

Building Officials Association of New Jersey, Inc.
Appendix A

LEGAL FUND – GUIDELINES

1. Only Active Regular members of the Building Officials Association of New Jersey, Inc. in good standing, that have completed one full year of membership, are eligible for legal fund assistance. Applicant must be a code enforcement official.
2. This Fund shall operate on a fiscal-year basis, as per BOANJ General Fund.
3. The purpose of the LEGAL FUND is to assist a member in defraying any legal expenses incurred in the defense of his or her official position. It is not intended to pay all legal cost.
4. The maximum amount of money to be allocated for any case shall be \$1,000.00. The LEGAL FUND ADVISORY COMMITTEE shall have the power to exceed this amount by a unanimous vote of said committee.
5. If the allocated amount in any given year exceeds the amount available in the FUND, the LEGAL FUND ADVISORY COMMITTEE shall so advise the Executive Committee of Building Officials Association of New Jersey, Inc., and the deficit shall be underwritten by funds from the Association general Treasury as a loan to the LEGAL FUND, re-payable by the end of the FUND'S next fiscal year.
6. A member must contact his/her Regional Chapter Representative, or the President of Building Officials Association of New Jersey, Inc., to seek aid. The request will then be forward to the LEGAL FUND COMMITTEE.
7. A member shall have the privilege of selecting his or her own attorney, provided said attorney meets with the approval of the LEGAL FUND ADVISORY COMMITTEE, which shall take into account the attorney's familiarity with municipal and state law, and the NJ Uniform Construction Code.
8. At the conclusion of a case, a full report and briefs of any legal proceedings shall be turned over to the LEGAL FUND ADVISORY COMMITTEE.
9. The LEGAL FUND ADVISORY COMMITTEE shall meet as needed. There shall be an annual meeting of the LEGAL FUND ADVISORY COMMITTEE held in Atlantic City during the League of Municipalities Conference.
10. The LEGAL FUND ADVISORY COMMITTEE shall consist of three (3) members of Building Officials Association of New Jersey, Inc., who have been members in good standing of the Association and who have served a minimum of three (3) years on the Board of Directors. The term of office for each member shall be for a three-year period, with one member of said COMMITTEE being elected each year, at the annual meeting in November.
11. Any vacancy in the LEGAL FUND ADVISORY COMMITTEE shall be filled by a presidential appointment until the next annual meeting, when an election shall be held for the unexpired term.
12. Any member of the Building Officials Association of New Jersey, Inc. who has been a member in good standing, and has served on the Board of Directors for a minimum of three (3) years, may run for a seat on the LEGAL FUND ADVISORY COMMITTEE by making written application to the Secretary of the Building Officials Association of New Jersey, Inc. prior to September 1st of said year. Any names submitted shall be turned over to the Nominating Committee and included on the ballot according to the election rules contained in the BOANJ By-Laws.

13. The LEGAL FUND ADVISORY COMMITTEE shall elect its own Chairman. The other two members shall become Secretary and Treasurer, to maintain the Committee records and correspondence.
14. The Treasurer of BOANJ shall deposit \$15.00 of every members annual dues into a separate account known as the Legal Fund Account. Funds administered by the LEGAL FUND ADVISORY COMMITTEE shall be deposited in a separate bank account. The records of the Treasurer shall be audited annually by an accountant appointed by the Executive Committee of Building Official Association of New Jersey, Inc. The depository bank account shall be named as Trustee of the LEGAL FUND. Any administrative cost so incurred shall be disbursed from the LEGAL FUND ACCOUNT
15. Appeal of a “determination of denial” by the legal fund committee must be made in writing to the President of BOANJ within (10) ten days of the date of determination. The BOANJ Executive Board of Directors will review all appeals and their determination will be final.

For additional information, contact the President of Building Officials Association of New Jersey, Inc.

Approved at Oct 2007 Meeting