

**BYLAWS
OF THE BUILDING SAFETY PROFESSIONALS
OF SOUTHWESTERN IDAHO**

ARTICLE I

Name

This organization shall be known as the Building Safety Professionals of Southwestern Idaho, a non-stock, nonprofit, Idaho organization, embracing Governmental entities within the general area of Southwest Idaho and vicinity.

ARTICLE II

Objectives

The object of the organization, programmed primarily for educational purposes are:

- (a) To apply the special knowledge and skill of the Building Official and other code officials for the benefit of the public welfare.
- (b) To investigate and discuss the principles underlying safety in construction, and occupancy of buildings and other related structures.
- (c) To develop, recommend and promote uniform regulations and legislation pertaining to building construction, and encourage uniformity in Code interpretation throughout all Jurisdictions.
- (d) To develop, maintain and promote the adoption of the International Building Code and related documents as published by the International Code Council.
- (e) To advise and assist in administration of building laws and ordinances.
- (f) To do all other things which are incidental to or desirable for the attainment of the above objectives.

ARTICLE III

Members

Section 1 - Member Groups: The organization shall consist of a main group which shall conduct regular business meetings within the general area of the Treasure Valley. This organization shall be affiliated with the Idaho Association of Building Officials. All code challenges, code changes, bylaws, charters, and educational programs of this organization shall be jointly coordinated.

Section 2 - Membership: The members of the organization shall be divided into four classes as follows: Governmental members, Professional members, Individual

members, Honorary members, and Student members. Membership shall be open to all active and retired building officials, building and fire department employees as members of a department of a governmental entity operating under the provisions of the International Building Code, and any interested individuals of the building industry or the general public or students, provided their dues are current. Membership in the Idaho Association of Building Officials shall be required to join this organization.

Section 3 - Membership Categories:

Active Governmental/Jurisdiction Members

Building Officials, Building Inspectors, Combination Inspectors, Mechanical Inspectors, Fire Marshals, Fire Chiefs, Fire Inspectors, Permit Techs_and any other such governmental employee directly involved with the administration and enforcement of the International or Uniform Codes, of all the Cities, Counties, and States interested in the objectives of the Association. Each governmental member is entitled to one representative. These members have voting privileges on all matters of BSPSI. If more than one governmental membership is paid by the same jurisdiction each representative of that paid membership shall have a vote.

Professional Members

Members of Industry and other persons involved or allied with building construction and interested in the objectives of the Association.

Individual Members

Employees of Governmental or Professional members who are active in their professions.

Honorary Members

Honorary lifetime membership approved by vote of Active Governmental Members present at any regularly scheduled business meeting.

Student Members

Members who are full or part-time students of the University of Idaho, the Northwest Nazarene University, the Albertson College of Idaho, Boise State University, Idaho State University, University of Phoenix, or any other college, university, or technical and trade campuses engaged in building, fire science, architectural, engineering or construction related courses.

IDABO bylaws allow for statewide memberships to participate in local chapters without paying local dues. However, for such members to vote or to serve on committees or on the board, local dues will have to be paid in the appropriate category.

Section 4 - Voting Rights and Membership Privileges:

- (a) **Active Governmental members** shall be entitled to participate in meetings and discussions and hold membership on committees. They may hold office, serve on committees, bring matters for discussion, make and second motions and vote on such matters.
- (b) **Professional members** may bring up matters for discussion; serve on committees in an advisory or consultant capacity without voting privileges. Associate members may not hold office, nor serve as chair of a committee, may propose motions, but may not vote upon business of this chapter.
- (c) **Individual members** have the same entitlements within the category as defined above that they belong under (Governmental or Professional). Voting privileges are limited to one representative per Active Governmental member, however, both governmental members and individual governmental members will be allowed to cast a vote for representatives on the Board of Directors.
- (c) **Honorary members** shall have all privileges granted to active members with the exception of holding office. Should a member retire while holding office, he may complete his term of office.
- (d) **Student members** may bring up matters for discussion, propose motions and serve on committees without voting privileges, but may not vote upon business of this chapter nor hold office.

Section 5 - Dues: Dues shall be set on an annual basis by a vote of the Board, ratified at the annual meeting by a majority of the members.

Section 6 - Resignation: Any member may resign by filing, a written resignation with the secretary treasurer but such resignation shall not relieve the member resigning of the obligation to pay any dues assessments, or other charges that have accrued and remain unpaid.

Section 7 - Transfer of Membership: Membership in the organization is not transferable or assignable.

ARTICLE IV

Officers and Directors

Section 1 – There shall be a total of seven directors serving on the Board, including the Past President. Of these there shall be elected by the members a slate of officers. The officers of the organization shall be: President, First Vice President, Second Vice President, and Secretary/Treasurer. The officer positions of President, First Vice President, Second Vice President and Secretary/Treasurer shall be elected by and chair the meetings of the chapter

Section 2 - At the regular June business meeting of each group, Nominating Committee shall be appointed by the board. It shall be the duty of this committee to nominate candidates for the offices of directors and officers to be filled at the installation meeting in January. The Nominating Committee shall review the nominations and the names of all eligible candidates shall be placed on a ballot, with space for write-in votes, to be mailed to all voting members at least fifteen (15) days before the Annual Meeting. The ballots must be returned to the Secretary-Treasurer prior to the Annual Meeting.

Section 3 – Directors shall be elected to serve a two-year term with three members up for election in even numbered years and four members up for election in odd numbered years. The officers shall be elected by ballot to serve for one year or until their successors are elected, and their term of office shall begin January 1st. EXCEPTION: At the discretion of the newly elected President, the Secretary/Treasurer may be appointed with the consensus of the new Executive Board which shall consist of all the officers.

Section 4 - No member shall hold more than one office at a time and no member shall be eligible to serve more than two consecutive terms in the same office. EXCEPTION: At the discretion of the newly elected President, the Secretary/Treasurer may serve more than two consecutive terms.

Section 5 - A vacancy in the office of President shall be filled by the First Vice-President. A vacancy in the office of First Vice President shall be filled by the Second Vice President. A vacancy in the office of the Second Vice President or Secretary/Treasurer shall be filled by a majority vote of the membership present at any regular or special meeting. EXCEPTION: At the discretion of the newly elected President, the Secretary/Treasurer may be appointed with the consensus of the new Executive Board. Other vacancies on the board shall be nominated by the President and confirmed by a vote of the majority of the board.

Section 6 - When an officer ceases to be employed by a Governmental entity embraced by these Bylaws, they will automatically be relieved from office, unless retired when he may serve out his elected term.

ARTICLE V

Meetings

Section 1 - The regular meetings of the organization shall be held bi-monthly unless otherwise ordered by the Board of Directors

Section 2 - The regular meeting in December shall be known as the annual meeting and shall be for the purpose of electing officers, receiving reports of officers and committees, and for any other business that may arise,

Section 3 - Special meetings may be called by the President or when requested by a majority of voting members.

Section 4 - Ten active members of the organization shall constitute a quorum.

ARTICLE VI

Board of Directors

Section 1 - The officers of the organization, including the immediate past president and two directors shall constitute the Board of Directors.

Section 2 - The affairs of the nonprofit organization shall be managed by the Board of Directors. Directors must be active members of the organization.

Section 3 - The Board of Directors will meet at the call of the President.

ARTICLE VII

Committees

Section 1 - Education Committee: The First or Second Vice President shall serve on the Standing Education Committee in the capacity as designated by the President.

Section 2 - Code Change Committee: The First or Second Vice President shall serve on the Standing Code Change Committee in the capacity as designated by the President.

Section 3 – Membership Committee: The Membership Committee shall be chaired by appointment of the President.

Section 4 – Website Committee: The Website Committee shall be chaired by appointment of the President.

Section 5 – Governmental Affairs: The Governmental Affairs Committee shall be chaired by appointment of the President.

Section 6: Ethics Committee: A Standing Ethics Committee shall be the Board of Directors. The Standing Ethics Committee shall meet a minimum of one time annually to complete a review of the Code of Ethics, submitting any recommended changes to the Chapter for adoption through majority vote. The Committee shall further meet as necessary for administration of the current adopted Code of Ethics.

Section 4 - All committees and their Chairmen, standing or special, shall be appointed by the President, with the exception of the Ethics Committee, as the corporation or the Board of Directors shall from time to time deem necessary to carry on the work of the corporation. The President shall be ex officio a member of all committees except the Nominating Committee and Ethics Committee.

Section 5 - All committee appointments, with the exception of the Ethics Committee, shall be made by the Committee Chairman with the concurrence of the President.

ARTICLE VIII

Ethics

Section 1.

A member of BPSI shall:

- a. Place public safety above all other interests.
- b. Place public interest above individual, group or special interest.
- c. Maintain the highest standards of integrity and ethics.
- d. Conduct themselves at all times in such a manner as to create respect for themselves and the jurisdiction they represent and the Chapter.
- e. Refrain from representing any private interest in the business of the Chapter.
- f. Refrain from using unfair means to secure an advantage in the Chapter or to knowingly injure or damage the professional reputation of any individual, company or association to gain such advantage. Shall not accept any gift, favor, service, or anything of value, under circumstances from which it might be reasonably inferred that such gift, favor, service, or other thing of value was given or offered for the purpose of influencing the discharge of official duties (see Idaho Code 18-1353, 18-1356, 18-1357, 18-1359 for guidance)
- g. Work with other members of the Chapter in a spirit of fairness with loyalty and fidelity to the goals and purposes of the Chapter.

Section 2.

- a. Any violation of the above sections may be brought to the attention of the Officers. After an investigation of the complaint the Officers may recommend to the Board for expulsion from this Chapter to be determined by majority vote at the next meeting of the Chapter.
- b. A member expelled from BPSI shall not be allowed to rejoin BPSI for a period of twelve months from the expulsion, or until the Board votes to approve the reinstatement.

Section 3.

- a. The Code of Ethics attached to these bylaws shall serve as the guide when making determinations of ethics violations.

ARTICLE IX

Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the corporation in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the corporation may adopt.

ARTICLE X

Amendments

These bylaws may be amended at any regular meeting of the corporation by a two-thirds vote, provided that the amendment has been submitted in writing at the previous regular meeting or by mailed ballot. Amendments shall be submitted to the Executive Board of the International Code Council for approval. The effective date of the amendments will be thirty (30) days after ratification of the Executive Board of the International Code Council.

PASSED AND ADOPTED this 20th day of December, 2018.

/s/ Teri Ottens

Secretary/Treasurer

BUILDING SAFETY PROFESSIONALS OF SOUTHWESTERN IDAHO Code of Ethics, 2006

I. GENERAL

This Code of Ethics is the policy of the Building Safety Professional of Southwestern Idaho and expresses fundamental values. Accordingly, this Code guides the conduct of all members and is intended to foster an environment that promotes ethical conduct in carrying out their responsibilities as volunteers within the organization.

II. PERSONAL INTEGRITY

A personal commitment to integrity in all circumstances benefits each individual as well as the organization. Members:

- A. Respect and seek out the truth and avoid misrepresentation.
- B. Ensure fairness and objectivity in all activities.
- C. Set an example, as members of a leading nonprofit organization, for high standards of professionalism.

- D. Avoid the perception of wrongdoing and appearance of a conflict of interest.

III. PROFESSIONAL EXCELLENCE

Building Safety Professionals of Southwestern Idaho promotes professional excellence and encourages open and honest communication among all members. Members:

- E. Refuse to engage in or tolerate any fraud, misuse or abuse of the Organizations resources.
- F. Encourage professional growth and self-improvement in themselves and fellow members.
- G. Exhibit respect for all persons they come into contact with.
- H. Comply with all laws and regulations affecting the organization and their personal obligations.
- I. Discuss any questions concerning interpretations or compliance with the code of ethics.
- J. Encourage the reporting of breaches of the Code and protect those who report.

IV. ACCOUNTABILITY AND EFFICIENCY

The Organization has responsibilities to conduct its business in an efficient manner, ensuring honest, accountable methods. Members shall:

- A. Spend Organization's money in accordance with membership vote making full and fair disclosures of all relevant information.
- B. Be good stewards of membership fees, grants, and other contributions that are utilized by the Organization and refrain from allowing expenditures of funds that by their nature or amount do not advance the Organization's mission.

V. RESPONSIBILITIES OF MEMBERS

Members represent the Organization and set examples through their ethical conduct and professionalism. Members:

- A. Review the Code of Ethics of the Building Safety Professional of Southwestern Idaho and ensure that they adhere to the spirit of the Code when making policy or otherwise managing the affairs of the organization.
- B. Do not knowingly take any action or make any statement intended to influence the conduct of Organization members in such a way as to confer any financial benefit on such volunteers, their immediate family members, or any organization in which they or their family members have a significant interest as members, directors or officers.
- C. In the event that there comes before the Organization's Board of Directors or an appointed committee a matter for consideration or decision that raises a potential conflict of interest for any member of

the board or committee, the member shall disclose the potential conflict of interest as soon as he or she becomes aware of it, and shall refrain from voting in connection with the matter. The disclosure shall be recorded in the minutes of the meeting; and annual disclosures of potential conflicts shall be filed with the board by each member.

VI. CONFLICT OF INTEREST

To avoid the appearance of a conflict of interest which would undermine the public's trust in the Organization, members shall:

- A. Avoid any activity or outside interest which conflicts or appears to conflict with the best interest of the Organization.
- B. Refrain from participating in or influencing any decision or other action of the Organization with which the member is materially affiliated.
- C. Avoid acceptance of contributions from those regulated by this organization or its members.

VII. PERSONAL GAIN

No member should accept any gratuity or favor for performing Organization functions or duties. Members:

- A. Do not accept gratuities, gifts or favors, other than promotional gifts of a value not to exceed \$25, for themselves or their families.
- B. Do not accept food, transportation, lodging, or entertainment unless directly related to Organization business.
- C. Do not use Organization resources for personal gain.

VIII. TRAVEL, ACCOMMODATIONS AND RELATED EXPENSES

Travel, accommodations and related expenses are incurred on a basis consistent with the mission of the Organization. Accordingly, expenses incurred will comply with policies adopted by the Organization or its Board of Directors.

IX. FAVORITISM

The appearance of favoritism is easily perceived. Organization members should not improperly influence the selection of consultants or service providers who are, are affiliated with, or employ or are employed by, a person with whom they have a relationship that adversely affects impartiality.

X. FUNDRAISING

Fundraising for this Organization shall be done in the following manner:

- A. Dues for membership.
- B. Registration fees for attendance or participation at an educational or business event.
- C. Sale of materials, products, advertisement or exhibitor space by the Organization.
- D. Sale of services to enhance understanding of the codes.
- E. Applications for grants which do not create the appearance of a conflict of interest.
- F. Organization members shall not solicit monies and sponsorships from any industry or product so regulated by individual chapter members in the course of their normal employment duties. Any solicitation activity on behalf of the chapter shall obtain prior approval of the Board of Directors. Members shall not accept donations of cash or gifts or donations that benefit an individual. Donations of technical services in support of the Organization's business activities are acceptable.

XI. CONFIDENTIAL INFORMATION

Confidentiality is a hallmark of professionalism. Organization members shall:

- A. Ensure that all information which is confidential or privileged or which is not publicly available is not disclosed inappropriately.
- B. Ensure that all non-public information of other persons or firms acquired by members in dealing with outside firms on behalf of the Organization is treated as confidential and not disclosed

XII. DISCLOSURE

Organization members are encouraged to disclose any perceived breaches of the Code of Ethics of which they are aware. Disclosure should be made to a member of the Ethics Committee or the Board of Directors.

- A. Any reported breaches will be investigated and appropriate action, if needed, will be taken. Confidentiality will be maintained for the member disclosing the breach, unless the matter raises serious legal implications. In such instances, the member disclosing the breach will be notified. The Organization encourages all members to be prompt, open, and forth-right in reporting perceived breaches of the Code of Ethics.

XIII. ETHICS COMMITTEE

The Ethics Committee shall be the BSPSI Board of Directors, for the purpose of developing a "Code of Ethics," providing a hearing and review process and developing the "Rules of Procedure for Enforcement."

- A. Chair, Co-chair and Secretary will serve at the discretion of the Committee members.

- B. The Committee will meet at least once annually to review the Code of Ethics and when necessary, propose to the Board of Directors any changes deemed necessary.
- C. The Chair or Co-chair will provide reports to the chapter membership as necessary to keep membership up to date on critical issues.