

# Virginia Plumbing and Mechanical Inspectors Association

## Constitution and Bylaws

### Article I. - Name, Seal and Address.

- Section 1. The name of this organization shall be the Virginia Plumbing and Mechanical Inspectors Association, herein referred to as the Association.
- Section 2. The seal shall be approved by the Board of Directors, herein referred to as the Board.
- Section 3. The address shall be that of the Executive Secretary, unless otherwise approved by the Board.

### Article II. - Mission and Objectives.

- Section 1. The Association's mission shall be to promote and protect the health, safety and welfare of all Virginia citizens and of all others who may live, work, play and visit within the Commonwealth.
- Section 2. The objectives of the Association shall be to:
- A. Promote uniform application of the Virginia Uniform Statewide Building Code.
  - B. Actively participate in plumbing, mechanical and fuel gas code development at state and national levels.
  - C. Provide opportunities for professional development by sponsoring or conducting training seminars.
  - D. Partner with organizations that share the Association's mission and objectives.
  - E. Encourage unity among code officials, governmental agencies and the private sector.
  - F. Recognize members who make contributions that further the Association's mission and objectives.
  - G. Maintain an organizational environment which promotes professionalism, mutual respect, mentoring, leadership and the pursuit of common goals.

### Article III. - Membership.

- Section 1. Categories of Membership.
- A. Active Membership shall be open to employees and retired employees of State or Local governments of the Commonwealth and who are engaged in the administration or enforcement of building related codes. These codes shall include building, electrical, mechanical, and plumbing and legally adopted fire prevention, property maintenance and zoning codes..
  - B. Associate Members shall be non-governmental employees interested or engaged in the building industry.
  - C. Lifetime Membership is open to Active and Associate members in good standing who have made significant contributions that advanced or supported the Association's mission.
  - D. Honorary Membership is open to individuals who are not currently members, but who have made significant contributions that advanced or supported the Association's mission.
  - E. Retired membership is open to Active or Associate members who have retired.
  - F. Student Membership is open to students actively engaged in the study of engineering, building design/construction and plumbing/mechanical apprenticeship/technical programs.
- Section 2. Membership shall be granted as follows:
- A. Application for Active, Associate, Retired and Student membership shall be submitted to the Executive Secretary on the Association's membership application form. Each application shall be reviewed, approved or disapproved by the Executive Secretary.
  - B. Honorary and special-offer type memberships shall be approved by the Board.

C. Lifetime membership nomination forms shall be submitted to the Awards

Committee Chair. The Awards Committee shall review and select the recipients.

Section 3. Dues.

- A. Active, Associate, Retired and Student members shall pay dues and such dues shall cover the period from January 1 through December 31 of each year. Dues remitted after December 31 shall only cover the period until December 31 of the current year. Members whose dues are current shall be considered in good standing.
- B. Lifetime and Honorary members shall not be required to remit dues.
- C. Dues shall be established by the Board and listed on the Association's membership application form.
- D. Where any Active, Associate, Retired or Student member does not remit dues for two (2) consecutive years, the membership shall have expired and the member's name shall be removed from the roster. Expired memberships may be renewed in accordance with Article III. Section 2.A.

Section 4. Membership Meeting Voting.

- A. Only Active members in good standing shall have the right to vote.
- B. All members shall have the right to make and second motions and to participate in discussion of any motion before the membership.

Section 5. Conduct.

- A. All members shall be committed to the Association's mission and shall conduct themselves in accordance with the Association's Code of Ethics.

Article IV. - Officers and Duties.

Section 1. Officers shall be Active members in good standing and comprised of a President, Vice President, Secretary and Treasurer.

Section 2. Officers shall be elected and installed at the Annual School of Instruction, herein referred to as the SOI.

Section 3. Officer's terms shall be one year and officers shall serve no more than two (2) consecutive terms in the same office. The terms of the Officers shall begin at the close of the SOI and end at the close of the SOI the following year.

Article V – Districts and Directors

Section 1. District Directors shall be Active members in good standing and shall be comprised of one (1) director from each of the Association's four (4) districts as follows:

District I: Shall be the area, including all cities and towns that lie therein, created by the counties of Augusta, Arlington, Clark, Culpeper, Fairfax, Fauquier, Frederick, Greene, Highland, Loudoun, Madison, Orange, Page, Prince William, Rappahannock, Rockingham, Shenandoah, Spotsylvania, Stafford, and Warren.

District II: Shall be the area, including all cities and towns that lie therein, created by the counties of Alleghany, Amherst, Appomattox, Bath, Bedford, Bland, Botetourt, Buchanan, Campbell, Carroll, Craig, Dickenson, Floyd, Franklin, Giles, Grayson, Henry, Lee, Montgomery, Patrick, Pittsylvania, Pulaski, Roanoke, Rockbridge, Russell, Scott, Smyth, Tazewell, Washington, Wise, and Wythe.

District III: Shall be the area, including all cities and towns that lie therein, created by the counties of Albemarle, Amelia, Brunswick, Buckingham, Caroline, Charlotte, Chesterfield, Cumberland, Dinwiddie, Fluvanna, Goochland, Greensville, Halifax, Hanover, Henrico, King George, Louisa, Lunenburg, Mecklenburg, Nelson, Nottoway, Powhatan, Prince Edward, Prince George, Surry and Sussex.

District IV: Shall be the area, including all cities and towns that lie therein, created by the counties of Accomack, Charles City, Essex, Gloucester, Isle of Wight, James City, King and Queen, King William, Lancaster, Mathews, Middlesex, New Kent, Northampton, Northumberland, Richmond, Southampton, Suffolk, Westmoreland, and York.

Section 2. District Directors shall be elected and installed at the SOI. The terms of District Directors shall begin at the close of the SOI and end at the close of the SOI the following year

#### Article VI – Board of Directors and Duties.

Section 1. A Board of Directors is hereby established to manage the policies, business, property and affairs of the Association.

Section 2. Voting members of the Board shall be Active members in good standing and comprised of the Officers, District Directors, Immediate Past President, Executive Secretary and Chair of each standing committee.

Section 3. Non-voting, ex-officio members of the Board shall be as follows:

- A. Any Association member from Virginia serving on the International Code Council Board of Directors.
- B. The VPMIA representative currently serving on the Executive Council of the International Code Council Region VII.
- C. The Deputy Director or his or her representative of the Division of Building and Fire Regulation at the Virginia Department of Housing and Community Development.
- D. The President, or his or her representative of the Virginia Building and Code Officials Association, Virginia Fire Prevention Association, and Virginia Chapter of the International Association of Electrical Inspectors.
- E. Any member of the Association, or of the Virginia Building and Code Officials Association serving as a representative on the Board for Contractors of the Virginia Department of Professional and Occupational Regulation.

Section 4. The Board shall appoint an Executive Secretary for a maximum term of five (5) years, or as otherwise approved by the Board.

Section 5. The Board shall require the Treasurer to be bonded. The amount, timeframe and terms of the bond shall be approved by the Board. The Association shall pay the bond premium and any other costs associated with the bond.

Section 6. The Board shall appoint members to fill unexpired terms or vacancies on the Board within forty five days.

Section 7. An executive session of the Board shall be conducted at the request of any member of the board, when approved by a two-thirds majority of the Board's voting members present. Only voting members of the Board and those individuals deemed necessary by the President to the purpose of the meeting are permitted to attend the executive session.

Section 8. The Board is hereby authorized to conduct business through electronic messaging, teleconference or other remote participation methods provided the quorum and voting requirements specified herein are observed. A minimum of three (3) business days notice shall be provided by the President or their designated representative prior to the meeting.

Section 9. Board members shall, upon receipt of draft Board and Membership meeting minutes, review such minutes and advise the Secretary of any suggested modifications within five (5) business days.

Section 10. Duties and responsibilities of each Board member shall be as described in the Board of Directors Job Description Policy, approved by the Board.

#### Article VII – Committees

Section 1. The standing committees are: Advertising/Yearbook, Auditing, Awards, Bylaws, Certification/Education, Finance, Legislative, Nominating, Plumbing /Mechanical /Fuel Gas, SOI, Time/Place, Membership and Information Technology.

Section 2. Standing Committee chairs shall be appointed by the President, unless otherwise specified in this article, within 30 days following the close of the SOI. Members of the committees shall be appointed by the chair unless otherwise specified in this

article.

Section 3. The following standing committees shall be comprised of a minimum of three (3) members including the chair:

A. Advertising and Yearbook

B. Auditing

1. The Treasurer shall not serve on this committee.

C. Awards

D. By-Laws

E. Certification and Education

F. Finance

1. The Treasurer shall serve as the chair.

G. Information Technology

1. The webmaster shall serve as the chair.

H. Membership

1. The Executive Secretary shall serve as the chair.

I. Nominating

1. The Immediate Past President shall serve as the chair.

J. Plumbing/Mechanical/Fuel Gas.

K. Time and Place.

L. School of Instruction

1. The Executive Secretary shall serve on this committee.

2. The chair of the time and place committee shall serve on this committee

Section 4. Legislative Committee shall be comprised of the committee chair and any member willing to serve.

Section 5. Special Ad Hoc committees shall be appointed by the President when deemed necessary by the President or the Board. The committee shall be comprised of a minimum of three (3) members and shall operate at the discretion of the Board. The committee chair will not have Board voting rights.

#### Article VIII – Meetings

Section 1. A minimum of two (2) membership meetings shall be held per year.

Section 2. First Membership Meeting shall be held at a time, date and location approved by the Board. The meeting shall be for the purpose of receiving reports from the Officers, District Directors, committees and for any other business that may arise. A minimum of fifteen (15) Active members present shall constitute a quorum.

Section 3. The SOI shall be held at a time, date and location approved by the Board. The date and location shall be approved a minimum of one (1) year in advance of the SOI. The SOI shall be for the purpose of conducting the Second Membership Meeting, providing educational programs, electing Officers, District Directors, receiving reports from Officers, District Directors, committees and for any other business that may arise. A minimum of fifteen (15) Active members present shall constitute a quorum.

Section 4. Meetings of the Board shall be held on the call of the President, but not less than three (3) times each year. A majority of the Board's voting members shall constitute a quorum.

Section 5. Special membership or Board meetings may be called by the President or the Board of Directors. Official notice of the meeting shall be sent by mail or electronically to the members a minimum of fourteen (14) days prior to the date thereof. The purpose of the meeting is to conduct business of the Association. A minimum of fifteen (15) active members present constitute a quorum for a special membership meeting or a majority of the Boards voting members for a Board meeting. Special meetings may be conducted using electronic messaging or teleconference.

### Article IX – Parliamentary Authority

The current edition of *Robert's Rules of Order Newly Revised* is the Association's final Authority on all questions of procedure and parliamentary law not covered by the Constitution and By-laws nor by any special rules of order adopted by the Association.

### Article X – Amendment of Bylaws

These bylaws may be amended during any membership meeting by a two-thirds majority of Active members present and voting, provided such amendment has been submitted in writing by any member to the Bylaws Chair not less than thirty (30) days in advance of a Board meeting for review and recommendation; and further provided such amendment has been posted on the Association's website not less than thirty (30) days prior to the membership meeting.

### Article XI- Code of Ethics

We the members of the Association acknowledge that our profession has a direct and vital impact on the quality of life of all Virginia citizens and of all others who may live, work, play, and visit within the Commonwealth. *We the members* are therefore dedicated to the highest standards of professionalism, integrity, and competence, and we do pledge to adhere to the following principles of ethical behavior:

- Recognize that the health, safety, and welfare of the public are our top priorities and acknowledge that the primary function of government is to serve the best interests of the people.
- Consider our profession a distinct opportunity to serve society.
- Demonstrate honesty, integrity, and uniformity in the discharge of our duties.
- Treat all persons with courtesy and respect.
- Conduct ourselves in a manner which creates and maintains respect for the Association and the industry it represents.
- Refuse to leverage our positions to secure advantage or favor for ourselves, our family, or friends.
- Refrain from representing private interests in any business or affairs of the Association.
- Remain loyal to the Virginia Plumbing and Mechanical Inspectors Association and pursue its mission and objectives in a manner consistent with the public good.