

# **Building Inspection Technology Alumni Association**

## ***“Building a Solid Foundation for Tomorrow”***

### **Alumni Association Bylaws**

#### **Article I – Name**

The name of the organization shall be known as the Building Inspection Technology Alumni Association (BITAA).

#### **Article 2 – Mission Statement**

The BIT Alumni Association will strive to strengthen the links and contacts of the BIT students, the Building Inspection Technology Profession, and the International Code Council. To promote this effort, the BIT Alumni Association will form a network to benefit one another personally and professionally and to promote the purpose of the Building Inspection Technology Alumni Association.

#### **Article 3 – Membership**

Membership shall be confined to five (5) categories: (1) **New Student** membership - is FREE and available to any person who is enrolled in a college class and who is interested in participating in BITAA; (2) **Student** membership is available to anyone who is enrolled in at least one code-related course in a BIT program; (3) **Alumni** membership is available to any Graduate of a BIT degree program, or one-year BIT certification program; (4) **Associate** membership is available to those who support our stated purpose and mission statement; and (5) **Life-time** membership is available to anyone eligible thru categories two, three, or four.

- Membership will run from **January 1<sup>st</sup> to December 31<sup>st</sup>** of each year.
- Only active members current in their membership dues shall have the right of vote.
- Active members shall be entitled to attend all meetings.
- A “New Student” member is allowed to participate in all general membership meetings, but is not eligible to vote, participate in office, or attend any of the board and committee meetings. New Student member status is a privilege, is not guaranteed, and must be renewed each year to remain valid.

#### **Article 4 – Membership Dues**

Effective January 1, 2009, dues will be \$10.00 per year for BIT Student Members; \$20.00 per year for Alumni Members; and \$30.00 per year for Associate Members. A Life-time Membership shall be available for a one-time fee of \$300.00. Dues are to be paid on or before January 1<sup>st</sup>. Any member delinquent in dues for 30 days will be resigned from membership. “New Student” membership is FREE.

#### **Article 5 – Purpose**

The purpose of the Building Inspection Technology Alumni Association is to promote a lifelong relationship of mutual benefits and assistance thru the BIT profession, the BIT students, Alumni, and the International Code Council. To fulfill the purpose of this organization, its objectives will be to:

- Strengthen the links and contacts between BIT students, Alumni, and BIT faculty and staff;
- Increase fellowship among the members of the Building Inspection Technology Alumni Association;
- Promote professionalism and continuing education of the BIT alumni;
- Support student activities to supplement and diversify the educational experiences available to the BIT program;
- Promote the identity and image of the BIT program among jurisdictions and the Building Inspection / Plan Review Industry;
- Promote quality education and in-depth curriculum of the BIT Degree program;
- Assist BIT students in obtaining human/financial resources for education or certification, thru grants, scholarships, and/or other special programs;
- And to promote the involvement of our members in support of the goals and principles of the International Code Council.

## **Article 6 – Board of Directors**

### **SECTION 1: Board Membership**

The Board of Directors shall be composed of the following seven (7) persons:

1. The officers of the Alumni Association, known as the Executive Committee shall be:
  - President
  - Immediate Past-President
  - First Vice President
  - Second Vice President
2. Three (3) voting members.

### **SECTION 2: Terms of Office**

- Executive Officers shall hold office for one year or until the election or appointment of a successor, resignation or removal. Under special circumstances, the Board may recommend that an Officer be nominated for an additional term of office.
- The immediate past-president shall serve as consultant for one year.
- The Board members may serve a maximum of 6 consecutive years. Under special circumstances, the Board may recommend that a candidate be nominated for an additional term of office.

### **SECTION 3: Responsibilities of Officers**

- The **President**, shall be the chief executive officer of the Association, shall perform all other duties of the office of President provided for in these bylaws, and shall serve as ex-official voting member of all committees. It shall be the president's responsibility to provide an agenda for each meeting and to appoint chairpersons of all the committees. The president shall review agendas and minutes from previous meetings prior to distribution. The president shall serve as the chief spokesperson for the Association.

The president shall serve as liaison to the International Code Council (ICC) and the PCC Building Inspection Advisory Committee.

- The **Immediate Past-President** shall serve as chair of committees created to prepare proposed bylaws and amendments. The immediate past president shall provide new member orientations at regular meetings of the voting members. The immediate past president shall serve as a resource to officers and committee and council chairs. In the event that the immediate past president is not able to render this service, then another past executive officer shall be appointed to fulfill this role by the President and approved by the Board.
- The **First Vice President**, shall preside at all the meetings of the voting members and the executive board in the event that the president is unable to attend. The first vice president shall preside at all the meetings of the voting members and the executive board in the event that the president is unable to attend. The first vice president shall be the chief fiscal officer of the Association, and as such, shall manage the association funds (deposits, reimbursements, collection of dues, etc.). The first vice president shall be responsible for preparing the annual budget, and shall render a financial report to the membership on the last meeting of each academic term, and, to the Executive Board at each Board Meeting, or upon request.
- The **Second Vice President** shall preside at all the meetings of the voting members and the executive board in the event that the president and the first vice president are unable to attend. The second vice president shall serve as coordinator of the professional development and related activities in conjunction with meetings. The second vice president shall maintain all records. This includes compiling and maintaining the contact information for all current members, printing and distributing the last meeting minutes as well as the next meeting's agenda, and shall coordinate with the Newsletter/Media Committee Chairperson.

#### SECTION 4: **Voting and Procedures at Board Meetings**

- The President of the Association shall serve as President of the Board and shall preside at its meetings.
- Each Board Member shall have one vote.
- Voting by proxy shall not be allowed.
- Voting shall be by voice or by a show of hands, except when voting by secret ballot, upon request by a board member. The vote by secret ballot shall be tabulated by a minimum of two persons, announced and recorded by the second vice president. The tally results shall be made available to all present.
- For a board meeting quorum, there must be at least four (4) board members attending. Except as otherwise provided herein, the action of a majority of the board members present at a duly convened and constituted meeting of the Board shall be the act of the Board.
- Meetings are open to any active member.

#### SECTION 5: **Nominating Committee**

- The Nominating committee shall present the candidates for each office and Board vacancy at the Annual Meeting.
- The Nominating committee shall consist of a minimum of three (3) Board members.
- The nominating committee shall meet and nominate at least one candidate for each office of the Association and candidates for each vacancy among the members at-large.
- All nominees selected by the nominating committee shall be by a majority vote of the nominating committee.
- It shall certify such nominations in writing to the Board. At the annual meeting of the Board of Directors, the chairman of the nominating committee shall put the names of such nominees in nomination. Nominations of other persons may be made from the floor at the time of the annual meeting.

#### **SECTION 6: Elections and voting of general membership**

- Each active member shall have one vote.
- Voting by proxy shall not be allowed.
- Elections shall be held at the Annual Meeting, the week following the first Sunday in May, or other date as deemed best by the Board.
- The Executive Board shall determine the specific location and time.
- The election shall be conducted by secret ballot, or by whatever method is most expedient and agreed upon by the majority.
- Votes by ballot shall be counted by a minimum of two persons appointed by the president, and not running for the position being voted upon. The tally results shall be made available to the second vice president and president.

#### **SECTION 7: Vacancies**

- A vacancy in office shall be filled by the appointment of a successor by the Board.
- Such successor shall serve for the un-expired portion of the term of the predecessor.

#### **SECTION 8: Removal**

Any member of the Board may be removed by a majority vote of the Board at any time and a successor elected if he/she fails to participate, has missed two (2) consecutive meetings, or for other just cause.

#### **SECTION 9: Board Meetings**

- The Board will meet at least twice per academic year, and attend each general membership meeting.
- The President or the Board may call special meetings of the Board at any time.
- Notice shall be sent for each Board meeting, stating the date, time and place of meeting.

## **Article 7 – Board Committees**

The chairman of each standing committee shall submit a plan for year's work to the Board for approval. The chairman of each committee may select members of the Association as non-voting members to assist in committee functions. The Board may prescribe or assign other duties to each of the committees.

### **SECTION 1: Executive Committee**

- The Executive committee shall consist of the president, the first vice president, the second vice president, and Immediate past-president.
- The Executive committee will conduct business between Board meetings and meet at the call of the president or any other of its members. It will submit a report of all meetings at the next meeting of the board.

### **SECTION 2: Nominating Committee**

- (See article 6, section 5.)

### **SECTION 3: Finance Committee**

- The Finance committee shall consist of a minimum of three (3) members, including the Treasurer.
- All Association matters concerning finance will be directed to this committee for consideration and action.
- The Finance committee will recommend and present an annual budget to the Board at least one month prior to the annual meeting of the Association.
- The Finance committee shall submit a report of the Association finances at the Annual Meeting.

### **SECTION 4: Scholarship and Awards Committee**

- The Scholarship and Awards Committee shall select recipients of Alumni Association scholarships and other awards.
- It will advise the Board of recommended revisions in the selection process and criteria for scholarships and awards.

### **SECTION 5: Fundraising Committee**

- The Fundraising Committee will identify and recommend to the Board activities to raise money in support of the Association.
- The compilation of names and addresses of all past members will be maintained by the Fundraising Committee in conjunction with the second vice president.
- The Fundraising Committee will conduct a yearly campaign for the scholarship fund(s) and membership drive.

## **SECTION 6: Social Committee**

- The Special Events Committee will plan social functions such as code bowls and other activities or programs that promote the involvement of Association members and their loyalty to the PCC BIT Program.

## **SECTION 7: Bylaws Committee**

- The Immediate Past-President shall serve as chair of committees created to prepare proposed bylaws and amendments.
- Members of the Bylaws Committee shall be appointed by the President or Board.

## **SECTION 8: Communications Committee**

- The Communications Committee will promote awareness of the BIT Alumni Association to the public at large, and provide communication amongst members thru both electronic and print media.
- The committee shall appoint a Webmaster to maintain and oversee Website development.
- The Communications Committee shall publish an Email Newsletter and send it to all members and other interested parties. A printable version shall be made available on the BITAA website.
- The committee shall also be responsible to distribute a printed membership roster for all new members.

## **SECTION 9: Special Committees**

- The President of the Board may appoint special ad hoc committees and additional standing committees as deemed necessary to carry on the business of the Association; such appointment shall be subject to approval by the Board.

## **Article 8 – Meetings of the Association**

### **SECTION 1: Annual Meeting**

- The Annual Meeting of the Association will be held each year for the purpose of the election of the Board of Directors and officers, and for the transaction of such other business as may properly come before the meeting. (see article 6, sect. 6)

### **SECTION 2: Special Meetings**

- The Board of Directors may call special meetings of the members of the Association at any time.

### **SECTION 3: Notice of Meetings**

- Notice of each meeting of the members of the Association, whether annual or special, stating the date, time and place where it is to be held shall be sent to each member of the Association not less than ten (10) days before the meeting.
- Said notice of meeting shall state the purpose of the meeting.

### **SECTION 4: Quorum for membership meetings**

- A Majority (>50%) of the active membership shall constitute a quorum.

### **Article 9 – Parliamentary Authority**

Robert's Rules of Order, revised, shall govern this Association in all cases when they are not in conflict with the rules of this Association.

### **Article 10 – Order of Business**

The order of business at all regular meetings shall be as follows:

- Call to Order
- Roll call of Officers
- Program of special speakers
- Approval of Minutes of Previous Meeting
- Reports of Officers and Committees
- Old Business
- New Business
- Announcements
- Wrap up
- Adjournment

### **Article 11 – Amendments**

- The bylaws, as stated herein, may be amended at any regular business meeting of the Association by a majority vote of the members present, but no amendment shall be put to vote unless written notice shall have been emailed or mailed to each member at least two weeks previous to the meeting at which the amendment is to be voted on, and the proposed amendment stated in said notice.
- The bylaws, as stated herein, may be amended by a two-thirds (66+2/3%) vote of the members present at any regular annual meeting without notice in advance.

- Ninety percent (90%) vote of the members present at any special meeting, if all the members have been properly notified at least two (2) weeks in advance of such meeting, as stated herein, may amend the bylaws.