

CONSTITUTION AND BY-LAWS
of the
HEART OF AMERCIA CHAPTER
of the
INTERNATIONAL CODE COUNCIL

ARTICLE I
NAMES AND OBJECTIVES

Section 1. This organization shall be known as the Heart of America Chapter of the International Code Council.

Section 2. The objectives of the organization are:

- a) To place the public welfare above all other interests and to apply the special knowledge and skill of the building official to the benefit of all mankind.
- b) To promote the importance of building safety throughout the State of Kansas and the vital role played by qualified and dedicated building inspectors, building officials, and their supporting administrative staff.
- c) To provide training opportunities to enhance professional development of the membership, and to promote both the personal benefits of professional development as well as the benefit to the credibility of the profession.
- d) To provide a membership forum for the exchange of information regarding building department administration and best practices.
- e) To investigate and discuss the principles underlying safety in the construction, occupancy, and location of buildings and related structures.
- f) To develop, recommend, and promote uniform regulations and legislation pertaining to building construction and to encourage uniformity in code interpretation.
- g) To develop, maintain, and promote the adoption of the International Building Code and related documents and to promote the importance of governmental membership in the International Code Council and participation in the code development process.
- h) To promote higher professional and ethical standards in the field of building inspection and code enforcement by establishing and maintaining a good working relationship within the construction industry through encouraging and providing a forum for the exchange of ideas and information among its members and partners.

- i) To do all such other things as are incidental to or desirable for the attainment of the above objectives.

Section 3. This chapter is not organized for profit and no part of the earnings shall be to the benefit of any member or officer except as compensation for services rendered, for necessary expenses actually incurred, or as may be granted to individual members from time-to-time by the Board of Directors in the form of scholarships, special recognitions, etc.

ARTICLE II MEMBERSHIP

Section 1. There shall be the following classes of memberships:

- a) Active Member. An individual actively employed as building inspector, building plans examiner, permit technician, or official representing a governmental jurisdiction whose duty it is to enforce and administer laws and ordinances relating to building construction and whose dues are current. *(definition amended, approved by membership 4-27-2017)*
- b) Professional Organization Member. An organization interested in the practice of architecture or engineering or in research in connection therewith.
- c) Professional Member. An individual engaged in the practice of architecture, engineering, inspection, construction, research, or related activities.
- d) Associate Member. An individual, firm, or corporation interested in the objectives of this organization.
- e) Honorary Member. An individual who has rendered outstanding and meritorious services in the furtherance of the objectives of this organization and who shall be confirmed by a majority vote at a Business Meeting. Honorary members may be appointed to any committee and may participate in the Kansas Disaster Assessment Program, if qualified.
- f) Affiliate Chapter Member. An individual who is currently a member in good standing with any ICC recognized Kansas Chapter. The purpose of this membership group is the mechanism to become active in the ICC Region IV

Chapter. This membership group does not have voting rights in Heart of America business, however may be appointed to any committee and may participate in the Kansas Disaster Assessment Program, if qualified.

Section 2. All memberships shall be subject to the classification of the Executive Board.

Section 3. All members, except Affiliate Chapter Members, may make motions and second motions. Any member in good standing may be selected to serve on committees. Only Active Members as defined in the by-laws shall be entitled to make, second and vote on matters pertaining to the following matters:

- a) By-laws
- b) Membership
- c) Officers
- d) Executive Board
- e) Committees
- f) Geographic Districts
- g) Chapter Business

(Amended for all committees, approved by membership 4-20-2023).

ARTICLE III OFFICERS

Section 1. The officers shall be the President, Eastern Vice President, Western Vice President, Secretary, Treasurer, and six Directors all of whom shall be Active Members at the time of their election to office. The elected officers, together with the retiring President, shall constitute the Executive Board.

Section 2. The officers shall be elected for a term of two years. At the 2023 annual chapter business meeting, the officer's positions of President, Western Vice President and Secretary shall be elected for the term of one year. Thereafter the officer's positions of President, Secretary and Western Vice President will be two-years ending in even numbered years. The Officer's positions of Eastern Vice President and Treasurer shall be for two years, ending in odd numbered years. Directors shall be elected one each, from the six regions established by the Kansas Damage Assessment Plan. At the 2023 annual chapter business meeting three directors, South-Western, North-Central and South-Eastern shall be elected to serve for a four-year term ending in 2027. Thereafter all directors to be elected for four-year terms. The eastern boundary of the following counties constitutes the

division line between the eastern and western sections of the state; Smith, Osborne, Russell, Barton, Stafford, Pratt and Barber. The election of all officers shall be at the Annual Chapter Business Meeting by a majority vote of the active members present. In the event that a regional representative is not available to serve as Director, it shall be permissible for a representative from an adjoining region to serve as the regional representative until a local representative can be appointed or elected. *(Amended officer's terms, approved by membership 4-20-2023).*

Section 3. The term of office of each elective officer shall begin at the close of the Annual Chapter Business Meeting at which he is elected and shall continue for the period designated above or until a successor is duly elected.

With approval of the majority of the members of the Executive Board any officer losing their Active member status due to loss of employment described in ARTICLE II shall be allowed to serve out the remainder of their term so long as otherwise a member in good standing. *(amended by adding sentence, approved by membership 4-27-2017)*

Section 4. A vacancy in the office of President shall be filled by the Vice-President from the region opposite the region represented by the vacating President. In the event of a vacancy of any other position on the Executive Board, the remaining term of such position shall be filled by a qualified appointee of the Executive Board by a majority vote.

Section 5. The President shall preside at all Business Meetings and at the meetings of the Executive Board and shall be an ex-officio member, without vote, of all committees. In the case of a tie vote, the President shall vote.

Section 6. Officers shall not act in their official capacities by proxy.

ARTICLE IV EXECUTIVE BOARD, POWERS, AND DUTIES

Section 1. The Executive Board shall have the authority to carry on the business of this organization between Chapter Business Meetings except that the President shall not have authority to authorize or make any expenditure in excess of \$1000.00. The Executive Board shall have the authority to make all expenditures deemed necessary to carry out all business on behalf of the membership of HOA that is in keeping with the objectives of the organization described in Article I. All

expenditures shall be fully disclosed and explained to the full membership at the next Annual Business Meeting.

Section 2. The Executive Board shall have power to appoint an Assistant Secretary, an Attorney, an Auditor, a Director of Publications, and such others as may be needed to serve at the pleasure of the Executive Board.

Section 3. The Executive Board shall meet and organize at the close of the Annual Chapter Business Meeting and transact such business as may be necessary. Special meetings shall be held when called by the President or when requested by a majority of the members of the Executive Board. A majority of the Members of the Executive Board shall constitute a quorum at any meeting. There shall be no representation of Board members by proxy. Complete records shall be kept of all proceedings and actions of the Executive Board.

ARTICLE V MEETINGS

Section 1. Regular meetings shall be held at least annually. One meeting to be known as the Annual Chapter Business Meeting shall be held each calendar year.

Section 2. Ten Active Members shall constitute a quorum for the transaction of business on the floor of the Business Meetings.

Section 3. Meetings of committees shall be by call of their respective chairperson who shall render reports at Business Meetings.

Section 4. With approval of the President or a majority of the members of the Executive Board a meeting may be conducted by teleconference or other electronic means.

Notice along with agenda of such meeting shall be posted on the Chapter web page and e-mailed to the general membership 10 days prior to such meeting. This shall not apply to the Annual Chapter Business Meeting or the meeting at the close of the Annual Chapter Business Meeting as stated in ARTICLE IV, Section 3, or meeting arising out of time sensitive issue. *(Section 4 added with amendment from floor, approved by membership 4-07-2011)*

ARTICLE VI

ORDER OF BUSINESS

Section 1. The order of business of the Regular and Annual Chapter Business Meetings shall be as follows:

- 1) Roll Call of Officers
- 2) Approval of Minutes of Previous Meetings
- 3) Communications
- 4) Reports by Officers and Committees
- 5) Program of Special Speakers
- 6) Unfinished Business
- 7) New Business
- 8) Election of Officers
- 9) Adjournment

Section 2. The order of business may be changed by a majority vote of the members present at the Annual Chapter Business Meeting or Regular Business Meeting.

ARTICLE VII DUES

Section 1. The annual dues for all members shall be at least twenty-five dollars (\$25.00) per year or as recommended by the Executive Board and approved by the membership. No dues shall be charged for Honorary Membership. The annual dues for all Affiliate Chapter members shall be ten dollars (\$10) per year.

ARTICLE VIII AMENDMENTS

Section 1. Proposed amendments to these By-Laws to be considered at an Annual Chapter Business Meeting shall be signed by at least five (5) Active Members and shall be presented to the Executive Board at least thirty (30) days before the opening of an Annual Chapter Business Meeting. The Board shall cause them to be printed in the Annual Chapter Business Meeting notice and shall present its recommendations to the Annual Chapter Business Meeting. There shall be sufficient written copies for review by each member in attendance. These proposed amendments shall be discussed and amended at the Annual Chapter Business Meeting and may be passed by a 2/3 majority vote of the Active Members present.

The amendment shall then become effective immediately upon its approval. The date of revision shall appear in the lower left-hand corner of the amended by-laws.

ARTICLE IX TRAVEL REIMBURSEMENT

Section 1. All travel for which reimbursement by HOA is requested shall be in accordance with the terms and conditions contained on an HOA accepted expense reimbursement form.

Section 2. All travel and entertainment shall be in accordance with this policy and shall be authorized by the Executive Board subject to budgetary constraints and prudent allocation of HOA resources. All travel shall be authorized prior to the commitment of any expense.

The President is authorized to travel at HOA expense to attend ICC Annual Business Meetings when representing HOA.

The Executive Board may request from time to time that persons be authorized to travel at HOA expense to represent the affairs of HOA. These persons are to be reimbursed in accordance with this policy.

Section 3. An individual shall not be reimbursed by HOA when such expenditures are reimbursed by any other organization or jurisdiction.

Section 4. The intent of HOA is to reimburse all authorized and reasonable expenses incurred in HOA'S service. The reimbursement check will be made payable to the person (or organization) named at the address indicated, unless HOA is otherwise instructed. Reimbursement of travel expenses incurred will be made only for the travel, purpose and duration authorized. By signing the reimbursement request form, the claimant is stating that the reimbursement claimed accurately reflects incurred expenses for the identified purpose and that no personal expenses are included. Reimbursement claims shall be filed with HOA within 30 days of travel completion. Expense documentation shall be obtained for each expense.

ARTICLE X CONTRACTING AUTHORITY

Section 1. The Executive Board shall have the authority to commit HOA to contractual obligations. Contracts on behalf of the organization shall be executed by the President only after approval by the Executive Board. Each contract shall be brought before membership at the earliest convenient time for full disclosure and explanation.

ARTICLE XI
REGION IV BOARD REPRESENTATION

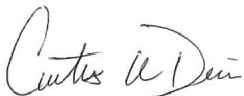
Section 1. Whereas HOA is recognized by ICC as the Kansas State Chapter and whereas the Region IV by-laws require three (3) representatives from Kansas to serve on the Region IV Board of Directors, HOA shall appoint three (3) representatives to serve on that Board.

Section 2. The representatives shall be selected by the Executive Board to serve for a term of four (4) years. The initial appointments to the Regional IV Board shall be made for two (2), three (3), or four (4) year terms. One representative shall be selected to serve for two years who's term shall begin on September 19, 2006 and expiring at the second Annual Business Meeting thereafter, one representative shall be selected to serve for three (3) years whose term shall begin on September 19, 2006, and expire at the third Annual Business Meeting thereafter, and one representative shall be selected to serve for four (4) years whose term shall begin on September 19, 2006, and expire at the fourth Annual Business Meeting thereafter. Thereafter, all appointments shall be made for four (4) year terms, provided all vacancies shall be filled for the unexpired term.

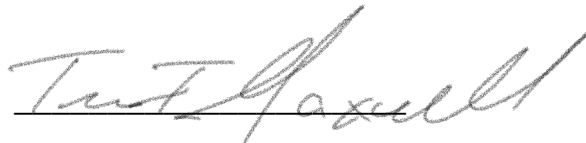
Section 3. The term of office of each selected representative shall begin at the close of the Annual Chapter Business Meeting at which that person was elected and shall continue for the period designated above or until a successor is duly elected.

Revised:

Approved April 20, 2023 @ the Annual Business Meeting



Curtis Deines President



Trent Maxwell Secretary