



# EASTERN CHAPTER

## Tennessee Building Official's Association

### E.T.B.O.A.



## By-Laws of the Eastern Chapter/Tennessee Building Official's Association

*Effective 01 March 2025*

### Article I: Name & Mission

- Section 1: The organization shall be known as “Eastern chapter of the Tennessee Building Official's Association.” The organization may also be referred to as the East Tennessee Building Official's Association or by use of the acronym E.T.B.O.A.
- Section 2: The Mission of the E.T.B.O.A. shall be:
- a. Network, Educate and Motivate chapter membership
  - b. Promote public awareness and respond to regional challenges
  - c. Promote and strengthen T.B.O.A.
  - d. Promote and support the Tennessee State Fire Marshal's Office
  - e. Promote and strengthen ICC Region VIII
  - f. Promote and support ICC and NFPA model codes

### Article II: Membership & Voting

- Section 1: Geographic Area of Membership (by County): Knox, Anderson, Campbell, Roane, Morgan, Loudon, Monroe, Blount, Sevier, Cocke, Jefferson, Grainger, Union, Hamblen
- Section 2: Classification of Memberships:
- a. Active Individual Membership (A.I.M.) – Any municipal, federal, county or state government employee or contract employee actively engaged in the administration or enforcement of building (trades), fire, zoning, property maintenance, stormwater or floodplain regulations (codes) upon payment of individual dues at the established rate as referenced herein shall be considered an “Active Member.” A.I.M. shall be entitled to one (1) vote on all relevant business matters and may serve on the Board of Directors and committees.
  - b. Organizational Membership (O.M.) - Any municipal, federal, county or state government agency or contract agency consisting of five (5) or more employees actively engaged in the administration and enforcement of building (trades), fire, zoning, property maintenance, stormwater or floodplain regulations (codes) upon payment of organizational dues at the established rate as referenced herein shall be considered an “Organizational Active Member.” O.M. allows all employees of the enforcement agency to receive benefits/training as an active member. O.M. designation shall entitle those groups as defined in this section to a maximum of five (5) votes on all relevant business matters. Individual



# EASTERN CHAPTER

## Tennessee Building Official's Association

### E.T.B.O.A.



Organizational Members may serve on the Board of Directors and committees.

- c. Retired Individual Membership (R.I.M.) – Any municipal, county or state government employee or contracted employee who was actively engaged in the administration or enforcement of building (trades), fire, zoning, property maintenance, stormwater or floodplain regulations (codes) that retired or otherwise from government service while in good standing with E.T.B.O.A. and its affiliates at the time of separation as an active member of at least two years shall have their membership changed to “Retired Individual Membership.” R.I.M. Memberships allow individuals to enjoy continued affiliation and consultation while maintaining their related professional certifications or licenses. R.I.M. members shall be entitled to one (1) vote each on all relevant business matters and serve on any committee, but not hold a position on the Board of Directors as outlined in Article III of these Bylaws.
- d. Associate Membership (A.M.) - An organization, association, institute, corporation, partnership, company, manufacturer, architect, engineer, 3<sup>rd</sup> party non-government inspector, builder (tradesman), contractor planner or other related group upon payment of associate member dues at the established rate as referenced herein shall be considered an “Associate Member.” A.M. memberships are value-added associates that provide product, service or consultation/training, vendor services to E.T.B.O.A. while building a healthy network with government enforcement agencies in the area. A.M.’s may serve on committees but shall not hold a position on the Board of Directors and are not entitled to vote on all relevant business matters.
- e. Honorary Membership (H.M.) – Any person recognized by deed benefitting E.T.B.O.A. having or deserving distinction awarded by two-thirds (2/3<sup>rd</sup>) majority vote of the membership present during the Annual Meeting as defined in Article IV section 2 of these By-Laws in recognition of achievement or service without the usual prerequisites or obligations. H.M. Individuals shall be entitled to one (1) vote each and serve on committees but not the Board of Directors. Honorary Memberships shall be recognized for three (3) calendar years from the date of the award and may be renewed by two-thirds (2/3<sup>rd</sup>) majority vote of membership as outlined in this section.



# EASTERN CHAPTER

## Tennessee Building Official's Association

### E.T.B.O.A.



Section 3: Active Member (Defined) – means any membership category that pays their Annual Fee (if applicable) in a timely manner and who routinely attends regular in-person or virtual meetings and/or participates in training/social events within reason (180 days).

#### **Article III: Board of Directors and Executive Responsibilities**

Section 1: The property, business affairs and policies of the E.T.B.O.A. shall be under the control of the Board of Directors consisting of a President, Vice-President, Secretary/Treasurer, and Past President. Active Individual Members, Organizational Individual Members may serve on the Board of Directors elected by a simple majority of voting members present at the Annual Meeting.

a. Individuals serving on the Board of Directors and/or Appointed Committees shall do so on a voluntary basis without compensation. Individuals may be reimbursed for personal expenditures supporting chapter activities if approved by the Board of Directors prior to the expenditure being incurred.

Section 2: Officer Terms – One (1) Year - Once elected at the Annual Meeting, Board Officer term shall begin on March 1<sup>st</sup> and end on February 28<sup>th</sup> (or last day of February) each year. Individual office terms may be extended yearly up to 3 additional consecutive terms by simple majority vote affirming reappointment at the Annual Meeting.

Section 3: The President shall preside at all meetings of the E.T.B.O.A. and at meetings of the Board of Directors. The Chapter President or his/her designee shall be the primary representative of E.T.B.O.A. at all T.B.O.A., ICC, NFPA or other chapter events or related meetings.

Section 4: The Vice-President shall provide operational support and training coordination in conjunction with appointed committees and stakeholders. In the absence of the President, the Vice-President shall preside.

Section 5: The Secretary/Treasurer shall maintain all membership records, meeting minutes and files of E.T.B.O.A. while serving as custodian of all chapter funds. The Secretary/Treasurer shall finalize, and package all records for proper handoff to the incoming Board of Directors at the March Regular Meeting.

Section 6: The Past President should generally default to the immediate past president in good standing with E.T.B.O.A. but may be any active member past president of E.T.B.O.A. The Past President shall have no direct authority over E.T.B.O.A. but does exert influence and operational support as an ex officio member of the Board of Directors. The Past President shall serve as a voting member of the board only during the time when an unavoidable absence of either the President, Vice-President or Secretary/Treasurer occurs.



# EASTERN CHAPTER

## Tennessee Building Official's Association

### E.T.B.O.A.



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#### ARTICLE IV: Meetings and Elections

- Section 1: Regular Meetings shall be held monthly or bi-monthly on the second (2<sup>nd</sup>) Wednesday at a time and place designated by the Board of Directors.
- Section 2: The February meeting shall be designated as the “Annual Meeting” aka “David Sproul Annual Training Days.” Sixty days prior to the Annual Meeting, the president shall appoint a nominating committee composed of three (3) members at-large who shall submit to the membership present at the Annual Meeting nominations for the Board or Directors, Code Official of the Year and if applicable, Honorary Member(s). Elections shall be completed at the Annual Meeting before the close of business. The newly elected Board of Directors shall be installed at or before the March Regular Meeting. Code Official of the Year and Honorary Member(s) shall be presented at the discretion of the outgoing Board of Directors.

#### Article V: Annual Fees

- Section 1: The Annual Fees (dues) for membership in the E.T.B.O.A. shall be determined by the Board of Directors and voted on by a simple majority of membership at the Annual Meeting. The annual fees may include an amount directed towards E.T.B.O.A. membership dues to affiliate organizations and/or scholarship fund as desired by the Board of Directors. Chapter Annual Fees should be collected by February 28<sup>th</sup> of each year.
- Section 2: Retired Individual Member and Honorary Member annual fees for membership as well as any fee(s) associated with attending the classroom portion of any educational event sponsored by and/or provided by E.T.B.O.A. for the membership shall be waived at the discretion of the Board of Directors.
- Section 3: The Eastern Chapter, of the Tennessee Building Official's Association (E.T.B.O.A.) is a registered non-profit, non-political organization and shall be maintained as such.

#### Article VI: Scholarships

- Section 1: Scholarships are an optional offering. Scholarship funding for the calendar year shall be by simple majority vote at the Annual Meeting (February).
- Section 2: If scholarship(s) are to be offered for that calendar year, the incoming Chapter President shall appoint a Chairman of the “Scholarship Committee” no later than the March Chapter Meeting.



**EASTERN CHAPTER**  
**Tennessee Building Official's Association**  
**E.T.B.O.A.**



Section 3: The Scholarship Committee Chairman shall be responsible for choosing at least two (2) additional volunteer committee members who shall oversee the selection and presentation of the awarded scholarship(s) based on Board of Director guidance and available general funds. The recommended scholarship award(s) shall be approved no later than the July Chapter Meeting by the Board of Directors based on availability of funds, and chapter priorities.

Section 4: Active A.I.M., O.M., R.I.M. or H.M. Members or their dependents shall be eligible to receive a scholarship award. The scholarship(s) should be awarded prior to, or during the typical college fall semester.

**Article VII: Annual Audit**

Section 1: The Board of Directors shall audit the financial records and business affairs of E.T.B.O.A. at the close of each calendar year. The prior year Annual Audit report shall be presented to the membership at large during the Annual Meeting before installing the new slate of board officers.

**Article VIII: Amendments to By-Laws**

Section 1: Amendments to the By-Laws to be considered at the Annual Meeting shall be presented in writing to the President, sixty (60) calendar days prior to the Annual Meeting. If approved by the Board of Directors, the board shall distribute the proposed amendments to the membership at large for comment by any means necessary thirty (30) calendar days prior to the Annual Meeting.

During the Annual Meeting, following “Roberts Rule of Order” for parliamentary procedure, the proposed amendments may be discussed by all present and amended as deemed appropriate by the voting members present. An affirmative vote by three-fourth (3/4<sup>th</sup>) majority of voting members present shall constitute approval of the amendment change.

These By-Laws have been reviewed and approved by the general voting membership at the Annual

Meeting of E.T.B.O.A on the 28 Day of February, 20 25 and shall take effect on the 1<sup>st</sup> Day of March 20 25.

Approved,

Recorded,

Matthew Widner

Marjorie Tinker

28 Feb 2025

Chapter President

Secretary/Treasurer

Date