



Michigan Association of Code Enforcement Officers

MICHIGAN ASSOCIATION OF CODE ENFORCEMENT OFFICERS

CONSTITUTION AND BY LAWS

Enacted 1992  
Revised 1994  
Revised 1996  
Revised 2000  
Revised 2003  
Revised 2014  
Revised 2015  
Revised 2016 (typographic corrections)

## **ARTICLE I NAME**

This Association shall be known as Michigan Association of Code Enforcement Officers (M.A.C.E.O.)

## **ARTICLE II PURPOSE**

The purpose of this Association shall be: To promote professional and social fellowship and the spirit of cooperation among the members of this organization; To provide educational services and activities to aid in the performance of their employment; To educate the membership on laws and ordinances on the federal, state and local levels of government; To cooperate with courts and judges as well as other branches and departments of government; To gather, receive and disseminate information concerning employment standards and the certification of members on a state level; To give full cooperation to the officers of this Association for the betterment of the Association.

## **ARTICLE III MEMBERSHIP**

**SECTION 1. Eligibility:** Any person directly employed by a municipal government to perform the function of code or ordinance enforcement may become a member of the Association, upon the favorable vote of three quarters of the membership present. No person shall be denied membership in this Association based on age, race, creed, color, political or religious affiliation, gender or sexual orientation.

**SECTION 2. Retirees:** Any person retired from a municipal government having been engaged in code enforcement, shall be entitled to Associate membership in the Association with all rights and privileges of members, except those of voting or holding office.

**SECTION 3. Dues:** The payment of annual dues as established by the membership and in accordance with the By-laws shall be a prerequisite to continuing active membership in the Association.

**SECTION 4. Affiliate Membership.** Affiliate membership shall be open to any person employed by an organization or government entity whose function is closely related to or allied with the function of code enforcement. Affiliate members shall be ineligible to hold office or vote. Affiliate member may attend social or other functions of the Association. (Revised 1996).

## **ARTICLE IV ASSOCIATION OFFICERS**

**SECTION 1. Titles:** The officers of this Association shall be President, Vice-President, Secretary, Treasurer and shall be known as the "Association Officers".

**SECTION 2. Eligibility:** Any active member in good standing, shall be eligible for nomination and election, and to hold office as one of the Associations Officers.

**SECTION 3. Term of Office:** The term of all regularly elected Association Officers shall commence at the end of the April general membership meeting and shall serve through the next succeeding April general membership meeting.

**SECTION 4. Election:** Election of Association Officers shall be carried out in accordance with the provisions of this Constitution, the By-laws, and the standing rules of the Election Committee.

**SECTION 5. Succession of Officers:** Upon the death, resignation, disqualification, suspension, or expulsion of an active member who is an Officer of this Association, or upon the occurrence of a vacancy for any other reason the following succession of officers shall be implemented: The President by the Vice-President; The Vice-President by a member of the Board of Directors with the highest vote; The Board of Director by the alternative Board of Director with the highest vote; The Treasurer and Secretary by appointment of the President and approval of the Board of Directors and the membership.

**SECTION 6. Removal of Officers:** Any Officer, elected or appointed, may be removed, upon written charges of activities detrimental to the organization, after a full hearing before the Board of Directors; followed by the affirmation vote of (3/4) three quarters majority of the membership at a regular meeting or a special meeting, called for that purpose.

**SECTION 7. Oath of Office:** All Officers shall be required to take the oath of office prescribed in Article II, Section 3, of the By-laws, before the membership at a regular or special meeting, prior to entering upon their duties.

## **ARTICLE V BOARD OF DIRECTORS**

**SECTION 1. Governing Body:** The Board of Directors shall be the governing body of this Association, and shall have all powers necessary to conduct the Association's business and manage its property, in keeping with the Constitution and By-laws.

**SECTION 2. Board Members:** The Board of Directors shall consist of the elected Association Officers, plus four active members elected by the membership and two Alternate Directors with no voting privileges at the Board of Directors meetings.

**SECTION 3. Alternate Director:** The Alternate Director in order of highest vote, shall take the place of any member of the Board of Directors absent from a board meeting, with voting privileges only.

**SECTION 4. Election Date:** Election of Directors other than Association Officers shall be held during an annual election of Associations officers.

**SECTION 5. Succession of Directors:** The provisions of Article IV, Sections 5 and 6 of Constitution shall apply to Directors, and they shall hold office until the next annual election.

**SECTION 6. Board Meetings:** The Board of Directors shall hold meetings at least once every two (2) months at a time and place designated by them, but special meetings may be called by the President, or upon written request to the President by three or more Directors.

**SECTION 7. Quorum:** A majority of the Board of Directors shall constitute quorum for the purpose of transacting business. Concurrence of a majority of those present shall be sufficient to constitute action by the Board, except as otherwise provided in the Constitution or By-laws.

**SECTION 8. Officers:** The elected Association Officers shall act in their respective capacities for the Board of Directors as well as for the Association.

**SECTION 9. Emergency Powers:** The Board of Directors shall have emergency power to transact any business, provided such business for reason of time and expediency can not be held over until the next regular meeting of the Association. The exercise of such powers shall only be by unanimous vote of those Directors present.

## **ARTICLE VI STANDING COMMITTEES**

**SECTION 1. Appointment of Chairman:** The President shall appoint from the Board of Directors, a Chairman for all standing committees, within (1) one month of the regular election of the Board of Directors and in accordance with the Constitution and By-laws.

**SECTION 2. Standing Committee Members:** The Chairman of each Standing Committee shall be a member of the Board of Directors. Each Standing Committee shall consist of a Chairman and a minimum of (1) one additional active member. All members of the Standing Committee (excluding the Chairman) shall be appointed by the President.

**SECTION 3. Authority:** Standing Committees shall have the power to carry out all functions entrusted to them to the best of their ability, but shall be subject to specific orders of both the Board of Directors and the Association.

**SECTION 4. Reports:** The Chairman of each Standing Committee shall, at a general assembly meeting, give a full report of the meeting previously held by the Committee.

**SECTION 5. Duties:** The standing Committees and their functions and duties shall be set forth in the By-laws.

**SECTION 6. Creation and Elimination:** The creation or elimination of a committee other than those set forth in the By-laws shall be approved by a (3/4) three quarter majority vote of the membership present at a regular or special meeting called for that purpose.

## **ARTICLE VII ASSOCIATION MEETINGS**

**SECTION 1. Meetings:** Meetings of the Association shall be held at a time and place to be determined by the Board of Directors.

**Section 1.a. Smoke Free:** All Association meetings shall be smoke free. (Revised 1996).

**SECTION 2.a. Special Meetings:** Special Meetings may be called by petition to the President of (10%) ten percent or more of the total active members of the Association. The President shall arrange a meeting within (7) seven days from the receipt of the petition. The Secretary shall give written notice of the time and place of such meeting not less than (3) three days prior to the meeting date. The meeting shall take place within (14) fourteen days from date of petition receipt.

**SECTION 2.b.** The Association Officers may call a special meeting upon their discretion, but it shall comply with the provisions of the Constitution and By-laws.

**SECTION 3. Proxies:** Proxies conforming with the requirements set forth in the By-laws shall be honored at any Association meeting. One such proxy shall accompany each written consent from each proxy member, concerning an Association meeting.

## **ARTICLE VIII RATIFICATION AND AMENDMENT PROCEDURE**

Ratification or amendment of the Constitution shall be made in no less than three steps.

1. Each member in good standing shall receive a copy of the proposed Constitution or amendment.
2. At the next regularly held Association meeting, the membership shall discuss the Constitution or amendment as proposed. If no approved changes are required, discussion can be closed and a vote taken. A (3/4) three quarter majority vote of the membership in good standing constitutes approval.
3. At the next regularly held meeting the President shall announce that the organization is now operating under the rules and regulations of the ratified or amended Constitution.

**ARTICLE IX  
DISSOLUTION PROCEDURE**

Dissolution of the Association shall proceed as follows:

1. Dissolution may not occur unless (90%) ninety percent of the members in good standing present during a regularly scheduled meeting vote to proceed with dissolution.
2. If the membership present votes to proceed with dissolution the item shall be placed on the agenda for the next regularly scheduled meeting.
3. A (3/4) three quarter majority vote in favor of dissolution shall deem the Michigan Association of Code Enforcement Officers dissolved.
4. A special meeting shall be set at the time of dissolution for the Association Officers, Board of Directors and any member in good standing who wishes to attend, for the purpose of distributing remaining assets in accordance with the Internal Revenue Service regulations for non-profit organizations.

**PART II  
BY-LAWS**

**ARTICLE I  
OFFICERS**

**SECTION 1. Duties:** The duties of the elected officers of the Association shall be those normally fulfilled by persons bearing their respective titles and in addition, those duties specifically enumerated below:

- A. The President shall be the Chief Executive Officer of the Association, shall preside at all meetings and shall be the Chairman of the Board of Directors. The President shall decide all questions of order, countersign checks, appoint all standing and special committees subject to the approval of the Board of Directors.
- B. The Vice President shall be the Vice President of the Association, Vice Chairman of the Board of Directors, and in the absence or disability of the President shall perform the duties and exercise the powers of the President, and shall perform such other duties as the Board of Directors shall prescribe.
- C. The Secretary shall be the Secretary of the Association, Secretary of the Board of Directors, shall attend to all correspondence, record minutes of all meetings, keep all records of the Associations, notify the membership of all meetings, furnish the President with a list of all unfinished business and notify officers or members of their removal, suspension or expulsion.
- D. The Treasurer shall keep a record of the names and respective cities of all members of this Association, collect all dues and receive all monies due this Association and keep a complete and accurate account thereof. The Treasurer shall make a full report quarterly and submit for inspection all books, records, papers and supplies in the Treasurer's possession when ordered by the President, or the Board of Directors. The Treasurer shall keep a complete and accurate account of all monies expended by this Association and deposit within (15) fifteen days of receipt all monies of this Association in a financial institution where deposits are guaranteed by the (FDIC) Federal Deposit Insurance Corporation. The Treasurer shall pay by check all warrants duly drawn on him/her and countersigned by the President.

**SECTION 2. Succession of Records:** Each officer shall turn over to this/her successor all books, papers, supplies and reports in his/her possession belonging to this Association within (30) thirty days after leaving office or when ordered to do so by the Board of Directors.

**SECTION 3. Attendance:** Officers who are absent for more than (3) three regular meetings and/or Board of Directors meetings during their term of office, without justification, shall relinquish their position.



## **ARTICLE II NOMINATION AND ELECTION, PROCEDURE & OATH**

Nominations and elections shall be conducted by the Election Committee in accordance with the Constitution and rules as set forth under the By-laws of this article.

**SECTION 1. Nominations and Elections:** Nominations shall be taken only during the months of February and March for all elected offices. Election for office shall be in April and nominations will not be honored on election day. An exception to this rule will be allowed in the event that the position remains vacant.

All members in good standing are eligible to be elected and can be nominated for any position. A member can run for more than one elected position, but can only hold one elected position each term. In the event a member accepts the nomination for more than one position, the following rule shall apply:

In the event a member accepts a nomination for a position in which said member is the only candidate running, that member shall be removed from any of the other positions where that member is a nominee. Once the member is elected to one of the positions, that member shall then be removed from any succeeding position. In no event shall any member be removed under that rule until the April meeting during the election.

Any members in good standing may vote during an election either in attendance or by formal proxy; except the President who shall not vote in any election unless a tie exists. In the event of a tie, the President shall cast the deciding vote between the two candidates.

Elections shall be by secret ballot presented to the members by the Election Committee.

**SECTION 2. Proxy Votes:** Election Proxy's must include the following:

1. Candidates the member is voting for,
2. The office the member wishes the candidate to occupy,

Election Proxy's must be submitted to the Election Committee in a sealed envelope bearing the voters signature for verification prior to the election. All approved proxy's must then be counted as votes.

**SECTION 3. Oath of Officer:** All officers shall be formally installed before the general membership after being given the following oath of office by a member of this Association.

Do you solemnly swear to support and abide by the Constitution and By-law as (NAME OF OFFICE) of the Michigan Association of Code Enforcement Officers, so help me God.

**ARTICLE III  
BOARD OF DIRECTORS**

**SECTION 1. Standing Committees:** The Standing Committees of the Association shall be as follows:

- A. The Finance Committee shall consist of the Board of Directors who shall make recommendations on proposed expenditures of the Association in excess of four hundred dollars (\$400) and shall review and report on any financial statement of the Association. (Revised April 2015)
- B. The Entertainment Committee shall be in charge of all social and fund raising function.
- C. The Education Committee shall be in charge of certification and assist the organization with seminars and guest speakers.

## **ARTICLE V MEMBERSHIP**

**SECTION 1.** Active membership in the Association shall be open to any person directly employed by a municipal government to perform the function of code or ordinance enforcement.

**SECTION 2.** Associate members shall be those personnel retired from a municipal government, who were involved in code or ordinance enforcement.

**SECTION 3.** Membership cards shall be issued by the Treasurer for the identification of members and shall be worn at all meetings.

**SECTION 4.** All members in good standing shall have the right to attend social and other functions of the Association and open meetings of the Board of Directors.

**SECTION 5.** Any member who is found sharing a membership will lose that membership after a majority vote by the Board of Directors. Sharing a membership is defined as a member who alternates the meeting attendance with a co-workers from the same municipality, but only one person is a member.

**SECTION 6.** In the event a member in good standing leaves the Association, the Board of Directors reserves the right to transfer the membership to his/her replacement. Transfer will take place immediately after the Board approves such a transfer by majority vote.

**SECTION 7.** Affiliate member shall be persons employed by an organization or government entity whose function is closely related to or allied with code or ordinance enforcement. (Revised 1996)

## **ARTICLE VI DUES**

**SECTION 1. Requirements.** The dues of the Association shall be sixty dollars (\$60) per year for active members, payable by the last day in February of each year. The dues for an Associate membership shall be twenty-five dollars (\$25) per year. Payment of dues shall be evidence by a membership card issued by the Treasurer. Any payments received during the year (except for the month of December) will be applied in whole to that year and will not be pro-rated. Any membership dues received in December will be applied to the following year. Members failing to make such payment by the last day in February will lose membership status, with the following exceptions:

1. Member is off of work due to illness,
  2. Member is off of work due to military service,
  3. Member is off of work due to family leave,
  4. Any other reason deemed appropriate by the Board of Directors
- Revised 1994, 1996, 2000, 2014, 2015,

## **ARTICLE VII PROCEDURES**

**SECTION 1. Rules of Order:** Roberts Rules of Order shall be the Parliamentary authority used by this Association. The general order of business shall follow the outline below, unless altered by the President at the beginning of the meeting.

- A. Roll Call (Secretary to verify that all in attendance have signed in)
- B. Presidents Report
- C. Verification of the prior months minutes
- D. Secretary Report
- E. Treasurers Reports
- F. Nominations and Elections
- G. Committee Reports
- H. Old Business
- I. New Business
- J. Association Discussion or Guest Speaker
- K. General Comments
- L. President's Closing comments
- M. Adjournment

**SECTION 2. Proxy Votes:** Proxy's for the election of Officers and Board of Directors shall be governed by Article II, Section 2, of the by-laws, "Election Proxy Votes".

Proxy votes for other then elections shall be governed as follows:

Proxy votes will only be accepted from members in good standing.

Proxy votes can not be used for the establishment of a quorum.

Proxies will not be allowed to amend motions.

All proxy votes must be turned over to the Vice President for verification prior to being counted as votes by the Secretary.

All proxy votes shall be in writing and will contain the following:

- 1. The specific motion
- 2. The proxy date
- 3. Signature of the member not in attendance

## **ARTICLE VIII AMENDMENTS**

**SECTION 1. By-law Amendments:** by-laws must be amended by both a simple majority vote of the Board of Directors and a simple majority vote of the members during any regularly scheduled meeting.

## **ARTICLE IX RATIFICATION**

The Constitution and by-laws of 1994 as amended, will be deemed in full force and effect after unanimous approval by the Board of Directors and by a (3/4) three quarter majority vote of the attending members at a regularly scheduled meeting. Members shall have no less than one month to review copies of the approved Constitution and By-laws.