

*Chapter Member of Southern Building Code Congress International
Affiliation of Tennessee Municipal League*

September 11, 1984

Dear Fellow Inspector:

We need your help! Because of action at our March TBOA Meeting, we are attempting to determine if there is interest in starting three (3) regional organizations. Some of the reasons for this proposal would be to allow more Inspectors to be involved and for the reduction of travel, food, lodging, and time costs. I'll briefly outline what is proposed:

- (1) Divid State into three (3) areas.
- (2) Each area would be a chapter member of SBCCI.
- (3) Elect officers and have monthly or quarterly meetings.
- (4) Meetings would be at a central area location no more than a two (2) hour drive with meetings lasting from four (4) to six (6) hours.
- (5) Programs could be on items of interest in that area, educational, general discussion, etc.
- (6) TBOA would continue to operate State wide, with the area organizations being responsible for their area.

It is important that you complete and return before October 1, 1984, the enclosed form to the following address:

Charles Cummins
P. O. Box 1631
Knoxville, TN 37901

If there is sufficient interest in any regional area, plans will continue and we will have a proposal at the Annual TBOA Meeting. I believe it's a good idea and I encourage you to support it.

Yours truly,

CHARLES CUMMINS, PRESIDENT
TN BUILDING OFFICIALS ASSOCIATION

CC: mw

Attachment



SOUTHERN BUILDING CODE CONGRESS INTERNATIONAL, INC.

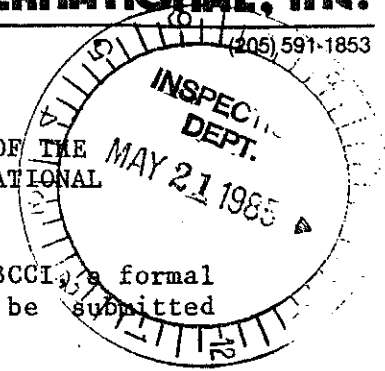
900 MONTCLAIR ROAD

BIRMINGHAM, ALABAMA 35213-1206

(205) 591-1853

"THE STANDARD CODES"

DIRECTIONS FOR CHARTERING A CHAPTER OF THE SOUTHERN BUILDING CODE CONGRESS INTERNATIONAL



To request acceptance as a Chapter of SBCCI, a formal letter to the Board of Directors must be submitted containing the following information:

PRESIDENT

C. D. HOWARD, JR.
Director of Inspections
Huntsville, Alabama

VICE-PRESIDENT

J. W. "BILL" NEESE
Building Official
Orlando, Florida

BOARD OF DIRECTORS

IRVIN H. GATLIN
City Insp./Zoning Adm.
Laurel, Mississippi

LEE HAUSER, P.E.
Deputy Commissioner
N.C. Department of Insurance
Raleigh, North Carolina

RALPH W. JONES, JR.
Construction Administrator
Orange County, Florida

WILLIAM R. STONE
Chief Building Inspector
Robeson County, North Carolina

GEORGE E. WALKER
Building Official
Waco, Texas

IMMEDIATE PAST PRESIDENT

CHRIST T. SANIDAS
Building Official
Shelby County, Tennessee

STAFF

WILLIAM J. TANGYE, P.E., F.P.E.
Executive Vice-President

BILLY R. MANNING, P.E.
Director of Engineering
and Education

- a. Name of Chapter
- b. Officers names and addresses
- c. Meeting dates
- d. Copy of by-laws approved by Chapter members

The Southern Building Code Congress International will:

- a. Publish meeting dates
- b. Publish minutes of Chapter in Southern Building magazine.
- c. Furnish to Chapter members at each meeting, national, state and local information relating to code enforcement.
- d. Formally recognize Chapters at a function of the Annual Research and Education Meeting of the Southern Building Code Congress International.
- e. Provide the Southern Building magazine to Chapter members at the rate of \$8.00 per subscription.
- f. In accordance with SBCCI Policy #82-1, provide two consecutive man days of training by SBCCI Staff members at no cost to the Chapter.

SOUTHWEST REGIONAL OFFICE

3355 BEE CAVE ROAD, SUITE 404, AUSTIN, TEXAS 78746

(512)-327-8278

BYLAWS OF THE

ARTICLE I - NAME AND PURPOSE

SECTION 1. The organization shall be known as _____.

SECTION 2. The objectives of the _____ shall be:

- a.
- b.
- c.
- d.
- e.
- f. To promote the purpose objectives of the Southern Building Code Congress International.

ARTICLE II - MEMBERSHIP AND VOTING

SECTION 1. There shall be the following classification of membership:

Active Membership. A building official, assistant building official, field inspector, or other municipal, state or county employee actively engaged in the administration and enforcement of building, housing, zoning and fire regulations upon payment of dues at the rate established herein for active members.

Associate Membership. An organization, association, institute, corporation, partnership, company, manufacturer, architect, engineer, builder, contractor, planner or other related group upon payment of dues at the rate established herein for active members.

SECTION 2. Only active members shall be entitled to vote. Any member may make or second a motion and shall be entitled to participate in all discussions and to serve on any committee.

ARTICLE III - BOARD OF DIRECTORS

SECTION 1. The property, business affairs and policies of the _____ shall be under the control of a Board of Directors consisting of a President, Vice President, Secretary-Treasurer and _____ members, all of whom shall be active members at the time of their election to and during their tenure in office.

SECTION 2. The President shall preside at all meetings of the _____ and at meetings of the Board of Directors. In the absence of the President, the Vice President shall preside.

SECTION 3. The Secretary-Treasurer shall maintain files for all records of the Chapter and to act as custodian of all funds.

ARTICLE IV - MEETINGS

SECTION 1. Meetings shall be held (semi-monthly or otherwise) on the designated day or week at a place so designated.

SECTION 2. The last meeting of the calendar year shall be designated as the Annual Meeting. At the Annual Meeting, the President shall appoint a Nominating Committee composed of three Active members who shall submit to the membership present at the Annual Meeting nominations for the Board of Directors. Election shall be completed by the close of the Annual Meeting.

ARTICLE V - ANNUAL FEES

SECTION 1. The Annual Fees for membership in the _____ shall be _____.

SECTION 2. The _____ is a non-profit, non-political organization.

ARTICLE VI - ANNUAL AUDIT

SECTION 1. The Board of Directors shall audit the books and business affairs of the _____ at the close of each year.

ARTICLE VII - AMENDMENTS TO CONSTITUTION

SECTION 1. Amendments to this Constitution to be considered at the Annual Meeting shall be presented in writing to the President, sixty (60) days prior to the Annual Meeting. The proposed amendments may be discussed and amended and if passed by a three-fourths majority shall be sent by letter ballot as amended on the floor to each Active member of the Chapter. Active members shall have twenty (20) days in which to cast a ballot. An affirmative vote of a majority of Active members shall constitute approval of the amendment change.

PLEASE COMPLETE THE FOLLOWING AND RETURN TO US WITH YOUR APPLICATION. THIS WILL ENABLE US TO KEEP YOU INFORMED OF THE LATEST DEVELOPMENTS OF THE SOUTHERN BUILDING CODE CONGRESS INTERNATIONAL.

CHAPTER _____

PRESIDENT _____

Address _____

Phone _____

VICE PRESIDENT _____

Address _____

Phone _____

SECRETARY _____

Address _____

Phone _____

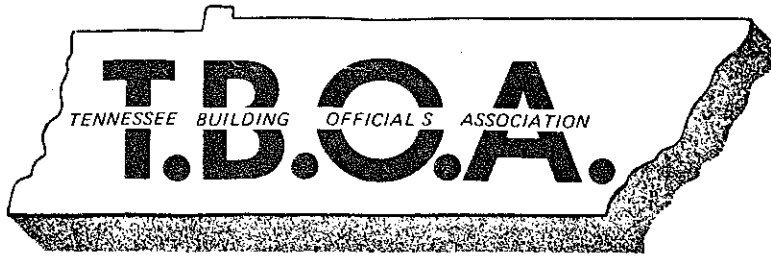
TREASURER _____

Address _____

Phone _____

Return to:

Karen Fromhold, Executive Secretary
Southern Building Code Congress International
900 Montclair Road
Birmingham, Alabama 35213



*Chapter Member of Southern Building Code Congress International
Affiliation of Tennessee Municipal League*

May 20, 1985

Mr. Steve Mills
Chairman
Committee on Divisional
SBCCI/TBOA Chapters
P. O. Box 1570
Hendersonville, TN 37075-1570

RE: COMMITTEES ON DIVISIONAL SBCCI/TBOA CHAPTERS

Dear Steve:

Enclosed is a copy of the Tennessee Map Section and the returned reply cards that relate to the proposed Divisional T.B.O.A. Chapters. The division lines are suggested and may need to be shifted at a later date. For purpose of organization, I would like for you to contact the Code Official in each City/County within your Division and have a meeting at a central location during the month of June. Please contact only those persons within your Division at this time in order to eliminate duplications. This meeting would be for the purpose of explaining the concept of Divisional Chapters and for feedback from the Code Officials. To establish a mailing list, I would suggest you use the S.B.C.C.I. Membership Directory, the T.B.O.A. Membership List and the reply cards.

I have, also, enclosed for your convenience, copies of information provided by S.B.C.C.I. concerning Chapters.

Our tentative Committee schedule will be as follows:

- June - Separate Divisional Informational Meetings with Code Officials
- July - Divisional Chairmen Meeting at the S.B.C.C.I. Mid-Year Meeting
- August/September - Separate Divisional Organizational Meetings with Code Officials and interested Inspectors
- October - Divisional Chairmen Meeting at the S.B.C.C.I. Annual Meeting
- November - Divisional Chairmen and T.B.O.A. Executive Board Meeting
- March - Presentation to the membership at the T.B.O.A. Annual Meeting
- April - Chapter Charters submitted to S.B.C.C.I. Board of Directors for approval

Mr. Steve Mills
May 20, 1985
Page 2

I would suggest that at your first meeting you appoint or elect additional persons to help you with the Chapter development. At your first meeting I see no reason to involve any additional persons other than the Code officials; just use your own judgement.

The two (2) goals, as I see them, for the first meeting are to determine if there is a demand in your Division for such a Chapter and the number and names of Inspectors that could be involved. Remember that you can include Building, Plans Review, Electrical, Fire, Gas, Mechanical, Plumbing, and Rehabilitation/Housing personnel.

Listed below is the name, address, and telephone number of the Committee Chairman for each Division:

EASTERN DIVISION

Committee on Divisional
SBCCI/TBOA Chapters
Charles Cummins, Chairman
P. O. Box 1631
Knoxville, TN 37901
615/521-2129

CENTRAL DIVISION

Committee on Divisional
SBCCI/TBOA Chapters
Steve Mills, Chairman
P. O. Box 1570
Hendersonville, TN 37075-1570
615/822-1000

E. A. New

WESTERN DIVISION

Committee on Divisional
SBCCI/TBOA Chapters
Christ Sanidas, Chairman 901/577-5240
160 North Mid American Mall
Suite 750
Memphis, TN 38103-1874

Should you have questions, please contact me upon receipt of this letter. If I don't hear from you, "good luck" and I look forward to seeing you at the Mid-Year S.B.C.C.I. Meeting.

Your friend,



CHARLES CUMMINS, PAST PRESIDENT
TN BUILDING OFFICIALS ASSOCIATION

CC:MW:vtd

Enclosures

cc: Mrs. B. J. Watson, TBOA Secretary

M I N U T E S

An organizational meeting for Middle Tennessee Building Officials was held on September 26, 1985 at Franklin City Hall. (A list of those attending is attached.) Acting chairman Larry Allen, Gallatin Building Official, explained that the organization could affiliate with TBOA, but we would still be autonomous. Advantages of affiliation with TBOA and SBCCI were discussed.

Purposes for organizing were mentioned, they include:

- *sharing information about products, how to deal with historical buildings, and equivalencies
- *interpreting codes uniformly
- *lobbying efforts
- *group support of code changes
- *holding educational seminars

Acting chairman Allen announced the appointment of Rollie Price, Larry Matthews, James Johnson, and Carl Sawyer as membership committee.

Gary Luffman, Carl Sawyer, and Rollie Price agreed to serve as by-law committee.

It was moved and seconded and unanimously agreed:

1. To meet in central locations except for special events.
2. That dues will be \$5.00 annually.
3. That meetings will be on the second Thursday of each month and will be held in the evening.

Our next meeting will be October 10 at 6 o'clock at Franklin Restaurant. (Location will be posted on the City Hall door.) Everyone was asked to invite an official (code enforcer) to the next meeting. Items on the agenda will be:

- *consideration of a name for the organization
- *election of officers
- *report of by-law committee
- *discussion with representative from the State Fire Marshal's Office of the modular building act.

Heloise Shilstat
September 27, 1985

cc: Attached List

Pat Collins
City of Franklin
P O Box 305
Franklin, TN 37064

Gary Luffman
City of Franklin
P O Box 305
Franklin, TN 37064

Carl C. Sawyer
Building Official Clarksville
P O Box 928
Clarksville, TN 37040

Tom E. Hailey
City of LaVergne
P O Box 177
LaVergne, TN 37086

Sam Holt
City of LaVergne
P O Box 177
LaVergne, TN 37086

Joe Nicholson
City of Springfield
P O Box 402
Springfield, TN 37122

Larry W. Matthews
City of Hendersonville
One Executive Park Drive
Hendersonville, TN 37075

Terry W. Franklin
City of Dickson
103 Chestnut Street
Dickson, TN 37055

Greg Spilka
City of Goodlettsville
215 Cartwright Street
Goodlettsville, TN 37072

Rollie Price
City of Lawrenceburg
P O Box 590
Lawrenceburg, TN 38464

Larry Allen
City of Gallatin
132 West Main Street
Gallatin, TN 37066

452-5400

An organizational meeting for Middle Tennessee Building Officials was held on September 26, 1985. The meeting was called to order at 7:00 p.m. by Larry Allen, acting President, at Franklin City Hall, in Franklin, Tennessee.

PRESENT There were twelve present: Pat Collins, Gary Luffman, Carl C. Sawyer, Tom E. Hailey, Sam Holt, Joe Nicholson, Larry Matthews, Terry Franklin, Heloise Shilstat, Greg Spilka, Rollie Price, and Larry Allen

BUSINESS Larry Allen, Gallatin Building Official, and acting President explained that the organization could affiliate with TBOA, but we would still be autonomous. Advantages of affiliation with TBOA and SBCCI were discussed.

Purposes for organizing were mentioned; they included:

- *sharing information about products, how to deal with historical buildings, and equivalencies
- *interpreting codes uniformly
- *lobbying efforts
- *group support of code changes
- *holding educational seminars

Acting President Allen announced the appointment of Rollie Price, Larry Matthews, James Johnson, and Carl Sawyer as membership committee.

Gary Luffman, Carl Sawyer and Rollie Price agreed to serve as by-law committee.

The following items were agreed on unanimously:

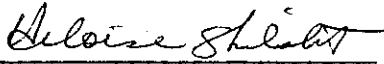
1. To meet in central locations except for special events.
2. That dues will be \$5.00 annually.
3. That meetings will be on the second Thursday of each month and will be held in the evening.

Our next meeting will be October 10, 1985, at 6:00 p.m. at Franklin Restaurant (location will be posted on the City Hall door). Everyone was asked to invite an official (code enforcer) to the next meeting. Items on the agenda will be:

1. consideration of a name for the organization
2. election of officers
3. report of by-law committee
4. discussion with representative from the State Fire Marshal's Office of the Modular Building Act.

Respectfully Submitted,

Larry Allen, President
(acting)



Heloise Shilstat, Secretary
(acting)

Superintendent
of Public Works



IN REPLY REFER TO:

CITY of GALLATIN

132 West Main Street
Gallatin, Tennessee 37066
Tel. 615/452-5400

ATTN: CODE OFFICIALS

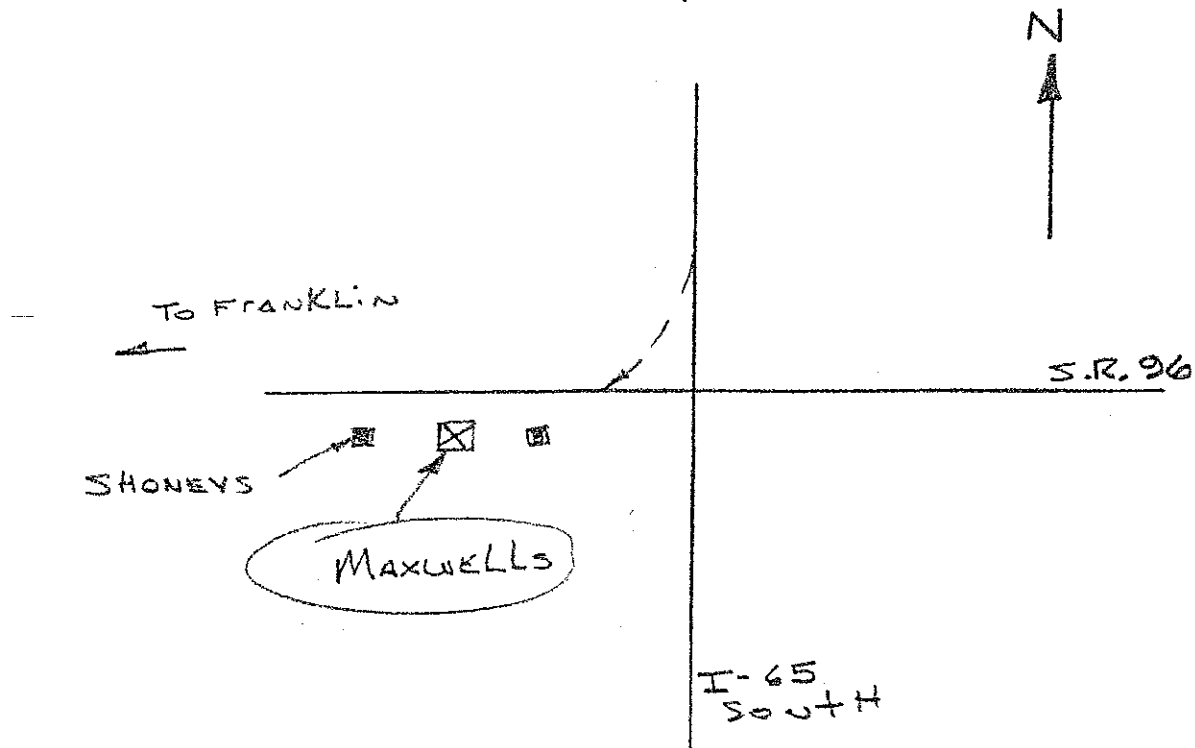
SPECIAL ORGANIZATIONAL MEETING OF CODE OFFICIALS LOCATED IN MIDDLE TENNESSEE

WHAT: Special Organizational Meeting and Explanation & Discussion of
TENNESSEE RESIDENTIAL MODULAR HOUSING ACT

By: Thad Watkins
Staff Attorney - State Fire Marshalls Office

WHEN: 6:00 P.M. October 10th, 1985

WHERE: Maxwells Restaurant - Franklin, Tennessee



PRESENT Approximately twenty code enforcers from the Middle Tennessee area met October 16, 1985 in Franklin.

BUSINESS Thad Watkins, Attorney for the State's Division of Fire Prevention, explained the new Modular Building Act. Two members of the Mobile Homes Section - Dave Borum, Supervisor of Inspection and Bill Bomar, Director - and Bill Posey, a member of the Modular Building Act Advisory Committee, were present to answer questions about the new law. Code officials were encouraged to contact Bill Posey, who is the Hendersonville Fire Chief, with their comments and suggestions. The act goes into effect on January 1, 1986. Mr. Watkins also encouraged code officials to report to the Architects and Engineers Licensing Board any serious difficulties with designers.

In the business meeting that followed:


1. Those attending agreed to continue meeting on second Thursdays.
2. The by-law committee asked for additional time to study TBOA's recommended by-laws.
3. It was agreed to leave dues at \$5.00.
4. Gary Luffman volunteered to serve as acting treasurer.
5. A policy of paying for dinner for outside speakers was adopted.
6. We were encouraged to bring our business cards to share.

Our next meeting will be at Choice's Restaurant in Franklin, November 14, 1985 at 6:00 p.m. On the agenda are:

1. Naming the organization
2. Electing officers
3. Adopting by-laws
4. Time permitting, Heloise Shilstat will present information on firestopping requirements and materials

Respectfully Submitted,

Larry Allen, President
(acting)


Heloise Shilstat, Secretary
(acting)

MIDDLE TENNESSEE CODE OFFICIALS ASSOCIATION

Minutes of November 14, 1985

Regular Meeting No. 3

A regular meeting of the Middle Tennessee Code Officials Association, was held on Thursday, November 14, 1985. The meeting was called to order by Larry Allen, acting President at 6:00 p.m. at Choice's Restaurant in Franklin, Tennessee.

PRESENT There were nineteen present: Gary N. Luffman, Larry Allen, Greg Spilka, Jim Cogdill, Rollie Price, Walter W. Edwards, Billy D. McMurtry, Sam Holt, Richard Anderson, Dibrell Anderson, Lloyd Robinson, Terry Franklin, Danny Burton, Harry Drury, Don Sauter, Pat Collins, Gene Prince, Heloise Shilstat, and Larry W. Matthews

BUSINESS Officers were elected by unanimous vote as follows:

President - Larry Allen, Gallatin Building Official
Vice President - Terry Franklin, Dickson Building Official
Secretary - Heloise Shilstat, State Fire Protection Director
Treasurer - Gary Luffman, Franklin Building Official

By-laws in the format recommended by SBCC were adopted after they were amended to delete Section VII which describes the procedure for amending the by-laws. Proposals for amending them further will be discussed and voted on at our next meeting.

The name "Middle Tennessee Code Officials", proposed by Billy McMurtry, was amended by Larry Matthews to add "Association", and unanimously accepted.

Several members expressed concern that MTCOA should use its influence to affect the Modular Building Act operating rules. President Allen agreed to invite Bill Posey, Advisory Committee member to our next meeting.

BY-LAWS OF THE
MIDDLE TENNESSEE CODE OFFICIALS ASSOCIATION

ARTICLE I - NAME AND PURPOSE

- SECTION 1. The organization shall be known as *The Middle Tennessee Code Officials Association*.
- SECTION 2. The objectives of the *Middle Tennessee Code Officials Association* shall be:
- a. *To share information about products, code changes, legislation, etc.*
 - b. *To promote uniform interpretations and enforcement.*
 - c. *Further the interest of the members as a group where regulations or legislation is concerned.*

ARTICLE II - MEMBERSHIP AND VOTING

- SECTION 1. There shall be the following classification of membership:

Active Membership. A building official, assistant building official, field inspector, or other municipal, state, or county employee actively engaged in the administration and enforcement of building, housing, zoning and fire regulations upon payment of dues at the rate established herein for active members.

Associate Membership. An organization, association, institute, corporation, partnership, company, manufacturer, architect, engineer, builder, contractor, planner, or other related group upon payment of dues at the rate established herein for active members.

- SECTION 2. Only active members shall be entitled to vote. Any member may make or second a motion and shall be entitled to participate in all discussions and to serve on any committee.

ARTICLE III - BOARD OF DIRECTORS

- SECTION 1. The property, business affairs, and policies of the association shall be under the control of a Board of Directors consisting of a President, Vice President, Secretary, and Treasurer, all of whom shall be active members at the time of their election to and during their tenure in office.
- SECTION 2. The President shall preside at all meetings of the association and at meetings of the Board of Directors. In the absence of the President, the Vice President shall preside.

SECTION 3. The Secretary shall maintain files for all records of the Chapter except for financial records.

SECTION 4. The Treasurer shall act as custodian of all funds and shall maintain financial records.

ARTICLE IV - MEETINGS

SECTION 1. Meetings shall be held on the second Thursday of every month, at a central location.

SECTION 2. The last meeting of the calendar year shall be designated as the Annual Meeting. At the Annual Meeting, the President shall appoint a Nominating Committee composed of three Active members who shall submit to the membership present at the Annual Meeting nominations for the Board of Directors. Election shall be completed by the close of the Annual Meeting.

ARTICLE V - ANNUAL FEES

SECTION 1. The Annual Fees for membership in the association shall be \$5.00.

SECTION 2. The association is a non-profit, non-political organization.

ARTICLE VI - ANNUAL AUDIT

SECTION 1. The Board of Directors shall audit the books and business affairs of the association at the close of each year.

ARTICLE VII - AMENDMENTS TO CONSTITUTION

SECTION 1. Amendments to this Constitution shall be presented in writing to the President. The proposed amendments shall require a three-fourths majority for passage.

The Middle Tennessee Code Officials Association met December 12, 1985 at the Holiday Inn at I-65 in Franklin. Those attending for the first time were welcomed by President Larry Allen. Bill Posey, Hendersonville Fire Chief, gave us an update of issues considered by the Modular Building Act Advisory Committee:

- *Codes and standards
- *Rights of local inspection services
- *Third party factory inspection
- *Bonding of manufacturers
- *Certifying third party inspectors

Several of those present expressed an interest in touring a modular building manufacturing plant.

BUSINESS In the business meeting, the following actions were taken:

1. All prior minutes were approved.
2. Article VII of the by-laws was revised to read as follows:

ARTICLE VII - AMENDMENTS TO THE BY-LAWS

SECTION 1. Amendments to the by-laws shall be presented in writing to the President. The proposed amendments shall require a three-fourths majority of voting members present for passage.

3. It was moved, seconded, and approved that the present officers continue their terms through 1986.

President Allen described the agenda for the TBOA annual meeting March 12-14, 1986.

Two other available training events were announced:


*Life Safety Seminar - January 13-17, 1986 at the Murfreesboro Fire School (Contact your local Fire Chief or Owen Collins at the Fire School for further information). FREE.

*Plans Review for Fire Safety (SBCCI course) - February 11-14, 1986
in Memphis. Contact SBCCI for further information.
\$60.00 we think.

Our next meeting will be January 9, 1986 at the Holiday Inn
at I-65 in Franklin at 6:00 pm. The Masonry Institute
will provide a speaker on concrete pouring, aggregates,
reinforcing, etc.

Respectfully Submitted,

Larry Allen, President


Heloise Shilstat, Secretary

Following a short discussion of the Modular Building Act and a presentation of Firestopping Materials by Heloise Shilstat, the meeting was adjourned.

Our next meeting will be at Choice's Restaurant, in Franklin, Tennessee at 6:00 p.m. on December 12, 1985

Respectfully Submitted,

Larry Allen, President

Heloise Shilstat
Heloise Shilstat, Secretary