

Lancaster County Code Association By-Laws

ARTICLE I - NAME OF ORGANIZATION

1-1.0 The name of this professional type ICC (International Code Council) chapter organization shall be known as the "Lancaster County Code Association." It shall serve the territory of Lancaster County Pennsylvania and the surrounding territory including counties of Lebanon, York, Chester, Berks, Dauphin and other counties in the Commonwealth of Pennsylvania.

1-2.0 Where elsewhere in these by-laws the term "LanCode" may be substituted for the full organizational name.

1-3 Organization Address: The home office of LanCode shall be located at the current elected Secretary's office, Executive Officer's office or as designated by the elected officers.

1-4.0 Website Address: The website address of LanCode shall be www.LanCode.org

ARTICLE II - PURPOSES AND OBJECTIVES

2-1.0 The purposes and objectives of LanCode are:

2-1.1 To support and promote the goals and objectives of the ICC.

2-1.2 To promote and provide opportunities for the continuing education and training of all members.

2-1.3 To encourage and provide a forum and network for the free exchange of ideas and information among its members, to furnish information of an instructional nature to its members and to other interested and related parties.

2-1.4 To promote higher professional and ethical standards in the field of building code administration, inspection and code enforcement.

2-1.5 To develop a closer official and personal relationship among municipal officials, third party inspectors, design professionals, contractors, manufacturers, trade associations and other interested parties throughout the territory.

2-1.6 To compile and disseminate building code information useful to the membership in the performance of their duties and responsibilities.

III - MEMBERSHIP ARTICLE

3-1.0 There shall be three classes of membership:

3-1.1 Active Membership: Any individual whose profession or business will benefit from participation in the International Code Council and LanCode. Each active member has voting rights and receives education program discounts.

3-1.2 Student Membership: Any individual enrolled in an accredited educational or vocational institution or program that will benefit from participation in the International Code Council and LanCode. A student membership has no voting rights and receives no education program benefits.

3-1.3 Honorary Membership: Any person may be eligible as an honorarium for outstanding service to LanCode. Such a member shall hold no elected office, have no voting rights nor be subject to payment of dues. Nominations for Honorary member shall be submitted to the Board of Directors in writing at least sixty (60) days prior to an annual meeting. A favorable report by the Board of Directors and a majority vote of the membership at an annual meeting shall be necessary to elect.

3-2.0 Application for Membership

3-2.1 Submit a completed and signed LanCode membership application form, and pay the fee covering the current year's dues.

3-2.2 Upon receipt, the Secretary shall forward the above to the Officers or the executive officer.

3-2.3 A current officer or executive officer shall review said application for correctness, qualifications, and criteria, and forward their decision for membership to the Board of Directors at the next regular meeting.

3-3.0 Membership Dues

3-3.1 The annual dues shall be \$40 determined from time to time in accordance with Section 3-3.7 for an active membership, \$10 for a student membership and no dues for an honorary membership.

3-3.2 Dues shall be due on January 31 of each calendar year. For new members coming into LanCode the last three months of the calendar year, the membership fee shall also cover the following full year's dues.

3-3.3 The Treasurer will bill each member of LanCode once a year. Dues must be paid before January 31 of each calendar year to retain membership.

3-3.4 Any member not paying his dues for a period of more than one (1) year shall be reported by the Secretary to the Officers or the Board of Directors for dismissal from membership of LanCode.

3-3.5 The monies received shall be used to defray the expenses associated with the pursuit of the objectives as listed in Article II.

3-3.6 Members whose dues are current shall be considered in good standing.

3-3.7 Changes in annual membership dues of LanCode shall be as established by resolution of the general membership.

3-4.0 Conduct

3-4.1 Any member of LanCode, who is charged with conduct unbecoming, may lose his or her membership, as voted by the Board of Directors.

3-5.0 The affairs of LanCode shall not be conducted for profit.

3-6.0 No member shall use the name LanCode for private financial gain.

3-7.0 Members or officers shall not receive any fee, salary or remuneration of any kind for their services as board members or officers. However, board members and officers may be reimbursed for reasonable expenses, incurred by presenting a voucher to the Board of Directors for approval.

3-8.0 Termination of Membership

3-8.1 Any person may resign from LanCode by giving written notice.

3-8.2 Membership is not transferable. All rights and privileges of any individual serving as an officer, board member or other position with LanCode shall be forfeited upon termination of membership.

ARTICLE IV - ELECTIONS

4-1.0 An election meeting shall be held in January of each year, date and place of such meeting to be determined by the Board of Directors, and announced to each member by the secretary or president, by mail or email, at least two weeks prior to the time of such meeting. Said announcement to include names of all nominees with a statement that these nominations will be voted on at the election meeting. Votes shall be counted only for candidates placed in nomination at the nomination day meeting or any nomination made from the floor at this meeting.

4-2.0 Officers and Board of Directors shall be elected by a majority vote of the voting membership present at the annual meeting of LanCode. Election of officers, and the one general contractor and the one design professional, is held during the business session of the annual meeting and their term of office shall be effective on the first day of the month following their election and run through January 31 of the following year.

4-3.0 In the case of a vacancy of the Board of Directors, the vacancy shall be filled by a majority vote of the Board of Directors until the next annual meeting.

4-4.0 The President and Vice President shall be elected for the term of one year and shall not exceed two consecutive terms in office unless voted by a majority of the membership.

4-5.0 The Secretary shall be elected for a term of one year and shall not exceed two consecutive terms in office unless voted by a majority of the membership.

4-6.0 The Treasurer shall be elected for a term of one year and shall not exceed two consecutive terms in office unless voted by a majority of the membership.

4-7.0 The additional general contractor member and the additional design professional member shall be elected for the term of one year and shall not exceed two consecutive terms in office unless voted by a majority of the membership.

ARTICLE V - VOTING

5-1.0 Each active member present, that has the right to vote at a meeting of members, shall be entitled to one vote.

5-2.0 No member may vote by proxy or absentee ballot.

5-3.0 Upon motion duly made, seconded, and voted by a majority of members present and voting, the vote upon any question or election shall be cast by ballot.

5-4.0 Any eligible member may waive their right to vote on any matter.

ARTICLE VI - ANNUAL MEETING

6-1.0 The annual meeting of the members shall be held at such place, as the Board of Directors shall determine in the notice of meeting.

6-2.0 Purposes for which an annual meeting is to be held, additional to those prescribed by law, and by these by-laws, may be specified by the President, or by one or more members who are entitled to vote at the meeting.

ARTICLE VII - SPECIAL MEETINGS

7-1.0 A special meeting of the members may be called at any time by the President or by a majority of the Board of Directors currently in office. A special meeting of the members shall be called by the Secretary, or in the case of the death, absence, incapacity or refusal of the Secretary, by some other officer, upon written application of five or more members who are entitled to vote at the meeting. Such call shall state the time, place and purposes of the meeting.

7-2.0 Assent in Lieu of Members Meeting: Any action required or permitted to be taken at any meeting of the members may be taken without a meeting if all members entitled to vote on the matter assent to the action by a writing filed with the records of the meetings of members. Such assent shall be treated for all purposes as a vote at a meeting.

7-3.0 Place of Meeting. Any special meeting of the members held in place of the annual meeting, and any other special meeting of the members, shall be held at such place as is stated in the call. Any adjourned session of any annual or special meeting of the members shall be held at such place as is designated in the vote of adjournment.

ARTICLE VIII - MEETINGS

8-1.0 This organization shall meet on date and place determined by the Board of Directors, and such meetings shall begin promptly and close promptly at the regular set time.

8-2.0 The regular meetings shall be devoted to the theory, promotion and practice of the principals of code enforcement and standards and the purposes and objectives of the organization. Each meeting shall contain a program for the continuing education of the membership.

8-3.0 Robert's Rules of Order (current edition) shall be the authority on all questions not specifically stated in the By-Laws.

8-4.0 Quorum: At any meeting of the members, a quorum for the election of any officer, or for the consideration of any question shall be ten (10) members. In any case, any meeting may be adjourned from time to time by a majority of the votes properly cast upon the question, whether or not a quorum is present, and the meeting may be held as adjourned without further notice. When a quorum for an election is present at any meeting, a plurality of the votes properly cast for any office shall elect to such office, except where a larger vote is required by law or by these by-laws. When a quorum for the consideration of a question is present at any meeting, a majority of the votes properly cast upon the question shall decide the question except in any case where a larger vote is required by law or by these by-laws.

ARTICLE IX - OFFICERS

9-1.0 Officers. The Officers of LanCode shall consist of a President, Vice-President, Secretary, Treasurer (elected from the current LanCode membership roster) and the Immediate Past President. Such Officers shall hold office for a period of one year beginning on the first day of the month following their election, or until their successors are duly elected and qualified. To be eligible for an officer position the member shall have served on the Board of Directors for a minimum of one full term be an active member in good standing for at least two years. This provision shall not take effect until the year 2005.

9-2.0 Duties of President. The President shall preside at all meetings of LanCode and shall appoint or replace all chairpersons and members of committees not otherwise specifically provided for herein. The President shall perform all other and such usual duties as are performed by the president of an Association. The President shall, with the approval of the Board of Directors, have the power to appoint a corresponding secretary to assist in the performance of the President's duties.

9-3.0 Duties of Vice President. The Vice President shall act and perform the duties of the President during the latter's absence from any meetings of LanCode or the Board of Directors, or by vote of the Board of Directors in case of disability of the President, and shall assist the President in the conduct of the office of President.

9-4.0 Duties of Secretary. The Secretary shall be responsible for keeping the minutes and records of meetings, maintaining correspondence, and generally performing such official duties of a Secretary of a corporation.

9-5.0 Duties of Treasurer. The Treasurer shall be responsible for receiving and disbursing of funds, supervising financial affairs, approving expenditures as provided by resolution of the Board of Directors, and generally performing such official duties of a Treasurer of a corporation.

9-6.0 Duties of Immediate Past President. The Immediate Past President shall serve as the chairperson of the Nominations Committee.

9-7.0 A majority of the officers and directors elected shall constitute a quorum at any meeting of the Board of Directors.

9-8.0 The officers and the Board of Directors shall act on behalf of LanCode at all times.

9-9.0 All officers, Board of Directors including the two additional members must be active LanCode members.

9-10.0 The same person may not hold more than one office.

ARTICLE X - BOARD OF DIRECTORS

10-1.0 Governing Body. The property, business, and affairs of LanCode shall be managed and transacted by a Board of Directors composed of the following: President, Vice President, Secretary, Treasurer, Immediate Past President and two additional members, one being a general contractor and one being a design professional, elected by the membership.

10-2.0 The duties of the Board of Directors shall be as follows:

10-2.1 It shall authorize all expenditures and shall not create any indebtedness beyond the income of LanCode, nor disburse funds for purposes non-essential to the objectives of LanCode.

10-2.2 A majority vote of the Board of Directors shall govern except where otherwise provided. The Board of Directors shall have the power to overrule or modify the action of any officers of the organization.

10-2.3 It shall have the books and accounts audited in February of each year, or more often at its discretion.

10-2.4 It shall determine the date, time and place of the annual nomination and election meeting and shall instruct the Secretary to issue the call for such meeting.

10-2.5 It shall hold such meetings as deemed necessary for the administration of its duties.

10-2.6 It shall hold special meetings when called by the President, or by written request of five members of the organization.

10-2.7 It shall designate a bank or banks for deposit of funds.

10-2.8 It shall receive committee reports and recommendations, and shall submit approved recommendations to LanCode at regular meetings.

ARTICLE XI - COMMITTEES

11-1.0 There shall be the following standing committees appointed by the President:

11-1.1 Membership Committee: This committee shall endeavor to have all eligible individuals in their territory and appropriate members of their staff become members. The committee shall also actively seek out new members.

11-1.2 Code Review Committee: This committee shall be appointed by the President. This committee may review any existing or proposed code provisions and formulate changes or additions, which they feel are necessary. If directed by LanCode Officers or Board of Directors, the committee shall pursue the implementations of such proposed changes or additions.

11-1.3 Education Committee: This committee shall be appointed by the President. This committee's primary purpose is to schedule quality educational training for its members. The committee shall seek locations for education and training workshops, which are convenient for the membership. The committee shall also attempt to schedule regular education and training workshops presented by speakers from nationally recognized organizations. A goal of this committee is to determine the suitability of the education and training, including sponsorship by ICC or other approved organizations, in order to qualify for continuing educational credits.

11-1.5 Nominations Committee: This committee shall be appointed by the President and shall be chaired by the Immediate Past President. The committee is responsible for the nomination of qualified individuals for the election of officers.

11-2.0 The President shall appoint such other committees as he deems necessary, or as he is directed by the Board of Directors. Upon appointment, said committees shall be given a specific charge and a specific function to perform.

ARTICLE XII- ASSOCIATION ACTIVITIES

12-1.0 It shall be the right of LanCode to communicate with any person or organization in pursuit of its objectives on matters that are not in direct conflict with Section 1.

ARTICLE XIII - CODE OF ETHICS

13-1.0 A member of LanCode shall:

13-1.1 Place public safety and integrity above all other interests.

13-1.2 Place public interest above individual, group or special interest and shall consider their profession as an opportunity to serve society.

13-1.3 Maintain the highest standards of integrity.

13-1.4 Treat all person courteously, equally and fairly.

13-1.5 Conduct themselves at all times in such a manner as to create respect for himself and their jurisdiction they represent and LanCode.

13-1.6 Refrain from the use of their position to secure advantage or favor for them self, their family or friends.

13-1.7 Refrain from representing any private interest in business or technical affairs of the organization.

13-1.8 Refrain from using unfair means to secure an advantage in the organization or knowingly injure any individual, company or LanCode to gain such advantage.

13-1.9 Not accept, nor offer, any gift, favor or service that might tend to influence them in the discharge of their duties.

13-1.10 Carry on their contacts with other members of the organization in a spirit of fairness with loyalty and fidelity to the aims and purposes of LanCode.

13-2.0 Any violation of the above sections may be brought to the attention of the Board of Directors. After an investigation of the complaint, the Board of Directors may recommend to the general membership that the member be expelled from LanCode. Expulsion to be determined by majority vote at the next regularly scheduled meeting. A member expelled from LanCode will no longer be a voting member, nor be allowed to participate in any association-sponsored activity.

An individual expelled from this association shall not be allowed to rejoin this association for a period of one year from the expulsion, and until the general membership votes to approve the reinstatement.

ARTICLE XIV - EXECUTION OF PAPERS

14-1.0 Except as the Board of Directors may generally or in particular cases authorize the execution thereof in some other manner, all deeds, releases, transfers, contracts, bonds, notes, checks, drafts, and other obligations made, accepted, or endorsed by LanCode shall be signed by the President and Treasurer.

ARTICLE XV - DISSOLUTION

15-1.0 The Association may be dissolved only by action of the Board of Directors of LanCode. Action may be initiated by the Board of Directors or in response to a petition from the membership. A petition for the dissolution shall be made only at an annual meeting by a majority vote of the voting members present. No proposition for dissolution shall be acted upon unless written notice thereof has been given to the Secretary at least sixty (60) days prior to the meeting. A copy or summary of such proposition shall be sent to every member of LanCode at least thirty (30) days before the date of the next annual meeting in which the petition is to be voted upon. No action shall be taken by the Board of Directors on their own initiative to dissolve LanCode without notice thereof

being sent to every member of the LanCode at least thirty (30) days before the date of the next annual meeting at which such proposal of the Board of Directors shall be discussed and the recommendations of LanCode are formulated.

ARTICLE XVI - DISBURSEMENT OF FUNDS

16-1.0 In the event that LanCode is disbanded and/or dissolved, all monies remaining in the treasury, after remaining bills are paid, shall be contributed to a successor building code educational organization or to an ICC chapter located in the Commonwealth of Pennsylvania, as voted by a majority of the voting membership.

ARTICLE XVII - PROPERTY AND TRUST

17-1.0 Any real property, which may be obtained by LanCode, and savings accounts, bonds, or like investments, and all property given to or held by it in trust for purposes of LanCode shall be controlled and managed by the Executive Committee.

ARTICLE XIII – AMENDMENTS

18-1.0 Amendments to By-laws may be proposed by the Board of Directors or by written petition by twenty-five (25) percent of the voting membership.

18-2.0 These By-laws may be altered, amended or repealed at any legal meeting of the members entitled to vote at which a quorum is present by a vote representing a majority of the members present and voting; provided notice is given in the call for the meeting that an alteration, amendment or repeal of the By-laws will be proposed.

18-3.0 Procedure

18-3.1 Properly edited proposals must be brought before the General Membership during the next Regular Meeting for a first reading during the report of the by-laws committee. There shall be sufficient written copies for review by all members in attendance. The proposed amendment will be open to discussion by the General Membership during New Business of this same meeting. The proposal will be ratified (with revision, if any) or stricken entirely by majority vote.

18-3.2 The Secretary will post to all members in good standing, at least twenty days prior to the next regular meeting a copy of the ratified proposal and notice that it will be on the agenda for second reading and final vote.

ARTICLE XIX REVISIONS

Revised by-laws were unanimously by membership present at the annual LanCode business meeting on January 24, 2017 at East Lampeter Township in Lancaster, PA.