

# **INTERNATIONAL ASSOCIATION OF ELECTRICAL INSPECTORS**

## **MICHIGAN CHAPTER WESTERN SECTION BYLAWS**

As Amended November 19, 2004

### **ARTICLE I - NAME**

Chapter 1. Name. This organization shall be known as the Michigan Chapter, Western Section, International Association of Electrical Inspectors (IAEI).

### **ARTICLE II - PURPOSES**

Section 1. The purposes and objectives of the Chapter shall be:

- a. To promote within the Chapter the purposes and objectives of the IAEI as set forth in Article IV of the Articles of Incorporation of the IAEI.

### **ARTICLE III - NON-PROFIT ORGANIZATION**

Section 1. The affairs of the Chapter shall not be conducted for profit.

### **ARTICLE IV - ORGANIZATION**

Section 1. The Chapter shall consist of a Board of Directors, a Pro-tem Committee, and the members as may be authorized Articles of Incorporation and Bylaws of the IAEI and these Bylaws.

Section 2. Management. The management and control of the affairs and business of the Chapter shall be vested in the Board of Directors as provided for herein.

### **ARTICLE V - MEMBERSHIP AND DUES**

Section 1. Territory. Membership in the Chapter shall be limited to those persons who reside or are employed in the State of Michigan, except for additional memberships as provided for in the Bylaws of the IAEI.

Section 2. Applications. Applications for membership shall be submitted to the International Office, and may be subject to the approval of the Chapter Board of Directors.

Section 3. Classification. Membership shall be classified as provided in the Bylaws of the IAEI.

Section 4. Dues and Initiation Fees. There shall be no initiation fee for any class of membership. Dues shall be prescribed in the Bylaws of the IAEI. Dues or assessments in addition to those levied by the IAEI, and the Section, may be levied by the Chapter upon approval of the Chapter Board of Directors, the Section Board of Directors and the IAEI Board of Directors.

## Section 5. Honorary Membership.

- a. Honorary Membership may be conferred by the Chapter upon members who have performed such meritorious service as the Chapter wishes to recognize. A Chapter Honorary Member shall pay no dues; the Chapter shall assume liability for payment of the Section and International Office portions of the dues unless the member is also accorded Section and International Honorary Membership.
- b. Honorary membership may be awarded posthumously.
- c. Proposals for Chapter Honorary Membership shall be submitted in writing to the Chapter Secretary and shall state the basis for proposing this honor. The Chapter Board of Directors shall review the proposal; upon endorsement of two thirds (2/3rds) of the Board of Directors, the proposal shall be submitted to the Chapter membership for final approval at any regular or special meeting.

### ~~ARTICLE VI – BOARD OF DIRECTORS AND OFFICERS~~

### **ARTICLE VI – OFFICERS, BOARD OF DIRECTORS AND PRO-TEM COMMITTEE**

Section 1. Officers. The officers of the Chapter shall consist of a President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, 3<sup>rd</sup> Vice-President, **and a Secretary-Treasurer (or a Secretary and a Treasurer)** ~~Treasurer, and a Secretary.~~ All but the Secretary shall serve without pay.

Section 2. Board of Directors. The Board of Directors shall consist of the elected officers of the Chapter and nine (9) members in good standing, one of which shall be the Western Section Representative. A minimum of six (6) of the nine (9) Board of Directors shall be Inspector Members. **The Immediate Past President of the Chapter, at their option, may serve as an ex-officio member of the board of directors with full voting privileges.** ~~In addition, the position of Chairperson of the Board of Directors shall be the Chapter's Immediate Past President. If the Immediate Past President is unable to serve on the Board, the Board of Directors shall elect an Inspector Member as Chairperson.~~

Section 3. Pro-tem Committee. The Pro-tem Committee shall consist of twelve (12) members in good standing. A minimum of eight (8) of the twelve (12) Pro-tem Committee members shall be Inspector Members. These members meet with the Board of Directors but serve in an advisory capacity and are not permitted to vote as Board of Director Members.

Section 4. Eligibility. The eligibility of Officers, Board of Directors and Pro-tem Committee members shall be determined as follows:

- a. Any member in good standing shall be eligible to be elected to the Chapter Board of Directors and the Pro-tem Committee.
- b. Only Inspector Members as defined in Section 302(A) of the IAEI Bylaws, of the IAEI, in good standing, shall be eligible to be elected to the office of President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, and 3<sup>rd</sup> Vice President.
- c. Any member in good standing shall be eligible to be elected to the office(s) of **Secretary-Treasurer (or a Secretary and a Treasurer)** ~~Secretary and Treasurer.~~

Section 5. Duties. Board of Directors and Pro-tem Committee: the Board of Directors shall have general charge of the affairs of the Chapter, including the authority to direct expenditures and audit the accounts of the **Secretary-Treasurer (or a Secretary and a Treasurer)** ~~Secretary and Treasurer.~~ ~~The Pro-tem Committee shall serve in an advisory capacity only.~~

~~Should any emergency arise in the carrying out of these Bylaws where a strict compliance with the letter of the same cannot be obtained or where other chapters of the Bylaws do not provide a means for meeting the emergency, the Board of Directors may take whatever action it may deem advisable for the good of the Chapter, but such action shall be consistent with the spirit of these Bylaws and shall be submitted for approval at the next meeting of the Chapter.~~ **(Relocated to a new Section 6)**

- a. President. The President of the Chapter shall ~~chair all seminars and~~ be responsible for all Chapter business and duties as prescribed by the Board of Directors. **The President shall chair all Board of Directors meetings and seminars, and shall appoint all Committee Members.**
- b. 1<sup>st</sup> Vice President. The 1<sup>st</sup> Vice President shall be responsible for all seminar programs ~~(excepting the Spring Education Seminar)~~ and other duties as assigned by the Board of Directors.
- c. 2<sup>nd</sup> Vice President. The 2<sup>nd</sup> Vice President shall be responsible for the Guest's Program for all seminars ~~(excepting the Spring Education Seminar)~~ and other duties as assigned by the Board of Directors.
- d. 3<sup>rd</sup> Vice President. The 3<sup>rd</sup> Vice President shall be responsible for the Chapter hospitality room and other duties as assigned by the Board of Directors.
- e. Secretary. The Secretary shall be responsible for all seminar and meeting notices, records, minutes, correspondence of the Chapter and other duties as assigned by the Board of Directors. The Secretary is an automatic member of all committees.
- f. Treasurer. The Treasurer shall be responsible for all of the Chapter funds and other duties as assigned by the Board of Directors. All accounts shall be audited, at Chapter expense if any is incurred, at the close of each fiscal year and the audit shall be submitted to the Board of Directors and to the Chapter at the next Chapter meeting.
- g. Spring Education Seminar Chairperson. The Board of Directors shall appoint an Inspector Member of the Chapter to serve as the Chairperson of the Spring Education Seminar. The appointed Chairperson shall be responsible for performing or directing all portions of the seminar, including presiding over the meeting, the Education Program, the Guest's Program, and Entertainment.
- ~~h. Board of Directors Chairperson. The Immediate Past President shall be appointed the Board of Directors Chairperson and shall chair all Board of Directors meetings until such a time as the new Chairperson is appointed.~~

**Section 6. Should any emergency arise in the carrying out of these Bylaws where a strict compliance with the letter of the same cannot be obtained or where other chapters of the Bylaws do not provide a means for meeting the emergency, the Board of Directors may take whatever action it may deem advisable for the good of the Chapter, but such action shall be consistent with the spirit of these Bylaws and shall be submitted for approval at the next meeting of the Chapter.**

Section 6 7. Terms of Office. Officers, Members of the Board of Directors and Pro-tem Committee shall be elected and hold office for two (2) years or until their successors are elected and installed ~~commencing~~ at the ~~end of the annual meeting when elected~~.

Section 7 8. Vacancies. In the event of the death, resignation or inability to act of any members of the Board of Directors or officer, or when such member becomes ineligible to membership in the class occupied when elected, his/~~her~~ term of office shall automatically cease. It shall be the duty of the President, subject to approval by the Board of Directors, to appoint a member of the same class to serve the unexpired term. The Board of Directors shall fill a vacancy in the office of President.

**Section 9. Removal. An elected Officer, Board of Director member or Pro-tem Committee member may be removed from office for misconduct or other good cause by a two-thirds (2/3rds) vote of the Board of Director members in attendance following a hearing at which the affected individual shall have the right to be heard. The individual may appeal the decision of the board to the membership.**

## ARTICLE VII - ELECTIONS

Section 1. Time. The election of the Officers, Board of Directors, and Pro-tem Committee shall take place biannually at the Chapter Annual Meeting.

Section 2. Nominations.

- a. Prior to the Annual Meeting the President shall appoint a Nominating Committee of five (5) members of the Board of Directors and/or Pro-tem Committee who shall nominate candidates for all offices and members of the Board of Directors and Pro-tem Committee. The Nominating Committee shall submit its report to the membership in the ~~last~~ business session of the Annual Meeting.
- b. Not less than five (5) Inspector Members in good standing may nominate a candidate for any of the offices to be filled, provided such nominations shall be in writing, bear the signatures of the members so nominating, and be placed in the hands of the Chapter Secretary not less than 24 hours prior to the business session where the elections are held.

Section 3. Election Procedure. The names of all properly proposed candidates shall be submitted to the members for election by ballot. Any member shall be elected who shall receive a majority of the votes cast; however, when there is only one candidate for an office, election may be declared by the unanimous consent of those members in attendance that are eligible to vote.

Section 4. Voting. Only Inspector Members **and Senior Associate Members** in good standing shall be eligible to vote for candidates for office.

Section 5. Installation. The installation of Officers, Board of Directors, and Pro-Tem Members will occur **at the annual meeting.** ~~immediately following the election.~~

## ARTICLE VIII - MEETINGS

Section 1. Board of Directors Meetings. Meetings of the Board of Directors shall be held prior to all membership meetings.

- a. Special meetings may be called at any time by the Chapter President, ~~Board of Directors Chairperson~~ or upon the written request of a majority of the Inspector Members of the Board of Directors.
- b. The dates and location of all regular meetings shall be determined by the Board of Directors. Due notice of meetings shall be sent to all members by the Secretary.
- c. The **Chapter President** ~~Board of Directors Chairperson~~, or in the event of his/her absence the ranking Chapter **Vice President** ~~Officer~~, shall preside at meetings of the Board of Directors.
- d. Six (6) members, at least four (4) of whom must be Inspector Members, shall constitute a quorum.

Section 2. Chapter Meetings. Regular meetings of the Chapter **may** ~~are to~~ be held as follows:

- a. March: Spring Education Seminar  
June: Summer Education Seminar  
December: Annual Education Seminar
- b. Other regular or special meetings may be called by the Chapter President, ~~Board of Directors Chairperson~~, or upon the written application of six (6) Inspector Members of the Chapter, and approval of the Board of Directors. Due notice of all meetings shall be sent to all members.
  - (1) Meetings shall be conducted in accordance with the procedures prescribed by the Bylaws of the IAEI.
  - (2) The President, or in the event of his **her** absence, the ranking Vice President, shall preside at Chapter Meetings.
  - (3) Six (6) inspector members and the **Chapter** President or a Vice President shall constitute a quorum.

Section 3. ~~Mail~~ Ballots.

- a. When it is not possible or convenient to have a meeting with the Board of Directors or the membership of the Chapter, the Chapter President ~~or Board of Directors Chairperson~~ may direct the Secretary to prepare a ~~letter~~ ballot to conduct necessary business ~~by mail~~. To be counted, ~~letter~~ ballots must be returned on or before the indicated date upon which the ~~mail~~ ballot is due, which shall be not less than twenty (20) days after the ballots are **sent** ~~mailed~~ to the members.
- b. Approval of actions by the Board of Directors shall require the favorable vote of a majority of the members eligible to vote, unless otherwise required by these Bylaws.

- c. Approval of actions by the membership of the Chapter shall require the favorable vote of a majority of the members returning ballots, unless otherwise required by these Bylaws.

## **ARTICLE IX - COMMITTEES**

Section 1. Standing Committees. The Standing Committees of this Chapter shall be established by the Board of Directors and may include but not limited to the following:

- a. Audit Committee
- b. Budget Committee**
- c. Bylaw/Policy Committee
- d. Education Committee
- e. Membership Committee
- f. Meeting Location Committee
- g. Inspectors School Committee
- h. Website Committee

Section 2. Committee Scopes. The scopes of the Standing Committees shall be as approved by the Board of Directors.

Section 3. Special Committees. The Chapter President ~~or Chairperson of the Board of Directors~~ may appoint special committees for a specific purpose as authorized by the Board of Directors. Special committees shall continue and be reappointed each year at the discretion of the Board of Directors until a final report is rendered.

Section 4. Term of Appointment. Standing committees shall ~~be appointed by the Board of Directors~~ ~~Chairperson and~~ serve from the time of their appointments until the close of the President's term of office.

## **ARTICLE X - FISCAL YEAR**

Section 1. The fiscal year of the Chapter shall be the calendar year January 1 through December 31.

Section 2. Account Audits. All accounts shall be audited, at Chapter expense if any is incurred, at the close of each fiscal year and the audit shall be submitted to the Board of Directors and to the Chapter at the next Chapter meeting.

## **ARTICLE XI - RULES OF ORDER**

Section 1. The latest edition of Robert's Rules of Order shall govern the transaction of all business, unless otherwise provided in these Bylaws.

**ARTICLE XII - AMENDMENT OF BYLAWS**

Section 1. Proposed amendments to these Bylaws shall be approved by the Chapter Board of Directors by two-thirds (2/3rds) of the votes cast by Inspector Members at any meeting of the Board of Directors or by two-thirds (2/3rds) of the votes of all the Inspector Members of the Board of Directors in the event of a mail ballot **vote**. Notice of proposed amendments shall be forwarded to each Inspector Member of the Board of Directors at least twenty (20) days prior to the date of the meeting or the indicated date upon which a mail ballot **vote** is due.

Section 2. Amendments approved by the Board of Directors shall become effective after approval by a two-thirds (2/3rds) vote of the Inspector Members voting at a Chapter meeting, or by two-thirds (2/3rds) of the votes cast by Inspector Members in the event of a mail ballot **vote**, and upon final approval by the IAEI Board of Directors. Notice of proposed amendments shall be forwarded to each Inspector Member at least twenty (20) days prior to the date of the meeting or the indicated date upon which a mail ballot **vote** is due.

Section 3. The provisions of the Bylaws of the Chapter in force immediately prior to the approval of the amended Bylaws shall be superseded thereby.

Note: The term "President" **All "titles"** used in this document **are intended to be gender neutral.** refers to a title and is to be interpreted as meaning both genders.

Approved by the Chapter Board of Directors on \_\_\_\_\_.

Sent to the Chapter Inspector Members \_\_\_\_\_.

Approved by the Chapter Inspector Members \_\_\_\_\_.

Date Chapter approval recorded in the Chapter Board of Director's Minutes \_\_\_\_\_.

The above Amended Bylaws have been approved by the Chapter Board of Directors and the Chapter Inspector Members and verified by the Chapter President and Chapter Secretary.

Chapter President  
Phil Clark

Chapter Secretary  
David Williams

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Approved by the Western Section Board of Directors on \_\_\_\_\_.

Approved by the International Board of Directors on \_\_\_\_\_.