

TAMPA BAY ASSOCIATION OF CODE ENFORCEMENT

BY-LAWS

ARTICLE I.

Section 1.

A. NAME: The name of this organization is the Tampa Bay Association of Code Enforcement. In this document, the Tampa Bay Association of Code Enforcement is referred to as "T.B.A.C.E." or as the "Association". This shall be a non-profit organization and shall be self supporting.

B. TERRITORY: The geographical area that T.B.A.C.E represents shall be all particular municipal, county, and state agencies within the boundaries of Hillsborough, Pinellas, Pasco, Manatee, and Sarasota Counties.

C. PURPOSE: The purpose of T.B.A.C.E shall be to study and advance the science and practice of code enforcement through voluntary certification and to further the interests of the profession and to promote fellowship and understanding among it's members.

ARTICLE II. MEMBERSHIP

Section 1.

A. ACTIVE MEMBERS: A person who is an Active Member in good standing of the Florida Association of Code Enforcement (F.A.C.E.), upon payment of dues established by T.B.A.C.E, shall be recognized as an "Active Member".

Section 2.

A. ASSOCIATE MEMBERS: A person or group interested in the objectives of T.B.A.C.E, upon payment of dues established by T.B.A.C.E., shall be recognized as an "Associate Member".

Section 3.

A. VOTING DELEGATES: Each organization shall have one (1) voting member. The reason for this policy will be to eliminate a large organization form having a majority voting power.

Section 4.

A. TERMINATION OF MEMBERSHIP:

1. 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.

2. Any member in default of his/her financial responsibilities to T.B.A.C.E for a period of six (6) months shall no longer be entitled to the benefits of membership in T.B.A.C.E. This section does not preclude reinstatement upon payment of dues.

ARTICLE III: FISCAL ADMINISTRATION

Section 1.

A. FISCAL YEAR: The T.B.A.C.E. fiscal year shall be from October 1 through September 30 of each succeeding year.

B. DUES: Annual membership dues shall be \$15.00 per active member and \$7.50 per associate member, with both types of members due and payable by October 31 of each year.

C. VOUCHERS: All approved claims owed for payment by T.B.A.C.E. shall be submitted to the treasurer in the form of a written and signed statement. All expenditures from T.B.A.C.E. funds shall be subject to review by the Board of Officers. The establishing of the T.B.A.C.E. bank account shall be the responsibility of the Board of Officers and the account shall be placed within Hillsborough, Pinellas, Pasco, Manatee, and Sarasota Counties.

ARTICLE IV: OFFICERS

Section 1. NUMBER AND TYPE OF OFFICERS: The officers of T.B.A.C.E. shall be (4) four in number and shall be a president, vice president, secretary, and treasurer.

Section 2. ELIGIBILITY FOR OFFICE: Any active member of T.B.A.C.E. 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 T.B.A.C.E. 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 OFFICERS:

A. 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 T.B.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 this office. (The headquarters of this association shall be the office of the president.)

B. VICE PRESIDENT: The vice president will preside over all meetings in the absence of the president. He/she will also serve as program coordinator.

C. SECRETARY: The secretary shall keep and names of all appointed committees and their functions. maintain an accurate record of the proceedings of all official meetings and the

D. TREASURER: The treasurer shall be the custodian of all financial matters of this association. It will be his/her responsibility to collect the dues from each member and report to the chairman. Records of all collections and expenditures from the T.B.A.C.E. shall be reviewed and signed by the treasurer. The financial books and records shall be audited each year by the T.B.A.C.E. officers. The treasurer shall present a financial statement to all members at each meeting. The treasurer shall sign all membership cards and shall investigate all tax laws and procedures and establish this association in it's rightful and correct position as so stated in ARTICLE I., Section 1-A.

ARTICLE V: ELECTIONS AND VOTING

Section 1. NOMINATION OF OFFICERS

A. The president will appoint a nominating committee consisting of three 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.

B. The nominating committee shall prepare a slate of nominees for the offices of the president, vice president, secretary, and treasurer.

C. The nominating committee may select and recommend more than one person for all offices, not to exceed three persons per office.

D. 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 the said nominee whereupon the president shall declare him/her elected by association.

E. The president will ask the floor for any late nominations.

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 mailed to each T.B.A.C.E. member.

H. Voting will be by ballot and a plurality elects.

I. Officers shall be installed immediately following their election.

Section 2. VACANCIES:

A. In the event there is a vacancy in the office of the president, the vice president shall immediately vacate his/her office and assume the office of president. At this time, the president shall have the power to fill any vacated office until a regular election is held. In the event there is a vacancy in any of the other three offices, the president shall have the authority to fill the vacancy until a regular election can be held.

ARTICLE VI: MEETINGS

Section 1. BI-MONTHLY MEETINGS

A. There shall be a regular bi-monthly meeting held on the first (1st) Tuesday of the every other month. The meeting time and place shall be designated at the previous meeting.

B. The primary purpose of the meetings will be to discuss all activities of T.B.A.C.E.

Section 2. SPECIAL MEETINGS

A. The chairman may call a special called 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 chairman shall call a special called meeting.

Section 3. NOTICE OF HEARING

A. A written notice of the bi-monthly meetings and agenda shall be delivered to all members at least two (2) weeks prior to the next meeting.

Section 4. PROGRAMS

A. The vice president shall serve as the program coordinator to insure that each program provided for the membership shall be of the highest quality and constant with the established purpose and goals of this association.

Section 5. MINUTES OF BUSINESS MEETINGS:

A. Complete minutes shall be recorded of each business meeting by either the secretary or some other qualified member of T.B.A.C.E. designated by the secretary to serve in his/her absence.

B. All minutes, once read and approved by the appropriate body as to accuracy,

shall be accepted and recorded.

ARTICLE VII: AMENDMENTS

Section 1. PROPOSAL

A. Upon petition to the board of officers from a committee or at least one fourth (1/4) of the active membership of T.B.A.C.E., any proposed amendment to these by-laws shall after full discussion by the board of officers, shall be voted on by the voting delegates so qualified as eligible and shall require a majority vote.

ARTICLE VII: ORDER OF BUSINESS

Section 1. Parliamentary procedures shall be defined in the current edition of Roberts 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. Announcements
4. Report of officers and minutes.
5. Program.
6. Unfinished business.
7. New business.
8. Adjournment.

ARTICLE I: SEVERABILITY

That is any part of these by-laws shall be declared unconstitutional or invalid by a court of competent jurisdiction, the remaining provisions shall remain in full force and effect.

This is a copy of the by-laws for the Tampa Bay Association of Code Enforcement.

adopted 12/3/96