

**Constitution of the  
Iowa Association of Building Officials (I.A.B.O.)  
a chapter of the International Conference of Building Officials  
hereinafter referred to as the "Chapter"  
as last amended on July 9, 2015.**

---

**CONSTITUTION ARTICLE I  
"NAME AND OBJECTIVES"**

**Section 1.** This organization shall be known as the Iowa Association of Building Officials, which shall be a Chapter of the International Code Council hereinafter in this Constitution and Bylaws referred to as the "Chapter".

**Section 2.** The objectives of this organization are:

- (a) To investigate and promote the principles underlying safety in the construction, occupancy, and location of buildings and structures.
- (b) To advance the professional skills of those engaged in the administration and enforcement of building laws.
- (c) To encourage jurisdictions to employ sufficient qualified personnel and to adequately compensate them for their work.
- (d) To advise and assist in the administration of building laws and ordinances, the development of management and enforcement programs, and related activities.
- (e) To promote recognition of the role and function of the building department within the administrative structure of the jurisdiction.
- (f) To research, recommend and promote uniform regulations, legislation and enforcement pertaining to all phases of building construction.
- (g) To support and participate in educational seminars and training programs related to building construction procedures and practices and the administration and enforcement of building regulations.
- (h) To promote the adoption of the International Codes and the Uniform Building Code and related codes and documents which are designed to advance the cause of uniformity in regulations for the construction, alteration, conservation, maintenance, preservation or repair of buildings and structures and equipment and fixtures in either of the forgoing, to the extent regulation of any of said matters is considered desirable.
- (i) To do all such other things as are incidental to or desirable for the attainment of the above objectives.

## CONSTITUTION ARTICLE II "MEMBERSHIP"

**Section 1.** Association members shall be limited to Active Members, Associate Members, Retired Members and Honorary Members. All memberships shall be subject to the classification by and approval of the Chapter's Board of Directors.

**(a) Active Members.** Active members shall be designated by each participating jurisdiction and shall be selected as follows:

(1) Class A: The Primary Active Membership for each jurisdiction shall be limited to the City, County, or State Department which is responsible for the adoption of Uniform Building Codes or the International Codes as a basis for the formulation of their Building Code, and shall be the Building Official or Designee, who shall be responsible for representing said jurisdiction in Chapter business and functions.

(2) Class B: Such governmental jurisdiction may have additional Active Members, who shall be persons other than the Building Official or Designee, and who are employed by such governmental jurisdiction to administer, formulate, or enforce laws and ordinances related to building construction.

**(b) Associate Members.** Associate Members shall be limited to representatives from industry and other persons interested in or allied with building construction.

**(c) Retired Members.** Retired Members shall be those members of any classification who have retired from active service but wish to maintain their association with, and participation in, the affairs of the Iowa Association of Building Officials.

**(d) Honorary Members.** Honorary membership shall be limited to those persons who have been nominated and elected to this class of membership by a majority of the Association's membership at any regular meeting. Election to Honorary Membership shall be in recognition of exemplary service and outstanding contributions to the Association, or the field of code enforcement in general as described in Article I of these Constitution and By-laws. To be eligible for this class of membership, a nominee need not be, or have ever been, an Active or Associate member of the Iowa Association of Building Officials.

**Section 2.** All members shall be entitled to participate in meetings and discussions and be eligible for membership on committees. For the purpose of bringing up matters for discussion, all members may make and second motions.

**Section 3.** Each Active Member shall be entitled to one vote on all legislative matters, except that each jurisdiction shall be limited to the casting of no more than fifteen percent (15%) of the total votes cast on any one question or matter.

**Section 4.** Dues for membership shall be in accordance with Article VII.

## **CONSTITUTION ARTICLE III "OFFICERS"**

**Section 1. OFFICERS:** The officers shall be the President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Secretary and Treasurer, all of whom shall be Active Members of the Association and shall be permanently employed by their jurisdiction in a building code enforcement capacity. The President and Vice-Presidents shall be Class "A" Member designees of the International Code Council during their term of office. Any individual serving in any of the top three executive positions must have the support from their jurisdiction allowing the officer to represent the Chapter at annual International Code Council functions supported by the Chapter.

**Section 2. ELECTION OF OFFICERS:** Officers shall be elected at the last meeting of each year and shall take office at the close of said meeting. All officers shall be elected for a term of one year. All officers may succeed themselves in office.

**Section 3. VACANCIES:** A vacancy in the office of the President shall be filled by the 1<sup>st</sup> Vice-President. A vacancy in the office of the 1<sup>st</sup> Vice-President shall be filled by the 2<sup>nd</sup> Vice-President. A vacancy in the office of the 2<sup>nd</sup> Vice-President, Secretary or Treasurer shall be promptly announced by letter to all of the Active Members and shall be filled by a majority vote of the Active Members present at the next regular meeting.

**Section 4. DISQUALIFICATIONS:** When any officer is no longer employed in a position which qualifies him or her as an Active Member, he or she shall automatically be released from office subject to the concurrence of a majority vote of the other Officers, any officer may be removed from office if such member is not classified as an Active Member for more than 45 calendar days; does not perform his or her duties as described herein; or shows lack of ethical scruples.

### **Section 5. DUTIES OF OFFICERS:**

#### **(a) DUTIES OF THE PRESIDENT:**

- (1) The President shall officiate at all meetings of the Chapter. The President shall arrange for the 1<sup>st</sup> Vice-President to officiate at those meetings from which the President will be absent. If the President and the first Vice-President are to be absent at such meeting the President shall arrange for a President Pro-Tem to conduct the meeting.
- (2) The President shall monitor the official duties of the other officers and assure that the duties of each office are promptly fulfilled. He or she shall anticipate the activities and events which are sponsored by the Chapter and assure that they are properly scheduled and planned.
- (3) The President shall appoint committees commensurate with the need therefore and require timely action and reports by same. (Such committees should be promptly dissolved, and so notified, upon completion of their work.)

(4) Committees shall include but not limited to:

"Nominating Committee" - appointed in July for the recommended nominees to be announced the next September.

"Legislative Committee" – appointed to monitor legislation in the state government that affects the building industry.

"Education Committee" – appointed to plan and assure educational programs for Chapter membership and promote professional development.

"Code Development Committee" – appointed to evaluate and initiate code change proposals to the interest of the Chapter and to conduct active Code informational and educational programs.

Alternative, education and code development activities may be assigned to a single committee to provide programs for meetings. Such committee would appropriately be called the Education and Code Development Committee.

"Program Committee" – appointed to provide interesting and informative programs for the seminar, bimonthly meetings and special meetings.

"Membership Committee"- appointed to promote the benefits of Chapter membership to members as well as prospective members and to expand Chapter membership.

"Audit Committee" – appointed no later than the November meeting to annually audit Chapter financial records so that the audit report can be submitted at the next regular meeting.

**(b) DUTIES OF THE VICE-PRESIDENTS:**

(1) The Vice-Presidents shall assist the President and become familiar with the duties of the higher office.

(2) The 1<sup>st</sup> Vice-President, with the assistance of the 2<sup>nd</sup> Vice-President, shall assure a full, interesting, educational and informative agenda at each of the Chapter meetings and seminars. He or she shall monitor and coordinate the preparation of meeting programs as proposed by Chapter committees, the general membership, or the Board of Directors. Suggested sources for programs and speakers are professional organizations, education media, Chapter membership, International Code Council and other Code development organizations, State or Federal agencies, building materials suppliers and the construction industry.

(3) The 2<sup>nd</sup> Vice-President shall assist the 1<sup>st</sup> Vice-President with the development of chapter programs and seminars. He or she shall also promote and encourage new membership to the chapter and Chair the Membership Committee as appointed by the President.

**(c) DUTIES OF THE SECRETARY:**

- (1) The Secretary shall keep the minutes of all the meetings and shall forward copies of same to all the members and to the International Code Council by mail within 35 days of the close of each meeting.
- (2) The Secretary shall record the official correspondence of the Chapter and report same at the next meeting.
- (3) With the assistance of the Vice-Presidents he or she shall issue a detailed agenda for the next meeting and include it with the mailing of the minutes.
- (4) The Secretary shall mail announcements of meetings to each member jurisdiction, to associate members, and to prospective members.
- (5) The Secretary shall be responsible for the registration of all delegates at Chapter conferences and seminars.
- (6) The Secretary shall maintain a current record of membership of committees, and the scope of their assignments.
- (7) The Secretary shall maintain a current roster of Chapter membership and upon request shall make available a complete and current list of the Chapter membership to each Active member in good standing.
- (8) The Secretary shall cooperate with the Membership Committee in their efforts to expand the Chapter and promote the benefits of the Chapter membership.

**(d) DUTIES OF THE TREASURER:**

- (1) The Treasurer shall keep and maintain the financial records of the Chapter.
- (2) The Treasurer shall be responsible for the receipting, recording and accounting of monies received and expended by the Chapter, including such transactions at the special meetings and at the annual seminar.
- (3) The Treasurer shall present the records for audit at the last meeting of each year.

**(e) DUTIES OF ALL OFFICERS:**

- (1) Shall work together to provide interesting and productive meetings for the Chapter membership and their guests.
- (2) They shall strive in every way toward the preservation, perpetuation and improvement of the Chapter and its goals.
- (3) They shall promote and assist the proliferation of the Chapter to other jurisdictions.
- (4) They may delegate responsibility of specific duties to the Executive Officer or other designated members or individuals except for voting privileges.

**Section 6. REGIONAL DISTRIBUTION OF OFFICERS:** If possible, the slate of officers should represent equal distribution throughout the State of Iowa.

**Section 7. SUBORDINATE OFFICERS:** The Board of Directors may appoint an Executive Officer as the business of the Chapter requires, whom shall hold such appointment the length of time as determined by the Board of Directors, have such authority and perform such duties as are provided in the Constitution and Bylaws or as the Board of Directors may from time to time determine. If so appointed, the Executive Officer shall be in charge of the functions and operations of the Chapter, subject to the control and management of the Board of Directors. The Executive Officer shall be an ex officio member of all committees. The Executive Officer shall have the authority to appoint and assign such positions and employees as authorized by the Board of Directors through approved budgets and shall have the power to remove those employees appointed by the Executive Officer. The Executive Officer shall have such other duties as may be assigned from time to time by the Board of Directors.

## **CONSTITUTION ARTICLE IV "Board of Directors"**

**Section 1.** Subject to the limitations of the Articles of Incorporation, these Constitution and Bylaws, and the laws of the State of Iowa, all corporate powers shall be exercised by the Board of Directors, subject to the appointment of committees and their invested functions thereafter provided. Provisions in these Constitution and Bylaws that the Board of Directors shall or may perform a specific function shall be deemed to include the appropriate committee within the scope of the powers which may be conferred on a committee pursuant to these Constitution and Bylaws. The Board of Directors shall act as the Executive Board of the Chapter and direct chapter business in accordance with the objectives of the organization.

**Section 2.** The Board must submit a report to the membership of each Chapter Bimonthly meeting of all business conducted by the Board.

**Section 3.** The Board of Directors shall consist of the President, 1<sup>st</sup> Vice-President, 2<sup>nd</sup> Vice-President, Secretary, Treasurer and the Immediate Past President.

**Section 4.** A majority of the board of Directors shall be deemed a quorum for conducting business for the Chapter.

**Section 5.** The Board of Directors, except as the Bylaws or Articles of Incorporation otherwise provide, may authorize any officer, agent or agents, to enter into any contract or execute any instrument in the name of or on behalf of the Chapter and such authority may be general or confined to specific instances. Unless so authorized by the Board of Directors, no officer, agent, member, or employee shall have any power or authority to bind the Chapter by any contract or agreement or to pledge its credit or render it liable for any purpose or to any amount.

**Section 6.** The Executive Board shall have the authority to carry on the business of this organization between Chapter Business meetings except that the Board shall not have authority to authorize or make any expenditure in excess of \$500.00.

## CONSTITUTION ARTICLE V "Meetings"

**Section 1.** Regular meetings shall be held bimonthly, starting in January, on the second Thursday, at a time and place selected by the President to conduct such business as the organization may select. Special meetings shall be held when called by the President or when requested by a majority of the active membership.

**Exception:** The President may cancel a meeting or change a meeting date for justifiable cause upon timely notification of all members and guests.

**Section 2.** The Secretary shall keep complete records of all proceedings and actions that transpire at all regular or special meetings.

**Section 3.** Fifteen Active Members including three Executive Board Members shall constitute a quorum for the transaction of business on the floor of any business meeting.

## CONSTITUTION ARTICLE VI "Amendments"

**Section 1.** Proposed amendments of this Constitution and By-Laws may be submitted at any regular or special meeting provided that the proposed amendment or amendments shall be signed by five (5) Active Members, each representing a different and separate jurisdiction.

**Section 2.** The proposed amendments shall be discussed and a copy furnished to all Active Members; they shall be voted upon by approved ballot (amount of time allowed to be a maximum of fourteen days between issuance and receipt) and shall receive at least a two-thirds vote of the total votes cast by the Active Membership, for final adoption. Amendments shall be submitted to the Board of Directors of the International Code Council for approval.

**Section 3.** Each newly adopted amendment shall become effective immediately after approval by the membership and the International Code Council.

## CONSTITUTION ARTICLE VII "Dues"

**Section 1.** Dues shall be established at an annual or special meeting in accordance with Article V.

(a) The primary Class A Active Membership from each Jurisdiction shall be assessed a sum per year, as and for annual dues.

(b) Each additional Class B Active Member shall be assessed a sum per year, as and for annual dues.

**Section 2.** Each associate member shall be assessed a sum per year, as and for annual dues.

**Section 3.** There shall be no membership dues required of an Honorary Member or a Retired Member.

**CONSTITUTION ARTICLE VIII**  
**"Annual Reports"**

**Section 1. TREASURER'S REPORT:** The Treasurer shall submit a financial report to the membership at every bimonthly meeting. At the last meeting of the calendar year, an annual treasurer's report shall be audited by the Auditing Committee which shall consist of three-members appointed by the President. Such committee shall report to the membership the results of such audit at the last meeting of the calendar year.

**CONSTITUTION ARTICLE IX**  
**"Order of Business"**


**Section 1.** The order of business of this organization shall be as follows:

- (a) Roll call of officers.
- (b) Approval of minutes of previous meeting.
- (c) Communications.
- (d) Reports of officers and committees.
- (e) Unfinished business.
- (f) Election of officers.
- (g) New business.
- (h) Program (speakers, code problems and interpretations, other mutual interest matters).
- (i) Adjournment.

**Section 2.** The order of business may be changed by a majority vote of the Active Members present.

**President: Cody Christensen**

**Date: July 9, 2015**

  
**By-Laws of the**  
**Iowa Association of Building Officials (I.A.B.O.)**  
**a chapter of the International Conference of Building Officials**  
**hereinafter referred to as the "Chapter"**

**I. Annual Registration fee for Officers:**

Members that are serving as an officer of the Association (President, 1<sup>st</sup> Vice-President, 2<sup>nd</sup> Vice-President, Secretary and Treasurer) and the Executive Officer shall be entitled to have their training or registration fee paid by the Chapter for attendance at a Chapter sponsored Training Seminar.



## **II. Chapter support for an Annual Business Meeting:**

This Chapter financially supports the Chapter President, the Executive Officer, and/or another officer to attend the Annual Business Meeting (ABM) of the International Code Council or other Chapter approved meetings or events if funds are available. Such support may extend to all members in good standing and shall be administered by the Executive Board in the form of scholarships if funds are available. All Chapter financial support to any officer or member shall be regulated by the Reimbursement Policy below.

## **III. Travel Reimbursement Policy:**

**(a) Policy:** The purpose of this regulation is to establish a policy for reimbursement of the I.A.B.O. President, the Executive Officer, and/or other officer or any other member when attending meetings or events as approved by the Chapter.

**(b) Procedure:** The individual intending to travel for the benefit of the Chapter must submit a request to the Board of Directors for approval prior to expecting any reimbursement for such travel. This request, along with a cost estimate, must be submitted prior to any anticipated travel. A travel reimbursement request must include a comparison between airfare and vehicle mileage.

One engaged in travel for the benefit of the Chapter has the responsibility to keep accurate, substantial cost records and to submit such records to the Board of Directors following such travel.

Vehicle mileage shall be paid if the use of a personal automobile, City or leased vehicle is used and is intended primarily for trips instate or short distance, because public transportation is not available or appropriate.

**(c) Advance for Expenses:** Upon approval of the travel request by the Board of Directors, a travel advance may be obtained from the Treasurer.

### **(d) Expenses Approved for Reimbursement:**

#### **(1) Transportation**

The lowest available advance air-fare (Coach rate) will be considered the standard cost for reimbursement purposes for travel. The expense of using a personal automobile or city vehicle shall be paid at the rate currently recognized by the Federal Internal Revenue Service and mileage shall be determined by consulting an accepted reference such as the Rand-McNally Road Atlas.

Reimbursement will be based on the cost of the lowest available air-fare or the established mileage reimbursement rate, whichever is less. Enroute, meal and lodging expenses will be reimbursed only to the extent they would have been incurred had travel been via air. Reasonable parking costs are also reimbursable.

A letter by the I.A.B.O.'s Secretary shall be sent to the Administrator of the officer's jurisdiction informing them that I.A.B.O. will pay for the expenses of such officer if they are allowed to attend the ICC Annual Business Meeting and represent the Chapter.

**(2) Lodging**

Hotel accommodations should be appropriate for the purpose of the trip. Receipts for all lodging costs shall be secured. Reimbursable lodging cost shall not exceed that of a single room rate. Receipts are required to be submitted with the final expense report.

**(3) Meals**

Reasonable expenses for meals, including tips, will be reimbursed at actual costs with receipts, at published national per diem rates or as otherwise established at a regular meeting of the Chapter, prior to travel approval.

**(4) Local Transportation**

Local transportation costs include such costs as a limousine and taxi fare (including tips) to and from the conference may be reimbursed. Parking expenses for a personal or leased vehicle may also be included. If receipts can be obtained, they should be submitted with the final expense report.

**(5) Electronic Communication**

Expenses incurred for electronic communication may be reimbursed, within reason, when necessary for Chapter business. Receipts are required to be submitted with the final expense report.

**(6) Registration Fee**

Fees for the registration at the conference or convention are allowed to be reimbursed. A receipt for the registration fee is required.

**(e) Final Expense Report:**

A final expense report must be submitted to the Treasurer no later than two weeks after returning from such approved travel. The Treasurer is then responsible for reviewing the completed report for proper documentation and reasonableness of expenses. If any portion of the travel advance is unspent, the unspent portion must be repaid when the final expense report is submitted.

**(f) Attendance:**

Those that receive financial support from the Chapter are expected to attend all meetings or events physically possible.

**President: Cody Christensen**

**Date: July 9, 2015**

