

CODE OFFICIALS ASSOCIATION OF NEW JERSEY

CONSTITUTION AND BYLAWS

Preamble

*In order to provide an institution dedicated to the demands of public service and to foster professional development by concentrating on the Common Good for all members. **We**, the members of the Code officials Association of New Jersey, hereby establish this Constitution and Bylaws.*

Article 1 — Name

This organization shall be known as the CODE OFFICIALS ASSOCIATION OF NEW JERSEY herein after referred to in these Bylaws as the “Association”.

1-2 -- Correspondence should be directed to the Secretary of the Association.

1-3 -- The web site address of this Chapter shall be www.codeofficialsnj.com

1.4 -- MISSION STATEMENT

The Code Officials Association of New Jersey ensures the safe and lawful use of buildings and properties by enforcing the provisions of the New Jersey Uniform Construction Code. We facilitate code compliant development with integrity, efficiency and professionalism. We are committed to providing quality services to all citizens through innovation, continuous improvement, determination and excellence in customer service.

1.5 -- VISION STATEMENT

The Code Officials Association of New Jersey is committed to becoming a premier organization, dedicated to promoting camaraderie and enhancing the quality of life for all we serve through active participation in the code development process, furthering our technical and administrative educational requirements and improving our public/ private partnerships. We are committed to upgrading our performance and developing procedures that are streamlined, understandable and transparent.

1.6 -- CODE OF ETHICS

1.6.1 -- A member of COANJ shall:

1.6.1.1 — Place public safety above all other interests.

1.6.1.2 — Place public interest above individual, group or special interest and shall consider their professionals an opportunity to serve society.

1.6.1.3 — Maintain the highest standards of integrity.

1.6.1.4 — Treat all persons courteously, equally and fairly.

1.6.1.5 — Conduct themselves at all times in such a manner as to create respect for themselves and their jurisdiction they represent and the Association.

1.6.1.6 — Refrain from the use of their position to secure advantage or favor oneself, one's family or one's friends.

1.6.1.7 — Refrain from representing any private interest in business or technical affairs of the organization.

1.6.1.8 — Refrain from using unfair means to secure an advantage in the organization or to knowingly injure any individual, company or association to gain such advantage.

1.6.1.9 — Not accept, nor offer, any gift, favor or service that might tend to influence them in the discharge of their duties.

1.6.1.10 — Carry on their contacts with other members of the organization in a spirit of fairness with loyalty and fidelity to the aims and purposes of the Association.

1.6.2 -- Any member of the Association who alleges a violation of the above section(s), or claims any other misdeeds by another member of the Association, shall notify the Ethics Committee in writing. The process to hear and decide on such charges shall be in accordance with the rules of the Ethics Committee.

Article 2 — Membership

2.1 — Categories of Membership — The Association shall have the following categories of membership.

2.2 — Active Member — Active Membership shall be available to any person who is in possession of an active and valid license issued by the New Jersey Department of Community Affairs, the Division of Fire Safety or possesses a Technical Assistants Certification issued by the State of New Jersey. Those individuals employed by a third party agency shall be eligible for Active Membership. Active members shall enjoy all the rights and privileges set forth in this Constitution and By-Laws.

2.3 — Associate Member — Associate Membership shall be available to any person, firm or corporation interested in the promotion and improvement of the standards of construction, housing, representatives of manufacturers, general contractors and all others engaged in the building industry. Associate members shall have voting privileges, but not the privilege of holding office.

Article 3 — Eligibility to Vote

3.1 — Each Active or Associate member in good standing shall be eligible to vote on matters before the Association at any regular, or special meeting of the Association. Electronic voting shall be permitted.

Article 4 — Dues

4.1 — The annual dues for each membership category is hereby established with the adoption of this Constitution and By-Laws. In no case shall a person be considered in good standing, or be qualified to exercise membership participation or entitled to receive any privilege of membership, who is in default in payment of dues for four months, except as may be extended by the Association.

4.2 — Dues is payable by the second meeting of the year and any member who defaults in payment of the full amount shall forfeit their rights to the privileges enjoyed by the paid members of the Association.

4.3 — Membership dues shall be as follows:

4.3.1 — Active Membership -- For individual Active Members the dues shall be thirty-five (\$35) dollars annually;

4.3.1.2 — For Governmental Agencies/Municipalities the dues shall be two hundred fifty (\$250.) dollars annually and shall include those staff members within the department as identified on the membership application.

4.3.1.3 — Associate Membership—For Associate members the dues shall be fifty (\$50) dollars annually.

4.3.1.4 — Any member, in good standing, of the Armed Forces of the United States, in Active, Reserves or National Guard status shall have all dues suspended until such time that the member is discharged from duty and has returned to employment.

4.3.2 — The Audit Committee shall annually prepare and submit to the Officers of the Association a report detailing the receipts and expenditures of the Association and indicate recommendations regarding membership dues, based on the operating expenses of the Association.

4.4 — Application for membership

4.4.1 — Submit an electronic form for membership.

4.4.2 — The Membership Committee shall review said application for correctness, qualifications, as well as other criteria, and take action at the next regular meeting.

Article 5 — Meetings of the Members

5.1 -- Regular meetings of the membership will be held on the second Wednesday of February, May, September and November.

5.2 — A notice of the time and place of each regular meeting shall be given by electronic mail or regular first class mail not less than fourteen (14) days before the scheduled meeting.

5.3 — A quorum for the transaction of Association business at any regular meeting shall consist of twelve (12) active members.

5.4 — Special meetings of members may be held on such date or dates as may be fixed by the Chairperson as necessary to conduct Association business.

5.4.1 -- Notices of Special Meeting shall state the purpose or purposes for which the meeting is called. At any Special Meeting, only the business stated in the Notice of Meeting may be transacted. Notice of Meetings shall be given either by electronic mail or by first class mail not less than 10 days before the date of the meeting. Notices will be sent to each member at the address denoted on the records of the Association, or at any such other address which the member may have furnished in writing to the Secretary of the Association. Notice shall be deemed to have been given when deposited with postage prepaid in a post office or other official depository under the exclusive jurisdiction of the United States Post Office or electronic mail. Any meeting of members may be adjourned from time to time. In such event, it shall not be necessary to provide further notice of the time and place of the adjourned meeting if announcement of the time and place of the adjourned meeting is given at the meeting so adjourned. In the event the Chairperson fixes a new record date for an adjourned meeting, a new notice shall be given, in the same manner as herein provided.

5.5 -- At every meeting of members, there shall be present a roster of current members. This roster shall denote the record date, certified by the officer responsible for its preparation. Upon request, any member who has given written notice to the Association at least 10 days prior to such meeting, shall have the right to inspect the current roster at the meeting. This roster shall be evidence of the right of the persons to vote at such meeting, and all persons who appear on the current membership roster may vote at such meeting.

Article 6 — Order of Regular Business Meeting

6.1 — Meetings -- Meeting of the members shall be presided over by the following officers in order of precedence, Chairperson, Secretary or Treasurer. If none of the aforementioned is present at the meeting, by a majority of the members in attendance, a Chairperson shall be selected for that meeting only. The Secretary shall act as Secretary of every meeting. When the Secretary is not present, the Chairperson shall appoint a Secretary of the meeting.

6.2 — Agenda -- The items of business at a regular meeting shall include, but not be limited to, the following:

- A. Call to order
- B. Reading of Meeting Notice
- C. Determination of a quorum
- D. Approval of minutes of the previous meeting
- E. Treasurer's Report
- F. Unfinished business
- G. New business
- H. Resolutions
- I. Committee reports
- J. Chairperson's report
- K. Adjournment

The order of business as announced at the meeting may be changed by a majority vote of the members present.

6.3 — Rules of Order -- The rules contained in the most current edition of Robert's Rules of Order shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these by-laws and any special rules of order the Association may adopt.

Article 7 -- Officers

7.1 -- The Chairperson, Secretary and Treasurer will be known as Officers of this Association.

7.2 — Terms of Office—The Chairperson shall serve one (1)-one year term beginning on January 1 of each year. The Secretary shall serve one (2)-two year term beginning on January 1 of every other year. The Treasurer shall serve one (3)-three year term beginning January 1 of every third year.

Article 8 — Officers Duties

8.1 -- Duties of the Chairperson — The Chairperson shall serve as the chief executive officer for the Association and shall be the presiding officer at all regular and special meetings of the Association. The Chairperson shall have the responsibility for the general management of the affairs of the Association and shall carry out the resolutions and affairs as determined by the general membership. The Chairperson shall have the power, by and with the advice and consent of the Membership, to appoint committees and their respective chairpersons. The Chairperson shall have the power to fill vacancies on committees that may occur during the year.

8.2 — Duties of the Secretary--The Secretary shall receive and process all official communications addressed to the Association. The Secretary shall keep the records of the membership, attendance at meetings, minutes of the regular meetings, and special meetings. The Secretary will prepare and affix his/her signature to all official correspondence. He/she shall serve all notices for the Association which shall have been authorized by the Chairperson and shall have charge of all books and records of the Association.

8.3 — Duties of the Treasurer--The Treasurer shall have the care and custody of all of the funds of the Association and shall arrange for the disbursement of funds in payment of all legally contracted debts of the Association. The Treasurer shall, when duly authorized by the Chairperson, sign and execute all contracts in the name of the Association; he may also sign checks, drafts, notes and orders for the payment of money, which shall have been duly authorized by the Chairperson. The Treasurer shall also perform all other duties usually incumbent upon such office, including the signing of checks when necessary. The Treasurer shall accept and approve financial reports and prepare such records as necessary for the annual audit.

Article 9 — Association Representation

Members wishing to serve in a position shall submit a letter of intent to the Secretary for the desired position prior to the November meeting.

9.1 — Regions – To encourage Regional representation, there shall be three regions for the State of New Jersey. The state will be divided into North, Central, and South Regions. Each Region will have seven counties within its borders. Regional representation of members is determined by their primary place of employment. For multiple places of employment, the member shall state on their application, the primary place of employment.

9.1.1 – North Region – The North Region will consist of the following counties:

1. Bergen
2. Essex
3. Hudson
4. Morris
5. Passaic
6. Sussex
7. Warren

9.1.2 – Central Region – The Central Region will consist of the following counties:

1. Hunterdon
2. Mercer
3. Middlesex
4. Monmouth
5. Ocean
6. Somerset
7. Union

9.1.3 – South Region – The South Region will consist of the following counties:

1. Atlantic
2. Burlington
3. Camden
4. Cape May
5. Cumberland
6. Gloucester
7. Salem

9.2 – Each Region shall serve as the Chairperson of the Association for a one year term based on the following rotation schedule:

1. Central
2. North
3. South

9.3 – Each Region shall serve as the Secretary of the Association for a two year term based on the following rotation schedule:

1. North
2. Central
3. South

9.4 – Each Region shall serve as the Treasurer of the Association for a three year term based on the following rotation schedule:

1. Central
2. South
3. North

9.5 – Any Region that does not have a member to fill a position for an officer will forfeit that right and the next represented Region will assume the officer position for the coming term. The Region so passed over will assume their normal position on the rotation list.

9.6 – Regional Representation Selection Process – Where there are multiple members in good standing wishing to serve for a position, the Secretary shall convey the names to the Chairperson. The Chairperson will then place their respective names in a secure vessel to be randomly picked at the November meeting. Upon selection, this information will be distributed to the membership.

Article 10 — Constitution and By-Laws

10.1 — Effective date — This Constitution and By-Laws shall take effect on the first day of the month following approval by a two-thirds (2/3) vote of the membership present at a regularly scheduled meeting of this Association.

10.2 — Amendments — Proposed amendments to this Constitution and By-Laws to be considered, shall be forwarded to the By-Laws Committee. The By-Laws Committee shall then consider said amendment(s) and make a recommendation to the Membership. The amendment(s) shall be presented to the general membership at a regular or special meeting for a vote. Notification to the membership of the proposed amendment(s) shall be made no less than sixty (60) days prior to voting. Notification shall be conveyed to the membership either by publication in the Association newsletter, by regular first class mail, electronic mail or other suitable method.

10.2.1 — Amendment effective date — Amendments shall take effect on the first day of the month following approval by a two-thirds (2/3) vote of the membership present at a regularly scheduled meeting of this Association.

Article 11 — Dissolution of the Association

11.1 — Dissolution -- If for any reason the Association shall be required to dissolve, all remaining assets and property of the Association, shall after paying or making provision for the payment of all debts and obligations of the Association and for necessary expenses thereof, shall be transferred to one or more organizations which will (i) dictate such assets and property to public and/or charitable purposes, and (ii) qualify as tax exempt organizations under Section 501 (c)(3), Section 501 (c)(4), or Section 501 (c)(6) of the Code.

Article 12 — Committees

Each appointed committee shall have representation from each region.

12.1 — By-Laws -- Each year the Chairperson shall appoint a By-laws Committee whose duty it shall be to review the Bylaws in effect, make recommendations and evaluate proposed amendments and to advise the Membership of their findings.

12.2 — Membership -- Each year the Chairperson shall appoint a Membership Committee to seek out prospective members, retain existing members, and to inform them of the functions, purposes, objectives and benefits of membership in the Association. The Membership Committee shall act as a screening committee to process applications.

12.3 — Education -- Each year the Chairperson shall appoint an Educational committee to investigate, promote, and report on programs designed to further the skills, knowledge and professionalism of our members.

12.4 — Legislative -- Each year the Chairperson shall appoint a Legislative committee to review and report on State, county and local legislation that may be of interest to or affect this

Association as a whole or the individual membership and recommend any action it deems appropriate on the pending legislation.

12.5 — Good and Welfare -- Each year the Chairperson shall appoint a Good and Welfare Committee whose duty it shall be to keep the membership advised of any members or immediate family members of the Association who are ill or who have passed away.

12.6 — Audit — Each Year the Chairperson shall appoint a standing Audit Committee whose duty it shall be to perform an analysis of the Association's financial records.

12.7 — Code Development / Interpretation — Each year the Chairperson shall appoint a Code Development / Interpretation committee consisting of members from each subcode discipline. The committee shall review current code changes and keep the membership up to date on the proposed changes. The committee shall also provide their interpretation of code sections to the members at their request.

12.8—Ethics Committee—Each year the Chairperson shall appoint an Ethics Committee whose responsibility it shall be to investigate alleged violations of Section 1.6.1 and any other accusations or assertions against a member of the Association.

12.9 — New Committees — Nothing contained herein shall prohibit the Chairperson, with the advice and consent, of the Membership from establishing any new committee deemed necessary to continue and further the objectives of this Association.

Done in convention by the unanimous consent of the delegates present this nineteenth day of April in the year of our Lord two thousand seventeen and the Ratification here of shall be sufficient for the Establishment of this Association, We have hereunto subscribed our Names,

*Joe Valeri, Thomas Polino, Domenick Cardarelli, Michael Rodgers, Frank Oliveti, Randy Bannerman, Joseph Makowsky, Rich Soltis Jr., Scott Luthman, Rod Schmidt, Keith Lynch, Thomas Yotka, Vince Lupo,
Bill Doolittle*