

# CONSTITUTION AND BY-LAWS OF THE MARYLAND PLUMBING AND MECHANICAL INSPECTORS ASSOCIATION (MPMIA)

ARTICLE I: The Name, Seal and Address of this Association.

SECTION 1: The name shall be the Maryland Plumbing and Mechanical Inspectors' Association; herein and hereafter referred to as the Association.

SECTION 2: The seal shall be as indicated below: *Reserved*

SECTION 3: The address shall be that of the Secretary or as otherwise designated by the Board of Directors.

ARTICLE II: Objectives

SECTION I: The objectives of the Association are:

- A. To participate in the formulation of Maryland Plumbing and Mechanical Code provisions.
- B. To promote uniform understanding and application of the Maryland Statewide Plumbing & Mechanical Code.
- C. To promote and secure uniform inspection methods throughout the State of Maryland.
- D. To promote closer industry unity between code officials, governing agencies and the private sector.
- E. To promote and improve the standard of the profession of Plumbing and Mechanical Inspectors.
- F. To provide education and training seminars.

ARTICLE III: Membership

SECTION 1: Active Membership shall be open to municipalities or other political subdivisions which shall be represented by code officials actively engaged in plumbing and/or mechanical code formulation, administration or enforcement. Application for membership shall be in writing and submitted to the Executive Secretary.

SECTION 2: Associate Membership shall be open to those persons interested in the design manufacture, installation or sale of plumbing and/or of the Association. Application for membership shall be in writing, submitted to the Executive Secretary and reviewed by the Board of Directors for approval.

SECTION 3: Retired Membership shall be open to those members submitting written application for retired status to the Executive Secretary.

- SECTION 4. Life Membership may be extended only to Active and Associated members who have significantly contributed to promoting the objectives of the Association. Life members may be nominated and approved by the general membership. Life membership shall be limited to one Active member and one Associate member per calendar year.
- SECTION 5. Charter Members are those who attended three of the first five meetings after acceptance of the By-Laws.
- SECTION 6. Honorary Membership be open to those persons who are not members of the Association but have made a significant contribution in promoting the objectives of the Association. Nominations for Honorary membership shall be in writing, submitted by any member and reviewed by the Board of Directors for approval.

ARTICLE IV: Board of Directors

- SECTION 1. The Association shall be governed by a Board of Directors, herein and hereafter referred to as the Board, which shall consist of the elected Officers, immediate past president, and four (4) Directors.
- SECTION 2. The Board shall manage the policies, business, property and affairs of the Association.
- SECTION 3. Officers
- A. The officers of the Association shall consist of a President, Vice President, Secretary and Treasurer shall hold office for a two (2) year term. The Officers shall be Active members and shall be elected at the December General Membership meeting.
  - B. Officers elected in June 2014 will have their first term expire at the December, 2016 General Membership meeting due to the shift of elections from June to December. This provision will sunset at the installation of new officers at the December 2016 General Membership meeting.
  - C. Officers may serve no more than two consecutive terms in the same office.
  - D. May not miss more than three consecutive meetings with written notification to be sent after the second consecutive missed meeting.
- SECTION 4. Directors (Shall serve one year first time elected)
- A. A total of four Active members may be elected as Directors. The Directors shall be Active members and shall be elected at the third General Membership meeting.
  - B. The Directors shall be elected on odd number years and shall hold office from the the time of their installation through the December General Membership meeting of the following next odd number year.
  - C. The Director-at-Large shall be the immediate past President.
- SECTION 5. In the event that an Officer or Director resigns, the Board shall appoint, as soon as possible, an Active member to fill the unexpired term.
- SECTION 6. Appointments
- A. An Executive Secretary may be appointed by the Board for a maximum term of five years or as determined by the Board. Compensation of services rendered may be as approved by the Board.

- B. A Director of Finance shall be appointed by the Board for a maximum term of five years or as determined by the Board. Compensation of services rendered shall be as approved by the Board.

ARTICLE V: Duties of Officers, Directors, Executive Secretary and Finance Director

SECTION 1. The President

- A. To preside over all meetings
- B. To select all standing committee chairpersons except the finance and the nominating committees.
- C. To be an ex-officio member of all committees except the nominating committee.
- D. To perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Association.

SECTION 2. The Vice-President

- A. To assist the President at all meetings.
- B. To preside over all meetings in the absence of the President.
- C. To perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Association.

SECTION 3. The Secretary

- A. To assist the presiding officer with the orders of business and to distribute correspondences to all members present.
- B. Notification of meetings.
  - 1. To send to all Board members a notice of every Board meeting at least Twenty days in advance of such meeting.
    - a. Ten days of notice, including an agenda, shall be given for all special meetings.
  - 2. To send all members a notice of every General Membership meeting at least thirty days in advance of such meeting.
  - 3. To coordinate, with other members, items which can be included in these notices to reduce costs.
- C. To accurately record all business transacted at all meetings.
- D. To maintain and have available at all meeting the official minute book.
- E. To record the voting at all meetings.
- F. Expense form shall be approved by the Board.
- G. To perform such other duties applicable to the office as prescribed by the parliamentary authority adopted by the Association.

SECTION 4. The Treasurer

- A. To accurately record and post all funds received and disbursed. Shall be bonded For at least Fifty Thousand Dollars. The Bond premium shall be paid by the Association.
- B. To pay all bills that have been approved as per the budget or by the Board.
- C. To submit a monthly report of the Association's finances to the Finance Committee and/or the Association.
- D. To submit a report of the Association's finances at all meetings, except special meetings unless included in the special meeting agenda.
- E. To send all membership renewals by December 1 of each year.
- F. To maintain the financial records of the Association and a fiscal year from May 1 through April 30, unless otherwise approved by the Board.

- G. To be a standing member of the Finance Committee.
- H. To perform such other duties applicable to the office prescribed by the parliamentary authority adopted by the Association.

SECTION 5. The District Director

- A. To attend, at least two Board meetings per term of office.
- B. To assist in the management of the Association.
- C. To report any concerns of the members within their district to the Board.

SECTION 6. The Executive Secretary

- A. To prepare for the Board all business that has not been assigned to others.
- B. To present at all meetings all reports received from committee chairpersons.
- C. To recommend plans of work and conduct the general business of the Association under the direction of the Board and the General Membership.
- D. To be a standing member of the school of Instruction Committee.
- E. To authorize both active and/or retired membership status.
- F. To maintain all membership applications.
- G. To receive the letter of resignation of an Officer or Director and present it at the next Board meeting.
- H. To send to each Director a current roster of all members within their respective districts no more than thirty days after the June General Membership meeting.
- I. To maintain and have available at all meetings a current roster which lists only members in good standing-by district affiliation.

SECTION 7. The Director of Finance

- A. To coordinate the finances of the Association.
- B. To serve as the chairperson of the Finance Committee.

ARTICLE VI: Standing Committees

SECTION 1. An Auditing Committee, composed of three members, shall be appointed within thirty days after the June General Membership meeting. It shall be the duty of this committee to audit the Treasurer's account(s) at the close of the fiscal year and report at the second regular Board meeting following the Annual School of Instruction. The Treasurer shall not be a member of this committee.

SECTION 2. A Finance Committee, composed members, the Treasurer and the Finance Director shall be appointed within thirty days after the June General Membership meeting. It shall be the this committee to prepare a budget for the fiscal year and submit it to the Board for approval at its last scheduled meeting prior to the June General Membership meeting. The committee may submit amendments to the current budget at any regular meeting. The committee shall prepare and submit any other reports as directed by the Board.

SECTION 3. A Nominating Committee shall be composed of the five directors of the Association willing to serve in this capacity. The most immediate past president on the committee shall serve as the chairperson. It shall be the duty of this committee to nominate, at the June General Membership meeting, candidates for the offices to be filled. Before the election, additional nominations from the floor shall be permitted.

SECTION 4. Such other standing committees shall include, but not be limited to, the following:

- A. Active Member Award

- B. Advertising and Yearbook
- C. Apprenticeship Award
- D. Associate Member Award
- E. By-Laws
- F. Education and Training
- G. Mechanical Code
- H. Membership
- I. Plumbing Code

SECTION 5. Standing committees shall be under the authority and direction of the Board, unless specifically provided for herein.

SECTION 6. Duties of the Committee Chairperson

- A. To submit, in writing, all committee findings and recommendations to the Secretary at least ten days prior to any meeting, except special meetings, unless specified in the agenda. If the chairperson or member of the committee is in attendance at the meeting, such report shall not be required.
- B. To select all committee members not specifically provided for in other sections of these by-laws and report their names to the Secretary within thirty days of their appointment.

ARTICLE VII: Voting

SECTION 1. Only representatives of Active members, who are in good standing, and individual Retired Active members, who are in good standing, shall have the right to vote. City, town and County governments shall be limited to one vote each. When a city, town or county government is represented by two or more persons at any General Membership meeting, only one shall cast the vote for their jurisdiction, and the President of the Association shall be given the name of that person prior to the start of the meeting.

SECTION 2. All members shall have the right to make and second motions.

ARTICLE VIII: Meetings

SECTION I. Three General Membership meetings shall be held each year. The Officers and Directors shall be elected at the December General membership meeting and shall be installed at the next meeting.

SECTION 2. Four Board meetings shall be held each year at a time and location determined by the President. The first shall be held at the June General Membership meeting. A quorum shall consist of at least five Board members. Action taken by less than five Board members shall be null and void unless confirmed by the General Membership.

SECTION 3. Special Board meetings may be called by the President. Such meetings also be called by the Board with the written request of at least five members. The purpose of the meeting shall be stated in the call. The location of the meeting shall be determined by the President. At least ten days of notice shall be given. A quorum shall consist of at least five Board members. Action taken by less than five Board members shall be null and void unless confirmed by the General Membership.

ARTICLE IX: Dues

SECTION 1. Annual Dues

- A. Active membership shall be \$50.00 per two years. (Even Years)
- B. Associate membership shall be \$50.00 per two years. (Even Years)
- C. Retired membership shall pay no dues.
- D. Charter and Life Advisory membership shall be absorbed by the Association as of June 2008.

SECTION 2. No member shall be in good standing whose dues are not paid by June 1 of each year and shall not be maintained on the membership roster if not paid by December 31.

SECTION 3. Dues may only be revised at General Membership meetings.

ARTICLE X: Amendments

SECTION 1. The Constitution and By-Laws may be amended by two-thirds vote at any General Membership meeting, providing that the proposed amendment has been submitted in writing at the previous General Membership meeting.

ARTICLE XI: Parliamentary Authority

SECTION 1. The current edition of Robert's Rules of Order, Newly Revised shall be the Association's final authority on all questions of procedure and parliamentary law not covered by the Constitution and By-Laws or any special rules of order the Association may adopt.