

CONSTITUTION AND BY-LAWS OF THE NORTH CAROLINA

MECHANICAL INSPECTORS' ASSOCIATION

8/5/2015

Article I

NAME

The name of this organization shall be the North Carolina Mechanical Inspectors' Association.

Article II

OBJECTIVES

Section 1. The objectives of this organization are to:

- A. Cooperate in the formulation of the North Carolina Mechanical Code Standards.

- B. Promote uniform training, understanding and application of the North Carolina Mechanical Code.

- C. Secure and promote uniform administrative ordinances and inspection methods.

- D. Represent the mechanical inspector in all matters in furthering development of the North Carolina Code and the mechanical industry.

- E. Promote closer cooperation between inspectors, inspection departments, fire departments, the mechanical industry and the public.

- F. Promote and improve the standard of the profession of Mechanical Inspectors.

Article III

MEMBERSHIP

Section 1. Active membership shall be restricted to representatives of municipalities, counties, state or other political subdivisions which shall be actively engaged in mechanical inspections or the supervision of inspection departments, inspectors of governmental departments which administer, enforce, or formulate laws, ordinances, or regulations relating to buildings, housing, or zoning in an effort to reduce the life hazard, damage to property, or fire hazards.

Section 2. Associate membership shall consist of those people interested in the inspection of buildings, building materials, building regulations and mechanical equipment, for the purpose of reducing the life hazard, damage to property or fire hazard who are not directly engaged in this work. (Example - members of professions or trades in construction industry.)

Section 3. Honorary life membership may be awarded to Mechanical Inspectors who have retired or retired because of health reasons, and were active for at least five years in the North Carolina Mechanical Inspectors' Association.

Section 4. Where ever the context shall so require, all words herein in any gender shall be deemed to include the masculine, feminine, or neuter gender, all singular words shall include the plural, and all plural words shall include the singular.

Article IV

OFFICERS

Section 1. The officers of the Association shall consist of a President, President-Elect, Vice President and Secretary-Treasurer who shall be elected at the annual meeting of the Association from the active members who at the time of their election are in good standing. Each officer, except for the Secretary-Treasurer, shall hold a Mechanical Standard Certificate and shall be actively engaged in mechanical inspections or the supervision of an inspection department with a county or municipality. Such newly elected officers shall hold office for one year, beginning with the date of their election or until their successor is duly elected and qualified.

Section 2. The President shall preside at all meetings of the Association and shall appoint all chairmen, ICC Region 8 Representative and committees not specifically provided for herein, within 30 days after Annual Meeting. He shall perform all other and such usual duties as performed by the President of the Association. The President appoints all committee chairs except for the Nominating Committee.

Section 3. The President-Elect shall act and perform the duties of the President during the latter's absence or disability and shall assist the President in the conduct of his office.

Section 4. The Vice-President shall act and perform the duties of the President-Elect during the latter's absence or disability and shall assist the President-Elect in the conduct of his office.

Section 5. A Secretary shall be appointed by the Board of Directors, and shall serve at the discretion of the Board. The Secretary shall be responsible for recording the minutes of the Association, transmit copies of such minutes to the Association members, maintain accurate membership records and perform other duties as assigned by the Board of Directors.. The Secretary shall not have voting privileges.

Section 6. The Treasurer shall be an active member and shall keep all the organization funds and be responsible for keeping and maintaining complete and accurate financial records. The Treasurer shall receive and disburse the funds of the Association in accordance with the provisions of the By-laws and is responsible for maintaining compliance with all State requirements for the keeping of financial records.

The Treasurer shall be bonded in such sum as may be determined by the Board of Directors, which bond shall be executed by a surety company approved by the Board of Directors, the premium to be paid by NCMIA.

Article V.

BOARD OF DIRECTORS

Section 1. Four active members shall be elected as members of the Board of Directors by the active membership; one member to be elected from Western North Carolina; one from Eastern North Carolina; and two from Piedmont North Carolina. See Figure 1 for definition of geographic boundaries. Each Director shall hold a Mechanical Standard Certificate and shall be actively engaged in mechanical inspections or the supervision of an inspection department with a county or municipality. The four directors shall be designated as 1-Year Director, 2-Year Director, 3-Year Director and 4-Year Director, with the 1-Year Director being the higher position.

Section 2. Immediate past president shall be ex-officio member of the Board of Directors with voting privileges.

Section 3. The duly elected officers shall serve as members of the Board of Directors.

Section 4. The policies, business and property and management of the Association shall be under the authority of the Board of Directors.

Section 5. A quorum shall consist of three members. Action taken by less than three members present shall be confirmed by letter ballot.

Section 6. The Board of Directors may appoint a new officer or director in case one cannot continue or fails to qualify for any reason. The Board of Directors shall have the authority to allow the director to serve through the end of the voting year.

Section 7. Any member of the board who has a financial, personal, or official interest in, or conflict (or appearance of a conflict) with any matter pending before the Board, of such nature that it prevents or may prevent that member from acting on the matter in an impartial manner, will offer to the Board to voluntarily recuse him/herself and will refrain from discussion and voting on said item.

No Board Member shall serve concurrently as a Board Member on another state-wide code officials association (limited to Plumbing, Building, Fire and Electrical Boards).

Section 8. A member of the Board of Directors or Officers may be removed for just cause by a two-thirds majority vote of the members present at a quorum meeting of the Board of Directors. If a member of the Board of Directors has three consecutive unexcused absences from meetings of the Board of Directors, the member shall automatically lose membership on the Board of Directors, Loss of membership on the Board of Directors due to three consecutive, unexcused absences shall not require action by the Board.

Article VI.

VOTING

Section 1. The active members of the Association shall have the sole and exclusive right to vote. City, County and State Governments shall be limited to one vote each. Associate

members shall be entitled to the privilege of the floor for discussion at all meetings of the Association but shall not have the right to vote. All members may present motions from the floor.

Article VII

MEETINGS

Section 1. An annual meeting shall be held each year at such time and place as may be designated by the Board of Directors.

Article VIII

AMENDMENTS

Section 1. The Constitution and By-Laws may be changed and amended by two-thirds of the active members present. Any proposed changes in the Constitution and By-laws shall be mailed to all active members or posted to the official Association web site a minimum of 30 days prior to the Annual Business Meeting. Any proposed changes must be presented at the Annual Business Meeting, to be voted on at the next year's Annual Business Meeting.

Article IX

ANNUAL FEES

Section 1. The annual dues for each class of membership shall be set by the Board of Directors, and shall be posted to the Association's official website.

Section 2. Dues shall cover the fiscal year July 1 to June 30 and shall be paid each year on or before August 31.

Note: Department of Insurance Staff is exempt from Annual Dues.

Section 3. No persons shall be in good standing who have not paid his dues.

Article X

PARLIAMENTARY AUTHORITY

Section 1. Robert's Rules of Order shall be the Association's final authority on all questions of procedures and parliamentary laws not covered by the Constitution and By-laws. The rules contained in the 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 bylaws and any special rules of order the Association may adopt.

Article XI

COMMITTEES

Section 1. COCO Committee

There shall be a committee consisting of three active or Life members of the Mechanical Inspectors' Association appointed to represent the Association on the North Carolina Council of Code Officials (COCO). The terms of the original committees shall be one member for three years, one member for two years and one member for one year. No member shall serve more than two consecutive full terms. Thereafter, members shall be appointed for a term of three years. The President shall appoint the Chairman of this committee each year at the annual conference and said Chairman shall be a member of the Association's Board of Directors.

Section 2. Scholarship/Awards Committee

There shall be a committee composed of five (5) members of the Association appointed by the President called the Scholarship/Awards Committee. The Committee shall develop an application form and make the form available through the office of the Secretary/Treasurer. The Committee will award scholarships and the Board of Directors will determine the award amount. The Committee will submit recommendations for Life Members, etc. to the annual meeting.

The criteria for scholarship shall be recommended by the Scholarship/Awards Committee and shall be approved by the Board of Directors.

Section 3. ICC Region 8 Representative. There shall be one person appointed to represent the Association with ICC Region 8. The ICC Region 8 Representative shall be appointed by the President after the Association's annual meeting to serve for a 3 year term and shall serve no more than 2 consecutive terms. Only Board of Director members are eligible to be appointed to be Region 8 Representative. If the Board Member's term expires while serving as Region 8 Representative, he shall remain a Board Member without voting privileges.

Section 4. Nominating Committee. The Nominating Committee shall be comprised of Past Presidents with the immediate Past President serving as the Chairman of the Committee. The President of the Association may appoint additional members if the number of committee members does not total at least 5 persons. The Nominating Committee has the responsibility to nominate candidates for the offices of President, President-elect, Vice-President, Secretary-Treasurer, 1-Year Director, 2-Year Director, 3-Year Director, 4-Year Director. Nominating Committee shall determine order of succession of Directors.

Revisions:

8/24/2013

9/9/2008

5/2002

5/2001