

# **INTERNATIONAL ASSOCIATION OF ELECTRICAL INSPECTORS**

## **WESTERN SECTION**

### **BYLAWS**

As Adopted November, 1988

Revised November, 2005

#### **ARTICLE I – NAME**

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

#### **ARTICLE II – PURPOSES**

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

- a. To promote within the Section the purposes and objectives of the IAEI as set forth in Article IV of the Articles of Incorporation of the IAEI.
- b. To promote the welfare of the Chapters and Chapter Divisions within its jurisdiction

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

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

#### **ARTICLE IV – ORGANIZATION**

Section 1. The Section shall consist of a Section Board of Directors and such Chapters and Chapter Divisions and the members as may be authorized by the 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 Section shall be vested in the Section Board of Directors as provided herein.

#### **ARTICLE V – MEMBERSHIP AND DUES**

Section 1. Territory. Membership in the Section shall be limited to those persons who reside or are employed in the States of Arkansas, Colorado, Illinois, Indiana, Iowa, Kansas, Kentucky, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, West Virginia, Wisconsin and Wyoming, except for additional memberships as provided in the IAEI Bylaws.

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 and Section Board of Directors.

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

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

Section 5. Honorary Membership.

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

## **ARTICLE VI – BOARD OF DIRECTORS, OFFICERS, AND IAEI DIRECTORS**

Section 1. Board of Directors. The Section Board of Directors shall consist of the President, 1<sup>st</sup> and 2<sup>nd</sup> Vice Presidents, Secretary-Treasurer (or Secretary, Treasurer) (or Secretary-Treasurer, Assistant Secretary-Treasurer), Junior Past President, 13 Inspector Members, and 2 Associate Members. The Section IAEI Directors and their Alternates, Section Education Committee Chairman, and Section Membership Committee Chairman shall be ex-officio non-voting members of the Section Board of Directors.

- a. Where the term “Secretary-Treasurer” is used hereafter in these Bylaws, it shall be interpreted to mean “Secretary-Treasurer (or Secretary and Treasurer) (or Secretary-Treasurer and Assistant Secretary-Treasurer)”.
- b. Insofar as is possible each Chapter of the Western Section shall be represented on the Section Board of Directors.

Section 2. Officers. The officers of the Section shall consist of a President, 1<sup>st</sup> and 2<sup>nd</sup> Vice Presidents and Secretary-Treasurer. All but the Secretary-Treasurer shall serve without pay.

Section 3. IAEI Directors. The Section shall elect Directors and their alternates to the IAEI Board of Directors in accordance with Section 202 (A) of the IAEI Bylaws.

Section 4. Eligibility. The eligibility of the Section Board of Directors members, Officers and IAEI Directors shall be established as follows:

- a. Any member in good standing shall be eligible to be elected a member of the Section Board of Directors.
- b. Only Inspector Members as defined in Section 302 (A) of the IAEI Bylaws, in good standing, shall be eligible to be elected to the offices of President, Vice President and Secretary-Treasurer, except that a retired inspector member who is in good standing may continue to serve and be re-elected as Secretary-Treasurer.
- c. Eligibility of IAEI Directors and their alternates shall be in accordance with Section 202 (B) of the IAEI Bylaws. Directors and their alternates shall reside in the territory of the Section.

Section 5. Duties.

- a. The Section Board of Directors shall have general charge of the affairs of the Section, including the authority to direct expenditures and audit the accounts of the Section Secretary-Treasurer, as provided for herein.
- b. Should any emergency arise in the carrying out of these Bylaws where strict compliance with the literal text is not feasible or where other sections of the Bylaws do not provide a means for meeting the emergency, the Section Board of Directors may take whatever action it may deem advisable for the good of the Section. However, such action shall be consistent with the spirit of these Bylaws and shall be submitted for approval at the next meeting of the Section.
- c. The Section Secretary-Treasurer shall keep the records of the Section and the Section Board of Directors, have charge of its funds, pay its bills and present at the Annual Meeting of the Section Board of Directors for approval a budget covering the operations of the Section for the ensuing year, based upon the anticipated revenue of the Section. He shall be authorized to expend the funds under the approved budget. He shall have his accounts audited at the close of each fiscal year at Section expense if any is incurred, and shall submit such audit to the Board of Directors at its Annual Meeting. The Section Secretary-Treasurer shall furnish a surety bond in such amount as required by the Board of Directors, such bond to be paid for by the Section.
- d. Section IAEI Directors shall represent the Section at all meetings of the IAEI Board of Directors and report to the Section Board of Directors on all matters affecting the Section.

Section 6. Terms of Office.

- a. Members of the Section Board of Directors, the Section Officers, IAEI Directors and their alternates shall be elected and hold office for one (1) year or until their successors are elected and qualified, commencing at their installation of office, on the last business day of the Section Annual Meeting.

- b. It shall remain the responsibility of the outgoing Section President and the Section Secretary-Treasurer to finalize all financial obligations incurred during their term of office. This obligation shall be completed by the 31<sup>st</sup> of December of that year. If this obligation cannot be accomplished, it shall then become the responsibility of the current Section President.

Section 7. Vacancies.

- a. In the event of the death, resignation or inability to act of any member of the Section Board of Directors, Section Officer, IAEI Director or Alternate, other than the International Officer, or when such member becomes ineligible to membership in the class he occupied when elected, his term of office shall automatically cease and it shall be the duty of the Section President, subject to approval by the Section Board of Directors, to appoint a member of the same class to serve the unexpired term. The Section Board of Directors shall fill a vacancy in the office of Section President.
- b. In the event of the death, resignation, or inability to act of the International Officer representing the Section, the provisions of Section 202 (F) of the IAEI Bylaws shall apply.

**ARTICLE VII – ELECTIONS**

Section 1. Time. The election of members of the Section Board of Directors, Section Officers, IAEI Directors and their alternates shall take place at the Section Annual Meeting.

Section 2. Nominations.

- a. On the first day of the Annual Meeting, the Section President shall appoint a Nominating Committee of three (3) Inspector Members in good standing as described in Section 302 (A) of the IAEI Bylaws. This committee shall nominate candidates for all offices, members of the Section Board of Directors, IAEI Directors and their alternates. The names of candidates for nominations as IAEI Directors and their alternates shall be submitted by their sponsors to the Section Board of Directors and shall be approved by the Section Board of Directors prior to consideration by the members. The Nominating Committee shall submit its report to the membership during the Annual Meeting. Each Chapter of the Section may indicate in an appropriate manner the choice of that Chapter for consideration and nomination.
- b. Not less than ten (10) Inspector Members as described in Section 302 (A) of the IAEI Bylaws, 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 Section Secretary. Any candidate for IAEI Director or alternate shall also have been approved by the Section Board of Directors prior to nomination.

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; provided, however, that when there is only one candidate for an office, election may be declared by the unanimous consent of those members in attendance who are eligible to vote.

Section 4. Voting. Only Inspector Members as described in Section 302 (A) of the IAEI Bylaws, in good standing, shall be eligible to vote for candidates for office.

### **ARTICLE VIII – MEETINGS**

Section 1. Board of Directors Meetings. Meetings of the Section Board of Directors are to be held as follows:

- a. An Annual Meeting shall be held each year at the call of the Section President.
- b. Special meetings may be called at any time by the Section President or upon written request of a majority of the Inspector Members of the Section Board of Directors.
- c. The date and location of both Annual and Special meetings shall be determined by the Section President and the Section Secretary-Treasurer. Due notice of meetings shall be sent to all members.
- d. The Section Junior Past President shall preside at meetings of the Section Board of Directors. In the event of his absence the Section President, or if he is not present the ranking Section Vice President, shall preside.
- e. At all Annual or Special meetings six (6) members, at least four (4) of whom must be Inspector Members, shall constitute a quorum.

Section 2. Section Meetings. Meetings of the Section are to be held as follows:

- a. The Section shall hold an Annual Meeting, the time and place to be determined by the Section Board of Directors, the time being subject to the approval of the IAEI International Board of Directors.
- b. Special meetings may be called by the Section President or upon the written application of ten (10) Inspector Members of the Section. Due notice of special meetings shall be sent to all members, stating the business to be transacted. No business shall be transacted at a special meeting except that stated in the notice.
- c. Meetings shall be conducted in accordance with the procedures prescribed by the IAEI Bylaws.
- d. The Section President, or in the event of his absence, the ranking Section Vice President, shall preside at Section Meetings.

- e. Ten (10) Inspector Members and three (3) officers or members of the Section Board of Directors, one of whom shall be the President or a Vice President, shall constitute a quorum.
- f. Any subject of a nature which would tend to advertise any particular product or manufacturer, unless of educational value, shall be ruled out of order at a Section meeting.

### Section 3. Mail Ballots.

- a. When it is not possible or convenient to have a meeting of the Section Board of Directors or the membership of the Section, the Section President may direct the Section 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 mailed to the members.
- b. Approval of actions by the Section 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 Section 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 the Section shall be:

- a. Audit Committee
- b. Bylaws Committee
- c. Display Committee
- d. Education Committee
- e. Membership Committee
- f. National Electrical Code Committee
- g. Public Relations Committee
- h. Western Section Annual Meeting Code Committee

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

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

Section 4. Term of Appointment. Standing Committees shall be appointed by the Section President to serve from the time of their appointment until the close of the Section President's term of office.

## **ARTICLE X – CHAPTER AND CHAPTER DIVISIONS**

Section 1. Chapter and Chapter Divisions.

- a. Chapters and Chapter Divisions shall be organized and governed in accordance with the Articles of Incorporation and Bylaws of the IAEI.
- b. A member of the Section shall become a member of the Chapter that incorporates the territory where he resides or is employed except as provided for in the IAEI Bylaws.

## **ARTICLE XI – FISCAL YEAR**

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

## **ARTICLE XII – 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 XIII – AMENDMENT OF BYLAWS**

Section 1. Proposed amendments to these Bylaws shall be approved by the Section Board of Directors by two-thirds (2/3rds) of the votes cast by the Inspector Members, as described in Section 302 (A) of the IAEI Bylaws, of the Section Board of Directors at any meeting of the Section Board of Directors, or by two-thirds (2/3rds) of the votes of all the Inspector Members of the Section Board of Directors in the event of a mail ballot. Notice of proposed amendments shall be forwarded to each Inspector Member of the Section Board of Directors at least twenty (20) days prior to the date of the meeting or the indicated date upon which a mail ballot is due.

Section 2. Amendments approved by the Section Board of Directors shall become effective after approval by a two-thirds (2/3rds) vote of the Inspector Members voting at a Section meeting, or by two-thirds (2/3rds) of the votes cast by Inspector Members in the event of a mail ballot, 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 mail ballot is due.

Section 3. The provisions of the Bylaws of the Section in force immediately prior to the approval and adoption of these amended Bylaws shall be superseded hereby.

Note: The word “President” used in this document refers to a title and is to be interpreted as meaning both genders.

11/05