

**OKLAHOMA CODE ENFORCEMENT ASSOCIATION  
BYLAWS**

**ARTICLE I. NAME**

**SECTION 1**            **NAME** - The name of this organization is the Oklahoma Code Enforcement Association, Inc. hereinafter referred to as O.C.E.A. or the Association.

**ARTICLE II. PURPOSE, OPERATION. AND TERRITORY**

**SECTION 1**            **PURPOSE** - The purpose of O.C.E.A. shall be to study and advance the science and practice of Code Enforcement through training and education leading to certification, to further the interests of the professional and to promote fellowship and understanding among its members.

**SECTION 2**            **OPERATION** - The Association is incorporated in the State of Oklahoma and shall operate under section 501 (c) (4) of the Internal Revenue Code, or corresponding section of any future tax code.

**SECTION 3**            **TERRITORY** -The geographical area that O.C.E.A. represents shall be the participating municipal, county, state agencies within the boundaries of the State of Oklahoma.

**ARTICLE III. MEMBERS**

**SECTION 1**            **CATEGORIES** -There shall be two categories of membership: Individual memberships and Governmental memberships. Individual memberships shall be referred to as Active, Associate, or Lifetime. Governmental memberships shall be referred to as Charter Agency.

**A. Individual Memberships** - Individual memberships shall be defined as follows:

1. Active -An Active member shall be involved in the regulation of health and safety in the environment, both natural and man-made; or, is responsible for enforcement of municipal county, state or federal codes. The member shall reside in and be employed in the State of Oklahoma. An Active Member shall have all the privileges and benefits of the association, provided the member remains in good standing. Annual dues shall be \$35.\*

2. Associates-An Associate Member may be a student, nonresident, or an individual who is interested in code enforcement, although not currently employed in the code enforcement profession in Oklahoma. Such person shall have all the privileges of membership, except the privileges of voting or holding elective office. Annual dues shall be \$15.

3. Lifetime - A Lifetime Member shall be any active OCEA member who retires from, is promoted out of, or reassigned from, code enforcement duties. The Lifetime Member shall have all the privileges of an Active Member. Annual dues shall be \$35. \*

4. Honorary Lifetime – An Honorary Lifetime Membership may only be granted by a simple majority vote of the membership. Any person who has positively influenced the OCEA or the profession of code enforcement may be eligible and considered by the Board of Directors. Upon submission by any Active Member, the Board of Directors will investigate and consider each submission. If the submission receives a simple majority vote of the Board of Directors, the name will be submitted to the Active Members at the next meeting for final approval. There will be no annual dues associated with this membership. Honorary Lifetime Members will have the same privileges as an Associate Member, unless they are a current Active or Lifetime Member, in which case they will also retain that membership and the privileges thereof. \*

**B. Charter Agency** -A Charter Agency membership shall be defined as a governmental agency in which there is one or more active member of the Oklahoma Code Enforcement Association. Such an agency shall make an initial contribution of \$150 and a \$75 annual renewal fee. If the renewal fee has been allowed to lapse, a Charter Agency may reinstate its membership upon payment of the \$75 annual renewal fee for the amount of time intervening since the non-payment of the annual renewal fee. Each Charter Agency membership may designate one active member to represent that governmental agency with voice but not vote.

## **SECTION 2**

### **DUES –**

**A.** Dues for the ensuing year shall be payable on or before December 31 of each year and shall be considered delinquent if not paid by June 30 of the current fiscal year. A member whose dues remain unpaid on July 1 shall be dropped from membership unless otherwise determined by the Board of Directors.

**B.** A member who is current in the payment of financial responsibilities to the Association shall be considered a member in

good standing and entitled to the benefits of membership. A member in default of financial responsibilities to O.C.E.A. shall not be entitled to vote or be eligible to hold office.

**SECTION 3 CHANGE IN MEMBERSHIP STATUS -**

**A. Change from active membership status.** An Active member who is no longer serving in a position within the Code Enforcement profession for a period exceeding 90 days shall cease to be considered as an Active member and shall be considered as an associate member or a lifetime member. The Active member shall notify the Treasurer of a change in status within 30 days of that change.

**B. Return to active member status.** If the member desires to return to active status, written notification shall be made to the Treasurer.

**C. Dues related to change in status.** Dues for the appropriate membership category shall begin with the next regular dues period.

**SECTION 4 PREJUDICIAL ACTS -** A member who commits an act prejudicial to the Association shall be notified of the indiscretion in writing by the Board of Directors. The member shall be requested to appear personally before the elected officers at a designated time, not less than thirty days after notification, and shall be allowed a hearing on the matter. By a two thirds vote of all of the elected officers present at the meeting, the person involved may be censured or the membership may be suspended or terminated.

**SECTION 5 RESIGNATION AND REINSTATEMENT OF MEMBERSHIP -** A member may resign in writing or be subject to automatic removal if dues are not received by June 30. Membership may be reinstated upon payment of current dues and a majority vote of the Board of Directors.

**SECTION 6 FISCAL YEAR –** The fiscal year of the association shall be from March 1 through the last day in February.

**ARTICLE IV. OFFICERS**

**SECTION 1 OFFICERS -** There shall be seven officers of the Association: A PRESIDENT, A FIRST VICE-PRESIDENT/PRESIDENT ELECT, A SECOND VICE-PRESIDENT, A THIRD

VICE-PRESIDENT, A SECRETARY, A TREASURER, AND A SERGEANT- AT -ARMS.

**SECTION 2**

**ELIGIBILITY** -To be eligible for election as an officer, a member shall be an active member in good standing, and must have successfully completed the Basic Code Certification Class as provided by the Association.\*

**SECTION 3**

**NOMINATION, ELECTION, and TERM OF OFFICE –**

**A. Nomination.** At least forty-five (45) days prior to the annual Conference meeting, the Executive Committee shall select a Nominating Committee consisting of at least three active members. The Committee shall nominate one person for each of the offices of First Vice- President-elect, Second Vice-President-elect, Third Vice-President-Elect, Treasurer- elect, and Sergeant-at -Arms - elect.

**B. Election.** Election of officers shall take place at the Annual conference meeting. A ballot vote shall be required unless there be but one nominee of a position, in which case a voice vote shall elect.

**C. Term of Office.** The term of office shall be for one year or until a successor is elected and shall begin at the close of the Annual Conference Meeting.

**SECTION 4**

**DUTIES** - The officers shall have, but not be limited to, duties as prescribed below and as stated in the adopted parliamentary authority.

**A. PRESIDENT**-The President shall:

1. Be responsible for the supervision and guidance of the affairs of this Association and perform such duties commonly related to the office;
2. Preside over meetings of the board and the membership.
3. Enforce the bylaws and rules of the Association.
4. Maintain the headquarters of the Association in the business office of the President, the location of which must be in the state of Oklahoma;
5. Serve as an ex officio member of all committees, except the Nominating Committee;
6. Appoint committee chairmen and members to standing committees, unless otherwise specified in these bylaws;
7. From time to time, establish special committees and appoint the

chairmen and members to such committees, unless otherwise determined by the membership or the Board of Directors; and  
8. Be an authorized signatory on checks and contracts.

**B. FIRST VICE-PRESIDENT/PRESIDENT-ELECT** -The First Vice-President shall:

1. Serve as President-elect and automatically succeed to the office of President following completion of term as First Vice-President/ President-elect, or to fill a vacancy in the office of President;
2. Preside over meetings of the board and the membership in the absence of the President;
3. Assist the Treasurer, as requested;
4. Serve as chair of the Steering Committee; and
5. Serve on the Finance and Budget sub-committee to develop the budget.

**C. SECOND VICE-PRESIDENT-ELECT** - The Second Vice-President shall;

1. Preside over meetings of the board and the membership in the absence of the President and First Vice-President;
2. Serve as chair of the Education and Certification Committee; and
3. Serve on the finance and Budget sub- committee to develop the budget.

**D. THIRD VICE- PRESIDENT-ELECT** - The Third Vice President shall:

1. Preside over meetings of the board and the membership in the absence of the President, First Vice-President, Second Vice President;
2. Serve as chair of the membership committee; and
3. Serve on the Finance and Budget sub-committee to develop the budget.

**E. SECRETARY (APPOINTED)** - The secretary shall:

1. Record the minutes or meetings of the board of directors and the Annual conference meeting and maintain an accurate record of all Minutes in a permanent record book;
2. Provide names of committees, their functions, and a list of Committee members, to be available upon request;
3. Maintain a current and accurate roster of members;
4. Sign all membership cards;
5. Oversee the notification to the membership of the Annual Conference Meeting;
6. Notify each Association member of the results of the election of

officers; and

7. Serve on the Finance and Budget sub-committee to develop the budget.

**F. TREASURER – ELECT** - The Treasurer shall:

1. Be the custodian of all monies and financial records of the Association;
2. Serve as chair of the Finance and Budget committee;
3. Provide a report to the president as to the names of members whose dues and financial obligations are current, prior to the Annual Conference Meeting;
4. Present a financial report each meeting of the Board of Directors, or as requested;
5. Compile an annual financial report for presentation at the Annual Conference Meeting and make such report available to members;
6. Prepare the financial records for the annual audit;
7. Make an effort to become familiar with tax laws pertaining to the Association in order that the Association will be in compliance with applicable laws and procedures; and
8. Be an authorized signatory on Association financial accounts.

**G. SERGEANT-AT-ARMS-ELECT** - The Sergeant-at-Arms shall:

1. Assist the President in maintaining order during meetings and functions of the Association;
2. Be responsible for ensuring that only eligible members receive ballots when votes are cast;
3. Serve as chair of the Legislative and Judicial Review Committee; and
4. Serve on the Finance and Budget sub-committee to develop the budget.

## **SECTION 5**

### **REMOVAL AND VACANCIES -**

**A. REMOVAL.** An elected officer may be removed from office, with or without cause, by a two thirds vote of the remaining members of the Board.

**B. VACANCIES.** Vacancies in office positions shall be filled by the Board of Directors, except that the position of the President shall be filled by the First Vice-President/President-elect. Persons elected to fill vacancies shall serve the remainder of the term for which the officer was originally elected.

## ARTICLE V MEETINGS

### **SECTION 1            ANNUAL MEETING -**

**A.** There shall be an annual membership meeting held in February/March of each calendar year which shall be known as the Annual Conference Meeting. The Board of Directors shall approve the date, time, location, financial details, and programs to be presented at the meeting.

**B.** The Annual Conference Meeting shall be held to;

1. Elect officers
2. Receive annual reports from officers and committee
3. Vote on a change in dues;
4. Adopt a budget for the next fiscal year;
5. Vote on proposed amendments to the bylaws;
6. Present programs of interest and education; and
7. Consider and vote on such other business as may properly come before the membership.

**C.** A written notice of the Annual Conference Meeting shall be mailed and/or transmitted by electronic mail (e-mail) to each Association member at least 30 days and no earlier than 60 days in advance of the Annual Conference Meeting. \*

**D.** One vote shall be allowed each Active member in good standing. Proxy voting is prohibited.

**E.** Quorum -The presence of a majority of the active members registered at the Annual Conference Meeting shall constitute a quorum for the legal transaction of business.

### **SECTION 2            SPECIAL MEETINGS -**

**1.** The President may call a special meeting of the membership and must call a special meeting within 45 days, upon receipt of the written request of 12 members.

**2.** The President may determine the time, date and location of the special meeting.

**3.** Written notice of a special meeting specifying the reason for the meeting, shall be mailed and/or transmitted by electronic mail (email) to each Association member at least 14 days prior to the date of the meeting. \*

4. Quorum -The presence of at least 30 Active members shall be necessary to constitute a quorum for the legal transaction of business.

## **ARTICLE VI. EXECUTIVE COMMITTEE**

- SECTION 1**            **COMPOSITION** -The Executive Committee shall be composed of the seven elected officers and the immediate past President. The past President shall serve in an advisory capacity and may vote only when a vote has previously resulted in a tie.
- SECTION 2**            **DUTIES** - The Executive Committee shall have, but not be limited to, the following duties:
- A.** Review the annual budget, as recommended by the Finance and Budget sub-committee, and make a recommendation on adoption to the Annual Conference Meeting;
  - B.** Select new members of the Nominating committee;
  - C.** Review information pertaining to acts prejudicial to the Association and vote on any consequential decisions regarding censure, suspension or termination of membership; and
  - D.** Present a report of activities at the next meeting of the Board of Directors.
- SECTION 3**            **MEETINGS** - Meetings shall be held at the call of the President.
- SECTION 4**            **QUORUM** -A majority of the Executive Committee shall constitute a quorum for the legal transaction of business.

## **ARTICLE VII. BOARD OF DIRECTORS**

- SECTION 1**            **COMPOSITION** -The Board of Directors shall consist of the President, First Vice-President/President-elect, Second Vice-President, Third Vice-President, Secretary, Treasurer, Sergeant-at-Arms, and the Immediate Past President shall be a member ex officio; shall serve in an advisory capacity and may vote only when a vote has previously resulted in a tie vote.
- SECTION 2**            **MEETINGS** -There shall be at least two regular meetings held annually. The dates and location shall be determined by the President.
- SECTION 3**            **POWERS AND DUTIES** -The Board of Directors shall have, but not be limited to, the following powers and duties.

**A. POWERS.** The Board of Directors shall manage the affairs of the Association between meetings of the membership. The Board may adopt rules of procedure to govern its operation.

**B. DUTIES.** The duties of the Board of Directors shall include, but not be limited to the following;

1. Act upon recommendations from the Executive committee;
2. Appoint a program coordinator;
3. Approve date, time, location, financial details, and programs for the Annual Conference Meeting;
4. Consider proposed bylaw amendments and make recommendations to their adoption;
5. Select an Active member from the general membership to serve on the Finance and Budget sub-committee to develop the budget; and
6. Make an annual report at the Annual Conference Meeting.

**SECTION 4**

**QUORUM** -The presence of 5 members shall constitute a quorum for the legal transaction of business.

**ARTICLE VIII. COMMITTEES**

**SECTION 1**

**STANDING COMMITTEES** – There shall be the following standing committees: Education and Certification; Finance and Budget; Legislative and Judicial Review; Membership; Program Coordinator; and Steering Committee. Additional standing committees may be established by the membership or the Board of Directors, as deemed necessary. Any additional standing committee shall remain in existence until otherwise determined by the appointing body. Annually, The President shall appoint the chairman and members to the standing Committee, unless otherwise specified in these bylaws.

**SECTION 2**

**SPECIAL (also known as ad hoc) COMMITTEES** -Special Committees may be established by the President, the membership or the Board of Directors, as deemed necessary. Members may be appointed to a special committee by the President, the membership, or the Board of Directors. Such committees shall remain in existence until a final report is presented or until the committee is discharged by the appointing body.

**SECTION 3**

**DUTIES** -The standing committee shall have, but not be limited to, the following duties and such other duties as may be included in the adopted parliamentary authority.

**A. Education and Certification Committee.** The committee shall be empowered to establish such curriculum and regulations as it

deems necessary for the certification of a member of the Association. The goal of certification shall be to serve the best interests of the public and Association. The committee shall be chaired by the Second Vice-President and shall meet at the call of the chair or as the committee deems necessary.

**B. Finance and Budget Committees.** The committee shall be chaired by the Treasurer and shall make recommendations to the Board of Directors as to the selection of financial institutions and related financial matters. The committee shall meet at least annually during the final quarter of the fiscal year.

The sub-committee on Budget shall be composed of the elected officers and one Active member selected by the Board of Directors from the general Membership. The sub-committee shall develop a budget for the ensuing fiscal year and present such budget to the Executive Committee and to the Membership at the Annual Conference Meeting.

Any change in dues shall be voted on at the Annual Conference Meeting and shall be payable upon the mailing of the next dues notice to the general membership.

**C. Legislation and Judicial Review Committee.** The committee shall be responsible for reviewing ordinances throughout the State of Oklahoma which pertain to Code Enforcement, investigate subject matter for ordinances and laws which it considers to be efficient and effective, and work to secure proper sponsorship and establishment of such laws Statewide. The committee shall be chaired by the Sergeant-at-Arms and shall meet at the call of the Chair or as the committee deems necessary.

**D. Membership committee.** The committee shall be responsible for the recruitment of new members and the retention of present members. The committee shall be chaired by the Third Vice-President and shall meet at the call of the chair or as the committee deems necessary.

**E. Program Coordinator.** The Program Coordinator shall be appointed by the Board of Directors to ensure that each program provided to the membership shall be of the highest quality and consistent with the established purposes and goals of the Association.

**F. Steering Committee.** The Steering Committee shall be responsible for the development and presentation of programs. The committee

shall be chaired by the First Vice-President/President-elect and shall meet at the call of the chair or as the committee deems necessary.

## **ARTICLE IX. PARLIAMENTARY AUTHORITY**

**SECTION 1**            **PARLIAMENTARY AUTHORITY** -The rules contained in the current edition of ROBERT’S RULES OF ORDER NEWLY REVISED shall govern this Association in all cases to which they are applicable and in which they are not inconsistent with these bylaws and special rules of order the Association may adopt.

**SECTION 2**            **SPECIAL RULES** - The Association may adopt special rules of order as needed to supplement the adopted parliamentary authority and which allow for the conduct of its activities.

## **ARTICLE X. AMENDMENT**

**SECTION 1**            **SUBMISSION OF PROPOSED AMENDMENTS** -Proposed Amendments to these bylaws may be submitted by a standing committee or by written proposal of at least 12 members. Proposed amendments shall be sent to the President, whereupon the President shall establish and appoint a special committee to serve as the bylaws committee. The special committee on bylaws shall review the current bylaws and prepare the proposed amendment in written form for presentation to the Board of Directors.

**SECTION 2**            **CONSIDERATION BY THE BOARD OF DIRECTORS** – After consideration of the proposed amendment, the Board of Directors shall decide upon a recommendation to the membership as to whether the amendment should be adopted, or submitted with no recommendation. The Bylaws Committee shall then prepare the proposed amendment for submission to the membership and shall mail the information to the membership at least 30 days prior or with the notification material of the Annual Conference Meeting.

**SECTION 3**            **VOTE** - Following proper submission and notification, these bylaws may be amended at any legal meeting of the membership by a two-third vote of the eligible members, present and voting.

## **XI. DISSOLUTION**

### **SECTION 1**

**DISSOLUTION** -Upon a vote of the membership to properly dissolve the Association, the Board of Directors shall, after paying or making provision for the payment of all of the liabilities of the Association, dispose of all of the remaining assets of the Association to recipients reflect the established purpose of this Association, or to such organization which operated for charitable, educational, or scientific purposes and shall at the time qualify as tax-exempt, not-for-profit organization.

## **OKLAHOMA CODE ENFORCEMENT ASSOCIATION**

### **STANDING RULES**

#### **1. ORDER OF BUSINESS FOR THE ANNUAL CONFERENCE MEETING**

- A. Call to order (introductions)
- B. Report on number of Eligible Voters in Attendance
- C. Approval of minutes (report from committee to approve minutes of previous Annual Conference Meeting)
- D. Appointment of Minutes Approval Committee and other Appointments
- E. Report of officers, including Financial Report
- F. Report of Board of Directors
- G. Report of Committees - Standing and Special
- H. Election of officers
- I. New Business
- J. Programs
- K. Announcements
- L. Adjournment

#### **2. FINANCIAL**

- A.** All claims for payment shall be submitted to the Treasurer in written form and signed by the member who can vouch for their purchase and receipt.
- B.** Expenditures must be authorized by the Board of Directors, prior to purchase or ratified following purchase, and included in the minutes of the meeting at which they were authorized.
- C.** Checks in amounts exceeding \$250.00 must be signed by both the Treasurer and the President.
- D.** Financial accounts shall be placed in legally established financial institutions located within the State of Oklahoma and must be authorized by the Board of Directors.

**CHANGES IN BYLAWS NOTED BY AN \***