

CONNECTICUT ASSOCIATION OF HOUSING  
CODE ENFORCEMENT OFFICIALS, INC.

## ORGANIZATION BY – LAWS

ELEVENTH REVISION

Chapter 74  
International Code Council

Connecticut Association of Housing Code  
Enforcement Officials, Inc.

**BY-LAWS  
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## **I. NAME**

This Association shall be known as the  
Connecticut Association of Housing Code Enforcement Officials, Inc.

## **II. PURPOSE**

The objectives of the Association are:

- To promote the educational and professional development of officials in the field of housing code enforcement
- To promote the development of higher standards in the hygiene of housing through legislation
- To promote the development of better housing code conditions throughout the state
- To create a public awareness of the value of housing maintenance and repair
- To promote the welfare, education and social benefits of its members
- To promote the general public's health, safety and welfare through advocacy for housing related issues

### **III. MEMBERSHIP**

- 1A. Full active membership is open to persons engaged in housing code enforcement for a governmental body.
- 1B. Associate membership is open to any other person, corporation or partnership involved and/or interested in housing code enforcement.
2. Applications for membership in the Association shall be presented to the Membership Chairman who will submit all applications to the Executive Board for approval or rejection.
3. Membership may be terminated by the Executive Board at any time for cause satisfactory to the Board after due hearing.
4. Members who have been dropped from the Association for non-payment may be restored to membership by a majority vote of the Executive Board upon payment of all dues owed.
5. Voting privileges and holding office in the Association for all matters are determined by vote and are not open to Associate Members. Active Members shall be eligible to vote and/or hold office and all voting for election of Officers and changes of the by-laws shall be bound by the rule of one ballot vote per members for election of Officers and one vote per member for by-law changes and other matters when present at the time of voting.
6. Honorary membership shall be awarded to an active member of the Association who has retired from full employment in code enforcement and whose honorary membership has been recommended by a unanimous vote of the Executive Board. Honorary members shall have all the rights and privileges of Active Members, except holding an Executive Officer position.

## **IV. OFFICERS**

1. The Officers shall be the Chapter President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Secretary, Treasurer and Immediate Past President.
2. The Chapter President shall preside at all meetings of the Association and shall be Chairman of the Executive Board.
3. The 1<sup>st</sup> Vice President, and in his/her absence, the 2<sup>nd</sup> Vice President shall discharge the duties of the Chapter President in the case of his/her absence during a vacancy in office. The 1<sup>st</sup> Vice President shall be in charge of membership procurement and retention. The 2<sup>nd</sup> Vice President shall along with the Chapter President, act on behalf of the organization on all International Code Council (ICC) matters.
4. The Secretary shall keep minutes of all meetings of the Association, maintain the website and/or social media of the Association, keep records and conduct correspondence.
5. The Treasurer shall keep all financial records and disburse funds authorized by the Executive Board.
6. The Immediate Past President shall advise the Board on all Association matters.
7. The term of office for the Chapter President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Secretary and Treasurer shall be for two years. The term of office for the Immediate Past President shall be for two years. However, in the untimely event that the Chapter President is removed from office (by decision of the Board), resigns or expires while in office, the Immediate Past President

shall remain on the Board until the remaining term of the incoming Chapter President term in office has ended.

The 1<sup>st</sup> and 2<sup>nd</sup> Vice Presidents shall succeed the Chapter President and 1<sup>st</sup> Vice President respectively subject to election at the Annual Meeting.

8. The Officers of the Corporation shall be elected at the Annual Meeting called by the Chapter President. They shall assume their duties immediately upon adjournment of the Annual Meeting.
9. Any Officer of the Corporation or Board Member may be removed for just cause by a majority vote of the entire Executive Board whenever in its best judgment the best interest of the Corporation will be served. Such action shall be without prejudice of the person so removed. Removal of such individual shall be effected at any meeting of the Executive Board.

## **V. EXECUTIVE BOARD**

1. The Executive Board shall consist of three (3) Active Members elected as Directors by the Association, plus the Chapter President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Secretary, Treasurer and Immediate Past President.
2. Board Members (Directors) shall be elected for a three-year term. The Board Members (Directors) may run for additional terms in office.
3. Minutes of the Board Meetings shall be recorded and kept by the Secretary.

4. The Executive Board shall authorize and control all expenditures and enact such rules for conduct of the members, as it may deem necessary.

## **VI. COMMITTEES**

1. Any committee necessary shall be appointed by the Chapter President as needed, except that at least thirty (30) days prior to each Annual Meeting in which officers of the Corporation are to be elected, the President shall appoint a Nominating Committee.
2. The Nominating Committee shall consist of three Active class members and shall not be officers or Board Members. Members of the Nominating Committee shall not be barred from becoming nominees for office.
3. The Chapter President shall appoint a Membership Committee, Legislative Committee and Education Committee and their members shall be appointed no later than the next regularly scheduled meeting following each Annual Meeting.

## **VII. SPECIAL MEETINGS**

1. Meetings of the membership may be called by the Chapter President or by four (4) members of the Executive Board. Such meetings shall be limited to the business of such meetings.

## **VIII. PARLIAMENTARY AUTHORITY**

1. Robert Rules of Order shall govern the Association in all cases except when the Association shall have adopted special rules or order.

## **IX. AMENDING BY-LAWS**

1. The By-Laws may be amended by an affirmative vote of not less than two-thirds of the members present at any business meeting of the Association. No proposed amendment shall be acted upon unless such changes have been submitted in writing at a regular meeting to be voted on at the next regular meeting.

## **X. DUES**

1. The Annual Dues for Active Membership shall be \$35.00 payable before January 1<sup>st</sup> of each year and no later than the close of the March business meeting of the same year. The Executive Board shall adjust the annual dues in accordance with operating expenditures and sound fiscal practices and responsibilities.
2. The Annual Dues for Associate Members shall be \$40.00 payable before January 1<sup>st</sup> of each year and no later than the close of the March business meeting of the same year. The Executive Board shall adjust the annual dues in accordance with operating expenditures and sound fiscal practices and responsibilities.
3. Dues paid after the March meeting shall be assessed an additional \$5.00 late fee charge for the current year. If the member is restoring membership pursuant to Section III, the additional \$5.00 shall be assessed for the first year only.



4. Honorary Members shall not be required to pay dues, but shall be required to pay seminar fees.

**Executive Board**

**OFFICERS OF THE CORPORATION**

**2022-2024**

**Chapter President**

*Frank Alvarado*

**1<sup>st</sup> Vice President**

*Ilysa Delgado*

**2<sup>nd</sup> Vice President**

*Vacant*

**Secretary**

*Heather Oatis*

**Treasurer**

*Sean Tipps*

**Immediate Past President**

*Ebrima Jobe*

**Directors**

*Ryan Stewart (6/2023)*

*Caleb Cowles (6/2024)*

*Amy Lehaney (6/2025)*

**By-Laws Revision**

First Revision 1981

Second Revision 1993

Third Revision 1994

Fourth Revision 1995

Fifth Revision 1997

Sixth Revision 1998

Seventh Revision 1999

Eight Revision 2001  
Ninth Revision 2009  
Tenth Revision 2011  
Eleventh Revision 2022