

CONSTITUTION AND BYLAWS OF THE BOASC

ARTICLE I – NAME, PURPOSES, AND RESTRICTIONS

SECTION 1. NAME.

This organization shall be known as the BOASC; Incorporated, hereinafter in these Bylaws referred to as the “Association” and shall be in association with the Municipal Association of South Carolina and the South Carolina Association of Counties.

SECTION 2. OBJECTIVES.

The objectives of the Association shall be:

- (a) To promote maximum safety to life, health, and property at minimum cost through the encouragement of uniformity in the application, interpretation, and enforcement of the building codes and related ordinances adopted in the State of South Carolina.
- (b) To promote a better public understanding and appreciation of the proper enforcement and administration of the International Codes and local zoning ordinances and their importance to the safety, welfare, and prosperity of the municipalities and counties of the State of South Carolina.
- (c) To promote a better understanding and appreciation of the Association and its individual member’s responsibilities to the public through the Association’s sponsorship and promotion of Building Safety Week.
- (d) To improve the prestige of the code enforcement professional by the promotion of high standards of efficiency in the enforcement and administration of the International Codes and local zoning ordinances through continuing education, and the professional certification of enforcement personnel within the various jurisdictions represented by this Association.
- (e) To develop courses of instruction concerning new materials and methods of construction in cooperation with recognized educational institutions.
- (f) To assist South Carolina municipalities and counties in the organization and maintenance of building inspection and zoning departments.
- (g) To promote professional assistance and technical advice to legislative and other governmental bodies in the promulgation and administration of the building codes and related regulations.
- (h) To promote the objectives of the International Code Council.
- (i) To resist efforts of usurpation of jurisdiction and administration of regulations by any governmental agency.
- (j) To support the chapters of the International Code Council in the State of South Carolina.

SECTION 3. RESTRICTION.

The restriction on this Association shall be that it shall not make any effort or attempt to formulate any building code or other related code or building ordinance for adoption by any legislative authority. This section shall not prohibit the recommendation of the revisions to any South Carolina Code or International Code, provided however, that any recommended revision must be approved by a majority of the Board of Directors at any regular or special meetings of the Board.

ARTICLE II – MEMBERSHIP AND VOTING

SECTION 1. MEMBERSHIP CATEGORIES.

There shall be the following classes of membership:

- (a) **Active Member.** Any full-time employee of a governmental unit or agency or a private contractor engaged in the administration, formulation and enforcement of codes and ordinances relating to building construction. Such employees shall be actively engaged in the enforcement or administration of the adopted building codes and related ordinances of the governmental unit.
- (b) **Active Voting Member.** Each governmental unit shall appoint one of its Active Member representatives as the Active Voting Member. In no case shall any governmental unit have more than one Active Voting Member, except state governments having separate agencies engaged in the activities set forth in item (a) above, in which case the Board of Directors may grant each separate agency one Active Voting Member.
- (c) **Associate Member.** Any research organization, institute, architect, engineer, building or mechanical contractor, manufacturer or dealer in building materials or equipment, or other individual, partnership, association or corporation that is interested in the purposes and objectives of the Association shall be eligible for associate membership upon approval of the Board of Directors and payment of dues at the rate fixed herein.
- (d) **Honorary Member.** Any person, firm, association, or corporation rendering outstanding services to the Association may be approved by the Board of Directors for honorary membership.
- (e) **Retired Member.** Any former active member who has retired and still desires to be affiliated with the Association, each such retired member shall be listed on the membership roster and shall have all the rights and privileges of an active member, except that of voting and holding office in this association.
- (f) **Contract Employee.** An individual directly retained by a governmental unit or agency, or a private firm retained to perform enforcement or administration of the adopted building codes and related ordinances.

SECTION 2. VOTING.

Only Active Voting Members shall be entitled to vote on any question in the meetings of the Association, but all members shall be entitled to participate in meetings and discussions, and to serve on committees except as otherwise provided herein. A Contract Employee shall only be entitled to vote upon submission to BOASC of written authorization, from the jurisdiction being represented, to cast such votes on behalf of the jurisdiction. Any authorized contract employee representing more than one jurisdiction shall only be entitled to cast one vote identifying which jurisdiction is represented at the time of such vote. For the purpose of assuring fair and definitive consideration of all pertinent questions, any member may make or second a motion in any meeting.

SECTION 3. MEMBERSHIP DUES.

The membership dues for each category of membership shall be established by the Board of Directors. To vote on any action of the Association, the Active Voting Member must not be in default of dues payment. Annual membership dues shall be posted and collected in conjunction with the annual meeting registration or in May in the event that there is not an annual meeting.

ARTICLE III – BOARD OF DIRECTORS

SECTION 1. DUTIES.

Subject to the limitations of the Articles of Incorporation, the Bylaws, and the laws of the State of South Carolina, all corporate powers shall be exercised by a Board of Directors. The Board of Directors may, by a majority vote of its members, adopt any program or procedure, or authorize any administrative action in the best interest of the Association and its membership.

SECTION 2. FRAMEWORK.

The Board of Directors shall consist of the Executive Board (President, Vice President, Secretary, Treasurer), the Association Directors and the Immediate Past President. The Immediate Past President shall be a **non-voting** member of the Board. Each voting member of the Board of Directors shall, at all times during his or her tenure in office, meet all requirements for active membership set forth in these Bylaws. No more than (2) members from the same jurisdiction or company can serve on the Board of Directors at the same time. This does not count the Immediate Past President as this is a nonvoting member of the Board.

SECTION 3. EXECUTIVE BOARD. The Executive Board of the Association shall be the President, Vice President, Secretary and Treasurer who shall be elected at the Annual Business Meeting by a majority vote of the Active Voting Members present. In the event that an Annual Business Meeting is not held, the nominations shall be posted to the membership within 60-days of the canceled meeting followed by electronic voting by the membership. All active voting members shall receive the nominations and voting directions electronically and given be given one week to respond to the voting request. A simple majority of the received electronic votes shall secure the board positions. To be eligible for the office of President, Vice President, Secretary or Treasurer, a person shall have served for at least one year of an elected position for the Association.

The specific duties of the Executive Board are as follows:

- (a) **President.** The president shall preside at all Association and Board of Directors meetings. He/she shall be responsible for administering the policies of the Board of Directors and the Association, and for planning and organizing, in conjunction and cooperation with the Board of Directors; annual, special, and educational meetings of the Association. He/she shall appoint, with the approval of the Board of Directors, such standing, special, or advisory committees as may be deemed necessary, naming the Chairman of each such committee, as required, and shall serve as member ex-official of all such committees and Chairman of the Legislative Committee. He/she shall be assigned as an alternate to sign checks written on the account of the Association.
- (b) **Vice President.** The Vice-President shall preside at meetings in the absence of the President. he/she shall assist the President in the administration of the affairs of the Association and serve

as Chairman of the Codes Committee.

- (c) **Secretary.** The Secretary shall preside at meetings in the absence of the President and Vice-President. He/she shall maintain a record of all proceedings and policies of the Association and the distribution of records as required to the members. He/she shall maintain records of any policies, forms, member/contact lists, historical data of awards, recognitions, past officers, and board of directors. Upon expiration of term, all records of the Association shall be delivered to his/her successor.
- (d) **Treasurer.** He/she shall maintain accurate records of the business affairs of the Association, and account to the Board of Directors for all funds of the Association. Upon expiration of term, all records and funds of the Association shall be delivered to his/her successor. He/she shall serve as Chairman of the Membership Committee. He/she shall sign all checks written on the account of the Association.

SECTION 4. ASSOCIATION DIRECTORS.

The Association Directors, hereinafter referred to as the “Directors”, shall be elected at the Annual Business Meeting by a majority of the Active Voting Members present. The number necessary to fill all vacancies shall be elected at each Annual Conference. In the event that an Annual Business Meeting is not held, the nominations shall be posted to the membership within 60-days of the canceled meeting followed by electronic voting by the membership. All active voting members shall receive the nominations and voting directions electronically and given be given one week to respond to the voting request. A simple majority of the received electronic votes shall secure the board positions. The Directors shall be comprised of representatives from the following associations:

- (a) Upper State Code Enforcement Association of South Carolina
- (b) Central Building Inspectors Association of South Carolina
- (c) Coastal Code Enforcement Association of South Carolina
- (d) SC Association of Plumbing, Mechanical and Gas Inspectors
- (e) SC Permit Technicians Association
- (f) Director at Large
- (g) Director at Large

SECTION 5. TERMS OF OFFICE.

- (a) President - One year and shall serve no more than two consecutive terms.
- (b) Vice-President - One year and shall serve no more than two consecutive terms.
- (c) Secretary - One year and serve no more than two consecutive terms.
- (d) Treasurer- One year and serve no more than two consecutive terms.
- (e) Immediate Past-President - The same as the term(s) of the newly elected President.
- (f) Association Directors – Three years and serve no more than two consecutive terms

SECTION 6. VACANCIES.

Vacancies occurring on the Board of Directors, or Officers, or Committees may be filled by the Board of Directors. Such appointees shall serve only until the next general election at which time the balance of the term shall be filled by election of the active voting members.

SECTION 7. REMOVAL.

A member of the Board of Directors (Executive Board or Association Director) who miss two board meetings in a row within one calendar year, will be considered inactive and must be replaced by the board of directors or by recommendation of the association the member represents, unless good reason has been provided to the Board of Directors, the absence is excused by vote of the Board of Directors and documented in the meeting minutes.

SECTION 8. QUORUM.

Five members of the Board of Directors present, either physically or electronically, at a meeting shall constitute a quorum, not including the past president. In the event of a tie vote, the President's shall provide the deciding vote. A member of the Board of Directors shall not act in his or her official capacity by proxy.

ARTICLE IV – NOMINATIONS

The Nominations Committee shall select a slate of candidates to fill positions on the Board of Directors, as required herein. The candidates shall be selected from the Active Members of the Association. The slate of candidates shall be submitted during the Annual Business Meeting. Additional nominations may be made from the floor.

ARTICLE V – REGIONAL CHAPTERS

BOASC, INC shall encourage and recognize the establishment of regional chapter organizations of its members, the purpose of which shall be the furtherance of the objectives of the Association in the region or locality.

The following associations shall be identified as regional chapters of the association:

- (a) Upper State Code Enforcement Association of South Carolina
- (b) Central Building Inspectors Association of South Carolina
- (c) Coastal Code Enforcement Association of South Carolina
- (d) SC Association of Plumbing, Mechanical and Gas Inspectors
- (e) SC Permit Technicians Association

ARTICLE VI – COMMITTEES

SECTION 1. STANDING COMMITTEES.

The Association shall have the following Standing Committees. Each committee should be comprised of a chairperson as described below and five active members with representation from each of the regional chapters. If there are no available candidates to serve from the regional chapters as noted, the President may fill any open committee positions with an active member from the general membership who would not otherwise meet the regional chapter requirement.

- (a) **Legislative Committee.** The President shall serve as Chairperson.
- (b) **Codes Committee.** The Vice-President shall serve as Chairperson.
- (c) **Membership Committee.** The Secretary shall serve as Chairperson.
- (d) **Education/Conference Committee.** The Treasurer shall serve as Chairperson. The Education/Conference committee shall be comprised of the Executive Board including the Past President and two associate members who actively support the annual meeting. The President can add additional committee members as needed to plan a successful conference.
- (e) **Nominations Committee.** The president shall appoint a nominations committee consisting of six Active Members who are either past presidents of the association or actively involved with the association. A past president shall be appointed as the chairperson of this committee.
- (f) **Bylaws Committee.** The Immediate Past-President shall serve as Chairperson, and the committee shall consist of the Past Presidents of the Association and representatives from each regional chapter if available and active with the BOASC.

SECTION 2. OTHER COMMITTEES.

In addition to the Standing Committees, there shall be such other special or advisory committees as may be appointed by the President, subject to the approval of the Board of Directors.

SECTION 3. DUTIES OF COMMITTEES.

The duties of Committees shall be:

- (a) **Legislative Committee.** The Legislative Committee shall keep informed as to any legislation proposed or pending in the State Legislature which pertains to the objectives of the Association. The Committee shall advise the Board and Association members of any such legislation shall propose action through the Board of Directors. The Committee may propose to the Board of Directors any legislation deemed necessary to aid in the accomplishment of the objectives of the Association. The Committee shall also establish and maintain effective lines of communication with appropriate Committees of the State Legislature.
- (b) **Codes Committee.** The Code Committee shall review all proposed State or International Code changes relating to the objectives of the Association and present a recommendation of Association position on each such change to the Board of Directors for approval.
- (c) **Membership Committee.** The Membership Committee shall review all membership applications of all categories, shall recommend approval or disapproval to the Board of Directors, shall hear any and all evidence in action toward revoking of membership and shall

submit their recommendation to the Board of Directors, and shall plan, recommend, and pursue a program towards increasing the membership of the Association.

- (d) **Education Committee.** The Education Committee shall define the educational needs of the membership and develop courses of instruction as required in cooperation with recognized educational institutions and the International Code Council; shall promote or schedule courses of instruction which will lead to the certification of personnel through the International Code Council or other recognized institutions; shall promote Building Safety Week on an annual basis in cooperation with all local and state jurisdictions, media, and the International Code Council; and shall develop the educational agenda for the Annual Conference by arranging for speakers and presentations.
- (e) **Nominations Committee.** The Nominations Committee, in addition to the responsibilities of Article IV, shall, thirty (30) days before the Annual, Conference notify the membership of all elected positions to be considered at the Annual Conference and request the submission of candidates to be considered by the Committee. The Committee shall announce the time and place of the Nominations Committee Meeting where candidates can be interviewed and where the membership may present comments. The meeting shall be held the day before the annual Business Meeting. The Nominations Committee shall also receive and consider nominations and recommend to the Board of Directors individual service awards. It is not a requirement of the committee that all or any of the awards are given each year.

The BOASC Service Awards are as follows:

- (1) **Building Official of the Year:** This award is given in recognition of outstanding accomplishments and/or service to the BOASC. The recipient of this award must be an Active member of the Association and be employed by a jurisdiction as a building official.
- (2) **John W. Wasson (Member of the Year):** This award is named in honor of Johnny Wasson who was employed with the City of Greenville for 32-years and retired as the Assistant Building Codes Administrator in 2014. As an active member of the BOASC, Johnny served two terms as President, received the Member of the Year award in 2003, the Building Official of the Year award in 2012 and is an Honorary Member. He was instrumental in mentoring new members and directing them to active board service. He also served on the LLR's Investigative Review Committee, Chairman of the SBCCI Gas Code Committee, Chairman of the SBCCI Mechanical Code Committee, the first chairman of the ICC Fuel Gas Code Committee, and served in various administrative roles in ICC Region VIII, SC Plumbing Gas and Mechanical Inspectors Association and the Upper State Code Enforcement Association of SC. This award is given to an Active member of the Association for outstanding accomplishments and/or service to the BOASC.
- (3) **Will Turrentine (Associate Member of the Year):** This award is named in honor of Will Turrentine who worked for Guaranteed Supply out of Greensboro, NC. He was very involved with the education code officials on new 3M products to provide protection of rated assembly penetrations. Will was very active in helping increase the number of vendors who attended the BOASC Expo and was a recipient of the Associate Member of the year award. This award is given to an Associate Member for outstanding accomplishments and/or service to the BOASC.

- (4) **Honorary Member:** This award can be presented to an Active or Associate member of the BOASC whose dedication and service to the Association surpasses expectations. This award entitles the recipient to lifelong membership in the Association.
- (5) **Marion L. Clement (Outstanding Code Official):** First presented in 1973, this award is given in memory of the founder of the Southern Building Codes Congress International to honor an outstanding code official. This award is reserved for an Active, Associate, or Honorary Member for recognition of outstanding leadership and contributions to the advancement of the building code profession.

ARTICLE VII - MEETINGS

SECTION 1. ANNUAL CONFERENCE.

An Annual Conference shall be held each year at such time and place as may be designated by the Board of Directors, for the purpose of training, information, exchange of ideas, discussion of mutual problems and the Annual Business Meeting.

SECTION 2. SPECIAL MEETINGS.

Special meetings may be called by the President at the direction of the Board of Directors, and shall be called at the request, in writing, of not less than one-third of the active members.

SECTION 3. BOARD of DIRECTORS MEETINGS.

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

SECTION 4. COMMITTEE MEETINGS.

Each Standing Committee shall meet at least once a year and shall meet at such other times as meetings may be called by the Chairman or at the request of one-third of the members of the committee. Unexcused absences from any three (3) meetings in one year shall constitute a resignation.

SECTION 5. NOTICES.

The Secretary shall give each member not less a than thirty (30) days' notice of any Association meeting. The Secretary shall notify the BOASC Board members and the Secretary/Treasurer of each Regional Chapter at least ten (10) days in advance of Board of Directors meetings.

SECTION 6. QUORUM.

A quorum for the transaction of business at any duly called Association meeting shall be fifteen (15) Active Voting Member representatives.

ARTICLE VIII – ORDER OF BUSINESS

SECTION 1. REGULAR MEETINGS.

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

- (a) Approval of Minutes of the last meeting
- (b) Report of the President
- (c) Report of the Secretary
- (d) Report of the Treasurer
- (e) Report of Committees
- (f) Election of Officers and Directors (at Annual Business Meeting)
- (g) Unfinished Business
- (h) New Business
- (i) Adjournment
- (j) A change in the order of business may be proposed by the presiding officer when he/she deems it advisable and in the interest of the Association. Such change in the order of business shall be approved by the membership.

SECTION 2. BOARD OF DIRECTORS MEETINGS.

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

- (a) Approval of Minutes of the last meeting
- (b) Report of the Secretary
- (c) Report of the Treasurer
- (d) Reports of Committees
- (e) Unfinished Business
- (f) New Business
- (g) Adjournment
- (h) A change in the order of business may be proposed by the presiding officer when he/she deems it advisable and in the interest of the Association. Such change in the order of business shall be approved by the Board of Directors.

SECTION 3. RULE OF ORDER.

At all meetings of the Association, matters of parliamentary procedure shall be governed by Robert's Rules of Order.

ARTICLE IX – AMENDMENTS TO BYLAWS

The constitution and bylaws may be changed or amended by two-thirds vote of the Active Voting Member representatives present and voting at any meeting of the Association, or the Board of Directors may order any proposed amendment to be submitted by mail, email or electronic survey to all active voting members, and it shall become effective upon the receipt of the affirmative vote of a majority of such active voting members listed on the membership roster. Proposed amendments shall be submitted to the membership, at least 30 days prior to the meeting of the Association.

ARTICLE X – LIABILITY

There shall be no personal, individual, or other liability whatever on the part of any member of the Association either for debts of the Association or the acts of omission or commission of the Association, or of any officer, agent, or employee thereof. The Treasurer shall be bonded in the amount of \$25,000.00 at the expense of the Association.

ARTICLE XI – NON-POLITICAL STATUS

The BOASC shall be a nonpartisan organization, and no member thereof, Active or Associate, shall in any Association, Board or Committee meeting, advocate or discuss any political or sectarian subjects.

ARTICLE XII – SUSPENSION OF RULES/EMERGENCY DECLARATIONS

In the event of national or local emergencies, the board shall be authorized to temporarily suspend the rules of these bylaws, as permitted by Robert's Rule of Order, as related to the terms of officers which may otherwise prohibit the effective administration of the association. These rules governing terms of the board and officers shall be suspended only by unanimous vote of all members of the board. Such unanimous vote shall carry this authority for one year.