

HOUSTON CHAPTER OF THE INTERNATIONAL CODE COUNCIL

CONSTITUTION & BYLAWS

ARTICLE 1: NAME AND PURPOSE

SECTION 1. The name of this organization shall be the **HOUSTON CHAPTER OF THE INTERNATIONAL CODE COUNCIL (“HCICC”)**.

ARTICLE 2: MEMBERSHIP

SECTION 1. The membership of this association shall be designated as follows:

- A) Student members- Any community member that is currently enrolled in a college or university and has interest in the International Code Council’s regulations, code enforcement, or public safety. Dues for this tier of membership shall be \$20.00 annually. Applications for a waiver of the student membership fee can be obtained by contacting the HCICC Treasurer.
- B) Government professional- An individual employed as a building official, assistant building official, building inspector, fire inspector, code enforcement officer, or other municipal, county or state employee involved in the administration and enforcement of building codes. Dues for this tier of membership shall be \$30.00 annually.
- C) Trade professional- An individual employed as a tradesperson that is working in any industry requiring knowledge of the International Code Council regulations. Dues for this tier of membership shall be \$30.00 annually.
- D) Private Affiliate- Any individual interested in promoting safety in building, construction, fire prevention, and code enforcement. Private affiliate members may be associated with companies that sell, service, or install products in accordance with the codes promulgated by the International Code Council. Dues for this tier of membership shall be \$40.00 annually.

ARTICLE 3: BOARDS & OFFICERS

SECTION 1. The position of President, Vice President, Secretary and Treasurer of HCICC shall be filled by governmental professional members. One councilmember position shall be designated to be filled by a student member, a government professional member, a trade professional member or a private affiliate member. The remaining four councilmember positions shall be filled by a governmental professional member only.

The elected officers are as follows:

- A. President- The President shall be elected at the annual business meeting and he/she shall be elected to a one (1) year term. The maximum number of consecutive terms that a member may serve as President shall be limited to two (2) terms. The President shall be directly responsible for the supervision and guidance of the affairs of the organization and shall preside over all meetings.

The President shall have the authority to appoint the necessary Committees that may serve for and on behalf of the organization. The President shall enforce the Constitution and the Bylaws of the organization and perform other such duties that would be recognized as part of the office.

- B. Vice President- The Vice President shall be elected at the annual business meeting and he/she shall be elected to a one (1) year term. The maximum number of consecutive terms that a member may serve as Vice President shall be limited to two (2) terms. The Vice President shall preside at all meetings in which the President is absent.
- C. Secretary- The Secretary shall be elected at the annual business meeting and he/she shall be elected to a one (1) year term. The maximum number of consecutive terms that a member may serve as Secretary shall be limited to four (4) terms. The Secretary shall keep and maintain an accurate record of the proceedings of any and all meetings. The Secretary shall issue all meeting notices and agendas. Additionally, the Secretary shall be responsible for maintaining lists of active members, committee members, and committee assignments. The Secretary shall appoint one member to assist in the performance of their duties.
- D. Councilmembers- Five Councilmembers shall be elected at the annual business meeting and each shall be elected to a one (1) year term. The councilmember positions shall be as follows:
 - a. Councilmember 1: Shall be elected from the governmental professional membership body.
 - b. Councilmember 2: Shall be elected from the governmental professional membership body.
 - c. Councilmember 3: Shall be elected from the governmental professional membership body.
 - d. Councilmember 4: Shall be elected from the governmental professional membership body.
 - e. Councilmember 5: Shall be elected from the student membership, governmental professional membership, trade professional membership, or private affiliate membership body.

The maximum number of consecutive terms that a member may serve as a Councilmember shall be limited to two (2) terms. Councilmembers shall serve as advisors to the President and Vice President.

- E. Treasurer- The Treasurer shall be elected at the annual business meeting and he/she shall be elected to a one (1) year term. The maximum number of consecutive terms that a member may serve as a Treasurer shall be limited to two (2) terms. The Treasurer shall maintain records of all funds collected by the organization and provide a report on the organization's financial activity during the annual business meeting. The Treasurer shall also administer the organization's student membership waiver program and collect membership dues from each tier annually.

SECTION 2. Vacancies in offices shall be filled in the following manner until such time as the next annual business meeting takes place.

- A. A vacancy in the President's chair shall be filled by the Vice President.
- B. A vacancy in the Vice President's chair shall be filled by the Treasurer.
- C. A vacancy in the Secretary's chair shall be filled by appointment by the President.
- D. A vacancy in the Treasurer's chair shall be filled by appointment by the Vice President.
- E. A vacancy in one of the Councilmember chair shall be filled by appointment by the President.

ARTICLE 4: COMMITTEES

SECTION 1: There shall be established the following standing committees, which shall be limited to five members each:

- A. Training and Education Committee- The Training and Education Committee shall be chaired by the President of the organization. The Committee shall establish long term educational goals and training objectives and shall oversee and monitor all training activities for the organization.
- B. Management Committee- The Management Committee shall be chaired by the Vice-President of the organization. The Committee shall be responsible for establishing and managing tasks and objectives necessary for the continued success of the organization.
- C. Code Development Committee- The Code Development Committee shall be chaired by a Councilmember of the organization. The Committee shall research and draft code change proposals to submit to the International Code Council on behalf of the Houston Chapter.
- D. Membership Committee- The Membership Committee shall be chaired by any dues-paying member of the organization. The Committee shall coordinate and host membership drives and fundraising efforts for the chapter.
- E. Scholarship Committee- The Scholarship Committee shall be chaired by any dues-paying member of the organization. The Committee shall create and raise funds for scholarships for deserving students and employees for educational opportunities in the field.
- F. Bylaws Committee- The Bylaws Committee shall be chaired by the President of the organization. The Committee is responsible for determining changes to chapter policies and procedures. The Bylaws Committee shall amend and publish the Member's Handbook for new and existing members.

SECTION 2: The Council shall from time to time appoint other ad-hoc committees as deemed necessary by the President or the Council.

ARTICLE 5: MEETINGS

SECTION 1: Meetings shall be held as set forth as follows:

- A. The Houston Chapter of the International Code Council shall hold meetings monthly on the second Thursday of each month at 4:00 p.m., at a place so designated.
- B. The first meeting of the calendar year shall be designated as the Annual Meeting.
- C. The meetings shall be conducted in accordance with Roberts Rules of Order.

ARTICLE 6: VOTING

SECTION 1: Each member of this organization shall be entitled to vote in chapter elections.

SECTION 2: Voting shall be by oral or written vote. Tally of the vote shall be completed by no less than three of the officer's present at the meeting. A 2/3 majority shall be required for approval of a vote.

ARTICLE 7: AMENDMENTS TO CONSTITUTION & BYLAWS

SECTION 1: Proposed amendments to the bylaws shall be submitted and voted on in accordance with the policies laid out in the most recent edition of the Member's Handbook devised by the Bylaws Committee.

ARTICLE 8: DISSOLUTION

SECTION 1: Upon the termination, dissolution or final liquidation of the organization in any manner and for any reason, the Treasurer shall first pay or provide for the payment of all liabilities of the organization; all remaining assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Code (or the corresponding section of any future federal tax code), or shall be distributed to the City of Houston for a public purpose.

Revised bylaws adopted August, 2020.

