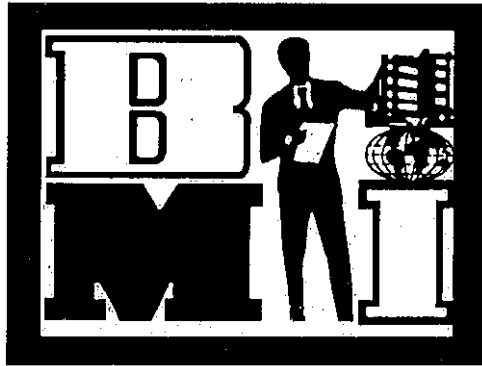


BUILDING MANAGERS INTERNATIONAL

PINELLAS TAMPA BAY CHAPTER

BY-LAWS

July 18, 2017



BUILDING MANAGERS INTERNATIONAL BY-LAWS

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BMI BY-LAWS ARTICLE I

NAME

The Name of the organization shall be Building Managers International (BMI), Tampa Chapter, BMI's location, offices, and books shall be maintained at a place designated by the Chapter Board of Directors. The word "Chapter" as used hereafter in this document shall refer to the Tampa Chapter, Building Managers International.

ARTICLE II

PURPOSE

The general nature and objectives of BMI are to:

- A. Further the profession of Community Association Management,
- B. Provide formal educational experiences and certification of members.
- C. Encourage the free flow of information between members and disseminate information of mutual benefit to members
- D. Establish, circulate and maintain a CODE OF ETHICS for all Members.

ARTICLE III

MEMBERSHIP

Section 1. Members

Membership shall consist of professionals engaged in the management of Community Associations or in providing a service and/or product, which is contiguous to Community Associations. All members shall have and maintain a license, if required by any federal, state, or local laws, to provide their management service or product and/or service to Community Associations.

Section 2. Compliance

All members agree to comply with the BMI By-Laws, policies of the National Board of Directors and the CODE OF ETHICS as they are or may be amended.

Section 3. Membership Designations

Membership Designations

Membership in BMI will be divided into the following designations:

A. Active Manager Member

1. Any person who performs managerial duties and reports directly to the Community Association Board of Directors. They shall hold a license, if required by law, to provide their services.

Example: An On-Site Manager, Off-Site Manager or Resident Manager who is employed by a Community Association or Property Management Company,

OR

2. Any person who performs managerial duties and reports directly to a Community Association Manager or a General Manager. They shall hold a license, if required by law, to perform their duties.

Example: An Assistant or Co-Manager.

An Active Manager Member *is* eligible to vote, hold office and serve on committees at the National and Chapter level. An Active Manager Member, who is no longer employed in the field of Community Association Management, may continue to have the same privileges of membership for one (1) year only. They may transfer to an Inactive Member, if eligible, and their annual dues will be prorated.

B. Affiliate Member

Any person performing duties in a support capacity that assists in the operation of a Community Association, under the direct supervision of a Community Association Manager or under the direct supervision of a Community Association Board of directors. They shall hold a license, if required by law, to perform their duties.

Example: Not limited to but includes an Administrative Assistant, Secretary, Bookkeeper, a Maintenance Supervisor, Foreman or Community Association Board of Director.

An Affiliate Member may serve on Committees but not as a Chairperson at the National and Chapter level. They are not eligible to vote or hold office at the National or Chapter level. An Affiliate Member may change their status to an Active Manager Member at any time they meet the requirements. Their annual dues will be prorated.

C. Manager Applicant

Any person actively seeking a position of a Community Association Manager or pursuing their license, as required by law. A Manager Applicant will have twelve (12) months from the date they join BMI to change their status to an Active Manager Member or an Affiliate or that person will be dropped from membership at the next renewal period.

As a Manager Applicant they may not vote, hold office or serve on committees at the National Chapter level.

Their dues will be the same as an Affiliate Member. If their status is changed to an Active Manager Member or an Affiliate Member, their dues will be prorated.

D. Inactive Manager Member

1. Any Active Manager Member who leaves the Community Association Management field after five (5) consecutive years of membership in BMI as an Active Manager Member. The dues will be the same as an Affiliate Member.

A person on Inactive status may serve on Committees but not as a Chairperson at the National and Chapter level. An inactive member may not vote, hold office at the National or Chapter Level. If their membership status changes their dues will be prorated. A person may be an Inactive member for a period of three (3) calendar years and shall maintain their license as required by law at the time their status was changed.

E. Honorary Members

1. An Honorary Membership may be awarded to those who have rendered a significant service to the profession of Community Association Management or have rendered an outstanding contribution to the advancement of the profession. An Honorary member shall pay no dues and may serve on committees at the National and Chapter levels.

OR

2. An Honorary Life Membership may be conferred to an Active Manager Member of at least five (5) years who because of unique conditions or circumstances can no longer continue as an Active Manager Member. An Honorary Life member shall pay no dues. They may vote, hold office and serve on committees at the National and Chapter levels.

The National Board of Directors shall only award honorary memberships. Chapters may make recommendations for Honorary Memberships with a majority vote of the Chapter Board of Directors. The recommendations shall be in writing with an explanation for their recommendations.

F. Associate Member

1. A company, business or firm shall provide a representative or representatives, if a multi chapter member, who will receive mailings and meeting notices. The Associate member representatives may vote, hold office and serve on committees at the National and Chapter levels.

Section 4 Application for Membership

Application for membership shall be submitted on the approved BMI application (original copy). The application shall be properly sponsored, accompanied with the appropriate fees and any other information as may be requested. The application shall be submitted to the Chapter for review. Upon approval by the Chapter, the application will then be forwarded to the National Office or other place designated by the National Board along with the required fees and any other information. The date of membership will be effective when the National Office receives the application.

Section 5 Renewal of Membership

Renewal of membership will be mailed annually by the National Office to all members in good standing. The renewal forms shall be completed in full and returned along with the appropriate fee to the National Office or other place determined by the National Board by the established deadline. Failure to comply with the above will be cause to terminate the membership.

Section 6. Chapter Members

There shall be no members at large. Any person who applies for membership, upon being accepted, will be assigned to a chapter of their choice. There will be no dual manager members.

Section 7. Notice of Meetings & Publications

All members of BMI are entitled to receive official publications. Members will also receive notice of meetings, seminars, National Conferences and other activities sponsored by BMI and the local Chapters, when applicable.

Section 8. Termination of Membership

Members of any classification, except Honorary Memberships, shall be removed from membership for non-payment of dues. A delinquency notification policy shall be established by the National Board of Directors. If a person has had their membership terminated for any reason and is qualified to rejoin, an initiation fee must be paid for reinstatement.

Section 9. Code of Ethics

Any member of any classification may have their membership revoked by the National Board of Directors if found by the Ethics Committee to have breached the BMI Code of Ethics.

ARTICLE IV

BOARD OF DIRECTORS

Section 1. Composition

The Chapter Board of Directors shall consist of not less than three (3) and no more than five (5) Active and/or Associate Members in good standing from the membership. At least three (3) of the Board members must be active manager members.

Section 2. Term of Office

The term of office for Directors shall be for two (2) years. Any Director may submit his candidacy for re-election at the termination of his term on the Chapter Board of Directors. Officers shall serve a term of one (1) year and may be re-elected. Should the President be re-elected or have one (1) year remaining of the original two-year term on the Board of Directors, a new Director shall be appointed to serve the term usually served by a Past President. A Directors term of office shall commence immediately following election. Vacancies on the Board of Directors shall be filled by a majority vote of the remaining Board members within sixty (60) days following vacancy. Appointed members shall serve the remaining term.

Section 3. Election of Board Members

A. Nominating Committee

The President of the Board of Directors shall appoint a Chairperson of the Nominating Committee at the April Board of Directors Meeting. The committee shall consist of no more than five (5) members. The Nominating Committee will be responsible to submit Active Member nominees to fill the vacancies of those Board Members whose terms expire at the end of the year. Those Board Members whose terms expire shall have the opportunity to be nominated for re-election.

At the regular May Meeting, the Nominating Committee shall present their slate of nominees. Nominees from the floor by Associate and Active Manager Members may be accepted at this time.

At the regular June Meeting, the election of the Board Members will be held. In the event the number of nominees equals the number of openings on the Board, no election need take place, and the nominees shall automatically become members of the Chapter Board of Directors as of the new

fiscal year. If there are a greater number of nominees than expiring terms, the election of the new Board of Directors shall take place not less than 14 days prior to the new fiscal year. Those nominees receiving the most votes at this election shall become members of the Board and shall fill the vacancies of those expiring terms.

B. Board Members

Those nominees receiving the most votes at this election shall become members of the Board and fill the vacancies of those whose terms expire

Section 4. Election of Officers

Those members of the Board whose terms carry over and those newly elected, shall elect their officers at an organizational meeting immediately following the election. The President of the existing Board shall preside over the election of officers.

Section 5. Powers & Duties of Chapter Board

The Board of Directors shall initiate and direct the policies and business of the Chapter. It shall make all rules and regulations consistent with the By-Laws of the Chapter and the National Board for the conduct of affairs of the Chapter.

A. Directors

The Directors shall be Active Manager Members elected to two-year terms of office. Election of Directors shall be held in June of each year.

B. Power of the Board

The Board of Directors shall have the power to establish Chapter membership fees and assessments over and above the National established dues, pass upon membership applications, and determine the classification of any member, when, in the opinion of the Board, the situation warrants such action.

Books and records of the Chapter shall remain open to inspection by the membership by appointment, at reasonable times.

Section 6. Duties of Officers & Directors

A. President

The President shall preside at all meetings of the Chapter, shall be the Chairperson of the Board of Directors and shall make committee appointments and notify Board of the same.

B. Vice President

The Vice President shall perform the duties of the President in their absence. In the event the

office of the President becomes vacant, the Vice President shall serve as President until the next regular election. He shall also serve as coordinator of Committees.

C. Secretary

The Secretary shall keep a complete list of members of the Association, be responsible for correspondence of the Chapter, have charge of its papers and records and keep an accurate account of all meetings. The Secretary shall mail to the National Office monthly the attendance record, Treasurer's Report and all other information required by the National Office.

D. Treasurer

The Treasurer shall be responsible for keeping accurate account of receipts and disbursements of all monies of the Chapter and shall make a monthly accounting to the Board of Directors.

Section 7. Removal of a Director

If a Director is absent from three (3) consecutive meetings of the Board, the Board of Directors may declare a vacancy of the delinquent directorship.

Article V.

MEETINGS

Section 1. Meetings

A. Regular Meetings

The Board of Directors shall meet at least once each month for the transaction of any business. The first Regular Meeting of the Board shall be within Thirty (30) days following the election of officers. The time, date and place of the first Regular Meeting shall be determined at the meeting of the election of officers. At each Regular Meeting thereafter, the time, date and place of the next Regular Meeting shall be scheduled.

B. Special Meetings

The nature of a Special Meeting would be for the transaction of BMI business, which cannot wait until the next scheduled Regular Meeting. The President or Vice President, in the absence of the President, or at least three (3) Directors may call a Special Meeting.

1. The President, when calling a Special Meeting shall give at least seven (10) days' notice to the membership stating the reason for the meeting.

2. Any three (3) Directors may call for a Special Meeting in writing directed to the President stating the specific reason or reasons for the Special Meeting. The President shall set a time, date and place for the meeting within five (5) days after receiving their request. At least ten (10) days' notice shall be given to the Board stating the reason for the Special Meeting.

2. All meeting notices shall include the time, date and address where the meeting is to be held.

C. Quorum

A majority of Active Manager Board members present at a meeting constitutes a quorum. The percentage of voting interest required to constitute a quorum at a meeting of the members shall be thirty-three and three-four hundredths percent (33.34%) of the voting interest, but members present at any meeting, although less than a quorum, may adjourn the meeting to a future date.

Section 2 Order of Business

A. Emergency Meeting.

The nature of an Emergency Meeting is if there is any decision, which requires consideration and/or action by the Board when time does not allow for the calling of a Special Meeting.

B. Agenda

An agenda shall be set by the President or the presiding officer. The Secretary will send the agenda to the Chapter Board members, along with the notice of the scheduled meeting.

ARTICLE VI

FISCAL YEAR AND ANNUAL AUDIT REPORT

Section 1 Fiscal Year

The fiscal year of the Chapter shall begin July 1 of each year. Annual dues shall become due and payable on that date.

Section 2 Annual Audit

An annual audit of the books of the Association shall be conducted by an Audit Committee appointed by the President and approved by the Board of Directors.

ARTICLE VII

AMENDMENTS TO BY-LAWS

The By-Laws may be amended or revisions made to any portion thereof in the following manner:

The proposed amendment or revision shall be adopted by two-thirds (2/3) vote of the Board of Directors and then approved by the voting members by one (1) of

the following methods determined by the Board of Directors:

1. Amendments or revisions shall be approved at a meeting by an affirmative vote of two-thirds (2/3) of the voting membership. Votes may be cast in person or by a limited proxy. The limited proxy holder shall be the Secretary of the Board of Directors or the acting Secretary for the meeting.

Notice of the meeting, a copy of the proposed amendments or revisions and a limited proxy shall be mailed to each voting member at least thirty (30) days prior to the meeting.

2. Amendments or revisions shall be approved by a mail ballot with an affirmative vote of two-thirds (2/3) of the voting membership. The proposed amendments or revisions and a ballot shall be mailed to all-voting members. The ballot shall be returned to the Chapter Office or other location approved by the Board of Directors, within thirty (30) days after the date of the mailing.

The Board of Directors will appoint a committee of not less than three (3) Active Manager Members to tally the Ballots and provide the results to the Board Members within ten (10) days following the close of the voting.

Any and all recommended Amendments to the By-Laws of the Chapter shall be approved by the National Board before becoming part of said Chapter By-Laws.

ARTICLE VIII

DELEGATES

For the purpose of electing National Directors, The President of the Chapter, by virtue of the office, shall be a delegate from the membership. Members of the National Board of Directors shall be elected annually by a Convention of Delegates which shall consist of each Chapter President and one (1) elected Delegate from each Chapter. Each Chapter shall elect one (1) Delegate and Alternate Delegate at a chapter Meeting at least forty (40) days prior to the National Convention and shall notify the National Office of the election results immediately.

ARTICLE IX

COMMITTEES

The President shall within thirty (30) days of the elected position, appoint a Chairperson to the following Standing Committees:-

1. Manager Education, Team Building & Media
2. Membership & Sponsorship
3. Community Outreach

The President shall report the Standing Committee appointments at the first Regular meeting the Board of Directors.

Scrivener's errors or omissions may be corrected at any time
providing such correction does not change or alter the intent,
meaning or purpose of the By-Laws

