



**CODE ENFORCEMENT OFFICIALS  
OF SOUTHERN ILLINOIS  
Founded 1993**

**ARTICLES OF ASSOCIATION AND BYLAWS**

BE IT KNOWN that the Code Enforcement Officials of Southern Illinois do hereby associate themselves as an organization, and the following are their Articles of Association and Bylaws:

**Article I  
(TITLE)**

The Association shall henceforth be called the “Code Enforcement Officials of Southern Illinois”.

**Article II  
(PURPOSE)**

The purpose for which the Association is formed are the following to wit:

- a. To promote the proper administration and enforcement of building and related codes,
- b. To promote the development and adoption of uniform codes in the Association area,
- c. To promote professionalism in the conduct of all members in their respective fields,
- d. To promote cooperative effort in the solution of common problems, and
- e. To promote and provide evaluation and recognition of individual efforts, all for the encouragement, welfare and enlightenment of code officials

culminating to the betterment of themselves and their respective communities.

**Article III  
(STRUCTURE)**

The Association is a non-profit organization which may be incorporated as such if it is necessary in accordance with the statute laws of Illinois regulating the formation and organization of corporations. The Association may be incorporated as such if it is necessary in accordance with the Federal laws regulating the formation and organization of not-for-profit Corporation.

**Article IV  
(MEMBERSHIP)**

Sec. 1 Membership in this Association is composed of the following:

- a. **Government Membership:** Government membership shall be restricted to state, county, city, town, and village units of government with codes of administration and enforcement authority in the State of Illinois. A limit of one per unit.
- b. **Associate Membership:** Associate Membership shall be any individual or individuals employed by a qualified Government Membership under category “a” as above.
- c. **Affiliate Membership:** Affiliate Members shall be non-voting members but have unlimited access to any Chapter activity, directly or indirectly relate to the codes.
- d. **Honorary Membership:** Honorary Membership shall be restricted to individuals of distinction who have rendered outstanding service in furtherance of the purposes of the Association, and shall be conferred by a majority vote of the active members in a regular meeting. All honorary members shall be non-voting members but be vested with the privileges of active members.

Sec. 2 Application for Membership: Application for new membership shall be on forms provided by the Association. The completed

form, together with the membership fee, shall be submitted to the Secretary. The Association shall vote on the application at their next regular meeting, and it shall become valid on approval by a majority of its active members present.

Sec. 3 Certificate of Membership: Each member of the Association shall receive in person (in the case of Government and Associate Membership, by the official representative) and shall be entitled to retain the same, while a member of good standing, a Certificate of Membership in the Association and one (1) pin in a form prescribed by the Membership Committee.

## **Article V (VOTING)**

Sec. 1 All individual members shall be entitled to the following privileges and Benefits:

- a. All Government and Associates Members shall have sole and exclusive right to vote, and at no time shall voting by proxy be permitted. On any issue that is subject of a vote, approval shall be by a simple majority of the voting members present.
- b. All individual members shall receive an Associate Certificate to each name on the application for membership, publications, services and other benefits as offered by the Association.
- c. All individual members shall be entitled to the privileges of the floor for discussion at all meetings.
- d. All Government Members shall be entitled to enable their qualified representatives (Associate Membership) to become individual Active Members of the Association and thereon partake in the privileges and benefits due to such membership.

## **Article VI (DUES & FEES)**

**Sec. 1 Government Members:** The annual dues for all Government members shall be established by this Association and due on the first Monday of May, which is the beginning of each fiscal year. Dues for Government Members shall be \$150 each.

**Sec. 2 Associate and Affiliate Members:** The annual dues established by the Association for Associate and Affiliate Members shall be \$35 each and payable on the same date as above.

**Sec. 3 Honorary Members:** No dues shall be collected at any time from Honorary Members.

**Sec. 4 Association Meeting Registration:** Fees for each attending member and non-member shall be as established by the Association. No meeting registration fee shall be collected from Honorary Members or first time guests.

**Sec. 5 Registration Fees for Training or Education:** Fees for workshops, training or seminars shall be as prescribed by the organizing committee and approved by the Executive Committee. The Association's costs can be estimated to cover chapter expenses related to these events. Participants wishing to attend any Training or Education sponsored by Code Enforcement Officials of Southern Illinois (CEOSI) shall have all membership dues current.

**Sec. 6 Pro-Rated Fees for Membership, Training or Education:**

- a. Membership fees for this Association, shall be due at the start of each fiscal year, in May. Fees accepted throughout the year will be paid in full and not be pro-rated.
- b. First time members to this Association may have fees pro-rated after the beginning of the fiscal year. From May to October, all dues shall be full amount. From November to April, all Government Member fees will be \$75 each. Associate and Affiliate Member fees will always be the full amount.

## **Article VII (MEETINGS)**

Sec. 1 The bi-monthly meeting of the Association shall be on the second Wednesday of January, March, May, July, September, and November. Any appropriate date within the month by necessity may be set for such bi-monthly meetings upon approval by the Executive Committee and due notification of all members.

Sec. 2 Any special meeting in addition to the bi-monthly meetings shall be held only by a majority approval of such by attending members in a previous regular meeting.

Sec. 3 There shall be at least one Executive Committee meeting between October 1 and ~~December 31~~ *January 31*; time and date to be set by the Committee. Other Executive Committee meetings shall be held, as needed, by the Executive Committee at a time and date set by the Committee. *The quorum for this meeting shall be a minimum of 4 members of the Executive Committee. Amended May 2016*

### **Article VIII (OFFICERS – POWERS & DUTIES)**

Sec. 1 **Officers:** All officers shall be elected from the voting membership. The officers of the Association shall consist of a President, Vice President, Secretary, Treasurer and 4 Trustees. *For the full term of the Officers, they must retain their membership and be employed by a Governmental Unit. If they fail to do so the Executive Committee shall exhaust all efforts to find a qualified member to take over the position until the next election cycle. Amended March 2016*

Sec. 2 **Tenure:** Each elected administrative officer shall serve a tenure of one (1) year beginning upon election during the May meeting of each year, and Trustees shall serve a tenure of four (4) years. The Nomination Committee shall exhaust all efforts in recommending qualified candidates, so that no elected officer shall serve more than three (3) consecutive terms of the same elected position, at any time.

Sec. 3 **Executive Committee:** All duly elected officers and the immediate past President shall constitute the Executive Committee with the President as Chairperson.

**Sec. 4 Duties of the President:** The President shall preside at all meetings of the Association and shall appoint/replace all Chairpersons and members of Committee not otherwise specifically provided for herein. He/she shall perform all other such usual duties as are performed by the President of an organization. As President, he/she shall act as Chairperson of the Executive Committee at all its functions. The President shall fill vacancies on the Executive Committee, subject to ratification by the Executive Committee until the next general election.

**Sec. 5 Duties of the Vice President:** The Vice President shall act and perform the duties of the President during the latter's absence from any meetings of the chapter or the Board of Trustees, or by a vote of the trustees in case of disability of the President, and shall assist the President in conduct of his/her office.

**Sec. 6 Duties of the Secretary:** The Secretary shall keep the minutes and records of meetings as required, conduct the correspondence of the Association, and perform such official duties as are generally performed by the Secretary of an organization. The Secretary may maintain a Petty Cash Fund not to exceed \$250.00.

**Sec. 7 Duties of Treasurer:** The Treasurer shall receive, disburse and supervise the financial affairs of the Association in accordance with the provision of these bylaws and approved expenditures as directed by the Executive Committee. He/she will submit a written report of his/her activities at each meeting.

**Sec. 8 Duties of the Trustees:** The Trustees shall be responsible for helping all the other officers as members of the Executive Committee so that government of the Association shall be in adherence to the purposes of the organization. They shall pay special attention to all monetary transactions affecting funds of the Association. They shall be the Auditing Committee for the Treasurer's annual report. An elected Trustee shall be appointed by the President to serve on Special Committees.

## **Article IX (EXECUTIVE COMMITTEE)**

The Executive Committee composed of all elected officers shall act as the principal managing body of the Association regarding all its business and affairs. It shall have such power as a representative body for the Association except in transactions of such magnitude as may require consensus or ratification of all

voting members in a regular meeting. The Committee is further responsible for reporting all activities undertaken to the Association for majority ratification.

## **Article X SPECIAL COMMITTEES**

The President shall annually appoint or designate a Chairman (Trustee or otherwise) for each Special Committee.

- a. **Membership:** This committee shall seek, promote and encourage new and existing membership for this Association.
- b. **Education:** This committee shall seek, organize, promote and encourage new education and training opportunities for the members of this Association.
- c. **Community Services:** This committee shall oversee all Chapter Projects that involve Community Service such as Outreach Programs, Scholarships and Home Re-modeling Shows.
- d. **Building Codes:** This committee shall report on all updates, revisions and amendments to all codes relative to members of this Association.

## **Article XI (NOMINATIONS COMMITTEE)**

At the January meeting, the President shall appoint a Nominating Committee consisting of at least three (3) voting members. The Committee will be charged with recommending to the Association a slate of qualified candidates for each elective post. The same slate may be added to by the actual nominations from the floor during the Election Day.

## **Article XII (ANNUAL ICC CONFERENCE and ICC SPRING CODE DEVELOPMENT HEARINGS)**

ICC currently provides a complimentary registration to the Chapter President, of a chapter in good standing to attend the annual ICC Conference. Therefore the chapter shall pay the full amount of registration fees for the Vice President to

attend the annual ICC Conference. Should this individual be unable to represent the Chapter at the annual conference, the registration compensation will be directed to the following in succession: Secretary then Treasurer. Should either of those positions be unable to attend the registration compensation will be directed to the Board of Trustees in seniority sequence. In the event that no one on the Board of Trustees is able to attend, the registration compensation shall be made available to Government or Associate Member of the general membership.

When a Chapter approved code change proposed by a CEOSI member is scheduled for hearing, attendance at ICC Code Development Hearing, will be paid by the Chapter for the President and the initiating member of the proposed change, based upon the availability of uncommitted funds in the Chapter Treasury. Should one or both of these individuals be unable to represent the Chapter at either of the code hearings the registration compensation will be directed to the following in succession: Vice President, Secretary, then to the Treasurer. Should any of those positions be unable to attend the registration compensation will be directed to the Board of Trustees in seniority sequence. In the event that no one on the Board of Trustees is able to attend, the registration compensation shall be made available to Government or Associate Member of the general membership in good standing. The Executive Board shall, from time to time, prescribe the method by which the award of the benefit herein provided for shall be conferred.

The Chapter President, Vice President, and any other member so designated as a beneficiary of any reimbursement for registration, travel, lodging, or other expense related to attendance of the Annual Conference as provided for in this Article shall, prior to the dates of travel, submit in writing to the Treasurer and the Board of Trustees, an itemized budget of anticipated expenses for approval, subject to the availability of uncommitted funds in the Chapter Treasury.

### **Article XIII (RULES)**

All meetings of the Association, including Executive meetings, are to be held under Roberts Rules of Order.

### **Article XIV (AMENDMENT)**



All amendments to these bylaws must be proposed at regular session in writing, read before the membership, laid over until next regular or special meeting before a vote can be taken or their adoption. A two-thirds (2/3) vote of all the members presents shall be necessary for any change, addition or deletion to these bylaws.

Revised 11 May 11