



# GAZA

Georgia Association of Zoning Administrators

## Proposed Changes to Bylaws

~~Any zoning administrator, zoning assistant, building official, building assistant, field inspector, or other municipal or county official or employee engaged in the administration and/or enforcement of zoning ordinances shall be eligible to become an active member upon payment of dues at the rate fixed in these by-laws.~~

**ARTICLE II MEMBERSHIP AND VOTING (pg. 3)**

Active Members

Remove:

~~Any person who pays the fee for membership in the Georgia Association of Zoning Administrators shall become an active member of the Georgia Association of Zoning Administrators.~~

Add:

~~NEW SECTION 2 Any person who pays the fee for membership in the Georgia Association of Zoning Administrators shall become an active member of the Georgia Association of Zoning Administrators)~~

Remove:

**ARTICLE III BOARD OF DIRECTORS AND OFFICERS (pg. 4)**

~~NEW LANGUAGE FOR SECTION 3 (Last Sentence) The President, after fulfilling the two(2) year term, shall serve as a member of the Board of Directors for two (2) years~~

Remove:

**ARTICLE III BOARD OF DIRECTORS AND OFFICERS (pg. 4)**

**Section 3**

Remove: (and) after Vice President

Add: (and) after Secretary

Remove: (one) (±)

Add: two (2)

Remove:

~~NEW LANGUAGE FOR SECTION 3 (Last Sentence) The President, after fulfilling the two(2) year term, shall serve as a member of the Board of Directors for two (2) years.~~

c. Secretary-Treasurer (pg. 5)

Remove: Secretary and existing duties

Add: Treasurer duties

Add: (d) Secretary & Duties

Revise: (d) (e) Executive Secretary

**ARTICLE IV MEETINGS (7)Section 3**

Remove: **Shall**

Add: **may**

**ARTICLE V ANNUAL FEES (pg. 8)**

Remove: Secretary

Add: -or

# **GEORGIA ASSOCIATION OF ZONING ADMINISTRATORS**

The attached Constitution and By-Laws of the Georgia Association of Zoning Administrators was adopted by the general membership of GAZA at the Winter Conference held in Athens, Georgia, on Thursday, February 2, 2006. Section 2 of Article II was deleted and replaced with the current wording. Section 3 of Article 3 extended the length of time the immediate past-president served on the Board of Directors from one (1) year to two (2) years.

# CONSTITUTION AND BY-LAWS

of the

## GEORGIA ASSOCIATION OF ZONING ADMINISTRATORS

### ARTICLE I

#### NAME, PURPOSES AND RESTRICTIONS

- Section 1      The name of this organization shall be the GEORGIA ASSOCIATION OF ZONING ADMINISTRATORS.
- Section 2      The purposes of the GEORGIA ASSOCIATION OF ZONING ADMINISTRATORS shall be:
- a.      To promote safety to life, health and property through the education and training of individuals involved in the administration, enforcement, and development of zoning ordinances.
  - b.      To create a better public understanding and appreciation of the proper administration of zoning ordinances and their importance to the health, safety, welfare and prosperity of municipalities and counties.
  - c.      To improve the professionalism of zoning administrators and zoning code enforcement officers by the promotion of high standards of efficiency in the administration of zoning ordinances through continuous education and training.
  - d.      To meet with other governmental officials and organized groups concerned with zoning ordinances to exchange ideas and discuss mutual problems.
  - e.      To develop courses of instruction singularly or in cooperation with recognized educational institutions to promote proper interpretations, enforcement, and administration of zoning ordinances.
- Section 3      This organization shall not attempt to formulate any land plan or zoning ordinance for adoption by any municipality, county, or state; however, this restriction shall not prohibit the recommendation of revisions to any state law or proposed legislation which would affect planning or zoning of any county or municipality provided that any recommended revision must be approved by the association in a regularly constituted meeting.

## ARTICLE II

### MEMBERSHIP AND VOTING

Section 1 There shall be no personal, individual, or other liability whatever on the part of any member of the association either for debts of the association or for any act of commission or omission of the association or of any officer, agent, or employee thereof.

Section 2 There shall be the two following classes of members:

#### **Active Members**

~~Any zoning administrator, zoning assistant, building official, building assistant, field inspector, or other municipal or county official or employee engaged in the administration and/or enforcement of zoning ordinances shall be eligible to become an active member upon payment of dues at the rate fixed in these by-laws. Any person who pays the fee for membership in the Georgia Association of Zoning Administrators shall become an active member of the Georgia Association of Zoning Administrators.~~

However, notwithstanding the preceding, all counties or municipalities with a zoning ordinance shall be entitled to at least one active member to be approved by the Board of Directors.

#### **Associate Members**

Any research organization, architect, engineer, planner, attorney, elected/appointed official of a county or municipality interested in the purposes and objectives of the GEORGIA ASSOCIATION OF ZONING ADMINISTRATORS shall be eligible to become an associate member upon the payment of the membership fee and approval by the Board of Directors. Any Associate Member involved in formulating zoning ordinances or making recommendation about zoning related matters to local governments may petition G.A.Z.A. Board of Directors to become an Active Member.

~~**NEW SECTION 2** Any person who pays the fee for membership in the Georgia Association of Zoning Administrators shall become an active member of the Georgia Association of Zoning Administrators.~~

Section 3 Only active members shall be entitled to vote on any question at the general meetings; however, all members shall be entitled to participate in meetings and discussions and to serve on committees with voting privileges within such committee meetings. Any member may make or second a motion in general meetings, but only active members may vote on such motions.

## ARTICLE III

### BOARD OF DIRECTORS AND OFFICERS

- Section 1 The property, business, and policies of the GEORGIA ASSOCIATION OF ZONING ADMINISTRATORS shall be managed by or under the authority of a Board of Directors, consisting of nine active members.
- Section 2 The members of the Board of Directors shall be elected at the annual meeting of the GEORGIA ASSOCIATION OF ZONING ADMINISTRATORS, by majority vote of the active members voting at the annual meeting. Their term of office shall be four (4) years except that, at the first annual meeting two shall be elected for two (2) years, two shall be elected for three (3) years and three shall be elected for four (4) years: In case of the death, resignation, or disability of any member, the remaining members may select a successor to serve until the next annual meeting. The active members shall then be given an opportunity to elect a successor to serve the unexpired term.
- Section 3 The officers of the GEORGIA ASSOCIATION OF ZONING ADMINISTRATORS shall consist of a President, Vice President, ~~and~~ Secretary ~~and~~ Treasurer who shall be elected for a term of two (2) years from the Board of Directors by a majority vote of the active members voting at the annual meeting. The President, after fulfilling the two (2) year term, shall serve as a member of the Board of Directors for ~~one~~ two (2) year.

*~~NEW LANGUAGE FOR SECTION 3 (Last Sentence) The President, after fulfilling the two(2)-year term, shall serve as a member of the Board of Directors for two (2) years.~~*

#### **(a) PRESIDENT**

The president shall preside at meetings and at meetings of the Board of Directors. The president shall be the principal executive officer of the organization and subject to the control of the directors, shall in general supervise and control all of the affairs of the organization. The president shall, when present, preside at all meetings of the organization and of the directors. In general he/she shall perform all duties incident to the office of the president and such other duties that may be prescribed by the directors from time to time. The president shall appoint a Nominating Committee of three (3) Active members which shall submit, thirty (30) days prior to the annual meeting, nomination for President, Vice-President, Secretary and Treasurer, and any vacancies in the membership of the Board of Directors.

#### **(b) VICE-PRESIDENT**

In the absence of the president or in the event of the president's death, inability, or refusal to act, the vice-president shall perform the duties of the president, and when so acting, shall have all the powers of an be subject to all the restrictions upon the president. The vice-president shall perform such other duties as from time to time may be assigned to the vice-president by the president or by the directors.

**(c) -TREASURER**

A Treasurer shall manage or oversee the financial affairs of the organization, often including such basic tasks as selecting a bank, reconciling bank statements, and managing cash flow. The Treasurer shall also be responsible for investing funds consistent with applicable laws or as directed by the board. The Treasurer should be knowledgeable about who has access to the organization's funds and any outstanding bills or debts owed. The Treasurer shall create and maintain systems for ensuring the organization's ongoing solvency and oversee the development of the organization's financial policies. The Treasurer shall be responsible for preparing, or facilitating the preparation of an annual budget, as well as regularly monitoring and comparing the actual revenues and expenses incurred against such budget. treasurer shall perform all of the duties incident to the office of secretary-treasurer and such other duties as from time to time may be assigned to him/her by the president or by the directors.

**(d) SECRETARY**

The secretary shall keep all minutes pertaining to the organization including but not limited to, the board of directors' meetings, and business meetings. The secretary shall keep at a designated location a place as the Board may determine a book of minutes of all meetings of the Directors and the organization. Minutes shall record time and place of meeting, whether regular or special, how called, how notice, if any was given, the names of those present or represented at the meeting and the proceedings thereof. The secretary shall present for approval by the Board copies of all minutes of meetings of the organization. This individual is to ensure that all notices are duly given in accordance with the provisions of the by-laws or as required by law. The secretary shall perform all of the duties incident to the office of secretary and such other duties as from time to time may be assigned to him/her by the president or by the directors.

**(e) EXECUTIVE SECRETARY**

There may be an executive secretary appointed by the Board of Directors who shall serve the GAZA membership and shall have a fixed salary. The Board may, at its discretion, enter into a contract with the executive assistant to establish a period of time for services.

The executive secretary shall have the following duties:

- (1) To act as the technical coordinator for GAZA.
- (2) To keep all records of the Association and to exercise the general management and supervision of its business and act as a custodian of all funds/properties.

- (3) To assist GAZA membership and officials with technical problems and other matters.
- (4) To edit and publish the authorized publications of the Association for the benefit of continuing education of its membership.
- (5) To have such authority and perform such duties as are provided in these by-laws, and as the president may assign.

## **ARTICLE IV**

### **MEETINGS**

- Section 1 An annual meeting shall be held at such time and place as may be designated by the Board of Directors.
- Section 2 Special meetings may be called by the President at the direction of the Board of Directors or shall be called at the request in writing of representatives of not less than one-third of the active members. All members shall be given not less than thirty (30) days notice in writing of any special meeting.
- Section 3 At the conclusion of each annual meeting the Board of Directors may meet to organize and transact such business as may be necessary. The Board of Directors shall meet at such other times as meetings may be called by the president and shall meet upon the request of four (4) members of the Board of Directors. Five (5) members of the Board of Directors present at any duly called meeting shall constitute a quorum. All members on the Board of Directors shall be given no less than 10 days notice in writing of any special meeting unless waived by a majority of the Board members.



## **ARTICLE V**

### **ANNUAL FEES**

- Section 1      The annual fees for membership in the GEORGIA ASSOCIATION OF ZONING ADMINISTRATORS shall be as established by the Board of Directors from time to time.
- Section 2      Fees shall be collected by the Treasurer and held in readiness for use by the Association. Expenditures from these fees shall be made by check signed by the secretary or -treasurer.
- Section 3      Annual fees for membership will come due January 1 of each year (to commence January 1, 1982), and are payable no later than March 1 of each year. Those members who have not paid fees by such date will be dropped from membership.
- Section 4      The GEORGIA ASSOCIATION OF ZONING ADMINISTRATORS shall be a non-profit, non-political organization.

## **ARTICLE VI**

### **AUDITING AND REPORTS**

- Section 1      The Board of Directors shall audit the books at the end of each fiscal year, which audit shall include an inventory of all equipment. A report of such audit shall be given at the annual meeting.
- Section 2      The fiscal year of the GEORGIA ASSOCIATION OF ZONING ADMINISTRATORS shall be from January 1st through December 31<sup>st</sup> each year.

**ARTICLE VII**  
**ANNUAL MEETING**

Section 1      The order of business at Annual meetings shall be:

- (a) Registration of members and officers
- (b) Invocation
- (c) Opening remarks
- (d) Approval of minutes or previous meeting
- (e) Special program
- (f) Unfinished business
- (g) Report of officers and committees
- (h) Vote of recommendations
- (i) Election of Officers
- (j) Appointment of new committees
- (k) New business

**ARTICLE VIII**

**AMENDMENTS**

Section 1      The Constitution and By-Laws may be amended by two-thirds vote of the Active members present at any annual meeting.