

MEMBERSHIP CHAIR MANUAL

Revised June 2007



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International Association of Electrical Inspectors
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GENERAL

This manual is published for information and use by IAEI membership chairs in the fulfillment of their duties as membership chairs of Sections, Chapters and Divisions.

This manual is designed to give membership chairs a reference for rules and regulations as specified in the IAEI International Bylaws and Operating Rules. Also included are any policies, rules, and regulations or changes enacted by the International Board of Directors.

This manual is not intended to replace the International Bylaws and Operating Rules. If any inadvertent conflict between this manual and the International Bylaws and Operating Rules exist, then the International Bylaws and Operating Rules will prevail.

This manual contains certain procedures, for information, the International Office uses to carry out its duties as specified in the International Bylaws and Operating Rules. These procedures are predicated by the design of the database software and may be changed as the software is updated.

Users of this manual are urged to forward any suggestions for revisions or additions to the International Office.

It is generally recognized that initiation and maintenance of Section, Chapter and Division membership activities are largely dependent upon the skills and abilities of the membership chairs. It is vital that membership chairs have and display tact in meeting unusual situations, energy to keep things moving, knowledge of the association objectives, and ability to handle administrative details as they affect the organization. To this end, it is believed this manual will be helpful.

SCOPE

The scope of the membership committee is to devise, consider, recommend and put into effect ways and means for extending and retaining the general membership of IAEI.

MISSION

It is the intent of the membership chair to:

Increase membership in a meaningful manner.

Bring a message of the IAEI to the communities which we serve.

Channel the efforts of the association's growth in an organized manner.

Increase the number of contacts through local, national, and international networking.

OBJECTIVES

Increase the membership of the association.

Retain through education and certification the existing membership base.

Conduct the efforts in a uniform manner throughout the association.

Define procedures to conduct overall efforts.

Invite, or participate with, related organizations to join the IAEI.

RESPONSIBILITIES

The Section membership chair shall be responsible for the Section membership committee. The Division and Chapter membership chairs shall be responsible for Division and Chapter membership committees.

Section, Chapter and Division membership chairs should use Section, Chapter, Division letterhead for formal written correspondence.

The Chapter and Division membership chairs should review the on-line membership list for accuracy: name, address, classification. Discrepancies are to be reported immediately to the IO and also to the Chapter or Division secretary.

The Section membership chair shall produce an annual report for the Section meeting. The Chapter and Division membership chairs shall produce reports for the Chapter or Division meetings.

The membership chair is responsible for handing out the membership awards at Chapter and Division meetings for 5,10,15 and 20 years.

The Section membership chair is responsible for informing the IO of the names of Chapter and Division membership chairs.

MEMBERSHIP

IAEI membership records are handled in the International Office and updated on a daily basis. Membership information is available on-line to the Section, Chapter and Division secretaries and membership chairs.

1. **Membership Classes and Coding.** Membership consists of the following classes and codes:

CLASS OF MEMBERSHIP	CODE
Inspector Member	Inspector Member
Inspector Member Direct Pay	Insp Member Mthly
Associate Member	Associate Member
Associate Member Direct Pay	Assoc Member Mthly
Senior Associate Member	Senior Assoc Mbr
Honorary International Inspector Member	Hon Intl Inspector
Honorary International Associate Member	Hon Intl Associate
Honorary Section Inspector Member	Hon Section Inspectr
Honorary Section Inspector Retired	Hon Sec Insp Retired
Honorary Section Associate Member	Hon Section Assoc
Honorary Chapter Inspector Member	Hon Chapt Inspector
Honorary Chapter Inspector Retired	Hon Chap Insp Retire
Honorary Chapter Associate Member	Hon Chapt Associate
Honorary Division Inspector Member	Hon Div Inspector
Honorary Division Associate Member	Hon Div Associate
Section Member	Section Member
Section Representative	Section Rep
National Member	National Member
National Representative	National Mbr Rep
International Member	International Member
International Representative	International Rep
Sustaining Bronze Member	Sustaining Bronze
Sustaining Silver Member	Sustaining Silver
Sustaining Gold Member	Sustaining Gold
Sustaining Platinum Member	Sustaining Platnium

Sustaining Representative
Inspection Agency Member
Inspection Agency Representative
Senior Member Retired
Trial Member Associate
Trial Member Inspector

Sustaining Rep
Inspection Agency
Inspec Agency Rep
Senior Mbr Retired
Trial Member - Assoc
Trial Member - Insp

2. **Additional Membership.** A member may hold membership in any Section, Chapter or Division in addition to the one with which the member is primarily affiliated, subject to approval of the Section, Chapter or Division in which the member seeks additional membership. Such member is entitled to the privileges of his/her primary affiliation. Dues for additional membership are to be sent directly to the Section, Chapter or Division. Records of additional memberships are kept only by the Section, Chapter or Division involved.
3. **Qualifications for Membership.** Qualifications for membership are included in Section 300 of the IAEI Bylaws. For additional qualifications for Inspector Member, refer to Appendix A.
4. **Transfers.**
 - a. Memberships in IAEI are not transferable (one member to another) except that the *designated representatives* of Section, National, International, Sustaining and Inspection Agency Members may be changed by the political subdivision or firm holding membership upon notification to the International Office.
 - b. There is no proration of dues because of transfer of membership from one Section, Chapter or Division to another.
5. **Suspensions.** A member is classified as unpaid upon failure to pay dues within 30 days of the expiration date of his/her membership term, and is suspended upon failure to pay dues within 60 days of the expiration date of the membership term.

6. **Reinstatements.** A member suspended for nonpayment of dues shall be reinstated with full rights and privileges upon payment of current dues before the expiration of twelve (12) months from the date the dues became payable.
7. **Resignations.** A member may resign from the IAEI as a member in good standing provided written notice is given to the Section secretary or the International Office, and provided the member's dues are paid in full to the date upon which the resignation is submitted.
8. **Membership Applications.**
 - a. Membership applications are available upon request to the International Office or can be downloaded from the IAEI website, www.iaei.org.
 - b. Applications for membership are to be forwarded, with the proper remittance, to the International Office for processing. Please enclose the correct amount of dues to avoid delays in processing the membership. Endorser names and membership numbers must be entered on the application to ensure proper endorser credit.
 - c. Membership applications and renewals are processed on a daily basis. Membership cards and new members packets are mailed out on a weekly basis.
9. **Membership Lists.**
 - a. A complete list of Section, Chapter and Division memberships is available on-line. Membership awards that are presented at the Section meetings coordinate with the June 30th membership list.

- b. On-line membership listings are available for Section, Chapter and Division secretaries and membership chairs to be helpful in keeping the Section, Chapter and Division membership records.
- c. Please review your membership list closely and promptly notify the International Office in writing of any changes, additions, or questions you may have. This is a partnership, and we need each other for it to be a success.
- d. The membership list includes the following information.
 - (1) Member name, address, employer, title, membership class
 - (2) Join Date
 - (3) Expiration Date
 - (4) Reinstated Date
 - (5) Section/Chapter/Division number
 - (6) Trial members
 - (7) Suspended members
 - (8) Retired member
 - (9) Status codes: A - Active
 Q - Quit/No longer interested in membership
 C - Canceled
 S - Suspended
 N - Non-Payment (Insufficient Funds)

ANNUAL DUES

1. **Membership Dues.** Annual dues for all classes of membership, except additional membership, are payable directly to the International Office on the anniversary date of the membership. Renewal notices are sent from the International Office one month prior to the anniversary month, and second notices are sent from the International Office the first of the month following the individual expiration date.

Inspector and Associate members can join or renew their memberships online. IAEI also offers a Direct Payment Plan where members can have \$7.50 each month automatically withdrawn from their checking or savings account. A copy of the Direct Payment Plan form can be found in Appendix B of this manual.

2. **Additional Membership Dues.** Additional membership dues shall be paid directly to each additional Section, Chapter or Division with which affiliation is maintained. Dues for additional membership in Sections, Chapters or Divisions shall be the same as the distribution of dues shown in the IAEI Bylaws per year for each Section, Chapter or Division affiliation.

3. **Honorary Membership Dues.**

- a. When a Section, Chapter or Division confers an honorary membership upon a member within its own group, the Section, Chapter or Division assumes liability for the payment of that member's dues. The secretary of the group conferring honorary membership will receive a renewal notice for the member's dues. Failure to pay will result in the computer changing the honorary member's status to "unpaid" and finally to "suspended."

- b. When conferring honorary membership, please notify the International Office in writing of the date of this action so that records are updated. The International Office will also forward to the secretary an honorary membership certificate and pocket card for the member for possible presentation at a meeting or for mailing to the member. The certificate needs to be signed by the Section, Chapter or Division officers (handled locally by the Section, Chapter or Division secretary).
4. **Refunds.** In accordance with IAEI Bylaws, there are no refunds of any portion of a member's dues upon resignation, suspension, or transfer of membership.

MEETINGS

1. There shall be a membership committee meeting during the annual Section meeting to be attended by the Section, Chapter and Division membership chairs or their representatives.
2. Membership chair meetings should be conducted in accordance with the latest edition of *Robert's Rules of Order* unless otherwise provided in the IAEI Bylaws.
3. It is urged that Section, Chapter and Division membership chairs attend the Section annual meeting. Participation in these meetings promotes a better understanding of mutual problems and interest in administrative affairs of the Section, Chapters and Divisions and the International Association.
4. Membership chairs shall submit appropriate reports to their respective Sections, Chapters and Divisions and should keep minutes of their membership meetings.

HONORS

1. **Honorary Membership.** Honorary Membership may be conferred in accordance with Section 302(I) of the Bylaws, and paragraph 102 of the Operating Rules. For convenience, this information is summarized in the IAEI Award Prerequisites provided in Appendix B of this manual.
2. **Certificate of Appreciation, Recognition or Merit.** Certificates may be awarded by the International Board of Directors at its discretion to persons who have distinguished themselves through special service to the IAEI or to the cause of electrical safety.
3. **Outstanding Service Award.** Awards may be presented to a person who has continuously served the IAEI in an exemplary manner for a considerable period of time.
4. **Presidential Medal of Honor.** The Presidential Medal of Honor may be presented to a person who has an outstanding record of service to the electrical inspection fraternity. Ordinarily, not more than one Presidential Medal of Honor will be presented each year.
5. **Nominations** may be made by Sections, Chapters, Divisions, or by a Board Member, using the Award Nomination Form and Award Prerequisites information provided in Appendix B.

NEW SECTION DISTRICTS, CHAPTERS OR DIVISIONS

A new Section District, Chapter or Division (SD/C/D) may be formed upon approval of the International Board of Directors. The Petition and proposed Bylaws must first be approved by both the Chapter (in the case of a Division) and Section before it is submitted to the International Board for final approval.

Before beginning the process to establish a new SD/C/D, you must get authorization to proceed from the Chapter and/or Division in which the new SD/C/D territory currently exists. For example, members want to start a Pennsylvania Avenue Division of the Washington D.C. Chapter. The proposed new territory is currently under the territory listing for the Washington D.C. Chapter. Therefore, the Washington D.C. Chapter must agree to the territory changes prior to any other steps taken to move forward. Insofar as possible, SD/C/D territorial boundaries should include entire counties, as it is very difficult to assign members to specific Chapters or Divisions when highways and/or towns are used for boundary lines instead of a separate county designation.

Hold an organizational meeting to complete the Petition with the required number of signatures of **Inspector Members in good standing**, elect Pro Tem Officers and prepare the SD/C/D Bylaws document using the Model Bylaws as a guide. Any deviation from the Model Bylaws should be specifically explained in the Petition.

Please note that an organizational meeting is not a SD/C/D meeting. Business or educational programs should not be conducted under the name of the proposed SD/C/D until the International Board of Directors approves the Charter.

Once the Bylaws and Petition are completed, the proposed SD/C/D must submit the prepared documents to the effected party(ies) for approval and signature. The signed Petition and Bylaws must then be forwarded to the Section for approval and signature. Upon Section approval, the documents will be forwarded to the International Board for final approval and a Charter issued.

The International Office will provide a copy of the approved Petition and Bylaws, along with a Secretary Manual to the newly established SD/C/D secretary. The Charter for the new SD/C/D will be presented as soon as practicable by a representative of the International Office.

The new SD/C/D secretary should immediately make application to the Internal Revenue Service for an employer identification number (EIN) to be used when filing the required IRS Form 990 and for other purposes such as establishing bank accounts. Questions should be addressed to the IAEI International Office.

RETENTION REPORTS

1. **Actions from Meetings.** A report on membership growth activities shall be submitted to the appropriate Section, Chapter and Division secretaries and the Section membership chair.
2. **Membership Changes.** Membership chairs shall report, as quickly as time permits, all deaths, resignations, honorary memberships, and address changes to the International Office.
3. **Obituary Notices.** Obituary notices should be submitted to the Section, Chapter or Division secretary who will forward the information to the International Office with biographical sketches of members for inclusion in the *IAEI News*.

MAILING LIST

1. In addition to membership lists being available on-line for Sections, Chapters and Divisions, the International Office has a membership mailing list available for the Sections, Chapters and Divisions whereby addressed pressure sensitive labels can be printed at a nominal cost. The list is particularly helpful when mailing meeting notices, etc.
2. This mailing list is also available to various companies for a fee, and upon approval by the CEO/Executive Director of the material to be mailed.

PRODUCTS

<i>IAEI News</i>	Single Copy	Per Year
Regular Subscription	\$ 14.95	\$ 65.00
Educational Rate	11.95	45.00
Outside USA		75.00

Adhesive Name Tags \$0.10 each

Books, CDs and PowerPoint Presentations Call or check the IAEI website for current pricing

See the IAEI Product List for a complete list of IAEI educational products 40% off list on most IAEI educational products

Certificates

CEU	\$0.20 each
Honorary Membership	No charge
Membership	No charge
5, 10, 15, 20 year certificates	Upon request by Chapter Officers
25+ years certificates	Presented at Section Meetings

Write to order:
IAEI
P. O. Box 830848
Richardson, TX 75083-0848

Call to order:
972-235-1455
Customer Service: 1-800-786-IAEI registration, and
(Use for membership, orders, seminar exam certification).
Customer Service Fax: 972-235-6858

FORMS

1. The forms included in this *Membership Chair Manual* are intended to serve as an example of the forms available from the International Office and should remain in the manual.
2. If forms are required, they are available by contacting the International Office. Discard any outdated forms and replace them with the updated version.
3. Examples of the following forms are included in Appendix B:
 - a. On-line password access and Officer Personnel Change Form
 - b. Award Prerequisites and Nomination Form
 - c. Do You Have A Code Question?
 - d. Name Tags
 - e. Additional Membership Classifications
 - f. Individual Membership Application
 - g. Request for Reclassification as IAEI Inspector Member

IAEI TRADEMARK

Because of recent events involving identity theft and misuse of trademarks, the IAEI has revisited its trademarks and ensured that all are legally protected. During this process we learned that if we misuse or allow others to misuse the logos or other trademarks, our ownership of those items could be seriously jeopardized.

Consequently, it has been necessary for us to write a formal style guide for their usage. This style guide is meant to protect not to hamper. These logos and marks include the: circle logo, lightning bolt logo, IAEI, and International Association of Electrical Inspectors. This guide outlines how we may and may not use these marks.

Section, chapters, and divisions continue to have the privilege of using the corporate logo for official IAEI business. However, some common practices, such as using elements of the logo or contracting with vendors to use the logo on an extended basis have been restricted.

Individual members in good standing may continue to use the membership logo for personal business cards and letterhead, window decals, and personal websites. Style guides also apply to this usage.

Please follow these guides carefully, as none of us would want to lose the right to the logos and marks that we have used for nearly eighty years. Should you have questions, please call the International Office and we'll work through your concerns together.

IAEI Trademark Style Guide

Please use the following guidelines and accompanying materials in developing and obtaining approval for your use of the IAEI trademarks in the following media:

Print

Electronic/Website

If you have questions about this information, please call the Director of Publishing and Marketing at 972-235-1455 x30.

Approval:

All approvals are for single use unless specifically noted in the written approval.

Proper Logo:

Beyond the materials provided by IAEI International, no other IAEI trademarks, images, logos or artwork purporting to represent the International Association of Electrical Inspectors may be used.

Alterations:

Elements of the IAEI trademarks may not be used in any form in your materials. For example, the diamond or the keystone may not be used separately from the entire corporate logo. In addition, artwork or illustrations or logos not authorized by the association may not be used.

IAEI trademarks may not be altered in any way, except for scaling to size. Re-sizing must be uniform.

IAEI trademarks may not be cut-outs, altered or used as a background.

Placement:

Art or copy may not run across IAEI trademarks without prior authorization.

IAEI trademarks may not appear on the same page or plane with any other logo without prior authorization.

IAEI trademarks may occupy no more than 1/3 of the overall layout.

IAEI trademarks may not be prominently displayed with or near other electrical associations without prior authorization.

IAEI trademarks may be no smaller than 1/2".

Endorsement:

Except for the use of materials provided by IAEI, you may not use the names “IAEI” or “International Association of Electrical Inspectors” to express or imply any endorsement by IAEI of your company, product, services, or promotional materials.

The materials you produce must clearly be a sales promotion and may not appear to represent the international office of the IAEI.

A membership logo can be provided to members in good standing for use on business cards and letterhead, window magnets and personal websites. Use of the membership logo may be revoked at IAEI's discretion.

PRINT

IAEI photographs, images, drawings, and logos may not appear in any print formats without the written permission of IAEI Publishing.

Prior to printing, submit all materials to IAEI Publishing for review and approval. Allow at least 10 business days for this process. Approval may be withheld at IAEI's discretion.

IAEI trademarks may not be used without written approval from IAEI Publishing. Not receiving a response shall be deemed non-approval.

Materials not approved must be re-submitted for final written approval.

Printing of materials may begin upon receipt of written approval.

Forward two copies of finished printed material to: IAEI Publishing, 901 Waterfall Way, Suite 602, Richardson, TX 75080-7702.

A subscript Registration Notice, IAEI®, must be printed at the bottom right of each IAEI logo or trademark.

ELECTRONIC/WEBSITE

IAEI trademarks, logos, photographs, images or drawings may not appear on the Internet or on a website by a non-IAEI entity without the written permission of IAEI Publishing.

IAEI photographs, images, drawings, or logos may not appear in other electronic formats, such as PowerPoint presentations, Word documents and so forth, without the written permission of IAEI Publishing.

IAEI Publishing will assist members in developing promotional website materials to ensure they meet IAEI guidelines. Prior to placing these materials on your website, please submit the proposed materials to IAEI Publishing for review and approval. Allow at least ten (10) business days for review and approval of your materials. Approval may be withheld at IAEI's sole discretion.

Promotional website materials may not be used unless you obtain prior written approval from IAEI Publishing. In the event that you do not receive a response to your approval request, your requested materials shall be deemed not approved.

Any submitted materials not approved must be resubmitted for final written approval prior to publication or distribution.

Materials may be placed on your website immediately upon receipt of written approval from IAEI Publishing.

Upon approval, forward the URL as well as a printed copy of the usage to: IAEI Publishing, 901 Waterfall Way, Suite 602, Richardson, TX 75080-7702.

TRADEMARK & NOMENCLATURE USAGE GUIDELINES

In all collateral material, including websites, certain IAEI trademarks need to be distinguishable from surrounding copy. Please differentiate the trademarks listed below from other copy by using either all capital letters or using initial caps with italics, boldface type, quotes around the mark or a different color. Include a subscript registration symbol for registered trademarks (as indicated herein) for every use.

Examples:

International Association of Electrical Inspectors®

IAEI®

IAEI® News

IAEI® Seminars

IAEI® Training

In a Table of Contents or Index, all trademarks need to be presented with appropriate trademark symbols, if applicable.

Include a subscript registration symbol in headings or headline for all registered trademarks ONLY if that registered trademark does not appear in the copy. It is not necessary to use the registration symbol in a heading as long as the symbol appears with the registered trademark in the first reference of copy.

APPENDIX A

INSPECTOR MEMBER CLASSIFICATION

Operating Rules

205. Inspector Member Status

Section 302(A) of the IAEI Bylaws defines an “Inspector Member.” The following criteria shall be used in evaluating whether or not an electrical code enforcement inspector applicant qualifies for “Inspector Member” status.

1. Governmental Inspector Applicants

- a. The individual should bear the title “electrical inspector” although this may vary from one jurisdiction to another depending upon the policies of the particular governmental entity.
- b. The individual must be regularly engaged in electrical inspection. The term “regularly engaged” usually means a full-time occupation, but could be part-time only in the instance that such inspections do not require a full-time position. In such instances, the individual must be employed as an electrical inspector to make inspections on a regular basis within that jurisdiction.
- c. A person regularly engaged in another occupation such as a building inspector or electrician but who inspects electrical wiring on a non-regular basis only when the regular electrical inspector is absent (vacation, sick leave, etc.) is not eligible for “Inspector Member” status.
- d. The purpose of the inspections by the individual is for the purpose of preventing injury to persons or damage to property through the enforcement of applicable electrical codes. There are consultants or employees who analyze electrical installations but do not qualify for “Inspector Member” status because their primary purpose is to assure

compliance with bid specifications; analyze and inspect to determine insurance rate structures; inspect partial installations such as utility inspection of services; and perform consulting inspections for various clients for quality control, fire and accident investigation, etc.

Many laws specifically exempt governmental property, agencies or subdivisions. These exemptions may include Federal, State, County or city buildings or property; school districts; military installations; port authorities; water districts, etc.

These entities may employ consultants to analyze and inspect their electrical installations but usually lack legislative and executive privileges to enact and enforce codes and laws. Such inspections are self-serving and since the consultants lack the lawful authority to require compliance, the result is self-certification.

The Articles of Incorporation and Bylaws envision an inspector with lawful prerogative to assure prevention of injury to persons or damage to property. Employees or consultants hired by the aforementioned governmental agencies or organizations lack the authority to cite their employer in a court of law. Consequently, the purpose of preventing injury to persons or damage to property cannot be assured and such consultants or employees do not qualify as “Inspector Members”.

2. Insurance Organization, Rating Bureau, Electrical Testing Laboratory or Electric Light and Power Company Applicants

- a. The individual should bear the title “electrical inspector” although this may vary from one organization to another.
- b. The individual must be regularly engaged in field inspection of electrical products or equipment. The term “regularly engaged” usually means a full-time occupation, but could be part-time only in the instance that such positions do not require a full-time position.

- c. The purpose of the inspections by the individual should be for the purpose of ensuring that the electrical products or equipment comply with applicable electrical codes or electrical product safety standard to prevent injury to persons or damage to property.

206 Technical Supervisors of Electrical Inspectors

“Technical supervision” in Section 302(A) of the IAEI Bylaws is defined as one technically trained in the field of electrical inspection. The word “technical” means belonging to or peculiar to an art or profession. In the sense used it means, therefore, one trained in electrical inspection. It is obvious that one without this actual technical training cannot qualify as an inspector member. It is equally obvious that one who is technically trained and is promoted to any position where there is some supervision of inspectors by virtue of the new office would qualify, for the term supervision means having authority over others, to superintend and direct, or to have general oversight over, to superintend or inspect.

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Online Password Access Form

You MUST return this form by fax or mail!

Name _____

Address _____

Telephone # _____ Fax # _____

Good News! In response to numerous requests, you can now view your Section, Chapter or Division membership information online. Your membership data will be updated monthly. You will be able not only to view your membership, but you can download the data to print your own reports, letters, labels, envelopes, etc.

Now that this information is available to you online, we will no longer print and mail these reports. Although, if for some reason you require a hard copy of your membership report, you will need to submit a written request.

To access your membership information online, you simply go to the IAEI International Office Web Page at iaei.org. **However**, before you can access this information, you will need to complete this form and return it to me. Once the completed form is received, I will email your Section, Chapter or Division password and instructions to retrieve your membership information online.

Please fax this form to me at 972-235-6858 or mail the form to the attention of Annette Thomas, Director of Customer Service, International Association of Electrical Inspectors, PO Box 830848, Richardson, TX 75083-0848. Remember, the sooner you return your signed form, the sooner you can access your information.

Nondisclosure Agreement

In consideration for the International Association of Electrical Inspectors (IAEI) providing you with access to view membership details on line, you agree to hold the information and any related documentation (Confidential Information) in confidence and not disclose such Confidential Information to anyone, except with the express written consent of IAEI. Such consent must be obtained from James Carpenter, CEO and Executive Director. Information contained in the membership details is to be used only for IAEI section, chapter, or division business. Further, the password assigned to you is to be kept in strict confidence because this is the same password used to access and make changes to your personal membership record.

Secretary's/Membership Chair Signature

Date

Section, Chapter or Division Name

Email address required

S/C/D Personnel Form

(Officers, Board Members, Committee Chairs)

Today's Date _____

Section, Chapter or Division Name	SCD Name:	
When were these officers elected?	Election Date:	
Secretary information for Database and for posting in the IAEI News		
Name		
Address		
Address		
City, St, Zip, Country		
Telephone / Fax	ph#:	/ fax#:
Email Address		
Membership Chairman information for posting in the IAEI News		
Name		
Address		
Address		
City, St, Zip, Country		
Telephone / Fax	ph#:	/ fax#:
Email Address		
Education Chairman information for posting in the IAEI News		
Name		
Address		
Address		
City, St, Zip, Country		
Telephone / Fax	ph#:	/ fax#:
Email Address		
Other Board of Directors Members	List Names Here	
President		
1st Vice President's Name		
2nd Vice President's Name		
3rd Vice President's Name		
Treasurer's Name		
Jr./Immediate Past President's Name		
Please use additional page if needed to list other Board of Directors Names		

Procedure for the Installation of Officers

Provide clear space in front of the Installing Officer as standing room for the officers-elect, with the President-elect in the center. The Secretary will assemble those to be installed.

The Installing Officer, preferably a Past President of the IAEI or the Section, will call the name of the Secretary.

Installing Officer: Secretary _____, are the officers-elect ready to be installed in office?

Secretary: (Madam)Mr. President, they are.

Installing Officer: (Ladies and)Gentlemen, you have been selected by your fellow members to lead this Section (Section District/Chapter/Division) of the International Association of Electrical Inspectors for the ensuing term. By this act, they have expressed their faith in your integrity and ability and because of that faith they have placed upon you a serious responsibility.

To emphasize the trust placed in you, you will give the following pledge, using your name where I use mine:

I, _____, do hereby promise to fulfill the duties of my office to the best of my ability, to support and obey the Articles of Association and Bylaws of the International Association of Electrical Inspectors and this Section (Section District/Chapter/Division) thereof; and to advance by every lawful means the welfare of the Association and its members, as well as the electrical industry of which it is the keystone.

I further promise that I will, at all times and in every way within my power and ability to do so, conduct myself in the best interest of the Association.

(Ladies and)Gentlemen, you have taken this pledge of office and accepted the trust of your fellow members. Keep both unbroken and your success in the position you have been chosen for will be assured.

The President will please join me at the podium, other officers may resume their seats.

(When others are seated, the Installing Officer addresses the President.) You, (Madam)Mr. President, are the leader and chief executive officer of your Section (Section District/Chapter/Division). I now place in your hands the gavel, the symbol of authority of your office. Use it wisely and may God bless and guide your efforts.

_____ CHAPTER
_____ SECTION
MODEL CHAPTER BYLAWS

As Adopted _____

ARTICLE I - NAME

Section 1. Name. This organization shall be known as the _____ Chapter, 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.
- b. To promote the welfare of any Chapter Division(s) within its territory.

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 Chapter Board of Directors and the members as may be authorized by the Articles of Incorporation 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 Chapter 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 Counties of _____, all being located in the State of _____, 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 Chapter Board of Directors.

Section 3. Classification. Membership shall be classified as provided in the Articles of Association 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 Articles of Incorporation 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 Chapter, 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 proposal shall be reviewed by the Chapter Board of Directors; 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

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

Section 2. Officers. The officers of the Chapter shall consist of a President, 1st, 2nd (or more) Vice President, and a Secretary-Treasurer (or a Secretary and a 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 Chapter Board of Directors.
- 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 or Vice President.

OPTIONAL PARAGRAPH TO REPLACE (b) ABOVE

- b. Only Inspector Members as defined in Section 302(A) of the IAEI Bylaws, or Senior Associate Members as defined in Section 302(C) 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. 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, as provided for herein.

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.

The duties of all officers shall be such as usually pertain to their offices, or as may be assigned by the Board of Directors.

The Secretary-Treasurer shall keep the records of the Chapter and the Board of Directors and have charge of its funds. The Secretary-Treasurer may be authorized to expend the funds under an approved budget. 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.

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 Director 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 Annual Meeting.

Section 2. Nominations. Prior to or 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.

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 at a business session prior to the election at 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 preceding the Chapter 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 the President's 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. Chapter Meetings. Meetings of the Chapter are to be held as follows:

- a. The Chapter 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 Chapter. Due notice of meetings shall be sent to all members.
- 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 Chapter 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 Chapter, 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 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 be limited to the following:

- 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 Chapter 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 Chapter President to serve from the time of their appointment until the close of the President's term of office.

NOTE: In view of the wide difference in the committee operation of the various Chapters, changes in the above-suggested list of committees will probably have to be made on a local basis. Also, some Chapters may wish to include the committee scopes in the Bylaws.

ARTICLE X –CHAPTER DIVISIONS

Section 1. Chapter Divisions. Chapters Divisions, if any, shall be organized and governed in accordance with the Articles of Incorporation and Bylaws of the IA EI.

ARTICLE XI - FISCAL YEAR

Section 1. The fiscal year of the Chapter 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 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. 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 Chapter 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 IA EI 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 Chapter in force immediately prior to the approval of the amended Bylaws shall be superseded thereby.

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

PETITION FOR DIVISION
INTERNATIONAL ASSOCIATION OF ELECTRICAL INSPECTORS

_____, 20 ____

To the IAEI International Board of Directors through the _____ Section:

We, the undersigned members of the International Association of Electrical Inspectors, hereby apply for authority to form a Division of the IAEI.

We desire to organize under the name _____ Division, IAEI.

We desire to include within the territory of the division the following State(s), Province(s), or country(ies):

We transmit herewith, and ask for approval of, the Bylaws adopted at our organizational meeting.

The following officers were selected at our organizational meeting and will, if this application is approved, become the officers of the Division for the current year.

_____	President Pro Tem
_____	1 st Vice President Pro Tem
_____	Secretary-Treasurer Pro Tem

Our organizational meeting was held at _____

_____ on _____, 20 ____.

Signed: _____	President
_____	1 st Vice President
_____	Secretary-Treasurer

Dated: _____, 20 ____

Signatures (no less than 5) – all inspector members of IAEI in good standing:

NAME (print or type)	MEMBER NO.	SIGNATURE
_____	_____	_____
_____	_____	_____
_____	_____	_____

Members of the Division Board of Directors:

NAME (print or type)	MEMBER NO.	SIGNATURE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

_____ TO BE COMPLETED BY THE CHAPTER _____

Approved on the _____ day of _____, 20 ____ by the
_____ Chapter.

Signed: _____
Chapter Secretary/Treasurer

_____ TO BE COMPLETED BY THE SECTION _____

Approved on the _____ day of _____, 20 ____ by the
_____ Section.

Signed: _____
Section Secretary/Treasurer

_____ TO BE COMPLETED BY THE INTERNATIONAL OFFICE _____

Approved on the _____ day of _____, 20 ____ by the International
Board of Directors.

Signed: _____
International Secretary/Treasurer

INTERNATIONAL ASSOCIATION OF ELECTRICAL INSPECTORS

_____ DIVISION
_____ CHAPTER
_____ SECTION
MODEL DIVISION BYLAWS

As Adopted _____

ARTICLE I - NAME

Section 1. Name. This organization shall be known as the _____ Division, _____ Chapter, 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 Articles of Incorporation 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 _____, all being located in the State of _____, 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 Articles of Association 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 Articles of Incorporation 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 (or Secretary, Treasurer), Junior Past President, _____ Inspector Members and _____ Associate Members.

Section 2. Officers. The officers of the Division shall consist of a President, 1st, 2nd (or more) Vice President, and a Secretary-Treasurer (or a Secretary and a 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. 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 or Vice President.

OPTIONAL PARAGRAPH TO REPLACE (b) ABOVE

- b. Only Inspector Members as defined in Section 302(A) of the IAEI Bylaws, or Senior Associate Members as defined in Section 302(C) 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. 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, as provided for herein.

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.

The duties of all officers shall be such as usually pertain to their offices, or as may be assigned by the Board of Directors.

The Secretary-Treasurer shall keep the records of the Division and the Board of Directors and have charge of its funds. The Secretary-Treasurer may be authorized to expend the funds under an approved budget. All accounts shall be 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 Division 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 Director 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 Annual Meeting.

Section 2. Nominations. Prior to or 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.

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 prior to the election at 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 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 the President's 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. Due notice of meetings shall be sent to all members.
- 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 established by the Board of Directors and may include but not be limited to the following:

- 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.

NOTE: In view of the wide difference in the committee operation of the various Divisions, changes in the above-suggested list of committees will probably have to be made on a local basis. Also, some Divisions may wish to include the committee scopes in the Bylaws.

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 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 is due.

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

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

IAEI AWARD PREREQUISITES

IAEI BYLAWS

SECTION 300 - MEMBERSHIP

Section 302. Classification.

(I) (A) **Honorary Member.**

- (1) Honorary membership in IAEI may be conferred by the International Board of Directors upon members of national eminence who have contributed substantially to the advancement of IAEI. Ordinarily, International honorary membership shall be awarded to a member only following retirement from the occupation under which they qualified for membership in IAEI. International honorary membership may be awarded posthumously. An International Honorary Member shall pay no dues.
- (2) Honorary membership in Sections, Section Districts, Chapters or Divisions may be conferred by Sections, Section Districts, Chapters or Divisions in accordance with the provisions of their Bylaws.
- (3) Honorary Members shall retain all rights and privileges of their membership classification at the time the honorary membership is conferred unless they become employed in some gainful occupation of a different classification.

IAEI BYLAWS

308. International Honorary Membership Procedure.

301.

- (A) Proposals for International Honorary Membership shall be submitted to the International Office after approval by the proposing Section. Each proposal shall be reviewed by the Executive Committee of the International Board of Directors. Upon endorsement by at least two thirds (2/3rds) of these committee members the proposal shall be submitted to the International Board of Directors at its next Annual Meeting for final approval.
- (B) The following factors among others shall be considered by the Executive Committee and Board of Directors as qualifications for International Honorary Membership:
 - (1) Outstanding contribution to electrical safety on a national basis.
 - (2) Outstanding contribution to IAEI on a national or international basis.

OPERATING RULES

103. Awards and Honors

1. International Honorary Membership. Before proposals for International Honorary Membership will be considered by the International Officers, the following steps must be taken:
 - a. Proposer must prepare a resume of the accomplishments which the proposer believes will qualify the individual for International Honorary Membership.
 - b. Proposal must be approved by the Section with which the proposed individual is, or was, affiliated.

2. A certificate of appreciation, recognition or merit may be awarded by the International Board of Directors at its discretion to persons who have distinguished themselves through special service to IAEI or to the cause of electrical safety.
3. The Executive Committee of the International Board will review nominations for awards and make recommendation(s) to the International Board at its annual meeting. Nominations may be made by Sections, Section Districts, Chapters or Divisions or by an International Board Member.
4. An Outstanding Service Award may be presented to a person who has continuously served IAEI in an exemplary manner for a considerable period of time.
5. A Presidential Medal of Honor may be presented to a person who has an outstanding record of service to the electrical inspection fraternity. Ordinarily, not more than one Presidential Medal of Honor will be presented each year.
6. Notice of Honorary Memberships, awards and honors shall be published in the *IAEI NEWS*.



INTERNATIONAL ASSOCIATION OF ELECTRICAL INSPECTORS AWARD NOMINATION FORM

Nomination is for: _____ International Honorary Membership
_____ Certificate of Appreciation, Recognition or Merit
_____ Outstanding Service Award
_____ Presidential Medal of Honor

NOMINEE: Name _____ **MBR. #:** _____
Address _____
City _____ St _____ Zip _____
Phone _____

WHAT actions by this person deserve the recognition sought?

WHEN were actions performed? From _____ through _____

WHERE were actions performed?

OTHER AWARDS: If this person has been or is being recognized for this or other meritorious actions, please identify them.

NOMINATOR: Name _____ **MBR. #:** _____
Address _____
City _____ St _____ Zip _____
Phone _____ Date _____

Attach a copy of NOMINEE's resume and additional information to support your nomination.

Return completed form and additional information to: International Association of Electrical Inspectors
Attn: CEO/ Executive Director
PO Box 830848
Richardson TX 75083-0848



DO YOU HAVE A CODE QUESTION?

—Here's how to get the answer—

WRITE YOUR QUESTIONS and turn them in early at the registration desk or submit them to the secretary.

A most important and valuable part of the program at each of the meetings of the IAEI is the time devoted to Code discussions. Every effort is made to provide on-the-spot answers to the code questions presented by individual members from the floor.

Answers and explanations that satisfy all concerned are not always possible when there is a lack of time for full discussion or need for advance study or consideration of the subject. **LET'S BE PREPARED** as much as possible to remedy or at least improve this situation by planning in advance of the Code discussion meetings.

EVERY member who has a question is urged to clearly state the question in the space below along with a sketch if possible.

Use additional space on other side if necessary

NAME (please print) _____ DATE _____

ADDRESS _____

CHAPTER _____ SECTION _____



IAEI

Advancing electrical safety through education



IAEI

Advancing electrical safety through education



IAEI

Advancing electrical safety through education



**Sample
Section Membership Chair Letter to Chapter
and Division Membership Chairs**

Date

Recipient's Address

Dear Membership Chair/Secretary,

As Section Membership Chair I have received notification from the International Office that you have several members that have not as yet renewed their IAEI membership. I hope you have already contacted these members, or are in the process of doing so.

I would appreciate your response concerning the status of your efforts in contacting these suspended members as soon as possible.

Thank you for your dedication to IAEI.

Sincerely,

Section Chair's Name

Note: For additional self addressed envelopes contact the I.O. Customer Service Department at 1-800-786-4234.

Sample Chapter and Division Membership Chair Letter to Inactive Members

Date

Recipient's address

Dear :

As membership chairman I have received notification from the International Office that you have not as yet renewed your IAEI membership. I hope you have already done so, or are in the process of doing so. The organization needs to keep good people like you. As a member, you already understand the benefits that IAEI has to offer and the membership certainly benefits from your expertise in the electrical industry.

Please feel free to contact me at any time to discuss any issues or questions you might have concerning your membership with IAEI. If you do not have questions, the International Office will be pleased to accept your renewal.

Sincerely,

Chair's name

Telephone:

Fax:

E-Mail:

Address:

MEMBERSHIP APPLICATION

for
Inspector Member
Associate Member

Annual Membership Dues \$90

Services from the IAEI for you and your organization include all this and more:

- Subscription to *IAEI News* - Bimonthly magazine with latest news on Code changes
- Local Chapter or Division meetings - New products, programs, national experts answer questions on local problems
- Section meetings to promote education and cooperation
- Promote advancement of electrical industry
- Save TIME and MONEY by having the latest information

International Association of Electrical Inspectors' Major Objectives

- Formulation of standards for safe installation and use of electrical materials, devices, and appliances.
- Promotion of uniform understanding and application of the National Electrical Code®, other codes, and any adopted electrical codes in other countries.
- Promotion of uniform administrative ordinances and inspection methods.
- Collection and dissemination of information relative to the safe use of electricity.
- Representation of electrical inspectors in the electrical industry, nationally, and internationally.
- Cooperation with national and international organizations in the further development of the electrical industry.
- Promotion of cooperation among inspectors, inspection departments of city, county and state at national and international levels, the electrical industry, and the public.

Contact the IAEI Customer Service Department for information on our special membership categories - Section, National, and International Member; Sustaining Member (Bronze, Silver, Gold, or Platinum); and Inspection Agency Member.

PLEASE PRINT

Name - Last	First	M.I.	Chapter, where you live or work, if known				
Title			(Division, where appropriate)				
E-mail Address							
Employer				For Office Use Only	Section No.	Chapter No.	Division No.
Address of Applicant				If previous member, give last membership number			
City	State or Province	Zip or Postal Code	and last year of membership				
Endorsed by				Endorser's Membership Number			
Applicant's Signature				(Area Code)	Telephone Number		
<input type="checkbox"/> Check	<input type="checkbox"/> Money Order	<input type="checkbox"/> Diners Club	Name on Card	Charge Card Number	Exp. Date		
<input type="checkbox"/> MasterCard	<input type="checkbox"/> Visa	<input type="checkbox"/> Amex	<input type="checkbox"/> Discover				

Inspector \$90 Associate \$90

Inspector Members MUST sign below:

I, _____, meet the qualifications for inspector member type as described below.

Inspector members must regularly make electrical inspections for preventing injury to persons or damage to property on behalf of a governmental agency, insurance agency, rating bureau, recognized testing laboratory or electric light and power company.

Email addresses and telephone numbers are not required but are requested to facilitate IAEI's communicating with members and conducting IAEI/member business.

Mail to: IAEI, P. O. Box 830848 Richardson, TX 75083-0848 For information call: (972) 235-1455 (8-5 CT) www.iaei.org • email: iaei@iaei.org



Members have requested it and here it is!

IAEI Direct Payment

IAEI is pleased to offer you a new option for paying your dues – the **Direct Payment Plan**. Paying your membership dues has never been easier. For only \$7.50 per month, you can have your dues deducted automatically from your checking or savings account.

The Direct Payment Plan will help you in several ways:

- It saves time.
- It helps meet your commitment in an economically convenient and timely manner.
- It saves postage.
- It's easy to sign up.

Here's how the Direct Payment Plan works:

You authorize monthly payments of \$7.50 to be deducted from your checking or savings account. Then just sit back and relax. Your payments will be made automatically on the 15th day of each month. Your payment will appear on your checking or savings accounts statement. The authority you

give to debit your account will remain in effect until you provide us a 60-day notice in writing to terminate the authorization. IAEI will acknowledge the receipt of your request and will notify you when the automatic withdrawals will stop. The Direct Payment Plan is dependable, convenient and easy. To take advantage of this service, complete the attached authorization form and return it to us.

All you need to do is:

1. Mark the box *before* type of account to indicate whether your payment will be deducted from your checking or savings account.
2. Fill in your name, financial institution name and location, and date.
3. Attach a voided check or deposit slip for verification of all financial institution information.

NOTE: Be sure to:

- Sign the form
- Include a cancelled check or deposit slip
- Make a copy for your records

AUTHORIZATION FOR DIRECT PAYMENT

I authorize the International Association of Electrical Inspectors to initiate electronic debit entries to my:

Checking account or Savings account for my IAEI Dues. IAEI Member #: _____

I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. law. This authority will remain in effect until I have cancelled it in writing and received confirmation from IAEI.

Staple Voided Check Here

Date _____

Financial Institution Name (Please Print) _____

Account Number at Financial Institution _____

Financial Institution Routing/Transit Number _____

Financial Institution City and State _____

Name on Account _____

Signature _____

PLEASE KEEP A COPY OF THE AUTHORIZATION FOR YOUR RECORDS

INTERNATIONAL ASSOCIATION OF ELECTRICAL INSPECTORS

Additional Membership Classifications

SECTION MEMBER. An organization or firm that operates within the territory of a single Section and is interested in promoting the objectives of the IAEI. A Section member may have one (1) representative in the Section where their operations are conducted. Such representative shall be entitled to the privileges of an Associate member unless qualified as an Inspector member.

SECTION MEMBER ANNUAL DUES.....\$100

NATIONAL MEMBER. An organization or firm that confines its operations to a single country and is interested in promoting the objectives of the IAEI. A National member may have one (1) representative in each Section within the boundaries of the country where operations are conducted. Such representative shall be entitled to the privileges of an Associate member unless qualified as an Inspector member.

NATIONAL MEMBER ANNUAL DUES.....\$500

INTERNATIONAL MEMBER. An organization or firm that operates on an international basis and is interested in promoting the objectives of the IAEI. A member in this group may have one (1) representative for each Section. Such representatives shall be entitled to the privileges of an Associate member unless qualified as an Inspector member.

INTERNATIONAL MEMBER ANNUAL DUES.....\$500

INSPECTION AGENCY MEMBER. A municipal, county, state, provincial or federal government or private inspection agency which makes inspections of electrical materials, devices, appliances or installations, for the purpose of preventing injury to persons or damage to property, which is interested in participating in attaining the objectives of IAEI. Such membership shall provide one Inspector membership for the electrical inspector principally engaged in electrical inspection for the inspection agency.

INSPECTION AGENCY MEMBER ANNUAL DUES.....\$180

SUSTAINING MEMBER. An organization, firm, association or group which is particularly interested in supporting the objectives of the IAEI by paying dues not less than that shown in this section. Such Sustaining member may have one (1) representative for each Section. Such representatives shall be entitled to the privileges of an Associate member unless qualified as an Inspector member. Sustaining memberships are further established as bronze, silver, gold and platinum types.

SUSTAINING MEMBER ANNUAL DUES

BRONZE	\$500
SILVER	1,000
GOLD	2,500
PLATINUM	5,000+

Please indicate your choice of membership classification on the enclosed membership application. Your choice will be shown on your next membership renewal notice. At that time you will be given the opportunity of updating your representatives(s).

Thank you for your continuing support of the International Association of Electrical Inspectors.

International Association of Electrical Inspectors

P.O. Box 830848 Richardson, TX 75083-0848
901 Waterfall Way, Suite 602
Richardson, TX 75080-7702
(972) 235-1455 Fax: (972) 235-6858

Membership Application

Section, National, International,
Sustaining and Inspection Agency

Organization

Name _____
Address _____

City _____ State ____ Zip _____
Phone _____ Fax _____

National, International and Sustaining
applicants may designate one representative in
each IAEI Section. (Give name and address)

Eastern _____

Western _____

Southern _____

Southwestern _____

Northwestern _____

Canadian _____

Section Member Applicants
may designate one representative
in their IAEI Section.

Name _____
Section _____

Membership Category & Dues

Check the one box below that best describes
the membership category of your application.
Please see the membership category descrip-
tions on back of this page.

- Section Member \$100.
- National Member \$500.
- International Member \$500.
- Sustaining Member
- Bronze \$500.
- Silver \$1000.
- Gold \$2500.
- Platinum \$5000.+
- Electrical Inspection Agency \$180.

Electrical Inspection Agency Applicants

may designate one Inspector Member
as their representative.

Name _____

(Representative must qualify as Inspector member in
Articles of Association.)

Applicant

Signature _____

Title _____

Endorser (New Apps) _____

Member No. _____ Date _____

Chapter _____

This is a NEW UPDATE Application



Request for Reclassification as IAEI Inspector Member

Name _____

Company _____

Address _____

City _____ State _____ Zip _____

Telephone No. _____ Membership No. _____

Member of _____ Chapter or Division, IAEI

Type of IAEI membership now held (check one) _____ Associate _____ Other

Reasons for change in membership status _____

I am employed by _____

Address _____

City _____ State _____ Zip _____

Telephone No. _____ Fax No. _____

I affirm that I am either an electrical inspector regularly engaged in making electrical inspections for the purpose of preventing injury to persons or damage to property on behalf of a governmental agency, insurance agency, rating bureau, recognized testing laboratory or electrical light and power company, or have technical supervision of electrical inspectors who regularly engage in making electrical inspections as described above.

Signature

Date

Return to: International Association of Electrical Inspectors
PO Box 830848
Richardson TX 75083-0848

IAEI Membership Chair Manual

June 2007 Significant Revisions

Membership: Section 1, updated member class codes

Membership: Section 9, updated online membership list items

Annual Dues: Section 1, added monthly membership plan info

New Section District, Chapter or Division: Outlined procedure

IAEI Trademark: Section added

Appendix B: Updated Section/Chapter/Division Personnel Form

Appendix B: Added Petition and Model Bylaws for New Chapters and Divisions

Appendix B: Added monthly membership Direct Payment form