MUNICIPAL CONSTRUCTION OFFICIALS OF NEW JERSEY

PURPOSE:

1. A forum to support individual working Municipal Construction Officials by providing open confidential discussion of issues that affect them in their work.
2. To enhance professional development by:
   - Providing training
   - Sharing experience related to administrative everyday how-to issues.
   - Informing each other about and discussing current and/or proposed changes to the regulations as they specifically affect Construction Officials.
3. The purpose of the organization is limited as stated.

BYLAWS:

Any change to the purpose and by-laws must be accomplished by an affirmative vote of 75% or more of the membership responding to the proposed change. Members are required to be present at the meeting to vote. Voting on these issues will be by written ballot only. All members have one (1) vote each.

1. Membership:

   a. Full Membership is limited to currently appointed, working Municipal Construction Officials. This includes full and part-time appointments. Membership does not include State, County, retired or dismissed Construction Officials, except that a retired or dismissed member with a valid Construction Official license may retain membership for one [1] year.

   b. Associate Membership may be granted to duly appointed Assistant Construction Officials who hold a valid construction official license and who are sponsored by their Municipal Construction Official. Associate members have no vote.

   c. Life Membership may be granted to members in good standing, upon his or her retirement, who have been a member of the Association for a minimum of ten (10) years. Life Members shall retain all the rights and privileges of regular members and shall be exempt from the payment of annual dues.

2. Membership is determined by:

   a. Verification of current valid Construction Official license;
   b. Verification of employment;
   c. Payment of membership dues in the amount of $100.00, payable January 1st of each year.

3. Meetings:

   a. Regular meetings will be held the first Thursday of each month unless otherwise announced and published to the membership.
   b. Meeting locations will be announced as soon as possible prior to the meeting dates.
   c. A quorum of at least seven (7) members shall be present for a regular meeting.
   d. No regular meetings will be held in the months of July and August to allow for a summer break.
   e. A majority vote of members present is required to carry any motion.

4. Proposed By law Changes:

   a. Proposed changes to the Purpose and/or Bylaws must be conducted in accordance with the following:

      I. Bylaw change proposals shall be accepted throughout the year.

      II. Proposals must be submitted on a form available from the corresponding secretary. And must contain; (1) the specific wording in the Purpose and/or Bylaws to be added, modified or deleted and (2) a reason for the proposed change.

      III. Proposals must have the endorsement of at least one additional member.

      IV. Proposals must be submitted to the corresponding secretary no later than two months prior to the meeting that the change is proposed for.

      V. Each proposal will be distributed to the membership sixty (60) days prior to the meeting as a ballot that shall provide for an Approve or Reject vote only. Modifications to proposal ballots shall not be permitted.

VI. Only ballots submitted in person by the eligible members will be counted.

VII. Successful proposals will be incorporated into the Bylaws for distribution and adoption no later than thirty (30) days after approval.

5. Donations and Sponsorship:

a. The organization may sponsor or make donations upon endorsement by the executive board and a majority of those present at a membership meeting. In an amount approved by a vote by the membership.

6. An award, to be known as "The William M. Connolly Construction Official of the Year Award" shall be established and presented to a member of the association on an annual basis. The award shall be presented at the annual Building Safety Conference. The Chairperson shall appoint an Awards Committee consisting of four (4) members plus the Chairperson to accept nominations, review qualifications and present their recipient selection to the Association. Nominations for the award shall be made in writing and may be made by any member in good standing. Nominations will be accepted from June through January and the Awards Committee shall announce their selection at the February monthly meeting. Candidates shall be evaluated on their commitment to the profession of code enforcement, service to the public and advancement of the goals and objectives of the Association.

7. A Committee, known as the Legislative committee, shall be established to advise the Association of any pending legislation that may affect our members. They may speak on behalf of the Association at any Legislative hearing if necessary. The Executive Board shall appoint a Legislative Committee consisting of four (4) members pl us the Chairperson. The Chairperson shall serve as the Chair of the Legislative Committee . All representation of the Association must be approved by the Executive Board. Any expenses incurred by the Committee shall be reimbursed by the Association.

EXECUTIVE OFFICERS INCLUDE:

Chairperson, Vice-Chairperson, Recording Secretary, Corresponding Secretary, Finance Officer, and

Board of Trustees.

THE AUTHORITY OF THE CHAIRPERSON IS LIMITED AS FOLLOWS:

1. The Chairperson shall act as the Moderator for each meeting.

2. The Chairperson shall sign any external correspondence necessary and agreed to by the Members present.

3. The Chairperson shall develop letters to be presented to the membership internally.

4. The Chairperson shall verify that the location of each meeting is available on the day and time agreed to by the membership and that it is suitable for the meeting.

There shall not be a term limit for the Chairperson.
Nominations and a vote shall be taken every two years for the position of the Chairperson.

THE AUTHORITY OF THE VICE –CHAIRPERSON IS LIMITED AS FOLLOWS:

1. The Vice-Chairperson shall serve in the absence of the Chairperson.

There shall not be a term limit for the Vice-Chairperson.
Nominations and a vote shall be taken every two years for the position of the Vice-Chairperson.

2. The Vice- Chairperson shall also serve as the Assistant Finance Officer in the event the Finance Officer is unable to perform his or her duties.

THE AUTHORITY OF THE RECORDING SECRETARY IS LIMITED AS FOLLOWS:

1. The Recording Secretary shall record the minutes of the meeting.

2. The Recording Secretary shall provide a written copy of the minutes for posting to the MUNCO website for all members prior to the next meeting.

There shall not be a term limit for the Recording Secretary.
Nominations and a vote shall be taken every two years for the position of Recording Secretary.

THE AUTHORITY OF THE CORRESPONDING SECRETARY IS LIMITED AS FOLLOWS:

1. The Corresponding Secretary shall assist the Chairperson in preparing written correspondence.

2. The Corresponding Secretary shall distribute internal and external correspondence as needed.

3. The Corresponding Secretary shall distribute and tally all ballots and report in writing to the membership.

There shall not be a term limit for the Corresponding Secretary.
Nominations and a vote shall be taken every two years for the position of Corresponding Secretary.

THE AUTHORITY OF THE FINANCE OFFICER IS LIMITED AS FOLLOWS:

1. The Finance Officer shall collect and record membership dues and collect and disburse other funds associated with the membership.

2. The Finance Officer shall provide a written balance sheet to the membership at each meeting.

3. The Finance Officer is authorized to spend up to $300.00 for postage and general office supplies per month.

4. The Finance Officer cannot spend any other funds without the approval of the members present.

There shall not be a term limit for the Finance Officer.
Nominations and a vote shall be taken every two years for the position of Finance Officer.

THE AUTHORITY OF THE BOARD OF TRUSTEES IS LIMITED AS FOLLOWS:

The Board of Trustees shall consist of three members who shall be the three immediate past Chairpersons. In the event that one of the last three chairpersons cannot complete their service as a Trustee, then the next, immediate past chairperson shall fulfill the unexpired term.

The Board of Trustees shall be responsible for the following:

1. To assist the executive Officers in fulfilling their duties.
2. To ensure that the intent of the Purpose and Bylaws are followed.
3. To audit the financial records annually.
4. To tally the ballots of membership votes.

Nominations for Executive Officers: Nominations for Executive Officers shall be made a minimum of sixty (60) days prior to the elections that will be held at Building Safety Week. Only full members in good standing shall be considered for nomination as Executive Officers. Any nomination must receive a second to be valid.

Adopted: May 13, 1998
Revised: 4/26/99; 5/17/00; 5/4/05; 11/09/09; 12/3/15; 1/11/18; 4/7/25 (Dues); 11/10/25 (Legislative Committee), 9/3/26 (Administrative revisions, Executive Board Terms 1 to 2 years, Vice Chair appointed Assistant Finance Officer, Life Members retain full voting rights, Board of Trustees 5 to 3.)