

BY – LAWS

OF THE

METRO ATLANTA INSPECTORS
ASSOCIATION

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BY - LAWS OF THE METRO ATLANTA INSPECTORS ASSOCIATION

ARTICLE I - NAME, PURPOSE AND OBJECTIVES

SECTION 1 - ORGANIZATION NAME

The name of this organization shall be the Metro Atlanta Inspectors Association (MAIA). MAIA shall be an affiliated chapter of the International Code Council (ICC) and the Building Officials Association of Georgia (BOAG) and shall promote the purposes of both organizations. MAIA affiliated counties, as filed with the Georgia Department of Community Affairs, are Butts, Clayton, Cobb, Dekalb, Forsyth, Fulton, Gwinnett, Hall, Henry, Newton, Rockdale, Spalding and Walton.

SECTION 2 - PURPOSE AND OBJECTIVES

The purpose and objectives of MAIA shall be to:

- I. Promote safety to life, health, and property through the education and training of individuals involved in the administration, enforcement, and development of residential and/or commercial development and building codes and all related ordinances;
- II. Promote the protection of life and property through state of the art training with more uniformity of codes with the greater Metro Atlanta area development, building and inspection departments;
- III. Create a better public understanding and appreciation of the proper administration of development and building codes and all related ordinances and their importance to the health, safety, welfare, and prosperity of municipalities and counties;
- IV. Improve the professionalism of Building Officials and related Code Enforcement Officials by the promotion of high standards of efficiency in the administration of development and building codes and all related ordinances through continuous education and training;
- V. Promote uniform interpretations and enforcement of development and construction codes by meeting with other government officials and organized groups concerned with development and building codes and all related ordinances to exchange ideas and discuss mutual problems; and
- VI. Develop courses of instruction singularly or in cooperation with recognized educational institutions to promote consistent interpretations, enforcement, and administration of development and building codes and all related ordinances.

ARTICLE II - MEMBER ELIGIBILITY, CLASSIFICATION AND VOTING RIGHTS

SECTION 1- LIABILITY

There shall be no personal, individual, or other liability whatsoever on the part of any Member of the Association either for debts of the Association or the acts or omissions or commission of the Association of any officer, agent, or employee thereof.

SECTION 2 - CLASSIFICATIONS OF MEMBERSHIP

There shall be the following classifications of Membership:

- I. Active Individual Member. An individual who is employed by a governmental entity and is actively engaged in the administration and enforcement of residential and/or commercial development and building codes and all related ordinances shall be eligible to become an Active Individual Member upon the payment of membership dues, at the rate fixed by these By-Laws. An Active Individual Member shall be entitled to one vote and have the ability to serve on the Board of Directors or a Committee as directed by these By-Laws.

- II. Professional Member. An individual such as an architect, engineer, private inspector, building, electrical, plumbing or mechanical professional interested in the purposes and objectives of MAIA shall be eligible to become an Associate Member upon the payment of membership dues, at the rate fixed by these By-Laws. Professional Members are not allowed voting privileges, but may participate in meetings and serve on committees.
- III. Associate Member. An organization, association, institution, corporation, partnership, company, manufacturer or other related entity interested in the purposes and objectives of MAIA shall be eligible to become an Associate Member upon the payment of membership dues, at the rate fixed by these By-Laws. Associate Members are not allowed voting privileges, but may participate in meetings and serve on committees.
- IV. Retired Member. Any former Active Individual Member who is retired from a governmental entity shall retain all rights and privileges of an Active Individual Member.

ARTICLE III - BOARD OF DIRECTORS

SECTION 1 - MANAGEMENT/AUTHORITY

The property, business affairs and operating policies of MAIA shall be managed by or under the authority of a Board of Directors consisting of a President, Vice-President, Secretary, Treasurer, one Director from each affiliated county and one At-Large Director. The Immediate Past President shall be an *ex-officio* Member of the Board of Directors.

SECTION 2 - ELECTED POSITIONS

The Officers of the Board of Directors shall consist of the President, Vice-President, Secretary, and Treasurer. These positions shall be elected at the November monthly meeting by a simple majority vote of the Active Individual and Retired Members of MAIA who are present.

SECTION 3 - TIME OF ELECTIONS

The Board of Directors representative from each affiliated county, or jurisdiction within an affiliated county, shall be elected at the November monthly meeting in the appropriate year by a simple majority vote of the Active Individual and Retired Members of MAIA who are present. Board of Directors representatives from Butts, Clayton, Cobb, DeKalb, Forsyth and Fulton counties shall be elected in even numbered years. Board of Directors representatives from Gwinnett, Hall, Henry, Newton, Rockdale, Spalding and Walton counties shall be elected in odd numbered years.

SECTION 4 - AT LARGE BOARD OF DIRECTORS

The At-Large Board of Directors seat shall be elected at the November monthly meeting in the appropriate year by simple majority vote of the Active Individual and Retired Members of MAIA who are present.

SECTION 5 - CONSECUTIVE TERMS OF OFFICERSHIP

A President, Vice President, Secretary and Treasurer shall be elected for a one year term. In no case shall the President, Vice President, Secretary or Treasurer serve more than two consecutive terms. To be eligible for the office of President or Vice President, a person shall have served at least one year in an elected position.

SECTION 6 - DIRECTORSHIP TERM

The full term for a Director shall be four years and no Director shall serve more than one consecutive full term.

SECTION 7 - VACANCIES OF OFFICERS

A vacancy in the office of the President shall be filled by the Vice President. A vacancy in any other Officer position shall be filled by a majority vote of the Board of Directors to serve for the unexpired term. A vacancy in the position of a Director, the remaining Board of Directors may appoint an Active Individual or Retired Member to serve for the unexpired term.

SECTION 8 - CAUSE FOR REMOVAL

Any Member of the Board of Directors who fails to maintain active MAIA membership shall automatically forfeit his or her office. Any Member of the Board of Directors may be removed for cause by a two-thirds majority vote of the Members present at a quorum meeting of the Board of Directors. The removal of a Member of the Board of Directors shall be mandatory when he/she has missed three consecutive meetings of the Board of Directors upon recommendation of the President. The Member in question shall be given (20) twenty days notice of such action and shall be afforded a hearing before the Board of Directors. Failure upon the part of the Member to attend the hearing shall be cause for removal by default and shall not be subject to an appeal. Removal actions are effective immediately upon action of the Board of Directors. A Member of the Board of Directors not actively employed as defined in Article II, Section 2(a) for a period of sixty calendar days shall be removed as a Board Member.

SECTION 9 - DUTIES OF THE PRESIDENT

The President shall preside at all meetings of MAIA. The President shall be the principal Executive Officer of the organization and subject to the control of the Directors; shall supervise and control all the affairs of MAIA, and shall perform all duties incident to the office of President, and such other duties as prescribed by the Directors from time to time.

SECTION 10 - DUTIES OF THE VICE PRESIDENT

The Vice President shall perform the duties of the President in the absence of the President. The Vice President shall assist the President in the administration of the affairs of MAIA, act as parliamentarian and perform other duties as assigned by the President or the Board of Directors.

SECTION 11 - DUTIES OF THE SECRETARY

The Secretary shall preside at meetings in the absence of the President and Vice-President. The Secretary shall be responsible for recording the minutes of MAIA, and shall transmit copies of such minutes to the Board of Directors and MAIA Members.

SECTION 12 - DUTIES OF THE TREASURER

The Treasurer shall maintain accurate records of the business affairs of MAIA, and account to the Board of Directors for all funds of MAIA. Monthly financial reports shall be presented to the Board of Directors at each monthly Board of Directors meeting. The membership shall receive a copy of the financial report at the next monthly meeting. Upon expiration of term, all records and funds of MAIA shall be delivered to the Treasurer's successor. The Treasurer shall sign all checks upon written approval of the President.

SECTION 13 - QUORUM

Five (5) Members of the Board of Directors present at a meeting shall constitute a quorum.

ARTICLE IV- ADMINISTRATION

SECTION 1- EXECUTIVE SECRETARY APPOINTMENT

There may be an Executive Secretary appointed by the Board of Directors who shall serve at the pleasure of the Board and whose salary shall be fixed by the Board. The Board shall enter into a contract with the Secretary for his or her services. The Executive Secretary may be dismissed for dereliction of duty as prescribed in their contract with MAIA.

SECTION 2 - DUTIES OF THE EXECUTIVE SECRETARY

The Executive Secretary shall act as the technical coordinator for MAIA, including but limited to assisting as needed at General and Board of Directors meetings, educational seminars and training, conferences, legislative assemblies, public hearings and the like which are relevant to the purposes and objectives of MAIA. The Executive Secretary shall act as custodian of all assets and properties owned or in the possession of MAIA. The Executive Secretary shall be an *ex-officio* non-voting Member of all committees and shall attend committee meetings and keep minutes of proceedings if required by the Committee Chairman. The Executive Secretary shall have such authority and perform such duties as are in these By-Laws, and as the President or Board of Directors may additionally assign.

SECTION 3 - PRESIDENTIAL DESIGNEES

The President may designate the Executive Secretary or any other Active Individual or Retired Member to represent MAIA at educational seminars and training, conferences, legislative assemblies, public hearings and the like which are relevant to the purposes and objectives of MAIA. Expenses for this representation may be reimbursed with the authorization of the Board of Directors.

SECTION 4 - PRESIDENTIAL APPOINTED LOBBYISTS

The President may appoint and register an Active Individual or Retired Member to serve as a legislative lobbyist. Expenses for this representation may be reimbursed with the authorization of the Board of Directors.

ARTICLE V- COMMITTEES

SECTION 1 - STANDING COMMITTEES

MAIA shall have the following standing committees:

- A.** By-Laws Committee
- B.** Legislative Committee
- C.** Nominating Committee
- D.** Education Committee
- E.** Scholarship Committee

SECTION 2 - DUTIES OF BY-LAWS COMMITTEE

The By-Laws Committee shall be composed of three (3) MAIA Members whose duties shall be to receive, edit and review proposed amendments to the By-Laws. Committee reports and recommendations shall be submitted to the Board of Directors prior to the monthly meeting at which the proposed amendments will be heard.

SECTION 3 - DUTIES OF THE LEGISLATIVE COMMITTEE

The Legislative Committee shall be composed of five (5) MAIA Members, consisting of the President, Vice President and three (3) MAIA Members. The Legislative Committee shall keep MAIA informed on all proposed, pending, and enacted legislature relevant to the purposes and objectives of MAIA.

SECTION 4 - DUTIES OF THE NOMINATING COMMITTEE

The Nominating Committee shall be composed of three (3) MAIA Members who shall be appointed at the September meeting. The Nominating Committee shall submit at the September meeting nominations for President, Vice President, Secretary, Treasurer and any upcoming vacant Director seats.

SECTION 5 - DUTIES OF THE EDUCATION COMMITTEE

The Education Committee shall be composed of three (3) MAIA Members who shall be appointed at the September meeting. The Education Committee shall be responsible for the planning and implementation of all educational opportunities sponsored by MAIA.

SECTION 6 - DUTIES OF THE SCHOLARSHIP COMMITTEE

The Scholarship Committee shall consist of (3) MAIA members who shall receive and review all applicants who have applied for this award and submit the winning applicant to the Board at the August Meeting.

ARTICLE VI - MEETINGS

SECTION 1- MONTHLY MEETINGS

A monthly meeting shall be held at such time and place as may be designated by the Board of Directors. The meeting time and location shall be made known to all Members at least one week prior to the meeting. No meeting will be held in the months of June, July, and December.

SECTION 2 - SPECIAL MEETINGS

Special meetings may be called by the President at the discretion of the Board of Directors or shall be called at the written request of representatives of not less than one-third (1/3) of the Active Individual and Retired Members. All Members shall be given not less than thirty (30) days written notice of any special meeting.

SECTION 3 - BOARD OF DIRECTORS

At the conclusion of each monthly meeting, the Board of Directors shall meet to organize and transact such business as may be necessary. The Board of Directors shall additionally meet at such other times called by the President or upon the request of three (3) Members of the Board of Directors.

ARTICLE VII- MEMBERSHIP /ANNUAL FEES

SECTION 1 - MEMBERSHIP FEES

The fees for membership in MAIA shall be as follows:

An Active Individual Member shall pay \$10.00 annually.

A Professional Member shall pay \$50.00 annually.

An Associate Member shall pay \$150.00 annually.

A Retired Member shall pay \$0.00 annually.

SECTION 2 - COLLECTION OF FEES

Fees shall be collected by the Treasurer and held in readiness for use by MAIA. Expenditures from these fees shall be made by check signed either by the President or the Treasurer.

SECTION 3 - DUE DATE FOR FEES

Annual membership fees are due on January 1 of each year. Any existing Member whose dues are not paid by March 1 shall be considered to be not in good standing and shall not be entitled to receive benefits of membership. A late fee of ten dollars (\$10.00) will be assessed for payments received after March 1.

New members will be accepted at any time during the year.

ARTICLE VIII - LIABILITY

There shall be no personal, individual, or other liability whatsoever on the part of any Member of MAIA either for debts of MAIA, or for any commission or omission of acts by MAIA or of any MAIA Officer, agent or employee thereof.

ARTICLE IX - AUDITING AND REPORTS

SECTION 1 - ANNUAL AUDIT

The Board of Directors shall receive an annual audit of all monetary and physical assets by January 31 for the preceding year. The annual audit shall be given at the second monthly meeting of the following year.

SECTION 2 - FISCAL YEAR

The fiscal year of MAIA shall be from January 1 through December 31 of each year.

ARTICLE X - BUSINESS OF MONTHLY MEETING

SECTION 1 - ORDER OF BUSINESS – REGULAR MONTHLY MEETINGS

The order of business, at regular monthly meetings so far as the character and nature of the meeting may permit, shall be as follows:

- A.** Registration of Members and roll call of Officers;
- B.** Invocation and opening remarks;
- C.** Approval of the minutes of the last meeting;
- D.** Monthly program;
- E.** Reports of Officers and Committees;
- F.** Vote on recommendations;
- G.** Election of Officers;
- H.** Appointment of Committees;
- I.** Unfinished Business;
- J.** New Business; and
- K.** Adjournment.

SECTION 2 - ORDER OF BUSINESS – BOARD OF DIRECTOR MEETINGS

The order of business, at meetings of the Board of Directors, unless otherwise directed by the majority vote of those present, shall be as follows:

- A.** Approval of the minutes of last meeting;
- B.** Report of the President;
- C.** Report of the Vice President;
- D.** Report of the Secretary;
- E.** Report of the Treasurer;
- F.** Reports of the Committees;
- G.** Unfinished Business;
- H.** New Business; and
- I.** Adjournment.

ARTICLE XI- AMENDMENTS TO BY-LAWS

The By-Laws may be amended by a two-thirds (2/3) vote of the Active Individual and Retired Members present at any regularly scheduled meeting, after thirty (30) days notice to all Active Individual and Retired Members.

ARTICLE XII- RULES OF ORDER

In the business of any meeting, either in general session or committee meetings, Roberts Rules of Order shall govern with respect to all questions of a parliamentary nature.

These By-Laws of MAIA are true and correct, reflecting the approval of the Board of Directors and MAIA membership and are effective as of the date signed below.

Donnie Hensler, President

Date