

**NORTHWEST WASHINGTON
CHAPTER of
ICC**



BYLAWS

Updated and Amended ~~March-May~~ 14, 202013



**Northwest Washington
Chapter of ICC
Bylaws**



ARTICLE I NAME AND OBJECTIVE

ARTICLE II MEMBERSHIP

ARTICLE III OFFICERS

ARTICLE IV BOARD OF DIRECTORS

ARTICLE V MEETINGS

ARTICLE VI COMMITTEES

ARTICLE VII AMENDMENTS

ARTICLE VIII DUES

ARTICLE IX ANNUAL REPORT AND AUDIT

ARTICLE X ORDER OF BUSINESS

**ADOPTION OF RULES FOR THE NORTHWEST WASHINGTON
CHAPTER OF THE INTERNATIONAL CODE COUNCIL**



Northwest Washington Chapter of ICC Bylaws



ARTICLE I NAME AND OBJECTIVES

Section 1 Name

This organization shall be known as the Northwest Washington Chapter of the International Code Council (NWCICC). Elsewhere in these bylaws the term “~~Ce~~chapter” may be substituted for the full name.

a. Except as otherwise specified, the Northwest Washington Chapter region is comprised of King County north of I-90, Snohomish County, Skagit County, Whatcom County, Island County, and San Juan County.

Section 2 Objectives

The objectives of the organization are:

- a. To promote and provide education for the minimum standards to safeguard life, limb, health, property and public welfare in the construction, occupancy and location of buildings and structures.
- b. To develop, maintain and promote the adoption of the International Building Code and related codes as promulgated by the ICC, which are designed to advance the cause of uniformity and regulations for the construction, alteration, conservation, maintenance, preservation or repair of buildings and structures including their equipment and fixtures.
- c. To ~~actively~~ participate in developing and promoting uniform regulations and legislation pertaining to building construction and to encourage uniformity in code interpretation and enforcement.
- ~~d. To advise and assist in the administration of building laws and ordinances including the development of management and enforcement programs.~~
- e.d. To support and participate in continuing education and training programs relating to

building construction procedures and practices.

f.e. Encourage personal professional development of those engaged in the administration and enforcement of building laws.

g.f. To act on such other matters, which are included to, or desirable for, the attainment of the above objectives such as, encourage membership in this Chapter.

ARTICLE II MEMBERSHIP

The membership of the Chapter shall be made up of the following categories:

Section 1 Active Membership

Active Membership shall be any member whose dues are current and who have attended at least ~~three~~ one (13) meetings in the previous 12 months period.

Section 2 Jurisdictional Membership

Jurisdictional Membership shall be a member employed by a governmental jurisdiction actively engaged in code enforcement.

Section 3 Associate Membership

Associate Membership shall be an individual or firm of the construction industry including architects, engineers, contractors, trade organizations, material suppliers, and manufacturers, designers and business service groups.

Section 4 Honorary Membership

Honorary Membership is an individual who has rendered outstanding service to the Chapter, and who is recommended by the Board of Directors and confirmed by a majority of the members present at a general membership meeting.



Northwest Washington Chapter of ICC Bylaws



Honorary members are relieved of paying annual dues.

Section 5 Forfeiture of Membership

The executive board may declare a membership forfeited for either or both of the following reasons:

- a. Nonpayment of dues, after a ~~six-three~~ **(63)** month period of delinquency; and
- b. Conduct by a voting representative as determined by the executive board to be adverse to the best interests of the chapter.

Section 6 Voting

- a. All members, regardless of classification, shall be entitled to vote at any regular or special business meeting or as a committee member. Each member shall have one vote. All members may discuss matters, make and second motions. Except as otherwise provided by these Bylaws, any non-member may be appointed to a committee as a non-voting member.
- b. All members shall be eligible to vote on matters related to the Chapter position on code change proposals.
- c. On matters related to amendment to the Chapters bylaws, only active members as defined in article II Section 1 shall be eligible to vote.

ARTICLE III OFFICERS

Section 1 Officers

The officers shall be the President, Vice-President, Secretary, and Treasurer and shall be active members as defined in Article II Sections ~~12, 3, or 4~~ at the time of their election to office.

Section 2 Election of Officers

The election of officers ~~and board members~~ shall be held in odd years in February at the regular meeting. The officers and appointed directors~~board members~~ shall take office for a term of two (2) years starting ~~with the subsequent March regular meeting at the adjournment of the February meeting.~~

Section 3 Vacancies in Office

- a. A vacancy in the office of the President ~~president~~ shall be filled by the Vice~~vice~~ President~~president~~. A vacancy in the office of the Vice~~vice~~ President~~president~~, Secretary~~secretary~~, or Treasurer~~treasurer~~ shall be ~~promptly communicated to all of the active members and shall be filled by~~ appointment of an active member through by a majority vote of the board~~active members present at the next regular meeting.~~
- b. Resignation or disqualification: Any officer may resign at any time by giving notice to the president or the secretary of the chapter. Resignation shall take effect on the date of receipt of such notice or at a later date specified therein. Removal shall be made by majority vote of the current board members present in a regular or special business meeting.
- c. Any officer who misses ~~two~~ **3** meetings in a row and did not arrange for coverage of their duties may be replaced by the majority vote of the Board of Directors at the next scheduled Board of Directors meeting.

Section 4 Duties

- a. **President:** The President shall be the chief officer of the chapter and preside at all business meetings. The president shall be an ex-officio member of all committees.
- b. **Vice-President:** The vice-president shall act and perform the duties of the president during the president's absence from any meetings of the membership or the Board of D~~i~~rectors and shall assist the president in the conduct of the office of president.



Northwest Washington Chapter of ICC Bylaws



- c. **Secretary:** The Secretary shall keep complete records of all proceedings and actions that transpire at all regular or special meetings and forward copies to the International Code Council. With the assistance of the president, the secretary shall ~~post an issue a detailed~~ agenda for the next meeting on the Chapter website along with meeting and include it with the mailing of the minutes. The secretary and treasurer shall maintain a membership roster showing the names and addresses of all active members. The secretary shall give notice of all meetings of members, committees, and chapter activities. In the absence of both the president and the vice-president, the secretary shall assume the duties of the president.
- d. **Treasurer:** The treasurer shall collect dues and other monies; ~~and deposit~~ and disburse money authorized or budgeted by the chapter; keep accurate financial records and make ~~monthly~~ status reports to the chapter; ~~and provide a complete financial status report at the end of each fiscal year. Monthly~~ expenditures shall be detailed in the treasurer's report at ~~each business membership~~ meetings. Such report shall include a list of all expenditures including date, amount, receiver, and purpose of expense. The treasurer shall present the records ~~to the for audit committee. at the last meeting of each year. Monthly~~ bank statements shall be mailed either physically or electronically, and a copy to the treasurer and a copy will shall be forwarded to the secretary for the record.
- e. **Duties of all Officers:** All officers shall work together to provide interesting educational and productive meetings for the chapter membership and their guests. They shall strive in every way toward the preservation, perpetuation, and improvement of the chapter and its goals. They shall promote and assist the proliferation of the chapter to other jurisdictions.

- f. **Transfer of Chapter Records:** All outgoing chapter officers, board members, and other elected members of the chapter shall transfer all documents, equipment, pertaining to the business of the chapter to the incoming elected officers no later than the ~~regular meeting in March of each odd year~~ next meeting after the February election.

f. All accumulated records of all proceedings shall be passed on to the next secretary. All accumulated records of the chapter financial status shall be passed on the next treasurer.

A complete updated inventory of all equipment, computers, projectors and any other miscellaneous items shall be given to the next president.

ARTICLE IV BOARD OF DIRECTORS

Section 1 Board of Directors

All members of the board shall be active members. The Board of Directors shall consist of the president, vice-president, secretary, treasurer, the immediate past president, ~~one (1) member from the general membership, and the chairman of the Educational Committee; plus up to one active member from each government jurisdiction within the chapter's region who shall be appointed by the president.~~

Section 2 Authority

The board of directors shall have the authority to carry on the business of the organization between chapter business meetings.

- a. Each director shall have one non-weighted vote while functioning as a member of the board.



Northwest Washington Chapter of ICC Bylaws



Section 3 Educational CEUs

Any director, as described in Article IV Section 1, shall have the authority of the Chapter to issue educational CEUs on behalf of the Chapter when present for the training. Such director shall submit to the secretary a signed roster of attendees and description and date of the training.

ARTICLE V MEETINGS

Section 1 Monthly-Regular Meetings

Regular meetings shall be held monthly-at least twice-yearly to transact such business as the organization may select. Regular meetings shall be held on-the-second Thursday of each month at a time and place selected-byat a time, place, and manner specified by the president; such time, place, and manner shall be communicated with at least one weeks' notice to the general membership. At regular meetings, -the membership mayto transact such business as the organization may select by the membership. When there are no educational or other presentations scheduled, mMeetings may be conducted electronically.

,-provided notice is provided to all members. Such notice may be provided electronically. Special meetings shall may- be held when called by the president or when requested by a majority of the membership. The president may cancel any regular meeting or change a meeting date for justifiable cause upon timely notification of-to all members and guests. Whenever possible, at least one weeks' notice of special meetings shall be provided to the general membership.

Section 2 Minutes

Complete records shall be kept by the secretary of all proceedings and actions that transpire at all regular or special meetings.

Section 3 Quorum

A quorum at any regular chapter meeting, board of directors meeting, or other special meetings shall require 30 percent a majority of the board of directors to be present as defined in Article IV Section 1.

Section 4 Nomination of Officers

- a. Nominations of officers -shall be made every odd year prior to the election in February.-in January at the regular business meeting.
- b. Election of the-officers shall be made every odd -year and will be held at the regular meeting in February.

Section 5 Communications

For the purposes of all chapter business including nominations and elections of officers, and-as well as proposed amendments to for-these bylaws, communications to and with members may be achieved through any of the following methods: posting on the NWCICC website; telephone; electronic mail; mail through the USPO; any other recognized method.

ARTICLE VI COMMITTEES & DIRECTORS

Section 1 Appointment

The president shall appoint a nominating committee, an education committee, and -a board-of directors as necessary for the good of the organization and as specified in Article IV Section 1.-

Section 2 Duties:



Northwest Washington Chapter of ICC Bylaws



To develop all necessary policies, procedures, and strategies in order to develop continuing education, seminars and courses, and other programs to benefit the chapter and its members; to obtain guest speakers for general membership meetings.

Section 3 Education Committee

There shall be an education committee appointed by the president. The education committee shall consist of up to three (3) members, appointed by the president and approved by the board of directors with one (1) member acting as chairman.

Section 4 Nominating Committee

~~When deemed necessary by the president for the good of the organization, At least forty-five days prior to the February election meeting,~~ the president shall appoint a nominating committee consisting of three or more persons who are active members of the chapter in good standing ~~of the chapter~~.

- a. The nominating committee shall prepare a slate of nominees for the offices of the president, vice-president, secretary, and treasurer, ~~and one (1) general membership board of directors position.~~
- b. The nominating committee may select and recommend more than one person for all offices, not to exceed three persons per office.
- c. 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 ballot for the full number of qualified voters at the meeting for said nominee whereupon~~ the president shall declare them elected by acclamation. The president nominating committee shall announce the results of all balloting and shall declare all elections.

- d. Formal notification of the election results shall be prepared by the secretary and posted to the website, ~~revised to each member.~~

ARTICLE VII AMENDMENTS

Section 1 Amendments

Any proposed amendments of these bylaws may be posted to the website and announced electronically to the membership, submitted at any regular or special meeting of the chapter. The proposed amendments shall be discussed at a subsequent meeting and subject to adoption through motion, ~~and all members notified.~~

Section 2 Adoption

The proposed amended bylaws shall be ~~submitted in written or electronic form to all members and may be voted upon at the next regular meeting by the membership and shall receive adopted if approved by~~ majority vote of 2/3 ~~of~~ the active members present for final adoption.

Section 3 ICC Approval

Amendments shall be submitted to the Executive Board of the International ~~code~~ Code Council for approval. The effective date of the amendments will be thirty (30) days after ratification of the Executive Board of the International Code Council.

ARTICLE VIII DUES

Section 1 Annual Dues

Annual dues shall be assessed during the fiscal year from January 1 to December 31. All dues



Northwest Washington Chapter of ICC Bylaws



paid after November shall be credited for the forthcoming year's dues.

Section 2 Membership Dues

Each member shall be assessed an annual sum between \$~~1510~~.00 and \$~~1030~~.00 as dues, the exact amount to be that of the previous fiscal year, unless amended by the board. ~~determined by the board of directors no later than September 30 of the preceding year.~~ For the year 2020, these dues are \$25. Activation of membership shall be valid upon payment of dues for the fiscal year as defined in article VIII Section 1.

ARTICLE IX ANNUAL REPORT AND AUDIT

Section 1 Annual Report

The treasurer shall render a financial report to the membership on the last meeting of the fiscal year.

Section 2 Audit

The board of directors shall have an annual inspection or audit made of the books of the chapter, ~~in March of every odd year, f~~ following a presentation from the outgoing treasurer. The audit shall include an inventory of furniture, equipment, machines, books, codes, computers, and any other items belonging to the chapter. The incoming president shall appoint auditors from among the membership for this task. The audit and the inventory shall be reported at the April meeting next regular or special meeting following the completion of the audit. ~~in every odd year.~~

Section 3 Fiscal Year

The fiscal year of this chapter shall begin the first day of January and end the last day of December.

ARTICLE X

ORDER OF BUSINESS

Section 1 Rules of Order

Parliamentary procedures shall be defined in Robert's Rules of Order.

Section 2 Order of Business

The order of business of this organization shall be as follows:

- a. Roll call of officers
- b. Approval of minutes of previous meeting
- c. Communications
- d. Reports of officers and committees
- e. Unfinished business
- f. New business
- g. Election of officers, if any
- h. Program or special speakers
- i. Adjournment

Passed and adopted this 14th Day of MarchMay, 202013.

Signed, President

Signed, Vice-President

Signed, Treasurer

Attest: _____

Secretary _____

I certify that the foregoing is true and correct copy of the constitution and bylaws of the Northwest Washington Chapter of the International Code Council, passed and adopted this 14th day of MarchMay, 202013 by a majority vote.

ADOPTION OF RULES FOR THE



Northwest Washington Chapter of ICC Bylaws



NORTHWEST WASHINGTON CHAPTER OF THE INTERNATIONAL CODE COUNCIL

I. ESTABLISHMENT OF RULES & REGULATIONS

These established rules shall be effective from the date of adoption by a majority vote of the active members at a regular meeting.

II. AMENDMENT OF RULES & REGULATIONS

These rules shall continue to be in effect until such time as having been amended, deleted or otherwise modified by a majority vote of the active members at a regular meeting.

III. EXPENDITURE OF CHAPTER FUNDS

A. Delegate of the ICC Annual Business Meeting.

1. The chapter president shall be allotted funds not to exceed \$1,200 dollars for reasonable expenses while attending the ABM as the chapter delegate. All expenditures shall be supported by receipts deposited with the treasurer. In the event the president does not attend the ABM, the chapter's delegate shall be allowed this allotment.
2. The expenditure shall be conditional so that the chapter's bank balance shall not be less than \$1,500 dollars after allocation of the ABM expenses.
3. In the event the chapter president is unable to attend the ABM, the chapter may select as an alternate an active member from the chapter provided the alternate is able to qualify as a voting delegate to the ABM.
4. Upon acceptance of the expense sum, the recipient thereof whether the chapter president or alternate shall represent the chapter as its delegate to the ABM and shall be the chapter voice in all matter before the convention.

5. The president or alternate shall prepare a written or verbal report to present to the membership upon return from the ABM or code hearing. This report shall summarize expenses obtained at the annual ABM and be presented to the treasurer.

B. Extraordinary Expense

1. Any expenditure or commitment in excess of \$500 dollars, which is not part of the expenses necessary for the regular chapter meeting, or the board meeting, shall be termed extraordinary.
2. No sums shall be expended for extraordinary expenses unless approved by the majority of the board of directors.
3. Expenses necessary for chapter business are defined as, but not limited to the following items: office supplies; equipment maintenance; equipment replacement; regular monthly billings for newsletter; web page; postage; and other similar expenses that arise that are in the best interest of the chapter business.

Passed and adopted as revised this 14th day of MarchMay, 201320.

Attest;

I certify that the foregoing is a true and correct copy of the adopted rules of the Northwest Washington Chapter of the International Code Council, passed and adopted as revised this 14th day of MarchMay, 202013 by a majority of the qualified members present.

Signed, President

Signed, Vice-President

Signed, Treasurer



**Northwest Washington
Chapter of ICC
Bylaws**



Attest;

Secretary _____

Proposed