

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 four (4) categories: (1) **Students**; member(s) who have are enrolled in at least one code-related course in a BIT program, (2) **Alumni**; Graduate(s) of a BIT degree program or who have completed a one-year BIT certification program, (3) **Associate Members**(s) who support our stated purpose and mission statement, and (4) **Life-time Member**(s) who are qualified thru one of the previous categories. Membership will run from Oct. 1st to Sept. 30th of each year. Only Active members shall have the right of vote. Active members shall be entitled to attend all meetings.

Article 4 – Membership Dues

Dues will be \$15.00 per year for BIT Student Members; and \$20.00 per year for Associate Members or Alumni Members. A Life-time Membership shall be available for a one-time fee of \$200.00. All dues are to be paid on or before October 1st. Any member delinquent in dues for 30 days will be resigned from active membership.

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 the BIT program in obtaining human/financial resources necessary to fulfill its mission;
- 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 eleven (11) persons:

1. The officers of the Alumni Association, known as the Executive Committee shall be:
 - President
 - Immediate Past-President
 - Vice President
 - Secretary
 - Treasurer
2. Five (5) members at large
3. One (1) faculty or staff advisor from the PCC BIT program

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 and shall preside at all meetings of the Association, shall perform all other duties of the office of President provided for in these bylaws; and may perform any executive duty which the Association or Board of Directors shall request to be performed, except duties herein imposed upon others. It shall be the president's responsibility to provide an agenda for each meeting and to appoint chairpersons of all the committees.
- The **Immediate Past-President** shall be available to render guidance and advice to the New President. The Immediate Past-President shall not be counted for purposes of a quorum, but shall be a member of the Executive Committee. In the event that the Immediate Past-President is not able to render this service, then another past executive officer shall be appointed by the President to fulfill this role.
- The **Vice President**, in the absence of the President, or in the event of the inability of the President to perform the duties of the office, shall perform the duties of the office of

the President; and shall perform other duties imposed by these bylaws. The Vice President shall assist the President and oversee committees during the absence of the President. In the event the President resigns or is removed from office, the Vice President shall assume the role of the President until an election is held.

- The **Treasurer** shall be the chief fiscal officer of the Association, and as such, shall manage the association funds (deposits, reimbursements, collection of dues, etc.). The Treasurer 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 **Secretary** 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.
- 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.
- 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 Secretary. The tally results shall be made available to all present.*
- For a board meeting to be valued, there must be five (5) board members present.
- 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 Members, 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: **Election**

- By a vote of the members.

- Elections shall be held at the Annual Meeting during a class night, the week following the first Sunday in May.
- The executive board shall determine the specific location and time.
- The election shall be conducted by either 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 secretary 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, misses TWO (2) consecutive meetings, or for other just cause.

SECTION 9: Board Meetings

- The Board Members will meet at least twice per academic quarter, once in a general membership meeting and once in a board 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 Vice-President, the Secretary, Treasurer, 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 Members 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 Secretary.
- 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 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 Members and Officers of the Association, and for the transaction of such other business as may properly come before the meeting.

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 posted on the BITAA website and 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 ($66\frac{2}{3}\%$) 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.

Adopted 2-9-05