



Constitution and By-Laws *(Amended March 4th, 2024)*

ARTICLE 1

The name of this association shall be The Ohio Association of Plumbing Inspectors.

ARTICLE 2

The objects of this association are to:

- A. Cooperate in any revision of the Ohio Plumbing Code and in any revision of the laws of the State of Ohio pertaining to plumbing.
- B. Work toward a uniform plumbing code for all political sub-divisions of the State of Ohio.
- C. Promote uniform application of all state, county, municipal, and health districts plumbing codes.
- D. Secure and promote uniform administrative ordinances and regulations and uniform inspection methods.
- E. Promote closer cooperation among inspectors, building departments, health department, plumbing and mechanical contractors, fire departments, design professionals and the public.
- F. Promote and improve the standards of the profession of plumbing inspectors through continuing education, training, and certification.

ARTICLE 3 MEMBERS

A. Membership shall be classified as Active/Retired, Associate, Student, and Honorary Life.

- a. Active/Retired membership shall be limited to any person who holds a valid Ohio Plumbing Inspector Certificate issued by the Board of Building Standards or the Department of Commerce. Retired persons may continue as members with all rights and privileges as active members but must pay dues as required of active members.
- b. Associate membership shall be limited to national or regional organizations, manufacturers of plumbing materials, architects, engineers and others with similar interests and individuals concerned with the plumbing industry. Such members may attend regular meetings and serve on committees.
- c. Student membership shall be limited to any person currently enrolled in one of the following:
 - i. a high school level plumbing specific program
 - ii. an adult education level plumbing specific program
 - iii. a registered plumbing apprenticeship program
 - iv. Other programs as approved by the Board of Directors

Such members may attend regular meetings and serve on committees, but shall have no voting rights except for committees on which they may serve.

- d. Honorary Life membership, shall be recommended and approved by the Board of Directors. Honorary Life memberships shall only be offered to individuals that have served this organization in a manner to further the mission of the organization.
- B. Except in the case of honorary life membership, membership shall be by written or electronic application as approved by the Board of Trustees. Membership applications may be obtained from the secretary of this association. The Secretary shall maintain a record of Honorary Life memberships.
- C. The annual dues shall accompany application for membership, as stipulated in Article 8 of this constitution and by-laws. The Board of Trustees will review the application at the next Board meeting.
- D. In the event of the rejection of any application by the Board of Trustees, dues and accompanying papers shall be returned to the applicant.
- E. The Board of Trustees shall not be required to state the reason for the rejection or disapproval of any applicant, except for the minutes of the meeting at which the said applicant may have been rejected or disapproved.

- F. Any person not being a State Certified Plumbing Inspector may be in the association, but to hold an office or appointment they must be State Certified Plumbing Inspector, except for those appointed as Associate Members by the Board of Trustees.
- G. Only members in good standing may vote to elect the officers and trustees.
Exception - student members may not vote.
- H. Military Service: A member in good standing who enters or is called to full-time active duty in the Armed Forces of the United States, that member shall be exempt from all dues for the length of the military service. (Amendments March 2, 2015)

Member in Good Standing: Member in good standing is the status assigned to a member of an organization when he or she has remained current on the organization's annual dues and payments.

Staying current with filing of required periodical reports such as registration, license, and certifications is a criteria for the member to be in good standing. The term, however, must be construed under ordinary rules and with reference to the bylaws and constitution of the OAPI organization.

This includes any person who has fulfilled the requirements for membership in such organization, and who neither has voluntarily withdrawn from membership nor has been expelled or suspended from membership after appropriate proceedings consistent with lawful provisions of the constitution and bylaws of OAPI organization.

Member in good standing is the status assigned to a member of the OAPI when he or she has remained current on the Association dues (or applications for due waivers) which cover a 12 – month period.

Being a member in good standing affirms the Member's commitment to the vision of the OAPI Code of Ethics, to which all members are bound, and to the OAPI Constitution and other OAPI policies. It is expected that members in good standing will work collaboratively to strengthen the Association and will not engage in any activities that put the OAPI in financial or structural jeopardy, nor engage in any activities that will discredit the Association.

Members in good standing are eligible to participate in all meetings, congresses, courses, and committee memberships of and in relation to the OAPI;
Are eligible to apply for OAPI awards and fellowships;
Are eligible to be elected to Board of Director officer's positions, (President, Vice President, Secretary, Treasurer) provided that they attended at least two (2) OAPI

annual conferences prior to their nomination; (NOTE: Anyone seeking these positions are required by the bylaws to server in a Trustees position prior to nomination.)

Are eligible to be elected or appointed to Trustee representative positions, provided that they have attended at least one OAPI convention prior to their nomination;

Have the right to exercise one vote online or in person and, in the case of institutions or corporations, an authorized representative, on each vote taken during ordinary and extraordinary conference assemblies.

New Active/Retired, Associate, and Honorary Life members of the OAPI are eligible to vote immediately after applying and payment of required dues.

Attendance of OAPI workshops and/or regional meetings does not count towards meeting the requirement of attendance of annual conference.

Members in good standing should not have any outstanding or unresolved ethical issues.

The responsibility of being a member in good standing or member of the Board of Directors (working board of officers and trustees) or anyone who is assigned an activity by the Board of Directors shall meet the following:

1. Attends required meetings
2. Paid Annual Dues
3. Conducts duties/tasks required of their position on the board, or as directed by the President
4. Engages him/herself in a professional and ethical manner

Member In Good Standing is a member of the organization who has remained current on dues payments, takes an active role in supporting the organization and its other members while adhering to the ethical and professional standards of the organization. It is expected that members will work collaboratively to strengthen the organization and not engage in any activities that put the organization in financial or structural jeopardy, nor to engage in any activities that will bring discredit to the organization.

Article 4 Board of Directors

- A. The Board of Directors shall consist of the elected Officers, the elected Trustees.
- B. The immediate past president shall be an ex-officio member of the Board of Trustees and shall have the right to vote at all Board meetings.
- C. The Chief Plumbing Inspector of the State of Ohio shall be an ex-officio member of the Board of Directors and shall have the right to vote at all Board meetings, but cannot serve the Ohio Association of Plumbing Inspector as President.
- D. The policies, business, property, and management of the association shall be under the authority of the Board of Directors.
- E. There shall be no jurisdiction or private entity that makes up more than 40% of the Board of Directors at any given time.

ARTICLE 5 OFFICERS

- A. The officers of this association shall consist of a President, Vice-President, Secretary and Treasurer who shall be elected at the annual meeting of the association from the members who, at the time of their election, are in good standing.
 - a. Members designated to serve as President, Vice-President, Secretary and Treasurer must have served one (1) term as trustee and have carried out the association's business.
 - b. Such newly elected officers shall hold office for a period of two (2) years beginning with the date of their election to office, or until their successors have been duly elected and qualified.
 - c. Nominees must be present at the annual meeting to be accepted for nomination.
 - d. Only active members in good standing shall be elected officers and trustees and only active members in good standing may vote to elect the officers and trustees.
- B. The President shall preside at all meetings of the association and shall appoint all chairmen and committees not specifically provided for herein. The President shall also preside at all Board of Trustees meetings and perform all other duties usually performed by the President of an association.
- C. The Vice-President shall perform the duties of the President in the absence of the President, and shall assist the President in the conduct of their office and the activities of the association.

- D. The Secretary shall keep the minutes and records of all meetings and association activities, and perform the correspondence of the association.
- E. All association funds shall only be used for association expenses as determined by a quorum of the Board. Trustees and officers shall serve without salary. But shall be entitled to reimbursement of expenses incurred in performance of their duties and functions.
- F. The Treasurer or the President shall sign all checks for disbursing funds for the association.
- G. In case the President or Treasurer are not available the Vice-President shall sign all checks for the disbursing funds for the association.
- H. The Vice-President shall fill a vacancy as President automatically. All other vacancies on the Board of Trustees or any other office shall be filled by appointment from the Board of Trustees for the duration of the term of such position.
- I. The Treasurer shall receive and disburse the funds of the association in accordance with the terms of the constitution and by-laws of this association and shall render a treasurer's report at each annual meeting of the association and at such other times when called upon to do so by the President or Board of Trustees. Unless the Board of Directors has otherwise selected a "Statutory Agent" and has an accountant contracted to perform the duties, the Treasurer shall be responsible for ensuring any required State or Federal forms are filed for continuity of business, including, Federal tax form 990-N, "Statement of Continued Existence" for the State of Ohio, and State of Ohio form 521 to update the statutory agent.
- J. The elected President and elected Secretary shall be installed for an elected two year service. The expiration of their term shall fall in the same year. The elected Vice President and elected Treasurer shall be installed for an elected two year service. The expiration of their term shall fall in the same year. The elected President and Secretary terms shall not end in the same year as the Vice President and Treasurer.
- K. Recall, removal, or Resignation: An elected officer shall be deemed to be disqualified and shall be removed from office for conviction of a felony or declaration of incompetency by order of court or for ceasing to be active member or for physical infirmity which makes it impossible to continue to discharge the duties as an officer.

Any elected officer shall be subject to recall for conduct unbecoming of an elected officer. A petition for recall of any elective officer shall be signed by not less than fifteen (15) percent of the active total membership and shall be presented to the Board of Directors. However, an Officer shall be additionally deemed to be disqualified and shall be removed from office in the event they cease to be a member in good standing or the individual's permanent residence moves outside the boundaries defining as the state of Ohio.

A hearing shall then be held before at least fifteen (15) days after written notification to all parties, and to sustain the recall of a vote of two-thirds(2/3) of the full Board of Directors shall be necessary. If the official is recalled, the vacant position on the board shall be filled in accordance with the section on Vacancies, of these bylaws.

An official may resign at any time by giving written notice to the Board of Directors. At the next scheduled conference, a new officer shall be elected.

Officers are subject to removal from office with just cause by a majority vote of the Board of Directors.

One vote per Board Member: Each elected member of the Board of Directors shall only be permitted to have one (1) vote as a member of the Board of Directors based on the total number of separate individuals that are members of the Board of Directors and regardless of the number of officer positions any one individual may hold on the Board of Directors.

- L. Vacancies: A vacancy occurring in the office of President shall be filled by the succession thereto of the next elective officer in line as herein stated. A vacancy occurring in the other elective offices shall be by the Presidential appointment, with Board approval, for the remainder of the unexpired term.

ARTICLE 6 TRUSTEES

- A. Eight members shall be elected as Trustees by the membership. Only active members in good standing may be elected as trustees and only members in good standing may vote for members of the board of trustees.
- B. There shall be two (2) Trustees from each of the four (4) districts from the State of Ohio, northeast, northwest, southeast and southwest.
- C. The one candidate from each district receiving the highest number of votes at the first meeting shall serve a term of two (2) years. The candidate from each district receiving the next highest number of votes at the first meeting shall serve a term of one (1) year. Thereafter, four (4) members shall be elected at each annual meeting to serve a term of two (2) years or until their successors have been duly elected and qualified.
- D. A quorum shall consist of seven (7) members of the Board of Directors.

- E. An elected trustee shall be deemed to be disqualified and shall be removed from office for conviction of a felony or declaration of incompetency by an order of court or for ceasing to be an active member or for physical infirmity which makes it impossible to continue to discharge the duties as a Trustee.
- F. Any elective trustee shall be subject to recall for conduct unbecoming an elective officer. A petition for the recall of any elective trustee shall be signed by not less than fifteen (15) percent of the active total membership of the region or Board of Directive shall be presented to the Board of Directors. However, a Trustee shall be additionally deemed to be disqualified and shall be removed from office in the event the Trustee ceases to be a member in good standing of the region or the individual's permanent residence moves outside the boundaries defining the region. Any member within the region in question, having reason to suspect a Trustee of conduct detrimental to state the purposes and goals of the Association, may file a petition, signed by at least two-thirds (2/3) of the region members, with the Association Board of Directors specifically stating all charges against said party. Upon receipt of this petition, the Board of Directors will take action to determine the validity of the charges and then take such action as deemed necessary within the framework of the OAPI bylaws. A hearing shall then be held before the Board of Directors at least fifteen (15) days after written notification to all parties, and to sustain the recall a vote of two-thirds (2/3) of the full Board of Directors shall be necessary, except the Trustee subject of the hearing. If the Trustee is recalled, the vacant position on the board shall be filled in accordance with section G.
- G. Vacancies, of the bylaws. A Trustee may resign at any time by giving written notice to the Board of Directors. At the next scheduled conference, a new Trustee shall be elected.
- H. Officers are subject to removal from office with or without cause by the majority vote of the Board of Directors. One vote per Board member: A vacancy occurring in the Trustee offices may be filled by Presidential appointment, with Board approval, for the remainder of the expired term.

ARTICLE 7 MEETINGS

- A. An annual meeting of the association shall be held each year at such time and place as may be designated by the Board of Directors.
- B. The President of this association shall have the right and authority to call meetings, as he feels necessary. The President also shall call a meeting upon request of not less than seven (7) members of the Board of Directors.
- C. The Board of Directors shall have quarterly meetings throughout the fiscal year at a location so designated by the President of this association.
- D. *Business Meeting Minutes: The association's Board of Directors shall approve the minutes of OAPI business meetings and the Secretary shall issue a copy to the web-site (www.oapi.org) within 30 days after the closing of business meetings.*

ARTICLE 8 AMENDMENTS

- A. The constitution and by-laws of this association may be changed and/or amended by a vote of two thirds (2/3) of the members in good standing of this association who are present and vote on the issue at the annual meeting of the association.
- B. Any proposed changes in to the constitution and by-laws by the Board of Directors or the by-laws Committee shall be mailed to each active member of the association not less than thirty (30) days prior to the next annual meeting, or the proposed changes shall be posted on the www.oapi.org website no less than 30 days prior to the annual business meeting. If mailed, the notice and mailing shall be performed by the secretary at the expense of the association.
- C. For proposed changes to the constitution and by-laws made by members in good standing, the notices and mailings shall be performed by and at the expense of the proponent of said change or amendment.

ARTICLE 9 ANNUAL DUES

Dues may be changed by recommendation of the Board of Directors only and approval by two thirds (2/3) of the members present at the annual meeting. The thirty (30) day requirement does not apply to dues.

- A. The amount of dues for the various classes of membership shall be:
 - a. Active/Retired membership - \$50.00 + current OBOA dues if not already a member of OBOA via another organization.
 - b. Associate membership - \$50.00 + current OBOA dues if not already a member of OBOA via another organization.
 - c. Student members shall be exempt from OAPI dues, but shall be responsible for paying for applicable OBOA dues unless they are otherwise covered by a sponsor.
 - d. An Honorary Life member who would otherwise qualify as Active member shall pay the current Active/Retired membership dues. Honorary members who would otherwise qualify for any other membership classification shall be exempt from payment of dues.
- B. The dues shall cover the year March 1st to the last day in February of the following year and shall be paid on or before the first day of April.
- C. Notices of said dues shall be emailed to each member 60 days prior to expiration each year automatically via the OBOA website.
- D. The Secretary shall maintain an accurate roster of the membership, including mailing address and email address.
- E. No person shall be a member in good standing who has not paid their annual dues.
- F. Members are responsible for keeping their information up to date.

ARTICLE 10 PARLIAMENT AUTHORITY

Robert's Rules of Order shall be final authority on all questions of procedure and parliamentary laws not covered by the constitution and by-laws of this association.