

The New Jersey State Plumbing Inspectors

Association Constitution and By-Laws

Article I

Name

This association shall be known as the New Jersey State Plumbing Inspectors Incorporated.

Article II

Object

An Organization to unite the Plumbing Inspectors of New Jersey for their mutual benefit into one group of which all active licensed Plumbing Inspectors are invited to become members.

To uphold enforce the Public Health and Safety laws of the State.

To combat the causes and conditions that create or perpetuate disease or discomfort that may arise from any improper or faulty plumbing or drainage system, water supply or distribution system, sewerage disposal system or their appurtenances.

To serve our fellow man in the field of public health through the medium of education.

To work for greater uniformity in the enforcement of the Construction Code in the municipalities of the State and to strive for more rigid requirements for applicants of State Plumbing Inspectors Licenses.

To promote friendship, good will and sociability among the membership.

To pass on to those who follow us a highly proficient plan of Public Health and Safety.

Article III

Officers

The Officers of this association shall consist of a President, First Vice President, Second Vice President, Secretary, Sergeant-at-Arms, Combined Financial Secretary/Treasurer, Three Trustees, and Four Elected Directors and All Past Presidents for the Executive Board.

Article IV

Elections

Sec.A-

A Nominating Committee shall be chosen in May and shall hold office for two years. Their purpose is to nominate a slate of Officers to the Association for biannual elections and propose nominees for vacancies in offices that occur due to resignation, death, illness or any other cause, by election for the vacant offices with only one notice to the general membership. The President shall have the power to appoint two members to this committee and three will be nominated from the floor by the membership.

Sec.B-

The Nominating Committee shall submit the names of the proposed candidates, for the various offices to be filled, at the September meeting to the general membership. Nominations from the floor, for all offices to be filled, may be made at this meeting, only.

Sec.C-

Election of Officers shall be held at the October meeting and installation of those elected shall be held at the December meeting. If more than one candidate is nominated for the same office, a vote will be held in secret ballot. The person receiving the highest number of votes shall be declared elected.

Article IV (continued)

Sec.D-

The President, First Vice President, Second Vice President, Secretary, Financial Secretary, Treasurer, Sgt at Arms, three (3) Trustees, and the four (4) Directors when elected, serve a term of two (2) years. When the outgoing President leaves office, the person will be listed as Director. This person's name will be included in the roll call of officers for a period of six (6) years; however the person will then continue to remain as a Director indefinitely. All terms of Office shall begin on January 1st.

Sec.E-

Only the Secretary, Financial Secretary, Treasurer, three (3) Trustees, four (4) elected Directors and Sgt. at Arms may succeed themselves in office..

Article V

President

The President shall have general supervision over the affairs of this association and shall preside at all meetings, see that the Constitution and By-Laws are enforced, being governed by Roberts Rules of Order. Perform all duties pertaining to this office.

Article VI

Vice President

During the absence or disability of the President, the Vice President shall take over and have similar powers and duties.

Article VII

Second Vice President

During the absence or disability of the President and the Vice President, the Second Vice President shall take over and have similar powers and duties as theirs.

Article VIII

Secretary

It shall be the duty of the secretary to record all business proceedings of this Association and conduct official correspondence. He shall notify the membership of all regular and special meetings, starting time and place, at least ten (10) days prior to such meeting. He shall keep an accurate record of all the membership, keep a record of all committee appointments and such other matters which pertain to this office.

Article IX

Financial Secretary and Treasurer

The Financial Secretary shall send notices on all dues and bills, receive and collect all monies and assessments, issue receipts for monies received. He or she shall keep an accurate account of all receipts. The Treasurer shall keep an accurate account of monies received. These monies shall be deposited in such bank or trust company as the association shall designate and shall pay all bills which are approved by the Trustees. A check must be drawn for these bills and signed by the Treasurer and the President. If the President is absent, the Vice President shall have the power to

sign. This position shall be bonded in the sum of \$50,000.00. A monthly report shall be read at each meeting and submitted to the secretary with a complete accounting of all monies received and spent since the last meeting.

Article X

Sergeant-at-Arms

It shall be the duty of the Sergeant-at-Arms to guard the door at each meeting and see no one but members of the Association or authorized persons are admitted, and fulfill such other functions as may be required of him by the presiding Officer.

Article XI

Executive Board

Sec.A-

The Executive Board shall consist of all elected Officers, four Directors, All Past Presidents and Life Members. The President shall preside at all meetings.

Sec.B-

The Directors shall include all Past Presidents and four members at large from the general membership. The Past Presidents shall remain Directors indefinitely. Consideration should be given when the names of at large members are selected, that all areas of the State have representation.

Sec.C-

The Board shall exercise general supervision and control over the affairs of this Association. It shall have full authority to act for this Association during the period when the Association is not meeting. Emergency sessions may be held at the call of the President or a request of five (5) members of the board.

Regular meetings shall be held monthly, preferably preceding the regular meeting of the Association. The Board shall present recommendations at the regular meetings concerning business initiated at the Board Meeting.

Sec.D-

A majority of the Board shall govern at any meeting of the Board where a quorum is present. Nine members of the Board shall constitute a quorum.

Sec.E-

The Board shall have the books and accounts of the Association audited periodically or whenever the action is deemed prudent.

Sec.F-

Any Officer or Committee Chairman who misses three consecutive meetings shall be brought before the Executive Board for possible removal. The Executive Board may recommend to the membership, the removal of any member of the Board for cause. The member must be informed of this action. The general membership shall be notified of such action. Such notification to the membership may be through regular meeting notices.

Sec.G-

The Executive Board shall serve as the Grievance Committee in all matters where grievances occur.

Article XII

Trustees

The Trustees shall perform such duties as assigned to them, covering the supervision of all property belonging to the Association. They shall approve all expenditures and bills.

Article XIII

Standing Committees

1. Constitution and By-Laws
2. Liaison to DCA 3 members of President, 1st or 2nd Vice or Secretary
3. Education
4. Entertainment and Program
5. Code
6. Membership
7. Sickness and Distress
8. Budget by Executive Board and Treasurer
9. Parliamentarian
10. Auditing
11. Nominating Committee - Members at large on this committee should be chosen geographically in the State i.e. North, South, East and West. (if possible)
12. Publicity
13. Legal Fund

Article XIV

Membership

The membership of this Association shall consist of three classes: Active, Life, and Associate Members.

Article XV

Active Member

An Active member shall be an Inspector who holds a proper Plumbing Inspector's License issued by the New Jersey Department of Community Affairs. He shall be entitled to all privileges of membership, providing his dues are paid.

Article XVI

Life Member

A Life member is a person who was engaged as a Licensed Plumbing Inspector in the State of New Jersey, is in good standing as pertaining to his or her dues, years of activity and devotion to this Association.

He or she must be retired and a member of good standing for a minimum of Ten (10) Years, also served as an Officer or on a Committee, and must have attended a minimum of three (3) meetings per year.

His or her application (in writing), should be submitted to the Executive Board listing his or her activities. The Executive Board shall review the application and make their recommendation to the general membership to either accept or reject the application for Life Membership. The general membership must vote by ballot.

Article XVII

Associate Member

Associate Member shall mean any Company, Corporation or Organization not involved in direct sales with the plumbing industry.

Associate Member shall not be an individual.

Associate Member shall have interaction and affiliation with this Association but shall not have the right to vote.

Article XVIII

Application For Membership

Application For Membership shall be in writing, on the Association's membership form. The applicant shall give all pertinent information that is required by said form.

When the application is recieved it shall be turned over to the Membership Committee for their consideration of approval or rejection of the applicant. Their recommendation shall be voted on at the next regular meeting for first reading.

If the application is approved on, second reading at the next regular meeting and if he is present the President shall hold a short installation ceremony.

Article XIX

Dues

Sec. A-

This Association shall operate with a balanced budget. The annual dues shall reflect the projected cost of conducting the affairs of this Association. After proper consultation with the Finance Committee, the Executive Board will decide the amount necessary to be raised, by dues to maintain a balanced budget, and access the dues accordingly, prior to the adoption by the General Membership of the annual budget.

Dues for the Associate Member shall start at \$100. In the event that the active member's dues should change, the dues for the Associate Member will also change. The dues for the Associate Member will be one third (1/3) more than the active member's dues.

Sec. B-

Any member failing to pay his or her dues prior to the April meeting of the current year, shall lose all benefits and privileges. Failure to pay these dues prior to December of the current year, will result in expulsion from the rolls of this Association. It shall be the duty of the Treasurer/Financial Secretary to notify the Executive Board, the name(s) of the delinquent person(s) and they will in turn instruct the Secretary to notify this person(s) in writing.

Sec. C-

Any member expelled in this manner and wishing at some future date to be reinstated must submit an application and fees before being considered. His application will then be processed by the Executive Board for approval or rejection without being submitted to the Membership Committee. Then brought before the General Membership for their vote.

Article XX

Member Withdrawal

Any member may withdraw from the Association at any time by giving written notice to the Secretary and by paying up all indebtedness to the Association. Any member failing to pay such indebtedness shall not be reinstated until such indebtedness is paid.

Article XXI

Any member of this Association who shall conduct himself in a manner inconsistent with the Constitution and By-Laws of this Association, or who shall be found guilty of misconduct in public office and resulting in discharge from public office, after a proper trial or hearing conducted in accordance with the laws of the State of New Jersey governing such a trial or hearing, or expenditures in excess or any budget appropriation or the sum authorized by this Association, may be charged with such misconduct or action in writing by any member of this Association or by a motion from the floor.

Such charges shall be referred to the Grievance Committee (the Executive Board) with all facts and evidence thereto for proper study and investigation of the charges. The results of these findings shall promptly be reported to the President, and to the membership at the next regular or special meeting. The membership shall be duly notified of any contemplated action in the call of such meeting.

Article XXII

Any member who shall be found guilty of the provisions in Article XXI shall be expelled from membership and shall forfeit all rights and benefits of this Association. Expulsion must be by at least a two-thirds majority vote of those members present at the meeting.

In any case where leniency is recommended by the Grievance Committee, or is recommended from the floor, a lesser punishment may be imposed, or the charge may be dropped by a two-thirds majority vote of those members present at such meeting.

The accused member shall have the opportunity to answer such charges and given ample opportunity and time to offer his defense through his counsel if he so desires. Postponement of any hearing charges shall not exceed one month.

Article XXIII

Regular meetings of this Association shall be held in January, February, March, April, May, June, September, October and December. November is Convention Month.

All meetings will be held at a place designated at the previous meeting or by the Officers.

They will be held the third Wednesday of the Month.

The Program Committee shall endeavor to prepare something special for these meetings.

Article XXIV

Convention in November

The Convention of the New Jersey State League of Municipalities shall be considered a regular meeting of the Association, and shall be held during the period of said Convention and only the business that may originate from and pertaining to this Convention, which concerns our Association may be discussed and acted upon. The regular order of business shall be eliminated.

Article XXV

Quorum

Twenty members present at a meeting who are entitled to vote shall constitute a quorum. No official business shall be transacted at any meeting without this quorum and pertaining to this Association.

Article XXVI

Special Meetings

Special meetings may be called by the President but no other business except that which was announced shall be transacted at this special meeting. The President shall call a special meeting if requested to do so by a majority of the members of the Executive Board, or by written request of the general membership and signed by fifteen (15) members in good standing.

Article XXVII

Meetings of the Executive Committee shall be held at the call of the Chairman or at the request of five (5) members of the Committee. Their duties shall be subject to the instruction of any meeting and to the constitution and by-laws. They shall exercise general supervision and control over the affairs of this Association. They shall have full authority to act for this Association during the period when we are not meeting. They shall also serve as the Grievance Committee.

Article XXVIII

Proposed amendments to these by-laws and constitution shall be submitted to the By-Laws Committee, appointed by the President for phrasing and recommendation. All amendments shall be presented to the Association for two (2) readings, but no two readings shall take place at any one

meeting. Any such amendment may then be voted on at the regular meeting at which the second reading takes place. A two-thirds vote of the members present shall be required for the adoption of the amendment. All members shall receive due notice in the call of the meeting, of any amendment that may be presented. This Constitution may be amended or altered in the whole or part by two-thirds vote of the members present at any regular or special meeting called for that purpose, if such announcement was made in the call of the meeting.

Article XXIX

This Association and all Committees shall operate under a properly prepared and adopted budget. No unauthorized expenditures shall be permitted.

Article XXX

A corporate seal shall be selected and adopted by this Association.

Article XXXI

The order of business at all meetings of this Association shall be as follows:

01. Meeting called to order
02. Invocation and Pledge of Allegiance to the Flag
03. Roll call of Officers
04. Reading of the minutes of the previous meeting
05. Communications and Bills
06. Treasurer's report
07. Reports of Standing Committees
08. Reports of Special Committees
09. Unfinished Business

Article XXXI (continued)

10. Application to Membership
11. Report of Membership Committee
12. Election to Membership
13. New Business
14. Good and Welfare

15. Adjournment

Article XXXII

Death Benefit

Upon the death of a member of this Association, a death benefit in the amount of \$500 shall be presented to the survivors(s) of the deceased.

Article XXXIII

Legal Fund

The Legal Fund shall be monies set aside in its own account in the amount of five (5) dollars per paid member, deposited as dues are collected for the current year.

These monies shall be used for the sole purpose of providing legal service for our members.

To be eligible for legal service the person must be a current member in good standing and have been a member for a minimum of five (5) years.

Legal service must be used for matters pertaining to Code Enforcement and be approved by the Legal Fund Committee.

The maximum allowable funds available to any individual shall be \$1000 per event and shall not be used for consultation cost.

There shall be a maximum of \$8000 kept in the Legal Fund account. Any extra monies will be left in the General account for use by the Association.

Any guidelines not mentioned pertaining to the Legal Fund shall be established by the Legal Fund Committee, who shall have final decisions on any submitted matters.

Installation of New Members

When the new member has been duly processed, the presiding Officer shall perform the following pledge:

I __ (state name) __ in the presence of the members of this Association, promise and pledge my word of honor, that I will yield prompt obedience to all laws and notification that may be sent, said or presented to me. I will at all time assist members of this Association to the extent of my ability, defend them accordingly, and cultivate for each and every member the warmest friendship. I take this obligation voluntarily, without a mental reservation until honorable withdrawal.

Installation of Officers

Repeat after me

I __ (state name) __ do solemnly promise, in addition to the pledge of honor already given that I will, to the best of my ability, perform the duties of my office as laid down in the laws and regulations of this Association, or until my successor is duly elected and installed. That I will faithfully attend the meetings of this Association and sacredly guard and turn over to my successor all property of this Association committed to my charge and should this Association lapse or cease to work, I will convey and deliver all such property to the Officer legally authorized to receive same, and further all my official acts while holding this position shall be just and honorable, working for the success of this Association and upholding and enforcing the Public Health and Safety Laws of the State of New Jersey.

Installing Officer to the President

This Emblem which I present to you symbolizes your position and control over this State Association. Use it with firmness and discretion and you cannot fail to win the support and respect of your fellow members. The duties and obligations of your office are defined in the Laws and Regulations of your Association. Should any occasion arise not covered by the Laws and Regulations, you are expected to act accordingly to the dictates of common sense, guided by the earnest interests of the cause to which you are engaged.

Regulations for Inspector of the Year Award

- 1. A nominee must hold a valid Plumbing Inspector's License issued by The Department of Community Affairs.**
- 2. The nominee may be employed by a Municipality, County, State or Third party agency.**
- 3. The nominee must be a member of the New Jersey Plumbing Inspector's Association in good standing as defined in our By-Laws for a minimum of five years.**
- 4. The nominee must have been employed as a full or part time employee for a minimum of five years.**
- 5. Of all the applications received, the Board of Directors and Officers will select the applicant or applicants they feel are the most deserving. This Recommendation will be presented to all the members along with the other applicants and the decision as to who will be the elected Plumbing Inspector of the Year, will be decided upon by a majority ballot vote of the members present.**
- 6. To be able to vote, a member must have attended a minimum of three meetings during the previous one year period.**

7. A nominee who has had a hearing by the Department of Community Affairs and has had their license revoked after the hearing, is not eligible to receive this award.
8. All completed applications must be received by the association secretary, no later than the 25th of December.
9. The meeting notice for the January meeting must include the names of all nominees as well as notice of the vote at the February meeting. All application backgrounds will be read at the January meeting. The February meeting notice will include a second notice of the vote for the Inspector of the Year.
10. All votes by ballot.
11. In the case of a tie vote, the names will be entered on identical paper ballots, folded the same, and the President will draw one ballot for a tie breaker.
12. An official form will be required to be filed by the winner with all the information going to the Building Safety Committee for release to area newspapers.
13. No one can receive this award more than once.

Article XXXIV

SCHOLARSHIP FUND

SECTION 1: CREATION OF THE FUND

The Sal Delcorso Scholarship Fund

SECTION 2: PURPOSE

The purpose of the fund shall be to provide financial assistance to students pursuing an education in a two or four year college or a Technical School.

SECTION 3: ELIGIBILITY

The applicant must be an immediate family member, (son, daughter or grandchild) of a member in good standing who is pursuing or wishes to pursue courses of study beyond High School. Applicant must be an active member in his community. Applications Must Be Submitted By March 31st.

SECTION 4: FINANCES

- (A) All expenditures occurred from the interest of the Sal Delcorso Scholarship Fund.**
- (B) The Fund shall be eligible to receive gifts, endowments , bequests, gratuities, etc. from whatever source for the furtherance of the intentions of the Association.**
- (C) The amount awarded to each applicant attending College or Technical School selected by the committee shall be \$1,000.00, and be further limited to a one time award per applicant. The scholarships awarded shall be determined by the scholarship committee based on available funds.**

(D) All necessary expenses for the operation of the Fund shall be legitimate charges subject to the approval of the Board of Directors of New Jersey Plumbing Inspectors Association.