

INTERNATIONAL ASSOCIATION OF ELECTRICAL INSPECTORS

WESTERN RESERVE DIVISION OHIO CHAPTER WESTERN SECTION BYLAWS

As Amended February, 1988

ARTICLE I - NAME

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

ARTICLE II - PURPOSES

Section 1. The purposes and objectives of the Division shall be to promote within the Division 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 Division shall not be conducted for profit.

ARTICLE IV - ORGANIZATION

Section 1. The Division shall consist of a Division Board of Directors and the members as may be authorized by the Bylaws of the IAEI and these Bylaws.

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

ARTICLE V - MEMBERSHIP AND DUES

Section 1. Territory. Membership in the Division shall be limited to those persons who reside or are employed in the Counties of Ashtabula, Cuyahoga, Geauga, Lake and Lorain in the State of Ohio, 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 or Section 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 Division 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 Division upon members who have performed such meritorious service as the Division wishes to recognize. A Division Honorary Member shall pay no dues; the Division shall assume liability for payment of the Chapter, Section and International Office portions of the dues unless the member is also accorded Chapter, Section and International Honorary Membership.
- b. Honorary membership may be awarded posthumously.
- c. Proposals for Division Honorary Membership shall be submitted in writing to the Division Secretary and shall state the basis for proposing this honor. The proposal shall be reviewed by the Division Board of Directors; upon endorsement of two thirds (2/3rds) of the Board of Directors, the proposal shall be submitted to the Division membership for final approval at any regular or special meeting.

ARTICLE VI – BOARD OF DIRECTORS AND OFFICERS

Section 1. Board of Directors. The Board of Directors shall consist of the President, Vice President, Secretary-Treasurer, Junior Past President, three (3) Inspector Members and one (1) Associate.

Section 2. Officers. The officers of the Division shall consist of a President, 1st, 2nd (or more) Vice President, and a Secretary-Treasurer. All (but the Secretary-Treasurer) shall serve without pay.

Section 3. Eligibility. The eligibility of Board of Director members and officers shall be established as follows:

- a. Any member in good standing shall be eligible to be elected to the Division 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 office of President or Vice President.
- c. Any member in good standing shall be eligible to be elected to the office of Secretary-Treasurer (or Secretary and Treasurer).

Section 4. Duties.

- a. The Board of Directors shall have general charge of the affairs of the Division, including the authority to direct expenditures and audit the accounts of the Secretary-Treasurer, (or Secretary and Treasurer) as provided for herein.
- b. 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 sections 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 Division, but such action shall be consistent with the spirit of these Bylaws and shall be submitted for approval at the next meeting of the Division.
- c. The Board of Directors shall also provide for the uninterrupted administration of the Western Reserve, IAEI Financial funds in the event of the Secretary-Treasurer's inability to function without

the undue burden of normal business activities.

- d. The duties of all officers shall be such as usually pertain to their offices, or as may be assigned by the Board of Directors.
- e. The Secretary-Treasurer shall keep the records of the Division and the Board of Directors and have charge of its funds. He may be authorized to expend the funds under an approved budget. He shall have his accounts audited, at Division 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 Division at the next Annual Meeting.

Section 5. Terms of Office. Members of the Board of Directors and the officers shall be elected and hold office for one (1) year or until their successors are elected and installed commencing at the end of the annual meeting when elected.

Section 6. 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, the term of office automatically ceases and 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. A vacancy in the office of President shall be filled by the Board of Directors.

ARTICLE VII - ELECTIONS

Section 1. Time. The election of members of the Board of Directors and officers shall take place at the Division Annual Meeting.

Section 2. Nominations.

- a. Soon after the opening of the Annual Meeting the President shall appoint a Nominating Committee of three (3) Inspector Members who shall nominate candidates for all offices and members of the Board of Directors. 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 Division Secretary at a business session of the Annual Meeting.

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 in good standing shall be eligible to vote for candidates for office.

ARTICLE VIII - MEETINGS

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

- a. An Annual Meeting shall be held each year at the call of the President immediately preceding the Division Annual Meeting.
- b. Special meetings may be called at any time by the President or upon the written request of a majority of the Inspector Members of the Board of Directors.
- c. The dates and location of all meetings shall be determined by the President and the Secretary. Due notice of meetings shall be sent to all members.
- d. The President, or in the event of his absence the ranking Vice President, shall preside at meetings of the Board of Directors.
- e. Six (6) members, at least four (4) of whom must be Inspector Members, shall constitute a quorum.

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

- a. The Division shall hold an Annual Meeting, the time and place to be determined by the Board of Directors. Other regular or special meetings may be called by the President or upon the written application of six (6) Inspector Members of the Division.
- b. Meetings shall be conducted in accordance with the procedures prescribed by the Bylaws of the IAEI.
- c. The President, or in the event of the President's absence the ranking Vice President, shall preside at Division Meetings.
- d. Six (6) Inspector Members and the 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 Division, the President 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 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 Division 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 Division shall be:

- a. Bylaws Committee
- b. Educational Committee
- c. Membership Committee
- d. Public Relations and Publicity Committee
- e. Electrical Fire and Accident Committee
- f. Code Clearing and Code Workshop Committee

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

Section 3. Special Committees. Special committees may be appointed by the Division President 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 Division President to serve from the time of their appointment until the close of the President's term of office.

ARTICLE X - FISCAL YEAR

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

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 Division 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. 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 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 Division 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 IAEL 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 is due.

Section 3. The provisions of the Bylaws of the Division in force immediately prior to the approval and adoption of the 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.