



Wyoming Conference of Building Officials



By-Laws

(As amended November 1, 2023)

(This Page Intentionally Left Blank)

CONSTITUTION AND BY-LAWS OF THE WYOMING CONFERENCE OF BUILDING OFFICIALS

ARTICLE I

NAME AND PURPOSE OF ORGANIZATION

- 1.1 This organization shall be known as the “Wyoming Conference of Building Officials”.**
- 1.2 Where elsewhere contained in these By-Laws, the term “Conference” may be substituted for the full name.**
- 1.3 This Conference is not organized for profit, and no part of the earnings shall be to the benefit of any member or officer.**

ARTICLE II

OBJECTIVES

- 2.1 The objectives of this Conference are:**
 - 2.1.1 To place the public welfare above all other interests and to apply the special knowledge and skill of the Building Officials and Inspectors to the benefit of all mankind.**
 - 2.1.2 To build the prestige of the Building Officials, to provide sufficient qualified personnel adequately compensated, to establish minimum standards of what a building department is and to secure adequate recognition and proper place in the administrative organization.**
 - 2.1.3 To investigate and discuss the principals underlying safety in the construction, occupancy and location of buildings and related structures.**
 - 2.1.4 To develop, recommend and promote uniform regulations and legislation pertaining to building construction, and to encourage uniformity in code interpretation.**
 - 2.1.5 To advise and assist in administration of building laws and ordinances.**
 - 2.1.6 To develop, maintain and promote the adoption of the International Code Council Family of Codes, and to become Active Class A Members of the International Code Council.**
 - 2.1.7 Said organization is organized exclusively for charitable, religious, educational, and scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations described under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future tax code.**

- 2.1.8** Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not disposed of shall be disposed of by a court of competent jurisdiction in the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.
- 2.1.9** To do all such other things as are incidental to or desirable for the attainment of the above objectives.

ARTICLE III

MEMBERSHIP

- 3.1** Categories of Membership – The Conference shall have the following categories of membership:
- 3.1.1** Active Member – An individual actively engaged as an official representing a governmental building department and whose duty it is to enforce and administer laws and ordinances related to building construction, and who has paid their current dues.
- 3.1.2** Associate Members – Members of allied/related organizations such as the Wyoming Association of Fire Marshals and the Wyoming Association of Permit Techs.
- 3.1.3** Professional Members – Members of the industry and other persons interested in or allied with building construction.
- 3.1.4** Student Member – An individual enrolled in educational classes in a college, university, or trade school and who is pursuing courses of study which could lead to a career in the construction/building industry. These fields include, but are not limited to: architecture, engineering, general building construction, inspection of construction, electrical, mechanical, and plumbing fields; business management, accounting, and office procedures; computer skills and safety.
- 3.1.5** Honorary Member – An individual who has rendered outstanding and meritorious services in the furtherance of the objectives of this organization.

3.2 Dues – The annual dues for each membership category shall be established by the Executive Board.

3.2.1 Active Members - \$50.00 per year

3.2.2 Associated Members - \$50.00 per year

3.2.3 Professional Members - \$50.00 per year

3.2.4 Student Members - \$25.00 per year

3.2.5 Honorary Members – No dues shall be charged

ARTICLE IV

VOTING

4.1 Voting – All members may make and second motions. Only Active and Honorary Members as defined by Provisions 3.1.1 and 3.1.5, respectively, in the By-Laws of the Wyoming Conference of Building Officials shall be entitled to vote on matters pertaining to the following Conference matters:

- (a) By-Laws**
- (b) Membership**
- (c) Officers**
- (d) Executive Board**
- (e) Code Change Committee Recommendations**

ARTICLE V

EXECUTIVE BOARD, POWERS AND DUTIES

5.1 The Executive Board shall have the authority to carry on the business of this organization between Conference Business Meetings, except that the Board shall not have the authority to authorize or make any expenditure in excess of three thousand dollars (\$3,000.00).

5.2 The Executive Board shall have the power to appoint an assistant Secretary, an Attorney, a Director of Publications, and such others as may be needed to serve at the pleasure of the Executive Board.

5.3 The Executive Board shall meet and organize at the close of the Annual Conference Business Meeting and shall transact such business as may be necessary.

ARTICLE VI

OFFICERS

6.1 The officers shall be the President, Vice-President, Secretary, Treasurer, all of whom shall be Active or Honorary Members at the time of their election or appointment, three (3) Directors whom shall be Active or Honorary Members, and two (2) non-voting Directors whom shall be Associate Members.

The officers and directors, together with the immediate Past President, shall constitute the Executive Board.

6.2 The officers shall be elected for a term of three (3) years, except for the Secretary and Treasurer.

6.2.1 At the first Annual Conference Meeting, one Director shall be elected to serve for one (1) year, one Director shall be elected to serve for two (2) years, and one Director shall be elected to serve for three (3) years. Thereafter, Directors shall be elected to serve for three (3) year terms. The Secretary and Treasurer shall be appointed by the President with the concurrence of the Executive Board and shall be an Active, Honorary, or Associate Member.

6.2.2 The election of all officers shall be at the Annual Conference Business Meeting by a majority vote of the Active and Honorary Members present.

6.3 The term of office of each elective officer shall begin at the close of the Annual Conference Business Meeting at which he/she is elected and shall continue for the period designated above or until a successor is duly elected.

6.4 A vacancy in the office of President shall be filled by the Vice-President. In the event of a vacancy of any other position of the Executive Board, such position shall be filled by the Executive Board with a majority vote.

6.5 The President shall preside at all Business Meetings and at the meetings of the Executive Board and shall be an ex-officio member, without vote, of all committees.

6.6 Officers shall not act in their official capacities by proxy.

ARTICLE VII

MEETINGS

7.1 Regular meetings shall be held at least semi-annually. One meeting shall be known as the Annual Conference Business Meeting and shall be held each calendar year.

7.2 Five (5) Active and Honorary Members shall constitute a quorum for the transaction of business on the floor of the Business Meeting.

7.3 Meetings of committees shall be by call of their respective chairperson who shall

- render reports at the Business Meeting.
- 7.4 Special Meetings shall be held as and when called by the President or when requested by the majority of the members of the Executive Board. A majority of the members of the Executive Board shall constitute a quorum at any meeting. There shall be no representation of Board Members by proxy. Complete records shall be kept of all proceedings and actions of the Executive Board.

ARTICLE VIII

ORDER OF BUSINESS

- 8.1 Parliamentary procedure shall be as defined in Roberts Rules of Order.
- 8.2 The order of business of the Regular and Annual Conference Business Meetings shall be as follows:
- (a) Roll call of Officers
 - (b) Approval of minutes of previous meetings
 - (c) Communications
 - (d) Reports of Officers and Committees
 - (e) Program of special speakers
 - (f) Unfinished business
 - (g) New business
 - (h) Election of Officers
 - (i) Adjournment
- 8.3 The order of business may be changed by majority vote of the members at the Annual Conference Business Meeting or Regular Business Meeting.

ARTICLE IX

COMMITTEES

- 9.1 All members may serve on committees.

ARTICLE X

CODE OF ETHICS

- 10.1 The Code of Ethics of this Conference shall be to deal fairly, honestly, and openly with building owners, tenants, government officials and with all we come in contact with in the course of our professional activities, and we condemn any unfair or misleading practices or uses, no matter what their form or purpose may be. We hereby declare that in our opinion, inspection of buildings for conformity with the building and safety code standards is a profession requiring specialized skill, knowledge and proper training.

ARTICLE XI

AMENDMENTS OF BY-LAWS

11.1 Proposed amendments of this Constitution and By-Laws to be considered at an Annual Conference Business Meeting shall be signed by at least five (5) Active and Honorary members and shall be presented to the Executive Board at least sixty (60) days before the opening of an Annual Conference Business Meeting. The Board shall cause them to be presented in the Annual Conference Business Meeting notice and shall present its recommendations to the members. These proposed amendments may be discussed and amended at the Annual Conference Business Meeting and passed by a majority vote of the Active and Honorary Members present.

THESE BY-LAWS, AS AMENDED, WERE ADOPTED BY THE MEMBERSHIP ON THIS THE 1ST DAY OF NOVEMBER 2023.

PRESIDENT Ken Rogers

SECRETARY Tom Scranton

TREASURER Billy Nunn

DIRECTOR Jim Brown

DIRECTOR Sean Collier

DIRECTOR Ben Hubbard