the By-Laws and recommendations of the Board of Directors shall be determined by a majority. Each member of the Board of Directors shall have one (1) vote.
- B. The Board of Directors will be responsible for ensuring Members receive up-to-date information on all SFACE activities, meetings and training.
- C. Conflicts of Interest: Any Board member that has a conflict of interest or an appearance of a conflict of interest shall disclose the conflict to the Board and abstain from voting regarding the issue that is to be voted on. Conflicts of interest are defined as, but not limited to, business, professional or personal relationships and affiliations that are or appear to be unfair as a result of the influence the personal relationship or affiliation may have on the voting issue whether for personal or other benefit.

- D. Board Member's Appeal of Conflict of Interest: If determined by a majority of the Board that a conflict of interest in an issue, the affected Board Member may appeal the decision to the association membership at the next scheduled association meeting. Members shall hear the facts concerning the conflict of interest and vote on its merits. Each participating organization shall get one vote; with a majority vote ruling.

## **ARTICLE V. ELECTIONS AND VOTING**

**Section 1. Provisions:** The following provisions for elections and voting shall apply:

- A. Regular elections shall be held at the December meeting as the terms expire.
- B. The President will appoint a nominating committee consisting of three (3) or more persons who are Active Members in good standing of the Association. This appointment shall be done at least 60 days prior to the scheduled election.
- C. The nominating committee shall prepare a slate of nominees for the offices of the President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Secretary, Treasurer, and Sergeant at Arms.
- D. The nominating committee may select and recommend more than one (1) person for all offices, not to exceed three (3) persons per office.
- E. In the event there is only one nominee for any particular office, the membership assembled may instruct the Secretary by proper action to cast a ballot for the full number of qualified voters at the meeting for said nominee whereupon the President shall declare him/her elected by the Association.
- F. The President will ask the floor for any late nominations.
- G. Only voting delegates or alternates may cast ballots for election Officers.
- H. There shall be no proxy ballots.
- I. The President shall announce the results of all balloting and shall declare all elections. In order to be elected, a candidate must receive the most cast.
- J. Voting will be by written secret ballots under such rules and at such times as may be established by the Board of Directors.
- K. Formal notification of the election results shall be prepared by the Secretary and provided to each SFACE Member.
- L. Officers shall be installed immediately following their election.

**Section 2. Vacancies:** In the event there is a vacancy in the office of President, the 1<sup>st</sup>, Vice-President shall immediately vacate his/her office and assume the office of the President. If the 1<sup>st</sup> Vice President is unable to do so then the 2<sup>nd</sup>, Vice President will assume the office of the President. The President shall have the power to fill any vacated office until a regular election is held.

**Section 3. Removal from Office:** Failure of a Board member to attend at least 2/3s of scheduled Board meetings for at least 2/3s of the duration of such meetings shall be deemed abandonment of office which shall result in a vacancy to be filled as set forth.

## **ARTICLE VI: MEETINGS**

**Section 1. Meeting Schedule:** There shall be a regular quarterly meeting held every third month (April, July, October, and December) coinciding with the SFACE fiscal year. The meeting time and place shall be designated at the previous meeting. The primary purpose of the meeting will be to discuss all activities of SFACE.

**Section 2. Special Meetings:** Other meetings may be called as specified below.

- A. The President may call a special meeting at such time, date and place as he/she may consider appropriate.
- B. At the written request of a minimum of 10% of the organization, the President shall call a special meeting.
- C. A special meeting shall be called at the request of a majority of the Board of Directors.

**Section 3. Notice of Meetings:** A notice of the quarterly meetings and agenda shall be provided to all Members at least two (2) weeks prior to the next meeting by the President.

**Section 4. Programs:** The 1<sup>st</sup> and 2<sup>nd</sup> Vice President shall serve as the training coordinators to ensure that each program provided for the membership shall be the highest quality and consistent with the established purpose and goals of this Association.

**Section 5. Minutes of Business Meetings:** Complete minutes shall be recorded of each business meeting by wither the Secretary or some other qualified Member of SFACE designated by the Secretary to serve in his/her absence. All minutes, once read and approved by the appropriate body as to accuracy, shall be accepted and recorded.

## **ARTICLE VII: AMENDMENTS & PROPOSALS**

**Section 1. Amendments:** Upon petition from the Board of Directors, from a committee, or least one fourth (1/4) of the active membership of SFACE, any proposed change or amendments to these By-Laws shall, after full discussion by the Board of Directors and the membership, be voted on by the voting delegates so qualified as eligible and shall require a majority vote.

**Section 2. Proposals:** Upon petition from the Board of Directors, from a committee, or any SFACE Member any proposal (not amending the By-Laws) after full discussion by the Board of Directors or the membership, shall be voted on by a majority vote of the board pursuant to Article IV Section 5.

**Membership Appeal of Board of Decisions:** When a member wishes to appeal a majority decision of the Board, the affected Member may appeal to the membership upon a motion by two (2) other members. Members shall hear the facts concerning the appeal. Each participating agency shall get one (1) vote with a 75% majority vote ruling.

## **ARTICLE VIII: ORDER OF BUSINESS**

**Section 1. Order:** The order of business of this Association shall be as follows:

Call to order  
Pledge to the flag  
Announcements  
Program  
Report of Officers and minutes  
Unfinished business  
New business  
Adjournment