



# **NEW YORK STATE BUILDING OFFICIALS CONFERENCE**

**CONSTITUTION AND BY-LAWS**

**AMENDMENTS APPROVED  
SEPTEMBER 20, 2018**

## **ARTICLE I – NAME**

### **Section 1. Name of corporation.**

The name of this Corporation shall be the NEW YORK STATE BUILDING OFFICIALS CONFERENCE, INC.

### **Section 2. Incorporation.**

Pursuant to the New York State Membership Corporation Law a Certificate of Incorporation of the New York State Building Officials Conference Inc. was filed with the Secretary of State on November 21, 1947.

**Section 3.** The Corporation became the 9th Charter Chapter of the Building Officials and Code Administrators International on May 29, 1969.

## **ARTICLE II - PURPOSE AND METHODS OF ATTAINMENT**

### **Section 1. Purpose.**

The purpose of this Corporation shall be:

- (a) to cooperate with and assist the Eastern States Building Officials Federation, the International Code Council, the ICC North East Regional Coalition, the New York State Conference of Mayors and Other Municipal Officials, the New York State Assessors' Association, Council of American Building Officials, the Fireman's Association of the State of New York (FASNY), the New York State Fire Marshals and Inspectors Association, the New York State Fire Districts, the New York State Fire Chiefs Association and the Association of Towns of the State of New York, or similar organizations and approved by the Board of Delegates, in achieving their aims and ideals to the extent same shall not be inconsistent with the purposes herein expressed;
- (b) to provide assistance to members in various ways in the performance of their duties as Public Officials;
- (c) to elevate the position of the Building Official compatible with the responsibilities and obligations placed upon the member;
- (d) to promote efficiency in the administration of Building Departments;
- (e) to foster cooperation between the members and others directly and indirectly allied with the building industry;
- (f) to exchange ideas, information and facts concerning matters and problems of common interest;
- (g) to create good fellowship and mutual understanding among members and officials of all New York state municipalities

(h) to foster the acceptance of performance standards for building materials, building equipment and construction methods; and

(i) in collaboration with other interested agencies to formulate and conduct programs of related subjects for the edification of the membership in the field of building construction.

## **Section 2. Methods of Attainment**

The methods of achieving the purposes and aims of this corporation shall be;

(a) by distributing information to the members and to the public in general concerning public safety, health and welfare;

(b) by sponsoring legislation of benefit to members and the general public;

(c) by furnishing legal assistance to members during litigation in which the welfare of the Corporation is involved;

(d) by holding meetings at various times;

(e) by publicizing the existence and activities of this Corporation through contact with public officials in other branches of government and with the general public;

(f) by collection of annual dues;

(g) by such other means as the Board of Delegates may from time to time determine, not inconsistent with the express purposes of this Corporation; and

(h) by enrollment with the following affiliates: the International Code Council, the ICC North East Regional Coalition, the Eastern States Building Officials Federation, the Association of Towns of the State of New York, the New York State Conference of Mayors and Other Municipal Officials, the New York State Assessors' Association, Council of American Building Officials, the Fireman's Association of the State of (n)New York (FASNY), the New York State Fire Districts and the New York State Fire Marshals and Inspectors Association.

## **ARTICLE III – MEMBERSHIP**

### **Section 1. Active Membership.**

Active membership in the Corporation shall be restricted to public officials actively engaged in an official capacity within the State of New York in any governmental department or bureau engaged in the enforcement, administration or formulation of laws or ordinances relating to buildings and other structures.

**Section 2. Associate Membership.**

Associate membership shall be restricted to former active members who are no longer eligible for active membership and to public officials other than building officials.

**Section 3. Cooperating Membership.**

Cooperating membership shall be restricted to architects, engineers and representatives of nonprofit technical and professional organizations which are interested in building codes and building construction standards.

**Section 4. Participating Membership.**

Participating memberships shall principally include representatives of manufacturers, contractors, financial institutions, insurance companies and other persons or firms similarly engaged in the building industry.

**Section 5. Honorary Membership.** Honorary membership may be conferred upon individuals of distinction who have rendered outstanding services in furtherance of the purposes and objectives of this corporation; serving as either a Past NYSBOC Officer, Delegate, Committee Chair or committee Member, or other Major New York State Agency.

Such membership shall be conferred by accepting and reviewing the requisite Honorary Membership application, as established by the Honorary Membership committee for each individual applicant, which shall require a super majority vote for advancement from the Honorary Membership committee and subsequently to the Board of Delegates for approval.

Thereafter upon application approval by the Committee and the Board of Delegates, the Honorary Membership application shall be subject to a (2/3) vote of the active members present at the annual Meeting of the corporation.

Nominations for such membership shall be made to the Board of Delegates no later than the regularly scheduled Delegates meeting immediately preceding the Annual Business meeting and subject to (2/3) vote for approval by the Delegates present before said nominations are brought before the membership for a vote. Active members in good standing who are elected to Honorary status shall retain all privileges of active membership.

**Section 6. Election of Members.**

Applications for membership made pursuant to the foregoing section of this Article and the type of membership selected for members shall be subject to the approval of a majority vote of the members of a recognized local chapter. The secretary of the corporation shall promptly record the names of all new members upon receipt from local chapters.

**Section 7. Form of Application.**

The Board of Delegates may prescribe the form of application for membership.

**Section 8. Members of recognized chapters of the corporation.**

Those persons who could qualify as Active Members in the Corporation, who are or become members of a recognized chapter of this Corporation while holding membership in good standing in the particular chapter.

**Section 9. Formation of Local Chapters.**

Petition may be made to any officer of the Corporation at least sixty days prior to a scheduled meeting of the Board of Delegates. Petition shall include the proposed chapter name, officers, name(s) of Delegate(s), a copy of the incorporation papers, a copy of the bylaws for the proposed chapter and full payment of annual dues for at least ten members. The Secretary of the Corporation shall cause this petition to be placed on the agenda of the next scheduled Board of Delegates meeting, notify all officers and delegates and a vote shall be taken at the scheduled meeting. The number of delegate votes assigned to the chapter shall be in accordance with the total number of paid members as of the approval at the next scheduled Board meeting as provided in the membership schedule below:

# of members: 10 – 50, 51 – 125, 126+

# of delegates: 1, 2, 3

**Section 10. Removal of Local Chapters.**

No chapter may be removed or suspended from the corporation except for non-payment of dues as required in Article V - Section 2 and 3 or by their failure to have at least one Chapter Delegate or alternate, attend three consecutive Board of Delegates Meetings. Chapters may be removed or suspended at a scheduled meeting of the Board of Delegates by a majority vote of the Delegates present.

**Section 11. State Delegates.**

The State Delegates, selected by their respective chapters, shall serve on the Board of Delegates and represent the interests of their respective chapters. In their capacity as a member of the Board of Delegates, they shall also perform such duties as may be required of them by the President or by the Board of Delegates. The Secretary of NYSBOC shall keep roll of attendees at Board of Delegates meetings and shall notify a Chapter whenever all Delegates and approved alternates have missed two or more consecutive Board meetings.

**Section 12. Reports.**

The President, Treasurer, Historian and Committee Chairpersons shall submit annual reports in writing to the Corporation at the Annual meeting. All reports shall be filed with the records thereof. The Treasurer shall submit financial statements from time to time as required by the Board of Delegates.

**Section 13. Other Duties.**

All of the Officers shall perform such other duties as may be prescribed by the Board of Delegates or by the President or by these by-laws.

**Section 14. Removal.**

(a) Any officer may be removed from office by the Board of Delegates. Any such

proceeding shall require a hearing at a regular or special meeting of the Board. Prior notice of such hearing shall be transmitted to all delegates in accordance with Article VI, Section 2 (b) or, Article VI, Section 3.

(b) An officer may then be removed from office by a two-thirds (2/3) vote of the members of the Board of Delegates in attendance at the hearing.

**Section 15. Vacancies.**

A vacancy in any office except the presidency may be filled by appointment by the President for the remainder of the unexpired term. A vacancy in the Presidency shall be filled by the first Vice President.

## **ARTICLE IV VOTING RIGHTS**

### **Section 1. Voting Rights.**

Only active members of the corporation and those Associate members who were formerly Active Members of the Corporation and who have completed at least ten years of service as a code enforcement official shall have the right to vote.

### **Section 2. Discussion Privileges.**

At all meetings of the Corporation, members of all classes shall be entitled to the privileges of the floor for discussion.

## **ARTICLE V - DUES**

### **Section 1. Annual Scale of Dues.**

The annual scale of dues for membership in this Corporation shall be for membership classes as listed below. The annual membership fee for each class shall be as determined from time to time by a Resolution of the Board of Delegates. Dues are to be set by the Board of Delegates by the Annual Business Meeting of a given year, and are to be effective the following calendar year.

Active Member, Associate Member, Cooperating Member, Participating Member, Honorary Member.

### **Section 2. Payment of Dues.**

Dues for the required minimum ten members shall become payable by February 28 for the calendar year January 1st to December 31st.

### **Section 3. Default in Payment.**

Any person or chapter which defaults in payment of the minimum annual dues by the first regularly scheduled Board Meeting after the start of the calendar year shall not thereafter be considered in good standing, and; no voting privileges will be extended at that meeting or until all dues for the chapter are paid in full. The chapter shall remit full dues for all members receiving benefits from the Corporation, on forms acceptable to the Secretary and Treasurer, by April 1st of the calendar year.

- (a) Failure of any person or chapter to pay dues within thirty (30) days following the mailing by the Treasurer of a notice to make payment shall be deemed to constitute a suspension and such person or Chapter may be reinstated as a new member only by a majority vote of the Board of Delegates.

### **Section 4. Multiple Chapter Membership.**

Any member participating in two or more chapters shall be regarded as possessing only a single NYSBOC Corporation membership. The dues paid to the Corporation shall be remitted from only one chapter; to be determined by agreement between the chapters and the member.

## ARTICLE VI – MEETINGS

### Section 1. Annual Meeting.

(a) There shall be an annual meeting of the Corporation held between the first day of September and the first day of November, such meeting to take place within each of the following three (3) geographic county region areas of the State of New York on a rotating basis starting with Region 1 in 2011, Region 2 in 2012 and Region 3 in 2013:

**Region 1** – Allegany, Cattaraugus, Chautauqua, Erie, Genesee, Livingston, Monroe, Niagara, Ontario, Orleans, Seneca, Wayne, Wyoming, and Yates

**Region 2** – Broome, Cayuga, Chemung, Chenango, Cortland, Delaware, Herkimer, Jefferson, Lewis, Madison, Oneida, Onondaga, Oswego, Otsego, Schuyler, St. Lawrence, Steuben, Tioga, and Tompkins

**Region 3** – Albany, Bronx, Clinton, Columbia, Dutchess, Essex, Franklin, Fulton, Greene, Hamilton, Kings, Montgomery, Nassau, New York, Orange, Putnam, Queens, Rennselaer, Richmond, Rockland, Saratoga, Schenectady, Schoharie, Suffolk, Sullivan, Ulster, Warren, Washington, and Westchester

(b) The location of the annual meeting shall be subject to the following conditions:

1. In accordance with Article VI-Meetings, Section 1, (a), member chapters wishing to host the annual meeting shall submit, in writing, their desire to act as host chapter. The chapter must include with its letter of intent, a listing of recommended meeting sites capable of accommodating the meeting. This must be received prior to the June meeting preceding the annual meeting.
2. The Board of Delegates shall select a host Chapter at the preceding Annual Meeting from among those submitted. Consideration shall be given to any acceptable submittal, from a chapter not previously selected.
3. In the event that no Chapter from a specific region elects to host the annual meeting, the Board of Delegates shall be empowered to select a site from within the region, and act as host with the executive board.
4. The duties and the responsibilities of the host chapters shall be established by the Board of Delegates and shall be made available to any Chapter, by the Secretary, upon request of the Chapter.

(c) Written notice of the annual meeting shall be given to each member in good standing by the Secretary not less than ninety (90) days prior to the date of such meeting.

### Section 2. Special Meetings.

(a) Special meetings of the Corporation may be held within the geographical boundaries of the State of New York at any time upon call by the President, or upon the written request of a majority of the Board of Delegates.



(b) Special meetings of the Corporation may also be called by filing a written request with the Secretary, with a copy to the President, signed by at least thirty (30) active members in good standing. The Secretary shall establish a time and place within the geographical boundaries of the State of New York for such meeting with notice to the members in good standing within thirty (30) days prior to said meeting.

(c) Special meetings of the Board of Delegates may be held within the geographical limits of the State of New York, at any time, upon the call of the President; or upon a written request of a majority of the Board of Delegates. The Secretary shall notify the Board by mail, and telephone, at least fifteen (15) days prior to said meeting.

(d) The Secretary or the President shall establish the time and place for any Special Meeting. A quorum shall be the same as called for at a Corporation or at a Board Meeting, whichever applies.

### **Section 3. Board of Delegates Meetings.**

(a) The Board of Delegates shall meet at least four times per year, not exceeding three months between meetings.

(b) The Board of Delegates shall establish the time and place of the board meeting. The Secretary shall provide notification of such meeting and the minutes of the last meeting to each board member in good standing not less than fourteen (14) days prior to such meeting.

(c) A quorum for the Board of Delegates meeting shall be not less than one third of the members of the Board of Delegates.

### **Section 4. Conduct of Meetings**

(a) Business conducted at all meetings shall follow Robert's Rules of Order, Latest Edition.

## **ARTICLE VII - GOVERNING BODY**

### **Section 1. Board of Delegates.**

(a) The property, business and affairs of the Corporation shall be managed and transacted by the Board of Delegates composed of the following persons: The delegates from each recognized chapter of the Corporation, President, First Vice President, Second Vice President, Secretary, Treasurer, Historian, and the PAST Presidents of the corporation while holding active membership.

(b) The Board of Delegates recognizes that representation before the Legislative and Executive Branches of the State Government is essential to foster the aims and purposes of the Corporation. The Board of Delegates is hereby authorized to contact a Public Affairs Organization hereafter called PA. The Board of Delegates may arrange for at least the following services on behalf of the Corporation:

- \* Legislative monitoring
- \* Lobbying on behalf of the Corporation
- \* Liaison with other Government Groups
- \* Provide an Albany headquarters to serve as a mail and telephone contact for all persons with business with the Corporation.
- \* Design, collate, produce, and distribute the New York State Building Officials Conference "Building Log" at least two (2) times annually, this "Log" shall be provided to each member of the Corporation and other persons of interest to a total number of mailings per issue, as has been established by the Board of Delegates. (Amended 9-11-2014)
- \* Other services as may be mutually agreed upon.

(c) The designated representative of the PA Organization shall be a member of the Board of Delegates and for this service shall have the Title of Executive Secretary to NYSBOC.

(d) The Executive Secretary shall not have voting privileges.

(e) The President of the Corporation shall be authorized to sign a contract with the PA Organization to provide all of the above services and additional services as may be agreed upon for a stipulated fee. Such authorization shall require the completion of the following conditions in order:

- \* Exact proposed contract shall be presented to the membership at an annual or special meeting of the full membership. Approval shall require three-fourths (3/4) vote of the voting members present, provided that a quorum is present.
- \* Within ten (10) days of such approval the president is authorized to sign the contract with the PA organization.
- \* The President is hereby authorized to pay monthly the amount stipulated in the contract upon presentation of a proper bill.

**Section 2. Officers of the Board.**

The President of the Corporation shall be and act as Chairperson of the Board of Delegates, and the Secretary of the Corporation shall be and act as Secretary of the Board of Delegates. In the absence of the President, the First Vice President shall act as Chairperson of the Board. In the absence of the President and the First Vice President, the Second Vice President shall act as Chairperson of the Board. In the absence of the Secretary, the Chairperson shall select one of the Board members to act as Secretary Pro Tempore.

**Section 3. Vote of the Board.**

***The number of delegate votes assigned to the chapter shall be in accordance with the total number of paid members as of the approval at the next scheduled Board meeting as provided in the membership schedule below:***

**# of members: 10 – 50, 51 – 125, 126+**

**# of delegates:     1,     2,     3**

All decisions and acts of the Board of Delegates shall require the assenting vote of majority thereof of those present and any votes pre-registered with the Secretary from those Board members not present. Such votes may be rendered either by voice vote at a Board Meeting or by mail addressed to the Secretary, if the written communication is received by the Secretary before the date of the meeting.

#### **Section 4. Expenditures.**

(a) The Board of Delegates shall determine, control, authorize and approve all expenditures to officers and others for services, travel or otherwise in the furtherance of the business of the Corporation. Requests for proposed expenditures shall first be submitted to the Chairman of the Ways and Means committee for review, with recommendations to be reported subsequently to the Board of Delegates.

(b) All ordinary expenditures necessary or required in the conduct of the business of the Corporation shall be authorized by the Board. An accounting thereof shall be made from time to time by the Treasurer to the Board of Delegates for their approval.

#### **Section 5. Distribution of Assets upon Dissolution or Termination of Corporation.**

(a) The Corporation, upon dissolution or termination as an organization, shall disburse any and all remaining assets on deposit in any bank or banks, or cash held in the name of the Corporation by any officer or member, to an organization or organizations which are classified as being tax exempt by the Internal Revenue Service, to satisfy the provisions of Section 501.C, (6) of the Internal Revenue Code, at the time of dissolution.

(b) The organization or organizations to receive the assets of the New York State Building Officials Conference Inc, shall be selected by the Board of Delegates at the final meeting of the Corporation.

### **ARTICLE VIII – OFFICERS**

#### **Section 1. Officers.**

(a) The officers of the Corporation shall consist of a President, First Vice President, Second Vice President, Secretary, Treasurer, and Historian, each who shall be an Active Member as defined by Article III, Section I, and each who shall be elected biennially, pursuant to Article X; and the Immediate Past-President.

(b) Each officer shall serve in a respective office for a term of two (2) years or until a successor has been duly elected and has affirmed the oath of office.

1. The Treasurer shall serve for a term of four (4) years.
2. When an election results in a change of the Treasurer, the outgoing Treasurer shall continue to serve as Treasurer until the financial records for the year are completed. (Amended 9-11-2014)

(c) In addition, each recognized chapter of the Corporation shall annually elect, or appoint Delegates, in accordance with Article II, Section 9 who are active members of the respective chapter and who shall serve as active members of the Board of Delegates.

**Section 2. Change of Membership Status.**

Any officer whose membership status changes during their term of office shall continue in such official capacity for the remainder of their term with the consent of the Board of Delegates, but they shall not be re-nominated for office by the nominating committee, nor shall they hold future office in the corporation unless their status reverts to that of an Active Member.

**Section 3. President.**

The president shall preside at all meetings of the Corporation and of the Board of Delegates. The president shall appoint all committees including the chairperson thereof except as hereinafter provided, and shall perform such other duties as may be required by the Board of Delegates or by these By-Laws.

**Section 4. First Vice President.**

The First Vice President shall perform the duties of the President during the Presidents absence or disability, and shall perform such other duties as may be required by the president or by the Board of Delegates.

**Section 5. Second Vice President.**

The Second Vice President shall perform the duties of the First Vice President during the 1<sup>st</sup> Vice President absence or disability, and shall perform such other duties as may be required by the President or by the Board of Delegates.

**Section 6. Secretary.**

The Secretary shall keep the minutes and records of all meetings of the Corporation and Board of Delegates and shall conduct the correspondence thereof as directed by the President or by the Board of Delegates.

**Section 7. Treasurer.**

The Treasurer shall receive and administer the funds of the Corporation in accordance with the provisions of these By- Laws. If so directed, the treasurer shall furnish the Corporation with a Surety Bond, expense of which shall be borne by the Corporation. The face value of such bond is to be determined by the Board of Delegates.

**Section 8. Historian.**

The Historian shall collect, preserve, and correlate all data connected with the Corporation, past and present.

**Section 9. Immediate Past President.**

The Immediate Past President shall perform such duties as may be required by the President or by the Board of Delegates.

**Section 10. Eligibility and Qualifications for Office**

- (a) The qualifications for a person to be nominated to hold office in the corporation, other than the office President are:
- \* must be 21 years of age,
  - \* an active member in good standing for the previous twelve (12) months prior to the annual meeting, and
  - \* must be nominated by their local chapter by resolution.
- (b) There shall be no limitation placed on any duly elected officer of the corporation relative to the maximum number of terms that an officer may be elected.
- (c) The qualifications for a person to be nominated to hold the office of the President in the corporation are:
- \* that they must be 21 years of age,
  - \* an active member in good standing for the previous twelve (12) months prior to the annual meeting,
  - \* and must be nominated by their local chapter by resolution.
- (d) The nominee shall have held office or served as a delegate in one of the recognized state or local chapters for at least one year prior to taking office as president and must comply with Article VIII, Section 1 (c).
- (e) There shall be no limitation placed on elected officer of President of the corporation relative to the maximum number of terms that an officer may be elected.

## **ARTICLE IX – COMMITTEES**

### **Section 1. Conference Committee**

The President shall appoint annually an active member of the Corporation as Chairperson of the Conference Committee, who shall select additional members to serve. The Conference Committee shall make all arrangements for the annual meeting of the Corporation subject to the approval of the Board of Delegates.

### **Section 2. Nominating & Election Committee**

(a) The president shall appoint a Nominating & Election committee. The President shall pick a chairman, one member from each of the 3 (three) geographic regions and 1 (one) member at large from any of the geographic regions as set forth in Article, VI, 1, (A). The committee shall have the responsibility for the handling of all election procedures, including but not limited to the following; the distribution of election notice, receipt of and verification of eligibility all candidates, the preparation of ballots. The verification and the counting of all ballots, the security and custody of all ballots, until the ballots a presented to the Board of Directors at its next meeting or within 90 days said election after has taken place to the Secretary of the corporation.

(b) The election committee shall meet on a call of the chairperson and shall send a letter to the Secretary of all local chapters in good standing of the year in which an

election is to be held a notice of election by a date set by the Election Committee but no later than the 2<sup>nd</sup> meeting of that year. The notice must state that an election will be held, what positions are open and the eligibility requirements for said office. The committee will also post in the Building Log or any official publication of NYSBOC said notice.

(c) The election committee shall meet on a call of the chairperson to review the eligibility of candidates in compliance with Article VIII, **Section 1 and Section 10.**

(d) The committee will notify the Board of Directors 60 days prior to the annual meeting names of all candidates who are eligible for office and the positions which the candidate is seeking. The committee will also post in the Building Log and the website or any official publication of NYSBOC, the names of all eligible candidates.

(e) The Committee shall prepare an official ballot for distribution at the annual meeting. The security of said ballots shall be held in the custodian of the chairman or his/her said designee.

(f) The election of officers will take place at the annual meeting in accordance with dates set forth in Article VI, Section 1 (a) & (b).

(g) The terms of office for all officers shall commence at the close of business of the annual meeting in which an election has been held.

### **Section 3. Ways and Means Committee.**

There shall be a Ways and Means Committee consisting of the Treasurer, who shall serve as Chairperson, and two other Active Members appointed by the President. The Committee shall prepare an annual expenditure guide in the form of a budget for submission to the Board of Delegates and shall make such other recommendations to the Board at any meeting of the Board, as they deem fit to do so, relative to the expenditure of funds or to limitations on the expenditure of funds.

### **Section 4. Scholarship Committee.**

(a) There shall be a Scholarship Committee consisting of the Treasurer and two other active members, one of whom shall be designated as Chairperson by the President. The Committee shall have an annual allotment as determined by resolution of the Board of Delegates.

(b) The Scholarship Funds shall be disbursed under the regulations promulgated by the Committee and approved by the Board of Delegates.

(c) The Committee shall review the applications of prospective recipients and determine the amount each is to receive not to exceed amount established by resolution of the Board of Delegates.

### **Section 6. Additional Committees.**

Additional committees may be appointed by the President or by the Board of Delegates

whenever such committees are deemed advisable in carrying on the work of the Corporation. The active members, by a majority vote at any annual or special meeting may direct the President to appoint additional committees that are in the interests of the Corporation.

## **ARTICLE X - BY-LAWS**

**Section 1. Effective Date.** These By-Laws shall take effect following their adoption\* at the first annual meeting in 1962, and as otherwise provided by these By-Laws.

\*Adopted: September 29, 1961.

### **Section 2. Amendments.**

(a) These By-Laws may be amended at any annual or special meeting of the Corporation, by a three-fourths (3/4) vote of the voting members present, provided that a quorum is present. Notice of any proposed amendment shall be mailed to the Secretary of each affiliated recognized chapter for further publication to their respective memberships no less than thirty (30) days prior to the date of such meeting, or otherwise disseminated to the membership in a manner comparable to the Secretary's notification, as may be approved by the Board of Delegates. Notice of proposed change shall consist of Selection No. Of Article No. And verbatim quote of contents of such section indicating matter sought to be eliminated contained within opening and closing parentheses and new matter to be substituted to be underlined. It is hereby established that it is considered unnecessary to publish the entire constitution and by-laws in order to effect a routine amendment.

(b) Changes may be made to any proposed amendments on the floor of the meeting without further notice by a three-quarter (3/4) vote of the voting members present, provided a quorum is present.

## **APPENDIX "A" to the Constitution and By-Laws**

### **RESOLUTION ON PRESIDENTIAL EXPENDITURES**

That the President of the New York State Building Officials Conference, Inc., shall be allowed reimbursement by NYSBOC for expenses in connection with traveling to and from and while attending meetings that are within the interests of the New York State Building Officials Conference, subject to the following conditions:

(a) That this Resolution intends to reimburse the President with the limitations as set forth herein, for out-of-pocket expenses associated with trips to NYSBOC meetings, to NYSBOC Delegate meetings, to Chapter meetings or to formulations of new Chapters or to Albany to attend legislation meetings on bills of interest to the NYSBOC membership, or similar endeavors.

(b) That reimbursement to the President is not to be made by any governmental agency or other sponsoring organization for the expenses or part thereof that are claimed by the

President under this Resolution.

(c) That no reimbursement shall be permitted for attending any meeting within thirty (30) miles of the President's residence, with the singular exception of Registration Fees that may be required.

(d) That the locale of such a meeting be within the boundaries of the State of New York, unless otherwise specifically approved by the Ways and Means committee at least thirty (30) days in advance of the meeting date or dates, and then only under unusual circumstances.

(e) That the President shall be reimbursed for such of the above expenses up to a maximum annual allotment as determined by resolution of the Board of Delegates.

(f) In addition to the above mentioned limitations, the President shall be reimbursed for any reasonable reimbursed expenses incurred for any special meetings attended, that are first approved by the Board of Delegates (Examples: but not limited to: Association of Towns, Eastern States, Conference of Mayors, International Code Council) and are held within the boundaries of New York State or in the continental United States for the purpose of attending the International Code Council Annual Business Meeting and other similar functions that are in the best interests of the corporation.

(g) The President shall file any such claim within ten (10) days of the dates the expenses were incurred, submitting same to the Chairperson of the Ways and Means Committee for approval. The Committee Chairperson shall approve all reasonable items that may have been incurred by the President alone, but not for anyone accompanying the President. The Committee Chairperson shall have the right to approve only that part of a claim that is reasonable for the trip and task undertaken. The Committee Chairperson will then forward the claim with their approval or conditional approval indicated thereon to the Treasurer for payment. In exercising authority, the Committee Chairperson is also bound by the limitations as set forth herein.

(h) That this Resolution also includes other officers of NYSBOC as well, and within the limitations as set forth herein. If an officer other than the President, whether or not on behalf of the President attends such meetings and anticipates receiving full or partial reimbursement under this Resolution, they shall first obtain at least the verbal approval of the President to do so prior to attending the meeting, so that the President will be aware that some of the President's yearly allocation is to be used by another person. When that person files their claim, it must first be sent to the President, who shall endorse an approval or conditional approval thereon before sending it to the Ways and Means Committee Chairperson. From then onward, the procedure outlined in item number seven (7) above is to be followed.