

MUNICIPAL CONSTRUCTION OFFICIALS OF NEW JERSEY

PURPOSE:

1. A forum to support individual working Municipal Construction Officials by providing open confidential discussion of issues that affect them in their work.
2. To enhance professional development by:
 - Providing training
 - Sharing experience related to administrative everyday how-to issues.
 - Informing each other about and discussing current and/or proposed changes to the regulations as they specifically affect Construction Officials.
3. The purpose of the organization is limited as stated.

BYLAWS:

Any change to the purpose and by-laws must be accomplished by an affirmative vote of 75% or more of the membership responding to the proposed change. Members are required to be present at the meeting to vote. Voting on these issues will be by written ballot only. All members have one (1) vote each.

Associate members have no vote. Ballots must be received by the Recording Secretary within two [2] months of the "Call to Vote".

1. Membership is limited to currently appointed, working Municipal Construction Officials and Charter members only. This includes full and part-time appointments. Membership does not include State, County, retired or dismissed Construction Officials, except that a retired or dismissed member with a valid Construction Official license may retain membership for one [1] year. Associate Membership may be granted to duly-appointed Assistant Construction Officials who hold a valid construction official license and who are sponsored by their Municipal Construction Official.
2. The organization may sponsor or make donations upon endorsement by the executive board and a majority vote of those present at a membership meeting.
3. Membership is determined by:
 - A. Verification of current valid Construction Official license;
 - B. Verification of employment;
 - C. Payment of membership dues in the amount of \$50.00, payable January 1st of each year
4. A quorum of at least seven (7) members shall be present for a regular meeting.
5. A majority vote of members present is required to carry any motion.
6. Proposed changes to the Purpose and / or Bylaws must be conducted in accordance with the following:
 - a. Bylaw change proposals shall be accepted throughout the year.
 - b. Proposals must be submitted on a form available from the corresponding secretary. And must contain; (1) the specific wording in the Purpose and/or Bylaws to be added, modified or deleted and (2) a reason for the proposed change.
 - c. Proposals must have the endorsement of at least one additional member.
 - d. Proposals must be submitted to the corresponding secretary no later than two months prior to the meeting that the change is proposed for.

- e. Each proposal will be distributed to the membership sixty (60) days prior to the meeting as a ballot that shall provide for an Approve or Reject vote only. Modifications to proposal ballots shall not be permitted.
- f. Only ballots submitted in person by the eligible members will be counted.
- g. Successful proposals will be incorporated into the Bylaws for distribution and adoption no later than thirty (30) days after approval

EXECUTIVE OFFICERS INCLUDE:

Chairperson, Vice-Chairperson, Recording Secretary, Corresponding Secretary, Finance Officer, Moderator, and Board of Trustees.

THE AUTHORITY OF THE CHAIRPERSON IS LIMITED AS FOLLOWS:

- 1. The Chairperson shall select the Moderator for each meeting.
- 2. The Chairperson shall sign any external correspondence necessary and agreed to by the Members present.
- 3. The Chairperson shall develop letters to be presented to the membership internally.
- 4. The Chairperson shall verify that the location of each meeting is available on the day and time agreed to by the membership and that it is suitable for the meeting.
- 5. The Chairperson shall moderate at the Annual Reorganization Meeting.

There shall not be a term limit for the Chairperson.
Nominations and a vote shall be taken each year for the position of the Chairperson.

THE AUTHORITY OF THE VICE-CHAIRPERSON IS LIMITED AS FOLLOWS:

The Vice-Chairperson shall serve in the absence of the Chairperson.

There shall not be a term limit for the Vice-Chairperson.
Nominations and a vote shall be taken each year for the position of the Vice Chairperson

THE AUTHORITY OF THE RECORDING SECRETARY IS LIMITED AS FOLLOWS:

Adopted
May 13, 1998
Revised 4/26/99
Revised 5/17/00
Revised 5/4/05
Revised 11/09/09

1. The Recording Secretary shall record the minutes of the meeting.
2. The Recording Secretary shall provide a written copy of the minutes to all members at the next meeting.

There shall not be a term limit for the Recording Secretary.
Nominations and a vote shall be taken each year for the position of Recording Secretary.

THE AUTHORITY OF THE CORRESPONDING SECRETARY IS LIMITED AS FOLLOWS:

1. The Corresponding Secretary shall assist the Chairperson in preparing written correspondence.
2. The Corresponding Secretary shall distribute internal and external correspondence as needed.
3. The Corresponding Secretary shall distribute and tally all ballots and report in writing to the membership.

There shall not be a term limit for the Corresponding Secretary.
Nominations and a vote shall be taken each year for the position of Corresponding Secretary.

THE AUTHORITY OF THE FINANCE OFFICER IS LIMITED AS FOLLOWS:

1. The Finance Officer shall collect and record membership dues and collect and disburse other funds associated with the membership.
2. The Finance Officer shall provide a written balance sheet to the membership at each meeting.
3. The Finance Officer is authorized to spend up to \$300.00 for postage and general office supplies per month.
4. The Finance Officer cannot spend any other funds without the approval of the members present.

There shall not be a term limit for the Finance Officer.
Nominations and a vote shall be taken each year for the position of Finance Officer.

THE AUTHORITY OF THE MODERATOR IS LIMITED AS FOLLOWS:

1. The Moderator shall organize each meeting following *Roberts' Rules of Order*,
2. The same person should not serve as Moderator for more than two (2) consecutive meetings.

Adopted
May 13, 1998
Revised 4/26/99
Revised 5/17/00
Revised 5/4/05
Revised 11/09/09

The Chairperson cannot be the Moderator except at the annual reorganization meeting.

THE AUTHORITY OF THE BOARD OF TRUSTEES IS LIMITED AS FOLLOWS:

The Board of Trustees shall consist of five members who shall be the five immediate past Chairpersons.

In the event that one of the last five chairpersons cannot complete their service as a Trustee, then the next, immediate past chairperson shall fulfill the unexpired term

The Board of Trustees shall be responsible for the following:

1. To assist the executive Officers in fulfilling their duties,
2. To ensure that the intent of the Purpose and Bylaws are followed,
3. To audit the financial records annually,
4. To tally the ballots of membership votes,

NOMINATIONS FOR EXECUTIVE OFFICERS SHALL BE MADE A MINIMUM OF SIXTY (60) DAYS PRIOR TO THE ELECTION THAT WILL BE HELD AT BUILDING SAFETY WEEK. ONLY MEMBERS PAID AND IN GOOD STANDING SHALL BE CONSIDERED FOR NOMINATION AS EXECUTIVE OFFICERS.

Adopted
May 13, 1998
Revised 4/26/99
Revised 5/17/00
Revised 5/4/05
Revised 11/09/09