

The Colorado Association of Code Enforcement Officials, Inc.

By-Laws

ARTICLE I

MEMBERSHIP

Section 1 DESCRIPTION

The membership shall consist of persons who are involved with and responsible for the environmental, building, land use, zoning, property maintenance and nuisance codes for any state or political subdivision thereof.

Section 2 CLASSES OF MEMBERSHIP

- A. **ACTIVE MEMBER:** The active membership of the Association shall consist of persons who are involved with and responsible for the environmental, building, land use, zoning, property maintenance and nuisance codes and are bona fide employees of and receive salaries from National, State, or Municipal governments, a political subdivision thereof, or are contracted to provide code enforcement services for a governmental entity. An active member shall not lose their active status because of retirement or a change in assignment so long as that individual remains in good standing.
- B. **ASSOCIATE MEMBER:** The associate membership of the Association shall consist of persons wholly or partially engaged in any work related to environmental, building, land use, zoning, property maintenance and nuisance codes who are not qualified for active membership. They shall, in all respects, be subject to the same rules, fees and charges and will be entitled to the same rights and privileges as an active member, except they shall not be entitled to hold office or become members of the Board.
- C. **HONORARY MEMBER:** An honorary member in the Association shall consist of persons who have rendered outstanding meritorious services for the furtherance of the objectives of this organization. Such person, upon the motion of any member in good standing, may be elected by the Board of Directors, or by the Association, to honorary membership and shall be excused from the payment of dues and assessments. They shall not be eligible to vote or to hold office or be a member of the Board.

ARTICLE II

BOARD OF DIRECTORS

ORGANIZATION

- A. The Board of Directors shall manage the business and affairs of the Association. The number of Directors shall be fixed at no less than five (5) and no more than twelve (12). The Board of Directors shall be elected by majority vote of the Association at a scheduled business meeting. Vacated positions shall be filled at the discretion of and by the Board of Directors. Appointed positions shall serve the remainder of the elected term.
- B. The Board of Directors shall include five (5) officers: the President, Vice-President, Secretary, Treasurer, and Goodwill Ambassador.
- C. The Board of Directors shall meet a minimum of four times per year. A quorum must be present before valid business can be conducted. The quorum for a Board of Directors meeting shall be fifty-one percent (51%) of the presently elected Board not to include vacant positions.
- D. No more than one member from a jurisdiction may serve as an officer. No more than two (2) employees from the same company and no more than two (2) members from a jurisdiction can serve on the Board of Directors. Contractors and employees of non-governmental entities can not serve as officers.

ARTICLE III

Executive Board

Section 1 ORGANIZATION

- A. The Executive Board, known as Officers of the Association, shall consist of the President, Vice-President, Secretary, Treasurer, and Goodwill Ambassador. Officers, not to include the Goodwill Ambassador, shall be elected by the membership at the Association's annual business meeting.
- B. The Goodwill Ambassador shall be appointed by the Board of Directors and shall serve for two (2) years from the date of his/her appointment.
- C. Appointed officers will serve out the terms of the Officer for whom they were appointed.

Section 2 DUTIES OF THE OFFICERS

A. THE PRESIDENT

1. Preside over all meetings of the Association and will vote only when there is a tie vote on all matters of business at Board meetings.
2. Perform such other duties as may be required by the Association.
3. An ex-officio member of all committees.
4. Oversee the other officers in performance of his/her duties.

B. THE VICE-PRESIDENT

1. Assist the President in the performance of his/her duties and perform the duties of the President in his/her absence.
2. Maintain an accurate and current number of vacant positions on the Board.
3. Responsible for forming an election committee and running all elections. When the Vice-President is up for re-election, the President shall oversee the election.

C. THE SECRETARY

1. Keep minutes of all Board meetings and the annual Business meeting.
2. Keep readily available at all meetings such records as the minutes, a copy of the Articles of Incorporation and By-Laws, a complete list of any standing or special committees and attendance and summary of all other records necessary.
3. Identify an assistant to take minutes when the Secretary is not able to attend a meeting.
4. Be responsible for submission of the Corporate Report to the Colorado Secretary of State as required.

D. THE TREASURER

1. Maintain close communication with the bookkeeper.
2. Maintain a record of financial accounts for CACEO.

3. Manage all Association monies.
4. Disbursement of all Association indebtedness.
5. Collect monies and insure deposits go into proper accounts.
6. Prepare and submit reports of financial status at each scheduled Board meeting.
7. Prepare and submit an annual financial statement to the Association at the business meeting.
8. Maintain an accurate and current membership roster.

E. THE GOODWILL AMBASSADOR

1. Act as the point of contact for the Association.
2. Promote CACEO.
3. Liaison between the Board of Directors and the membership, and between jurisdictions.
4. Other duties as assigned by the Board.

ARTICLE IV

ELECTIONS

PROCESS

- A. Officers and Board Members shall be elected for a term of two (2) years. Elections shall be by secret ballot and/or proxy vote at the business meeting.
- B. Elections will be held for President and Secretary in even years. Elections will be held for Vice-President and Treasurer in odd years.
- C. A Ballot Counting Committee shall be formed by the Vice-President or his/her representative from members present at the business meeting after the voting process has been declared closed.
- D. The Ballot Counting Committee shall be made up of at least three persons. Those selected must be current members and one shall be a Board Member. The Vice-President shall oversee the proceedings but not take part in the counting of ballots.

If the Vice-President is running for re-election, then the President shall oversee the proceedings.

- E. All persons selected to serve on the Ballot Committee shall be from different jurisdictions. The committee members shall not be from the same jurisdiction as the candidates running for election.
- F. All votes shall be gathered to include proxy votes. All votes shall first be screened by the committee for voter eligibility prior to counting.
- G. In the event two or more nominees have the same number of votes then those names shall be brought back to the floor for a "tie-breaking vote."
- H. Positions shall be elected and ballot initiatives adopted by a majority vote.

ARTICLE V

MEETINGS AND TRAININGS

Section 1. FREQUENCY OF MEETINGS

Meetings and trainings shall be held as scheduled, with a minimum of four per year, one of which shall include the business meeting.

Section 2. ORDER OF BUSINESS

- A. The business meeting shall be conducted using Roberts Rules of Order as a guideline.
- B. The recommended order of business at the business meeting shall be as follows:
 - 1. Call to order.
 - 2. Roll call of officers
 - 3. Introductions
 - 4. Approval of minutes of previous meetings
 - 5. Treasurer's report
 - 6. Reports of officers and committees
 - 7. Old business
 - 8. New business
 - 9. Election of board members and officers
 - 10. Training
 - 11. Adjournment

ARTICLE VI

By-Law Amendments

AMENDMENTS

The By-Laws may be amended at any meeting of the Association by a two-thirds (2/3) vote of those current members present. Votes shall include proxy votes from any member executed in writing and filed with the Secretary of the Association before or at the time of the meeting. Any amendment shall be submitted for review by the general membership at least thirty (30) days prior to the meeting at which the vote is being conducted.

ARTICLE VII

DUES

PROCESS

- A. The Annual membership dues shall be set by the Board of Directors and ratified by a majority vote of the current membership, to include proxy votes, at the business meeting. The amount of annual dues can only be changed at the business meeting. Any change in dues shall take effect in January of the following year.
- B. Dues are payable by March 1st of each year. Arrangement for late payments may be made with the Treasurer.
- C. New members joining during the last quarter of any calendar year shall be exempt from paying for the remainder of that particular year.

ARTICLE VIII

DISCIPLINARY ACTION

Section 1. GENERAL MEMBERSHIP

A member who commits an act prejudicial to the Association shall be notified of the indiscretion in writing by the Board of Directors. The member shall be requested to appear personally before the Board at a designated time, not less than 30 days after notification, and shall be allowed a hearing in the matter. By a majority vote of the Board of Directors present at the meeting, the person may be

censured or the membership may be suspended or terminated for an indefinite period of time. The accused shall have the right to appeal the decision of the Board to the membership at the next business meeting.

Section 2. BOARD OF DIRECTORS

Disciplinary action can be brought against any of the Board of Directors for dereliction of duty which may result in dismissal and replacement. This will be accomplished by a majority vote of the Board of Directors. The affected party has the right of appeal to majority vote of the current membership present at the next business meeting.

KNOW ALL PEOPLE BY THESE PESENT, that I, undersigned Secretary, do hereby certify that the above and foregoing By-laws were duly adopted as the By-laws of the Association at an official business meeting of the Association on the ____ day of _____, 2010, and the same do now constitute the By-laws of the Colorado Association of Code Enforcement Officials, Inc.

(Revised _____, 2010.)