

**SCMCCI**  
**South Central Michigan Construction Code Inspection, Inc.**  
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**A Michigan Non-Profit Corporation**

**By-Laws**

**ARTICLE 1. PURPOSE.** The purpose of the Corporation shall be to administer and enforce certain construction codes and ordinances adopted by each of the member municipalities; to provide contractual inspection services and grant administration services to governmental units or private individuals or enterprises; to hire, competent inspectors and other personnel necessary to accomplish the foregoing; to establish appropriate policies and rules for a code enforcement program; to arrange for one or more convenient locations where records can be maintained and permits and inspections may be obtained; to establish a uniform schedule of fees for permits and inspections; and to maintain books of account for all receipts and expenditures of the Corporation.

**ARTICLE 2. INITIAL MEMBERSHIP.** The initial membership of the Corporation shall consist of municipalities that have authorized and executed membership agreements for the Corporation, and paid original membership fee of \$1,000.00. In order to have a 'voting' representative, the Municipality must participate in at least one of the four (4) principal services offered by the Corporation (building, electric, mechanical, plumbing).

**ARTICLE 3. BOARD OF DIRECTORS.** Each member municipality shall appoint an official representative as its voting representative to the Corporation. In turn, each member municipality may appoint a voting alternate, in the case of absence of the official representative. The representatives shall in turn annually elect the "Board of Directors". The initial "Board of Directors", shall consist of five people as elected from the representatives, by the representatives. The "Board of Directors" shall be elected at the Annual Membership meeting of the Corporation as defined in Article (4) of these By-Laws. The "Board of Directors" may be increased in size as follows. In the case of membership in the corporation, where the members are from different counties within Michigan, the representatives from each county shall elect one (1) "Board Member" from their respective county. In addition, three (3) at-large "Board Members" shall be elected by all of the representatives. Each representative shall have one (1) vote for each of the three (3) at-large representatives. These persons so elected shall constitute the "Board of Directors" of the Corporation. The "Board of Directors" shall in turn elect at the next regular meeting of the "Board of Directors" a chairman, vice-chairman and a secretary-treasurer. The "Board of Directors" shall have the power to conduct the day to day business of the Corporation. The "Board of Directors" shall meet at least 10 months of the year and shall provide minutes of its meetings to each member municipality.

**ARTICLE 4. QUORUM.** The Board of Directors shall prescribe the rules of its own proceedings, and shall keep a record of those proceedings. A majority of the board of directors shall be a quorum for the transaction of business. A lesser number may adjourn and compel the attendance of absent members at a time and date to be determined by the board. In the absence of a quorum the Board may allow the necessary bills to be paid by SCMCCI.

**ARTICLE 5. FINANCES.** The "Board of Directors" shall annually approve a budget for the Corporation. The proposed budget shall show the projected revenues and expenses during the next fiscal year. The proposed budget shall be based on a fee schedule designed to cover all projected expenses. The presentation of the budget and the election of the "Board of Directors" shall be done at the Annual Membership meeting of the Corporation. The Annual Membership meeting shall be held the last month of each fiscal year.

**ARTICLE 6. CODES AND ORDINANCES.** Each member municipality shall be responsible for adopting and updating its own ordinances. Each municipality shall designate by a motion of its governing board the specific codes or ordinances which it desires to have the Corporation enforce.

**ARTICLE 7. ENFORCEMENT.** The Corporation shall be responsible for enforcing the various codes and ordinances specified by the municipal members. However, the decision as to whether to institute court action and the cost thereof shall be responsibility of the individual municipality in which the violation occurs.

**ARTICLE 8. BUILDING BOARD OF APPEALS.** A Building Board of Appeals shall be appointed by the

member municipalities. The Corporation shall identify potential qualified appointees and coordinate the appointment of the same persons to the Building Board of Appeals. The terms of the members of the Building Board of Appeals shall be five years, with the first appointees having staggered terms between one and five years. The Building Board of Appeals shall have authority as is set forth in the various municipal ordinances and the authority specified in the State Construction Code Act (1972 PA 230, as amended). The Building Board of Appeals shall establish the rules of procedure under which it operates.

**ARTICLE 9. ADDITIONAL MEMBERS.** Any municipality may become a member of the Corporation at any time in the future. Any such future participating municipality shall join subject to the terms of these By-Laws, and shall be subject to any reasonable requirements of the Corporation as to a proportional financial contribution to be made prior to admittance to membership.

**ARTICLE 10. TERMINATION OF MEMBERSHIP.** Termination of membership shall be accomplished by delivery of written notification of termination to the Board of Directors. Said notice of termination shall specify the date on which a motion authorizing termination was adopted by the governing body of the member and shall specify the date on which membership is to terminate. Any termination of membership shall not relieve a municipality from financial obligations to the Corporation which were incurred prior to the date of termination. Request for any termination must be submitted a minimum of ninety days (90) prior to the desired termination date.

**ARTICLE 11. AMENDMENTS.** These By-Laws may be amended by the “Board of Directors”. Any proposed amendments shall be submitted to the “Board of Directors” and all member municipalities at least thirty (30) days prior to the meeting at which the amendments are to be voted upon.

Article #3 Amendment - 11/2/98  
Article #2 Amendment - 1/24/00  
Article #3 Amendment - 7/24/00  
Article addition #4 Quorum – 11/26/01  
Article #5 Amendment – 10/24/05  
Article #3, #5 & #6 Amendment - 1/27/10

12/1/00