

**BY-LAWS
OF THE
WASHINGTON ASSOCIATION OF CODE ENFORCEMENT
(W.A.C.E.)**

ARTICLE I. NAME AND TERRITORY

- Section 1. The name of this organization shall be the WASHINGTON ASSOCIATION OF CODE ENFORCEMENT. (W.A.C.E.)
- Section 2. The geographical sections that the W.A.C.E. represents shall be all participating state, county, city or other political subdivision within the boundaries of the State of Washington.

ARTICLE II. PURPOSES

The Mission of the Washington Association of Code Enforcement is to advance the profession of Code Enforcement through Education and Certification, Public Awareness, Standards of Conduct, and Personal and Professional Integrity.

ARTICLE III. MEMBERSHIP

- Section 1. The membership shall consist of annual members who are persons involved with the responsibility for the enforcement of environmental, building, housing, land use and other related developmental codes of any federal, state, county, city or other political subdivision of the State of Washington.
- Section 2. There shall be the following classes of members;
- A. **ACTIVE MEMBERS**: The active member of the association shall consist of persons who are bona fide employees of, and receive salaries from any federal, state, county, city, or some subdivision thereof.
- B. **SPECIAL MEMBERSHIP**: Any other application for membership not covered by this Article must be considered a special case and so handled by vote of the Executive Committee.
- C. **HONORARY MEMBERSHIP**: Any member of the Executive Committee that has been retired can be nominated for an Honorary Membership upon review by the Executive Committee. This shall be a non-voting, non-dues paying membership and shall be approved by a majority vote of the General Membership.

Honorary Members are solely responsible for paying the fees for any WACE conferences they attend.

Section 3. MEMBERSHIP PERIOD

- A. The annual period of membership for all member classes shall be for the fiscal year January 1, through December 31, or as set by a vote by the Executive Committee.

Section 4. MEMBERSHIP DUES

- A. Annual membership dues of W.A.C.E. shall be reviewed at the annual business meeting and shall be established by a vote of the Executive Committee. Dues shall be payable on or before January 31, or as set by the Executive Committee. Any member who has failed to pay current dues prior to the annual meeting of members following the due date for payment of the annual dues shall be dropped from the membership roster. Such members may be reinstated upon payment of dues.

Section 5. ANNUAL BUSINESS AND ELECTIONS MEETING

- A. The Annual Business and Elections Meeting shall be held in conjunction with the Annual Fall Conference, on or before November 1, for the purposes of election of officers, passing of proposals requiring a general election vote, and the review and establishment of membership dues. Absentee and mail-in votes for the election shall be accepted if received by the Sergeant of Arms prior to the start of the conference.

Section 6. MEMBERSHIP TERMINATION

- A. Any member leaving the code enforcement profession for a period in excess of six months will cease to be an active member and may be considered as a special member as outlined in Article III Section 2.
- B. Any member may be suspended and/or removed from the roll of W.A.C.E. upon finding by the Executive Committee, and with the concurring vote of the majority of the voting delegates taken by secret ballot, that said member has acted in such a manner as to bring discredit upon W.A.C.E.
- C. Any member in default of his/her financial responsibilities to W.A.C.E. for a period of six months shall be dropped from the roll of W.A.C.E.

ARTICLE IV. OFFICERS

- Section 1. The Officers of the Washington Association of Code Enforcement shall be a President; 1st Vice-President; 2nd Vice-President; 3rd Vice-President; Secretary; Treasurer and Sergeant-at-Arms. Any active member, in good standing with W.A.C.E. as defined herein, and has served at least one term on the Board of Directors shall be eligible for any office with the exceptions noted in the duties below. The officers shall be elected by the membership at the Business and Elections meeting and shall serve for two years.
- Section 2. DUTIES OF OFFICERS
- A. **DUTIES OF THE PRESIDENT:** The President shall be directly responsible for the supervision and guidance of the affairs of this association and shall preside over all meetings. The President shall enforce the By-laws of this Association and perform other duties that would be recognized as being part of the office. The headquarters of the Association shall be the Office of the President so long as it is located in the State of Washington.
- B. **DUTIES OF THE 1ST VICE-PRESIDENT:** The 1st Vice-President will preside over all meetings in the absence of the President. The primary duties of the 1st Vice-President shall be to chair the Steering Committee and to assist the Treasurer in carrying out the duties of his/her office.
- C. **DUTIES OF THE 2ND VICE-PRESIDENT:** The 2nd Vice-President shall preside in the absence of the President and 1st Vice-President. The primary duty of the 2nd Vice-President shall be to chair the Certification Committee and to keep the President informed of the current progress and future plans of the committee. Any person accepting the nomination for this position must hold and maintain at least one (1) ICC certification.
- D. **DUTIES OF THE 3RD VICE-PRESIDENT:** The 3rd Vice-President shall preside during the combined absences of the President and the 1st and 2nd Vice-Presidents. The primary responsibility of the 3rd Vice-President is to serve as the Membership Committee Chair-Person “and to maintain a roster of current members.” The position shall be involved in a continuous effort and drive throughout the year to promote W.A.C.E. and increase membership.

- E. DUTIES OF THE SECRETARY: The Secretary shall keep a complete record of all proceedings of the organization and shall be the recording officer and custodian of the records. The Secretary shall be responsible for the Associations correspondence. He/she shall keep readily available at all meetings such records as the book of minutes, a certified copy of the By-laws, roster of membership, complete list of any standings of special committees, current correspondence and other records as necessary.
- F. DUTIES OF THE TREASURER: The Treasurer shall be the custodian of all monies of this Association and shall chair the Finance/Budget Committee. He/she will be responsible to see that the dues of all members are paid in full prior to the opening of the annual business session, and shall report same to the President. All collections and expenditures for the W.A.C.E. funds shall be checked and signed by the Treasurer. The Treasurers' books and records shall be audited each year by the Executive Committee prior to the annual conference. A report of all expenditures shall be made available to all members of the Association. "At the Business and Elections Meeting, the Treasurer shall present a financial statement for all members to view." The annual requirements for any licensing or taxing will also be met by the treasurer. Any person accepting the nomination of Treasurer shall demonstrate a working knowledge of bookkeeping and/or standard accounting practices.
- G. DUTIES OF THE SERGEANT-AT-ARMS: The Sergeant-at-Arms shall maintain order during all meetings and functions of this Association. The Sergeant-at-Arms shall be responsible for ensuring that all votes are in accordance with the provisions of Article III and shall notify all members of the election results. Any person accepting the nomination of Sergeant-at-Arms shall have a working knowledge of Robert's Rules.

ARTICLE V. EXECUTIVE COMMITTEE

- Section 1. The Executive Committee of the Washington Association of Code Enforcement shall consist of the elected officers of W.A.C.E. and the immediate past President as an ex-officio member. The immediate past President shall serve as the Chair of the Nominations Committee, and when called upon, give advice and counsel to an officer or member of the Board of Directors.
- Section 2. The business and affairs of this Association, including its financial development, shall be managed by the Executive Committee. The

Executive Committee shall act upon all appointments made by the President to fill vacancies in offices or on the Executive Committee. For the purposes of the transaction of business at the Committee meeting, a quorum shall consist of a simple majority of the members of the committee (4). A majority vote of the members in attendance at any meeting of the Committee shall be required to pass upon resolution of the Committee and transact other Committee business. No Committee member may vote by proxy or appoint a proxy to vote for him or her.

Section 3. The Executive Committee shall hold at least three (3) business meetings annually.

Section 4. The membership shall elect the Board of Directors to serve as a non-voting advisory council to the Executive Committee. The Board of Directors shall consist of four (4) members, each serving for two (2) year term of office, elected upon alternating years from the W.A.C.E. officers. The immediate past President may also serve on the Board of Director's in a non-voting advisory capacity for a period not to exceed two (2) years.

ARTICLE VI. ELECTIONS AND VOTING

Section 1. PROCEDURES

- A. At least forty-five (45) days prior to the Business and Elections Meeting, the Executive Committee shall appoint a Nominating Committee consisting of three or more persons who are active members in good standing of the Association.
- B. The Nominating Committee shall be chaired by the immediate past President. The Nominating Committee shall prepare a slate of nominees after soliciting from the general membership by mail or current technology available to all members, such as email, as listed on the membership roster for the offices of the President, 1st, 2nd and 3rd Vice-President, Secretary, Treasurer, and Sergeant-at-Arms.
- C. The Nominating Committee may select and recommend more than one person for all offices, not to exceed (3) persons per office.
- D. In the event there is only one nominee for any particular office, the membership assembled may instruct the Secretary, by proper motion, to cast a ballot for the full number of qualified voters at the meeting for the said nominee whereupon the President shall declare him/her elected by acclamation.

- E. The Sergeant-at-Arms shall announce the results of all balloting and shall declare all elections.
- F. Formal notification of the results shall be prepared by the Secretary and mailed to each W.A.C.E. member, or transmitted by current technology available to all members.
- G. The same process and procedures, as outlined in this section, shall be followed for the nominations, voting, and notifications for the Board of Directors.

Section 2. VOTING

- A. Only members in good standing of the Washington Association of Code Enforcement shall be eligible to vote on matters of the Association.
- B. The Executive Committee shall determine the eligibility for voting on specific business matters and the Sergeant-at-Arms shall maintain a current list of voting eligibility by voting members.
- C. A quorum for a valid vote shall be simple majority of those eligible members casting ballots.

Section 3. RULES OF ORDER

- A. Parliamentary authority for the Association shall be Roberts Rules of Order, Revised, latest edition, insofar as such rules of order will not conflict with these By-laws or special rules of order adopted by the Association.

ARTICLE VII. ANNUAL MEETINGS

Section 1. The Executive Committee shall call membership meetings of the Association at such time and place as shall be determined by the committee.

Section 2. A written notice of the Business and Elections Meeting shall be mailed or transmitted by current technology available to all members not later than forty-five (45) days prior to said meeting. If there are any amendments to the By-laws to be considered at the annual meeting, notice of the proposed amendments will be delivered or mailed to each member of the Association not less than five (5), nor more than fifty (50) days before the meeting, excluding the day of the meeting.

- Section 3. The Executive Committee shall establish the registration fee for the annual meeting.
- Section 4. Members of the Executive Committee are eligible for a waiver of the registration fees if the employing agency will not pay conference fees. The request for waiver shall be submitted to the treasurer prior to the start of the conference. The request for waiver must be approved by a majority vote of the Executive Committee.

ARTICLE VIII. COMMITTEES

- Section 1. The President shall, whenever necessary and appropriate, appoint special committees to perform specific and limited duties and he/she shall appoint the following standing committees: Finance and Budget; Certification; Steering and Membership. The chairperson of each of these standing committees are listed in the duties of each Executive Committee member (Article IV, Section 2, Duties of Officers).
- Section 2. The tenure of each special committee shall be for the duration of the specific duty assigned to it. Standing committees have a specific job description and are appointed at the pleasure of the President to serve until the end of the W.A.C.E. fiscal year unless the succeeding President continues their services for another year.
- Section 3. The Finance and Budget Committee is to prepare and present the annual budget to the Executive Committee at the beginning of the W.A.C.E. fiscal year.
- Section 4. The Steering Committee shall meet as necessary and shall be responsible to the Executive Committee for the development and presentation of programs to the Executive Committee for the upcoming year.
- Section 5. The Membership Committee shall meet as necessary and is responsible for the active recruitment of new members and the retention of present members.
- Section 6. The Certification Committee is created to cause the members of W.A.C.E. to be duly certified in the best interests of the Association. The committee shall meet as often as necessary to attain those goals and shall make reports to the Executive Committee of its progress and methods. Members of the Certification Committee shall hold and maintain at least one (1) ICC certification.

ARTICLE IX. SEAL

The Executive Committee may adopt a form of seal and, if a seal is adopted, the Secretary is authorized to apply the seal on behalf of the Association.

ARTICLE X. AMENDMENTS

- Section 1. Amendments of these By-laws may be proposed by any member in good standing of W.A.C.E., subject to approval by a majority vote of the membership. These proposals shall be transmitted to the Executive Committee who shall prepare a written ballot for the next business and elections meeting that is the same year that the Board of Directors is up for election (bi-annually).
- Section 2. Prior to the proposed amendments being placed on the ballot, the by-law amendments shall be reviewed by a legal professional for consistency with Robert's Rules and the stated purpose of the organization.
- Section 3. The vote shall be by secret ballot. Absentee and mail-in or electronic ballot, votes shall be accepted if received by the Sergeant-at-Arms by the date of the election.

ARTICLE XI RECALL AND REMOVAL FROM OFFICE

- Section 1. Should any elected or appointed Officer of the Association be suspected of misfeasance, malfeasance, or nonfeasance, or need to be removed from Office for any other reasons the Executive Committee shall have the authority to do so under the following rules;
- Section 2. A written petition of the reasons for removal, as well as a recommendation for removal, must be signed by at least three current members of the Executive Committee. The petition then must be submitted to the full Executive Committee. This petition can be initiated by members of the Executive Committee or by two or more members of the Association in good standing.
- Section 3: Upon receiving the written statement a special meeting of the Executive Committee shall be convened to discuss the removal. The meeting will require a quorum to be valid. The statement must be voted on by the Executive Committee

to approve the removal from office. The measure must be approved with a $\frac{3}{4}$ approval vote of the quorum present to be valid.

- Section 4. The statement shall be mailed to the Executive Committee member facing removal by certified mail. The accused Executive Committee member can choose to resign at that time, or they may request an appeal which must be filed with the President within 14 days of the notice. The appeal hearing will be scheduled within 30 days.
- Section 5. The appeal will be heard by the Executive Committee and two non- Executive Committee persons, one to be selected by the Executive Committee and one by the appellant. The vote for removal from office shall be by secret ballot counted by the Sergeant of Arms and witnessed by one Executive Committee member, with the results conveyed to the President.
- Section 6. If the officer does not prevail in the appeal process, the Executive Committee shall inform the officer of the decision. The Executive Committee shall meet within thirty (30) days to select a new Officer for the position vacated. The new Officer must be a member in good standing and will be approved with a majority vote of the Executive Committee members voting.
- Section 7. Upon removal from Office the Executive Committee Member shall surrender all Association paperwork, records or other property in their possession within 14 days. Two Executive Committee members shall retrieve the records in a timely fashion after making an appointment with the removed Officer.
- Section 8. Any legal fees associated with enforcing this section shall be recoverable by the Association from the Executive Committee member removed.

AMENDED: September 20, 2019

Liz Krzyminski, W.A.C.E. PRESIDENT

Luis Garcia, W.A.C.E. SECRETARY