ARTICLE I – MEMBERSHIP

Section A. Membership shall be classified as Active, Associate, Retired-Former-Active, or Retired-Former-Associate.

1. **Active** membership shall be limited to persons employed or contracted in governmental departments, boards or committees who administer, supervise, formulate or that are engaged in the enforcement of building, zoning, fire or housing codes.

2. **Honorary** membership shall be limited to individuals who have rendered meritorious service in the furtherance of the objectives of this organization. Honorary membership shall be conferred upon any individual by majority vote of members present at any regular meeting of the Board.

3. **Associate** membership shall be limited to persons involved with international, regional, state or chapter organizations, manufacturers of building materials, architects, engineers and similar interests and individuals concerned with the construction industry.

4. **Retired-Former-Active** membership shall be limited to persons who at time of retirement were active members in good standing with this organization.

5. **Retired-Former-Associate** membership shall be limited to persons who at time of retirement were associate members in good standing with this organization.

6. Members shall be entitled to vote on matters pertaining to the business of the organization. Members may serve on committees at the discretion of the President or hold elected office in accordance with the adopted bylaws.

7. Membership in the association may be denied or terminated by the Board of Directors for documented violations of a moral or ethical nature directly impacting the image or character of the association as outlined in the constitution, the by-laws, and the Board of Directors Policies of this association.

Section B. Chapters shall be classified as Regional or Professional.

1. **Regional** chapters shall be limited to local associations of code officials in the State of Ohio having at least twenty (20) active members who represent local governments in code enforcement.
2. **Professional** chapters shall be open to associations of persons in the State of Ohio having at least fifteen (15) professional members concerned with the design of buildings and the governing regulations.

**ARTICLE II – APPLICATION**

**Section A.** Membership applications shall be offered during each calendar year and shall have a one (1) year term beginning January 1 and ending December 31 for such year.

1. Except in the case of honorary membership, applications for membership shall be filed with the Secretary of the organization on forms prescribed by the Board of Directors. In case of doubt of the qualifications of any applicant for membership for the classification shown on the application, the concurring vote of the Board of Directors shall determine the classification under which the applicant shall be accepted. The Secretary shall present a list of applicants at each regular Board meeting.

2. Joint membership shall be all persons accepted as active, associate, retired-former-active, or retired-former-associate members by one of the regional chapters or professional chapters and shall be accepted by the Board of Directors as active, associate, retired-former-active, or retired-former-associate members in this association upon submission of the appropriate information and dues. Should any person desire to join this association as a member without joining a chapter, that person shall pay the dues accordingly.

**Section B** Chapter applications shall be offered annually and shall have indefinite terms unless delinquent.

1. Application for Chapter membership shall be filed with the Secretary of this organization by letter or resolution, accompanied by a copy of the applicant’s constitution, by-laws and the names of its officers. If the Board of Directors finds that the applicant’s constitution and by-laws conform to the purposes and methods of this organization, and the applicant’s name does not conflict with the name of this organization, then the Board of Directors shall issue a charter to the applicant.

**ARTICLE III – DUES**

**Section A.** The amount of dues shall be established by the general membership. Such dues shall be for the calendar year, January 1 through December 31.

1. Active Membership, $60.00 per year.
2. Associate Membership, $60.00 per year.
3. Honorary Membership shall be exempt from payment of dues.
4. Retired-Former-Active and Retired-Former-Associate Membership shall be exempt from payment of dues.
5. Joint Membership, $20.00 per year.
6. No dues are required for Chapter Membership status.
Section B. Any membership dues not paid on or before April 1 shall be considered delinquent and shall not be entitled to receive benefits of membership. The Treasurer shall mail notification of such status. Failure to respond to notice of delinquency within thirty (30) days shall constitute a resignation from this organization.

ARTICLE IV – BOARD OF DIRECTORS

Section A. The affairs of this organization shall be managed and transacted by a Board of Directors or the Board, consisting of (5) Officers, (6) Directors, (1) Associate Director and the current President of each chapter of this organization.

1. The Officers of this organization shall be; Immediate Past President, President, Vice-President, Secretary and Treasurer that vote on all matters pertaining to this organization. The officers shall be Active or Retired-Former-Active members of the organization and shall have served at least one (1) year on the Board at any time prior to the time of their election. If the status of any officer changes during that person’s term of office, the Board shall name a successor.

   a. The authority of these Officers shall be the duties normally prescribed to their respective offices. It shall be the responsibility of the Officers to plan and pursue policies which will promote the purposes of the organization, known as Board of Directors Policies (BDP).

   b. The order of succession to the chair of President shall be Vice-President, Secretary, and Treasurer, which shall be utilized by the Board to name a successor to any officer whose status changes during such officer’s term of office. If a vacancy is caused in the ranks of the officers by the exercise of the order of succession, then in such event the Board shall name a successor.

   c. The Officers shall be elected for a term of one (1) year. The President, Vice-President and Secretary shall not succeed themselves more than once. All Officers at no time shall be from the same jurisdiction or government office.

   d. The Treasurer shall be bonded by at least a minimum bond. The financial affairs shall be audited and certified annually by the incoming Board.

2. The Directors of this organization will make recommendations to the Officers and vote when such actions are not in conflict with the provisions of the adopted bylaws.

   a. The power of the Directors shall be established in the committees necessary to effectively carryout the programs of this organization.

   b. Three (3) Directors either Active Members or Retired-Former-Active Members shall be elected each year for a term of two (2) years.
c. One (1) Associate Director on the Board shall be elected every other year for a term of two (2) years and may self-succeed more than one time.

d. Each Chapter President shall be granted a matching term as a Director on the Board.

e. If the status of any Director of this organization changes during that person’s term of office, the Board shall name a successor.

3. Officers and Directors shall be elected by the membership at the annual meeting.
   a. Election notice shall be sent to the members at least sixty (60) days in advance of an election to solicit nominees.

   b. Nominations will be taken by postal or electronic mail at least thirty (30) days in advance of an election.

   c. The slate of candidates shall be announced as soon as possible prior to the annual meeting of the membership.

   d. Nominations will be taken from the floor of the annual meeting of the membership where the election takes place.

   e. A simple majority vote of the members in good standing and present at the annual meeting of the membership shall constitute the election.

4. The Board shall authorize the depository of all funds of the organization and designate the officer(s) to draw on such funds. The Board shall determine expenditures by an approved budget or by resolution and designating the officer(s) authorized to approve expenditures within specified limits. In the interim between meetings of the Board ordinary expenses necessary to the conduct of the business of the organization, shall be approved by the President and an accounting thereof presented to the Board for approval at the next meeting of the Board.

5. In the event that the Treasury of the organization should reach the limit permitted by the Internal Revenue Service regulations for non-profit organizations, the President shall appoint a committee who will recommend a means of spending these monies so long as no member of this committee, the Board of the President, nor any member of their families shall benefit in any way from the disbursement of this money.
Section B  Members who have directly and materially affected interests and who have been or will be adversely affected by any substantive or procedural action or inaction by OBOA or an OBOA Committee shall have the right to appeal.

1. The appeal shall include the following:
   a. Shall be in writing directed to the President within 30 days of such action or inaction;
   b. A specific description of the issue being appealed, describing precisely why the issue is being appealed and how it will adversely affect the appellant. The burden of proof to show an adverse effect shall be on the appellant;
   c. A statement indicating the requested remedial action; and
   d. The names and contact information of individuals and organizations that may have an interest in or be affected by the matter being appealed. Notice of the appeal will be provided to those parties; and

2. An appeal shall not stay the action or inaction appealed unless so ordered by the OBOA Board of Directors, which may be ordered at any time following the filing of the appeal.

3. The President shall appoint a 5 member Appeals Board to hear and decide the matter within 30 days of receipt of the appeal. The Appeals Board shall consist of
   a. A Past President who shall serve as the chairperson.
   b. A member of the OBOA Board of Directors.
   c. A representative of industry who is a member of OBOA.
   d. Two Active Members of OBOA from two different chapters.

4. Members of the Appeals Board shall not have performed any investigative or other functions directly related to the matter being appealed; nor shall any member of the Appeals Board have financial, property, business or personal interest in the matter being appealed; nor shall an actual or apparent conflict of interest be present.

5. The president shall transmit the appeal to the Appeals Board within 5 days of the formation of the Board.

6. Notice of Hearing: Within 30 days after receipt of the appeal by the Appeals Board, the chairperson shall schedule an appeal hearing and serve notice upon the appellant at least 20 days prior to the scheduled hearing,

7. Formal rules of evidence shall not apply. The Appeals Board shall accept all relevant evidence upon which a reasonable person might rely in making a decision upon the issues presented. However, the Appeals Board may rule out of order presentation of evidence that is repetitive or cumulative in character or of little value as proof.

8. Within business 10 days of the hearing, the chairperson of the Appeals Board shall issue a report with its recommendations to the President.

9. The President shall submit the report and recommendations of the Appeals Board to the Board of Directors within 10 days prior to the next regularly scheduled meeting for action by the Board of Directors at that meeting.
10. The Board of Directors shall review the appeal and the report of the Appeals Board and shall act on the appeal within 30 days. The decision of the Board of Directors shall be final.

11. The President shall notify the appellant in writing of the decision of the Board of Directors.

ARTICLE V – COMMITTEES

Section A. The Board shall establish the standing and special committees’ necessary to effectively carry out the programs of the organization. The duties, responsibilities, limitations and other directives shall be clearly stated in a BDP, establishing each committee.

1. The President shall designate the Chair and appoint the members of all committees with the advice and consent of the Board and in accordance to the adopted bylaws.

2. All committees shall report to the membership on committee activities, goals, and association assets controlled by the committee at the annual meeting and at such other times as may be appropriate.

Section B. In the interim between regular meetings of the of the Board, the President may establish “ad hoc” committees for such purposes as considered desirable to further the activities of the organization. The continued existence of such special committees or the establishment of them as standing committees shall be determined by the Board at the next regular meeting hereof.

ARTICLE VI – MEETINGS

Section A. The Board shall propose new items of business and make recommendations to the body at each meeting. Such business and recommendations shall be consistent with the purposes of the organization as outlined in the adopted constitution.

1. The Board shall hold a meeting at the annual meeting of the membership and shall meet at such other times and in such places as it shall determine or upon call of the President of a majority of the membership of this organization. At any meeting of the Board of Directors, a majority of the Board members thereof shall constitute a quorum. Notice of meetings shall be mailed to each Board member not less than fifteen (15) days prior to the meeting unless waiver of such notice is agreed to by a two-thirds majority of the Board members.

2. The concurring vote of a majority of the members of the Board of Directors entitled to vote present at any meeting of the Board at which there is a quorum, shall constitute an act of the Board unless otherwise specified in these By-laws.

3. The order of business at all meetings of the Board shall follow generally accepted rules such as Robert's Rules of Order.
4. The organization shall hold an annual meeting of the membership each year and additional periodic meetings as scheduled by the Board.

5. The Board may call for special meetings of the membership or such meetings can be called upon the request of one-third of the membership of the organization.

6. Notice of meetings of the membership shall be sent to all members not less than fifteen (15) days in advance of the meeting. In the case of special meetings, the purpose of the meeting shall be stated in the call thereof.

ARTICLE VII – Amendments and Adoptions

Section A. The constitution or by-laws of this organization may be amended. Any member wanting to change the CONSTITUTION or BY-LAWS may provide notice of any proposed change to the President or the Board, either by postal service or electronic mail not less than seven (7) days before any scheduled Board meeting. The Board shall review proposed changes within ninety (90) days. A copy of the proposed changes shall be sent by postal service or electronic mail to each member of the organization no less than fifteen (15) days before the vote is taken or the ballots counted.

Section B. Any changes to the constitution or by-laws of this organization shall become effective upon their adoption by a two-thirds majority vote of the members of the organization. Such vote may be by either:
1. Members present at the annual meeting.

2. Postal service or electronic mail addressed to the Secretary.