

Constitution of the North Carolina Association of Housing Code Officials

Article I- Name

The name of the organization shall be the North Carolina Association of Housing Code Officials.

Article II- Purpose

The North Carolina Association of Housing Code Officials is an organization incorporated in the State of North Carolina committed to housing code enforcement. The focus of the organization is to provide education, technical training and support to municipal and county Housing Code Officials, to improve the quality of Code enforcement, to increase public awareness and to highlight the benefits of Housing Codes.

Article III: Territorial Limitations

This Association is organized under the laws of the State of North Carolina.

Article IV: Membership

Membership in the Association shall be classified as follows:

(A) Agency Membership

Agency membership shall be available to any North Carolina municipality or County that has adopted a minimum housing ordinance.

(B) Associate Membership

Associate membership shall be available to any individual with an interest in the enforcement or administration of minimum housing ordinances or related state or local codes or ordinances, including, by way of example, but not limited to, housing appeals board members and board attorneys. Associate members shall not enjoy voting privileges or holding any office.

(C) Honorary Membership

Honorary membership shall be awarded upon nomination and the affirmative vote of two-thirds (2/3) of all the members of the Board of Directors to any person who has made an outstanding contribution to

housing code enforcement or to this Association. Honorary members shall not enjoy voting privileges nor hold any office.

Article V- Fiscal Matters

Section 5.1. Fiscal Year. The fiscal year shall begin July 1 and end June 30.

Section 5.2. Dues. The Board of Directors shall determine annual dues for agency and associate members. Honorary members shall be exempt from paying dues. Membership dues are due and payable by August 30, for the following fiscal year.

Section 5.3. Delinquencies. The Secretary-Treasurer shall report to the membership about the closing financial status of the Association as of June 30 of that fiscal year.

Section 5.4. Budget. The Secretary-Treasurer shall report to the membership about the closing financial status of the Association as of June 30 of that fiscal year.

Section 5.5. Claims and expenses. The Secretary-Treasurer shall pay bills and claims and shall reimburse members for expenses incurred in connection with Association business upon presentation of appropriate verification. All checks for amounts in excess of \$500 shall be signed by both the Secretary-Treasurer and the President.

Article VI- The Board of Directors

Section 6.1. The Association shall be governed by the Board of Directors. The board shall consist of nine (9) members. Four (4) of the board members shall be officers. The remaining five (5) board members shall be directors.

Section 6.2. The officers shall consist of a President, President-Elect, Vice President, Secretary-Treasurer. The directors shall consist of 3 Regional Directors, A director "At Large" and the Past President.

Section 6.3. The state shall be divided into three regions: the Eastern Region, the Central Region, and the Western Region. Each of the three regions shall be represented on the board by a board member. No board member shall represent a region unless that member's work office is location in the region that the board member represents. (note section 7.7)

Section 6.4. The immediate past president of the association shall hold the office of Past President. If for any reason the immediate past president is not able to serve, there shall be no substitute, alternate or appointee and the office shall remain vacant for the remainder of the term.

Section 6.5. If a director vacates a seat on the board, the vacancy shall be appointed by the Board of Directors for the remainder of the un-expired term, except as provided in section 6.4

Article VII- Election of Officers and Directors

Section 7.1. A nominating committee shall be appointed by the President each year. The committee shall submit nominations for each of the positions of director or officer for which an election is to be held at the annual Association meeting. Those nominees nominated by the nominating committee shall be listed in a notice prepared by the committee. A copy of the notice shall be sent by first-class mail or electronic mail to each member in good standing. The notice shall be mailed no later than 21 days prior to the annual meeting of the Association. Nominations for any position as officer or director may also be made at the annual meeting, as provided in section 7.3.

Section 7.2. Each agency member shall be entitled to one vote in such an election regardless of the population of the governmental unit that the agency represents. In order to vote, each agency member shall select a single voting delegate who is authorized to cast the agency's vote in such election. Any vote cast by an unauthorized individual shall be void.

Section 7.3. The Association president or his/her designee shall preside over each election. Before each election at the annual meeting of the Association, nominations from the floor shall be received for the particular office or directorship for which the election is held. Elections shall be conducted in the following order for any open Regional Director seat, for Vice-President, for President Elect, and for President. Nothing shall prevent a defeated candidate for one office or directorship from being nominated from the floor for another office or directorship.

Section 7.4. In any election for an officer or director at an Association annual meeting in which the nomination is unopposed, voting shall be by a show of hands of voting delegates. If there is more than one nominee for an Officer or Director, voting shall be by secret ballot. Voting by proxy shall not be allowed.

Section 7.5. Nothing in this Constitution or any bylaws, rules, or policies that the Board of Directors or Association may adopt shall prevent any officer or directors from being elected to successive terms.

Section 7.6. No individual may be a candidate for a position on the Board of Directors unless he/she is employed by or provides contract services for a North Carolina municipality or county and enforces or administers a minimum housing ordinance.

Section 7.7. This Constitution incorporates by reference a map of North Carolina that divides the state into three voting regions: Western, Central, and Eastern. This map shall be known as the Voting Regions Map.

Section 7.8. The term of office of each officer shall be one year. The term of office for each director shall be two years, except as specified in Section 6.4. The term for newly elected Board members shall begin on November 1, following the member's election.

Article VIII- Duties of Officers and Board Members

Section 8.1. The officers of the Association shall be a President, President -Elect, Vice-President, and a Secretary-Treasurer. Their duties shall be as provided in this article.

Section 8.2. President- the President shall preside at all meetings of the Board of Directors and of the Association and shall vote only in the case of a tie. Unless otherwise provided for in this Constitution, the President shall appoint the members of all committees, including the chair of each committee. The President shall serve as the chief executive officer of the association.

Section 8.3. The President Elect - The President Elect shall act and perform the duties of the President during the latter's absence or disability and shall assist the President and other officers in the conduct of his/her office. A vacancy in the office of the President Elect shall be appointed by the Board of Directors for the unexpired term.

Section 8.4. Vice-President – 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 and other officers in the conduct of his/her office. A vacancy in the office of the Vice-President shall be appointed by the Board of Directors for the unexpired term.

Section 8.5. The Secretary/ Treasurer shall keep the minutes and records of all meetings of the Board of Directors and business sessions of the annual meeting and shall handle the Association's business in accordance with the provisions of this Constitution and any bylaws the Association may adopt. The President shall appoint the Secretary/Treasurer with the approval of the Board of Directors. The Secretary/Treasure shall have no vote in meetings of the Board of Directors or the Association. A vacancy in the office of the Secretary- Treasurer shall be appointed by the President for the unexpired term. The President may, without the Board's approval, appoint a Temporary Secretary to serve at the organizational meeting.

Section 8.6. Each of the Directors shall be assigned to chair one of the standing committees (i.e. Legislation, Membership, Program, and Education/Publicity).

Article IX- Meetings

Section 9.1. General Meetings- Meetings may be called by the President in conformance with rules governing notice. The Association shall hold an annual meeting and such other meetings as may be called by the President.

Section 9.2. Notice of General Meetings- Notice of any general meeting of the Association shall be mailed to all members at least 21 days prior to a meeting, except in an emergency, when with the approval of the board of Directors the President may call a meeting by giving shorter notice.

Section 9.3. Meetings of Board of Directors

- (A) Meeting of the Board of Directors shall be called either by the President or by a majority of the board members.
- (B) There shall be at least two meetings of the Board during the fiscal year of the Association .

Article X- Quorum/Voting

Section 10.1. Quorum/ Board of Director's Meeting- A simple majority of all members of the Board of Directors (including the President) shall constitute a quorum for the transaction of business by the board.

Section 10.2. Quorum/Annual and Called Meetings- The number of agency members that shall constitute a quorum at the annual meeting of the Association or at a scheduled meeting shall equal 20% if the total number of agency members in good standing.

Section 10.3. Voting/Annual and Scheduled Association Meetings- Except as provided in section 10.4, voting at annual and scheduled Association meetings concerning any business matter (excluding elections) shall be by a show of hands of voting delegates, by roll call, or by secret ballot, as determined by the presiding officer. Voting by proxy shall not be allowed.

Section 10.4. Voting at the Association's Organizational Meetings- Those officers and directors of the Association elected at the Association's organizational meeting shall be elected by a plurality vote of those individual housing code officials attending the meeting and voting in the elections. Any matter proposed for Association action at the organizational meeting shall be adopted by a majority vote of such officials. Voting by proxy shall not be allowed at the organizational meeting. For purposes of this section a housing code official is an individual who enforces or administers a minimum housing ordinance.

Section 10.5. Voting by the President – The President shall not vote on any proposal brought before the Board of Directors or before the Association nor shall he/she vote in any election, except in case of a tie. In case of a tie the President shall cast a vote to break the tie.

Article XI- Parliamentary Authority

Section 11.1. In all matters not covered by its Constitution or any bylaws, rules, or policies that the Association may adopt, the Association shall be governed by Robert's rules of Order.

Article XII- Amendment

Section 12.1. A proposal to amend the Constitution of the Association shall be submitted in writing to the President and Secretary/Treasurer of the Association not less than 60 days prior to the meeting at which the amendment is to be considered.

Section 12.2. A copy of all proposals to amend the Constitution shall be mailed to a representative of each agency member at least 21 days prior to the scheduled meeting at which the amendment is to be considered.

Section 12.3. Delegates representing agency members shall vote upon proposed amendments at the annual meeting or at a scheduled meeting. No proposed amendment shall be adopted unless it receives the affirmative votes of at least two-thirds (2/3) of those agency members represented by delegate at the meeting. Voting by proxy shall not be allowed.

Section 12.4. Voting on proposed amendments shall be by a show of hands of voting delegates, by roll call, or by secret ballot, as determined by the presiding officer. Voting by proxy shall not be allowed.

Article XIII - Bylaws

Section 13.1. The Board of Directors may adopt bylaws and other rules and policies not inconsistent with the provisions of the Constitution.

NCAHCO

Voting Regions Map

CENTRAL REGION

