

SECRETARY MANUAL

Revised June 2007



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International Association of Electrical Inspectors
901 Waterfall Way, Suite 602
Richardson, TX 75080-7702

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Printed in the United States of America
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GENERAL

This manual is published for information and use by IAEI secretaries in the fulfillment of their office as secretaries of Sections, Section Districts, Chapters and Divisions.

This manual is designed to give secretaries 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.

Including the *Manual for Preparation and Conduct of IAEI Meetings*, this publication serves as a guide in handling the affairs of the Sections, Section Districts, Chapters and Divisions.

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, Section District, Chapter and Division activities are largely dependent upon the skill and abilities of the secretaries. It is vital that secretaries 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.

OFFICERS

The qualifications and duties of the officers of a Section, Section District, Chapter or Division shall be in accordance with the IAEI Articles of Incorporation and Bylaws and Bylaws of the Section, Section District, Chapter or Division.

Secretaries should inform their Nominating Committees as to eligibility of candidates for office prior to the meeting at which officers are to be elected. Only members in good standing are eligible for nomination and election to office. The list of elected officers is to be forwarded to the International Office immediately following the meeting wherein they are elected.

The procedure for installation of officers is set forth in the *Manual for the Preparation and Conduct of Meetings*, which is included herein as Appendix A.

MEMBERSHIP

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

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 B.
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.
 - 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 two months 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.

DUES DISTRIBUTION

1. A portion of the membership dues is remitted by the International Office to the Sections, Chapters, and Divisions under the provisions of the Bylaws (see Section 311 of the IAEI Bylaws).
2. The per capita distribution of dues is scheduled to be made twice a year, in June based on December through May activity, and in December for June through November activity.
3. When the distribution of dues is made, a report is sent along with the per capita check to the Section, Chapter or Division secretary. This is an opportune time for the secretary to check the report for any discrepancies and if there are any, notify the International Office promptly in writing

MEETINGS

1. There shall be at least one meeting each calendar year of the Section, Chapter or Division, to be known as the annual meeting, during which there shall be an election of officers for terms in accordance with the International Articles of Incorporation and Bylaws, and Bylaws of the Section, Chapter or Division.
2. Meetings should be conducted in accordance with the enclosed *Manual for Preparation and Conduct of Meetings* (see Appendix A). The latest edition of *Robert's Rules of Order* shall govern the transaction of all business, unless otherwise provided in the IAEI Articles of Incorporation and Bylaws.

MEETING DATES

1. Section meeting dates are scheduled five years in advance and are held in September and October of each year. Dates are published in the “Dates Ahead” column of the *IAEI News* and online at iaei.org. Ads for Section meetings must be sent to the International Office for publication in the *IAEI News* by April 17th each year. The Ads will appear in the July/August issue of the magazine.
2. It is urged that Section District, Chapter and Division secretaries attend the Section annual meeting. Meetings of the Section Districts, Chapters and Divisions can be scheduled during the Section meetings to avoid conflict. Participation in these meetings promotes a better understanding of mutual problems and interest in administrative affairs of the Section, Section District, Chapter, Division and International Association.
3. Section District, Chapter and Division meeting dates should be correlated with dates of other Chapter and Division meetings within the respective Section, through the Section secretary. This is to facilitate attendance of Code authorities, CEO/Executive Director, speakers, etc., at the meetings.
4. Section District, Chapter and Division secretaries should forward their scheduled meeting dates for inclusion in the “Dates Ahead” column of the *IAEI News* well in advance, by the first of the month three months preceding the month of publication. In other words, for publication in the July/August issue of the *News*, the information should be in the International Office by April 1. (We will accept information for the “Dates Ahead” section of the magazine up until our press deadline; however, every effort should be made to submit this information in advance.)

MINUTES

Chapter and Division secretaries should keep minutes of their meetings and submit the minutes to the International Office for inclusion in the *IAEI News*. Such minutes should include condensed Code discussion and transactions of administrative affairs.

Closing Date: Minutes received by the first of the month three months prior to issue date will be published in that issue of the *IAEI News*. For example, minutes received by February 1 will be published in the May/June issue. While this may seem far in advance, the May/June issue is actually sent to the printer in early April.

Age of Minutes: Minutes dated within six months of the issue date will be published. For example, minutes dated back to November of the previous year will be published in the “Chapter Activities” section of the May/June issue. This is important to maintain current and relevant information for our readers.

MINUTES RECEIVED BY:

December 7
February 7
April 7
June 7
August 7
October 7

WILL BE PUBLISHED:

March/April Issue
May/June Issue
July/August Issue
September/October Issue
November/December Issue
January/February Issue

Editing: Due to the numerous minutes published, items may be edited (see Appendix C). Code questions and answers will be published on a space available basis and may be limited to five. If this is necessary, we will use the first five questions and answers at each meeting unless you select five of your own choosing and indicate so in the minutes.

Production: The *IAEI News* is produced with desktop publishing. It is an immense time saver to us to receive minutes via email or on a disk with accompanying hard copy. Thank you to those of you who submit your minutes in this format! For those of you who are able to utilize a PC, we can handle many software programs. Following, in the order of our preference, are methods you may use to send minutes:

1. E-mail — send to *IAEI News* at iaei@iaei.org.

2. Floppy Disk PC version, 3-1/2" 1.4Mb or CD Rom (Use a disk mailer and include a hard copy of the minutes.)
 - a. Microsoft Word for Windows
 - b. Microsoft Works for Windows
 - c. WordPerfect
 - d. ASCII or Text File(If you have a software program not listed above, check with us for compatibility.)

3. Typed or printed letter quality (must be legible, dark black ink, on white paper)

Note: Faxes and handwritten minutes are not accepted.

Photographs: If you send in photographs with your minutes, please make sure they are clear, focused prints. Either black and white or color photos are acceptable. Clearly label the photos with the appropriate caption. *Write or type your caption on a **label** and affix it to the back of the photo.* If you write the label with ink, place a separate piece of paper between the photos so that the ink will not ruin the adjacent photo. Photographs will NOT be returned.

Digital photos should be "very fine" or 300 dpi at size 3x5. Photos taken at 72 dpi will not print well as those are for web or personal use only. Remember to include captions when submitting digital photos.

Secretary's Photograph: Please send your photograph to be included in the Chapter/Division's minutes. Either black and white photo or color photos are acceptable.

IO VISITS

1. It is the general policy of the IAEI that the CEO/Executive Director, another International Office representative, or a member of the International Board of Directors shall make periodic visits to annual meetings of Chapters to improve liaison and coordinate activities of the IAEI, assist chapters with local problems and advance the public relations of the IAEI in the various local areas of the United States and Canada. However, because of time and expense limitations it is recognized that this activity must be conducted on a carefully scheduled rotation basis at the least possible expense without impairment of the essential activities of the International Office.
2. Ordinarily, visits will be limited to those chapters that have made a formal request.
3. Preference will be given to joint Chapter meetings where the International Office representative can visit two or more Chapters simultaneously, or in sequence.
4. The scheduling of Chapter visits will take into account the primary needs of the International Office, the travel pattern, coordination with other meetings and the urgency of special problems that may need International Office attention.

PROPOSED CODE CHANGES

1. In order to obtain endorsement of proposed changes in the Canadian Electrical Code and the *National Electrical Code*, the procedures in Section 107 of the IAEI Operating Rules are to be followed.

107. Guidelines for Code Proposals to Obtain IAEI International Office Endorsement

1. In order to obtain IAEI endorsement of proposals or comments for the National Electrical Code, the following procedure shall be used:
 - a. Use forms provided by NFPA, typed or printed to make them legible.
 - b. All member, Division or Chapter proposals or comments are to be processed and endorsed by the Section and forwarded to the International Office in accordance with subparagraph “e” below.
 - c. The Section is responsible for editing the proposal or comment.
 - d. Conflicting proposals or comments will be returned to the Section and not endorsed by the International Office.
 - e. To receive International Office support for proposals and comments the following procedures and timeline shall be used:
 - 1) All Sections shall establish a schedule so that the following timeline is met:
 - a) All proposals and comments received by the Section shall be forwarded to the International Office not later than September 1 to provide preliminary review by the IO Codes & Standards subcommittee.
 - b) The Section shall forward to the International Office the proposals or comments approved by the Section within two days of the close of Section Business.

- f. The IAEI representative shall only be required to support proposals or comments that have IAEI endorsement.
2. In order to obtain IAEI Canadian Section endorsement of proposed changes in the Canadian Electrical Code, Part 1, (CE Code, Part 1), the following procedure shall be followed:
 - a. Code proposals from members, or Chapters shall be forwarded to the Chair of the Canadian Codes and Standards Committee.
 - b. The Canadian Codes and Standards Committee shall consist of a Chair, a minimum of eight (8), and a Maximum of twelve (12), committee members. The Chair of the Canadian Codes and Standards Committee shall be the Associate Member representing the IAEI Canadian Section CE Code, Part 1 Committee. The committee members shall be drawn from the CE Code, Part 1 Subcommittee members the IAEI.
 - c. The Canadian Code and Standards Committee Chair shall prepare the proposals in the Annex B¹ form and forward them to the Canadian Codes and Standards Committee of the IAEI Canadian Section.
 - d. The Canadian Codes and Standards Committee shall review all proposals.
 - e. Proposals approved by the Canadian Codes and Standards Committee shall be forwarded to the IAEI NEC Codes and Standards Committee. The IAEI NEC Codes and Standards Committee shall review all CE Code, Part 1 proposals to ensure that no conflict exists with IAEI policy.
 - f. Proposals approved by the Canadian Codes and Standards Committee and found not to be in conflict with IAEI policy, shall be forwarded to the Canadian Section Board of Directors for Canadian Section review. (Maximum review period of 30 days.)

- g. Proposals passing review by the Canadian Section Board of Directors shall be forwarded to the CSA Canadian Electrical Code, Part 1 Administrator as proposed Code changes endorsed by the IAEI Canadian Section.
- h. Proposals may be referred back to the submitter along with a statement of reason for referral. Proposals rejected by the Canadian Codes and Standards Committee shall be presented to the Canadian Section Board of Directors for consideration, with notice of such action given to the submitter. Proposals approved by the Canadian Section Board of Directors shall be forwarded to the proper CSA CEC Code Administrator as proposed changes endorsed by IAEI.
- i. Proposals rejected by the Canadian Code and Standards Committee shall be returned to the submitter with a statement of reason for rejection. The submitter may appeal the decision to the Canadian Section Board of Directors.
- j. Appeals received by the Canadian Section Board of Directors, and rejected, shall be returned to the submitter with rationale for rejection.

¹ Annex B form can be found in Appendix C of the current edition of the Canadian Electrical Code.

CEUs

IAEI has adopted Continuing Education Units (CEU) to recognize noncredit course participation. The CEU is a uniform unit of measurement to facilitate the accumulation and exchange of standardized information about individual participation in noncredit continuing education.

The CEU is defined as: “10 contact hours = 1.0 CEU of participation in an organized, continuing education experience under responsible sponsorship, capable direction and qualified instruction.” A complete description covering CEU and criteria is available in “The Continuing Education Unit, Criteria and Guidelines” by the International Association for Continuing Education and Training, 1200 19th Street NW Ste 300, Washington, D.C. 20036-2422 or www.iacet.org.

CEU will not be given for courses that carry academic credit and will not be given retroactively. IAEI will not maintain any database of local continuing education credits. All attendees at a CEU approved event must participate on the same basis. Once an event or activity is approved, all attendees meeting the criteria established will receive CEU.

The IAEI IO education department evaluates requests and applications for awarding CEU. Requests may be submitted from any Chapter or Division or interested group of the IAEI to the IO for approval using the appropriate CEU application form. Once approved, if the education program is rescheduled or cancelled for any reason, you must notify the IO of the change.

The following administrative and program criteria developed by the National Task Force on the Continuing Education Unit will be used by IAEI in evaluating and awarding CEU.

- The sponsoring group must initiate the process of requesting CEU credit for its programs by submitting the “Request for Awarding IAEI CEU by Sponsoring Group of IAEI” form. Each course must be approved by the IO prior to promoting the program. The CEU request form must be submitted to the IO a minimum of 30 days before the event.
- The minimum program authorized is two-hours in length (0.2 CEU). Programs of greater length may be divided into two-hour segments, such as a two-hour session one night per week for several weeks.

- If your S/C/D would like to sponsor a seminar, you are required to submit resumes of your Instructors with your CEU application. The S/C/D shall assume responsibility for the course meeting the professional and quality standards of the IAEI.
- The seminar sponsor must be responsible for the overall program, completion of the application, monitoring the program and submitting a roster with each attendee's information (electronic or hard copy acceptable). The program sponsor must inform the IO of changes which might affect the number of CEU awarded and ensure that a learning experience has occurred which merits the offering of CEU.
- Local CEU requirements vary from state to state. Please check with your local licensing authority for area specific criteria.

Returning Rosters and Recording Attendance

To ensure CEU recognition for attendees, after the seminar is completed, an attendance roster must be submitted to the IO. Participant attendance at each IAEI educational event must be recorded into the IO database for attendee CEU recognition.

CEU recognition may be necessary for state and local licensing requirements and for electrical inspector certification programs. The IO can provide an IAEI "Sign-in Roster" for this purpose. You can obtain a copy of the sign-in roster at http://www.iaei.org/committees/edu_manual/Sign-inSheetRoster.pdf. A sample sign-in roster provided in Appendix D.

The preferred method of submitting a roster to the IO is electronically. The IO can provide a Microsoft Excel spreadsheet to use for the sign-in roster that includes all required information for attendees.

If the S/C/D provides the sign-in roster, the roster must include basic information such as first name, last name, address, city state, zip, license number (for State renewals) and social security numbers (last four digits) used to identify and track CEU activity.

CEUs will not be awarded to attendees if completed rosters are not submitted to the IO. A complete electronic or typed roster must be submitted to the IO no later than 10 working days after the completion of the event.

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 D 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 D.

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.

REPORTS

1. **IRS Form 990 or 990EZ.** As soon as practicable after the form is available from the IRS, usually not later than February of each year, the International Office sends Internal Revenue Service Form 990 and/or Form 990EZ to the Section, Chapter and Division secretaries. After the Form 990 or Form 990EZ has been completed, the original is to be mailed by the Section, Chapter or Division secretary to the IRS by May 15 of each year if required.

A copy of the 990/990 EZ and an accompanying financial report, shall be sent to the International Office by May 15th of each year. Those failing to submit the 990/990 EZ and financial report to the International Office will not receive the next two dues distributions, which will cover an entire twelve-month period. In addition, the Chapters and Divisions are to send a copy of form 990/990 EZ to their respective Section Secretary.

2. **Financial Report.** A comprehensive financial report (see Appendix D) shall be filed annually with the Section and International Office, together with the Form 990. This financial report is to show income and expenses of the Section, Chapter or Division by income or expense categories.
3. **Actions from Meetings.** A report of all actions taken at Section, Chapter and Division meetings should be transmitted to the International Office as soon as possible after the close of the meeting. Chapter secretaries should also send a copy of the transmittal to the Section secretary. Division secretaries should also send a copy of the transmittal to the Chapter secretary.
4. **Membership Changes.** Secretaries shall report, as quickly as time permits, all deaths, resignations, honorary memberships, and address changes to the International Office.
5. **Obituary Notices.** Obituary notices should be submitted to the International Office with biographical sketches and photos 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

IAEI News

Regular Subscription
Educational Rate
Outside USA

Single Copy

\$ 14.95
11.95

Per Year

\$ 65.00
45.00
75.00

Adhesive Name Tags

\$0.10 each

Books, CDs and PowerPoint Presentations

Call 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
(Use for membership, orders, seminar registration, Exam certification).
Customer Service Fax: 972-235-6858

FORMS

1. The forms included in this *Secretary 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 D:
 - a. IAEI Profit (Loss) Statement
 - b. On-line password access and Officer Personnel Change Form
 - c. Procedure for Installation of Officers
 - d. Award Prerequisites and Nomination Form
 - e. CEU Certificate and Request for Awarding CEUs
 - f. Do You Have A Code Question?
 - g. Name Tags
 - h. Additional Membership Classifications
 - j. Individual Membership Application
 - k. Request for Reclassification as IAEI Inspector Member
 - l. Display Contract

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 ½".

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

PREPARATION AND CONDUCT OF MEETINGS for the International Association of Electrical Inspectors

The following manual applies primarily to the annual meetings of IAEI Sections but is also applicable to meetings of the IAEI Section Districts, Chapters, and Divisions, and particularly to meetings at which there are exhibits.

This manual is designed to assist the local committee in the preparation of the Section, Section District, Chapter, or Division meetings.

The users of this manual are urged to forward any suggestions for revision or additions to this manual to the International Office.

Approved by the Board of Directors, International Association of Electrical Inspectors.

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GENERAL

The procedure as outlined herein shall be followed for the conduct of annual Section Meetings. In the preparation for and conduct of Section District, Chapter, or Division Meetings, the applicable sections of this procedure shall be followed.

PLANS FOR THE NEXT MEETING

Immediately following the close of the annual Section Meeting, plans should be made for the next annual meeting, thereby assuring that a constructive program will be developed.

MEETING PURPOSE

1. To create a favorable attitude toward the Association, its members, and electrical inspection.
2. To promote uniform interpretation of the Canadian Electrical Code and the *National Electrical Code* so that the public will benefit through uniform installations combined with economical production.
3. To promote uniform understanding and application of the Canadian Electrical Code and the *National Electrical Code*, thereby resolving conflicts and misunderstandings.
4. To exchange ideas, opinions and experiences.
5. To provide an opportunity for the discussion and solution of problems confronting inspectors.

6. To provide educational means for inspectors to become acquainted with new electrical developments.
7. To enable members to know each other.

DATE AND PLACE OF MEETING

The date and place of meeting is established by the Section Board of Directors and is subject to approval of the International Board of Directors. Meeting dates of all Sections shall be correlated by the CEO/Executive Director of the IAEI so that expense and travel time may be reduced to a minimum for those who may plan to attend more than one meeting.

ANNUAL MEETING COMMITTEE

An early date for the Annual Meeting Committee meeting should be set, preferably not later than February 1st.

The Annual Meeting Committee General Chairman should be appointed by the Section. He should call a meeting of representatives of all groups of the electrical industry who are interested in the Association and who are willing to participate in the planning and carrying out of meeting details under instructions from the Annual Meeting Committee.

The General Chairman should appoint a Secretary to the Committee. The Treasurer of the Section shall be the meeting Treasurer, with power to appoint a local Treasurer to act for him. The local Treasurer shall be responsible for all funds in connection with the meeting and shall render a complete report to the Section Treasurer and International Office.

The Annual Meeting Committee shall consist of a general chairman, secretary, treasurer and the chairmen of all sub-committees.

The duty of the General Chairman is to correlate and coordinate the work of the individual committees. Frequent meetings should be held to properly coordinate activities and to create enthusiasm.

The Annual Meeting Committee's duties are:

1. Supervise all preparations for the meeting.
2. Establish the budget based on estimated receipts and expenditures. Sub-committees should estimate and submit the probable expenses of their activities.
3. Authorize all necessary expenditures of sub-committees.
4. Provide for all necessary printing, including committee letterheads, printed tickets, display agreements, etc. (Standard Display Contract furnished by the International Office shall be used; any modification of contract shall be approved by the International Office.)
5. The meeting program is to be arranged by the Section Secretary.
6. Select and appoint a leader of each code breakfast session, if scheduled.

The Annual Meeting Committee should meet to receive final reports and conclude arrangements for the meeting fifteen days prior to the opening session.

NOTE: Sections, Section Districts, Chapters, and Divisions should consider purchasing liability and property damage insurance for their meeting.

OTHER COMMITTEES

The General Chairman of the Annual Meeting Committee may provide for the following working committees. If desirable, some of these committees may be combined. Each committee should have a chairman, and this chairman should have a voice in the selection of its members.

Program Committee	Spouses'/Partners' Committee
Finance Committee	Reception Committee
Display Committee	Transportation Committee
Entertainment Committee	Photograph Committee
Hotel Committee	Badge Committee
Publicity Committee	Registration Committee

Convention Bureaus can be very helpful with registration and are familiar with local arrangements that contribute to the success of the meeting and the comfort of the visitors, and their services should be utilized.

Program Committee

The Program Committee shall assist the Section Secretary in the arrangement of the program. In general, the bulk of the program time should be devoted to consideration of the Canadian Electrical Code and the National Electrical Code when applicable and related subjects through panel presentations and forum type meetings.

Care should be exercised in the selection of program topics and speakers. Topics should be timely, of general interest, factual and technical in character, and not of a commercial nature. The technical presentations shall cover advances in the art, new developments, results of research, inspectors' problems, etc. Ample time shall be allowed for planned discussion of the papers and other discussions.

It shall be the responsibility of the Program Committee to arrange with those appearing on the program regarding the availability of necessary projectors, screens, sound equipment and operators where required. If a public address system is needed, the Committee should make certain it is available and in working order. Two or more microphones shall be provided.

The opening session of the annual Section Meeting should preferably start on Monday morning, and evening meetings should be discouraged. Preferably, the banquet or dinner dance should be held on the evening of the second day to insure full attendance.

A tentative program should be sent to all Section members at least one month before the meeting, as this will increase interest and attendance, perhaps aiding some members to obtain authorization for attendance. A program should also be sent in advance to all speakers and to the hotel officer and local committee member who has charge of the meeting.

Code Breakfasts, if desired, should be informal and must open and close promptly so there will be no interference with the regularly scheduled sessions. No formal action on any subject can be taken at these informal breakfast conferences, nor shall a stenotype report be made of the proceedings.

If there are displays, the specific time for viewing them should be stated in the program, so as to avoid conflict with regularly scheduled sessions. There should be no viewing of displays during the regular sessions. It is recommended that displays be open at least 30 minutes prior to the opening of the morning sessions, during the lunch hour, and for a minimum of one hour after each session in the afternoon.

The final program should be printed just before the meeting, and this program should announce the time.

Recommendations for Printing of Final Program

The first pages should be devoted to general instructions on registration, time of sessions (indicating standard or daylight time), instructions as to announcing name and affiliation when participating in general discussions, and including all general instructions. A good program lists the officers of the IAEI, members of the International Board of Directors, officers of the Section, and the Section Board of Directors.

Immediately following should be the program, preceded by the consecutive number of the annual meeting, the meeting city, the hotel, the meeting room, the time of sessions and other pertinent matters.

The first Section session should include the invocation, the roll call, order of business, addresses of welcome, the IAEI International President's address, an address by the CEO/Executive Director and/or other members of the International Office staff, the Section President's address, the report of the Section Secretary and/or Treasurer, the appointment of committees, the reports of Chapters, Committees, etc. While the registration generally serves in place of the roll call, it may be desirable to introduce visitors.

Provisions should be made for a Code Panel to consider all code questions presented during the meetings. Questions for code discussion periods should be presented in written form and deposited in a question box or given directly to the Section Secretary.

The remainder of the program is devoted to technical presentations, the presentation of resolutions, the election and installation of officers, discussion of future meeting place, and other unfinished matters.

Space should be provided covering the spouses' /partners' program and all other special events; also the membership of the local committee. The names of displayers

and contributors should generally be included in the program.

Finance Committee

A Finance Committee should be appointed, its duties to include the solicitation of funds from manufacturers or manufacturers' representatives or other local interested organizations. Letters should direct that checks be made payable to the Section Treasurer or the Treasurer duly appointed to serve as the Treasurer of the Meeting Committee, whose name and address should be given. The Committee should prepare a list of those from whom the funds should be solicited. This Committee should send out letters for subscriptions, and these should be sent out early, preferably not later than March 1st, as considerable time is often necessary to obtain authorization. A month later, those who have not replied should be personally solicited by members of the Finance Committee. A full report of all funds shall be reported to the International Office before December 31st.

Financing the Meeting

1. **Funds for Meetings Only** - The funds of the meetings should be limited to the expenses in connection with the particular meetings involved. So far as possible, the budget should be balanced so that there will be neither profit nor loss to the Section in holding these meetings.

2. **Budget** - The Annual Meeting Committee shall prepare a budget of contemplated receipts and expenses and, when requested, shall submit the proposed budget to the Executive Committee of the Section.
 - a. Sources of revenue generally include the following items:
 - (1) Registration Fees of Members — Not to exceed an amount necessary to properly conduct the meeting. The registration of spouses/partners of members may be included in the

member's registration fee.

- (2) **Displayers' Fees** — The total charge for display space for Displayers is to be determined by the Section and made payable on signing of the contract. The contract price is to include the registration of one representative of the displayer without an additional registration fee. It is recommended the charge for display space for Noncooperating Members shall be 150% of the standard display space charge, and the contract price include the registration of one representative of the displayer without an additional registration fee. For electrical manufacturers, wholesalers, manufacturers' agents or other organizations who do not display but may desire an advertisement or mention on the Sponsors List, the charge shall be as determined by the Section.
- (3) **Cash or Contributions of Local Agencies, Officials and Others** — *It may be that at some meetings advertising in programs is undesirable.* This does not preclude the raising of revenue through solicitation of certain local sources, such as people who are interested in the electrical industry but not necessarily directly affiliated with the IAEI. Frequently, local utilities, for example, may make substantial contributions toward defraying certain meeting expenses; likewise, there may be other sources of revenue.
- (4) **Special Charges to Participants** — Special charges to participants, such as for entertainment, bus rides, breakfasts, lunches, dinners, etc., shall be made to cover the major cost thereof.

b. Items Chargeable to the Meeting

- (1) Advance expenses for preliminary arrangements for meeting
- (2) Extra stenographic and clerical help
- (3) Printing of programs
- (4) Printing of tickets
- (5) Section Officers' expenses assumed by the Section
- (6) Cost in connection with displays
- (7) Cost of meeting place, if any
- (8) Reporting of meeting
- (9) Badges and other supplies
- (10) Other miscellaneous expenses

Display Committee

The Display Committee has general control of the meeting displays, and it is the responsibility of this committee to exercise supervision of display areas during meetings. The committee makes contracts with the displayers and assigns display space. Agreements for displays are to be executed by the committee. It is the committee's duty to see that all agreements are consummated well in advance of the meeting.

Displays should be of an educational nature. The minimum size of booth space shall be six (6) feet deep and eight (8) feet wide wherever hotel facilities permit such an arrangement. To guide this committee, a sample Display Contract is available from the International Office (see Appendix E, Secretaries' Manual).

Entertainment Committee

This Committee prepares a budget for proposed activities, adjusting the amount from the available revenue, and arranges all entertainment features. Entertainment must be so arranged that it will not interfere with business sessions.

Hotel Committee

The hotel or other meeting place should be selected as early as possible, preferably two or more years ahead for Section meetings. The hotel or other meeting place should be centrally located, well suited for the meeting of the size anticipated, and yet be financially reasonable from the standpoint of personal expenses of those attending. Where larger attendance is expected, thought should be given to nearby hotels for overflow. The Hotel Committee should pay particular attention to the meeting rooms (suitability, lighting, acoustics, ventilation and general comfort). Whenever possible, the meeting room should be set up in classroom style so that those attending the sessions may have a place for their code books, papers, and a place to write.

The Hotel Committee should satisfy itself about the availability of small committee rooms and that restaurant service is available to these rooms.

This committee is charged with the responsibility of securing adequate display space, of predetermining rates, both on display space, meeting rooms and sleeping rooms, and furnishing the Display Committee with full information regarding hotel charges for display space. Whenever possible, arrangements should be made so

that there will be no cost for display space and meeting rooms. Complimentary rooms for officers, meeting headquarters and spouses'/partners' headquarters should be obtained if possible. The hotels generally provide the tables, chairs, etc., at the registration table. Detailed arrangements with the hotel should be made well in advance of the meeting and the hotel should be required to guarantee its services in writing. Assurance should be sought that no other meeting will interfere with the activities of the IAEI meeting.

The Hotel Committee should make arrangements to include reservation information to all members at least 45 days in advance of the meeting, or to include these cards in the publicity.

If Code breakfasts are scheduled, the Hotel Committee should make definite arrangements for a standard breakfast at a reasonable cost. Caution should be exercised in guaranteeing a minimum attendance to avoid payment for unused breakfasts.

Publicity Committee

This committee arranges for local publicity and should have charge of any advertising. It is desirable to select a chairman from the local utility, manufacturers, Chamber of Commerce or the local Electric League. In arranging for publicity in local papers, the following is desirable:

1. About three weeks in advance of the meeting, a brief statement of the date, time and place and purpose, and a list of prominent participants.
2. Two weeks in advance, a publicity article should be issued on the tentative program.
3. On the Sunday preceding the meeting, a good story on the organization

and its purpose should appear in the newspapers. A picture of the president and items of local appeal should be given to one paper only.

4. On the first day of the meeting, a story about the meeting should be released.
5. Arrange to contact local reporters on the highlights of the meeting or important actions, daily.

Some methods for promotional publicity are:

1. A short article should be prepared for publication in the *IAEI News* and submitted to the International Office not later than May 1st. This should be illustrated with photographs, if possible.
2. This Committee should arrange for publicity in electrical trade papers, giving dates of meetings, subjects to be discussed, and special features.
3. Broadcasts over local stations are desirable.
4. Letters should be sent to local officials in the meeting city or to other interested groups inviting them to attend.
5. When requested, letters should be sent to local officials urging attendance of their employees.

Included in the material recommended to be mailed to members are the following:

1. Such material as may be supplied by the Chamber of Commerce.
2. Flyers extending an invitation and serving as reminders.

3. Quoted statements from regular members as to why they attend.
4. Letters of invitation from the city in which the meeting is to be held.
5. Letters of invitation from the Mayor of the meeting city.
6. Travel information regarding bus lines, airlines and railroads.
7. Hotel registration information describing accommodations and seeking reservations.
8. Tentative program.

Spouses'/Partners' Committee

It is desirable to appoint a member to have charge of arrangements of the Spouses'/Partners' Committee in conjunction with a Spouses'/Partners' Chairman and the committee, who will draw up a program of all affairs, making the necessary arrangements including transportation, dining, shopping, or other entertainment for the spouses/partners. Arrangements should be made to invite the spouses/partners to come to the opening session of the meeting.

Reception Committee

This committee is desirable to welcome and look after the comfort of visitors.

Transportation Committee

This committee plans and arranges inspection trips, including transportation, etc. If it is necessary to provide special trips for spouses'/partners', arrangements shall be made.

Photograph Committee

The Photograph Committee should remember that meeting photographs are used in the *IAEI News*. Wherever possible, the committee should arrange for candid *action* shots to be taken during the course of the meeting for reproduction in the *IAEI News*, local press, trade journals, etc., for publicity purposes. Usually, some local member attending the meeting will be found willing to render this service.

Badge Committee

This Committee is responsible for providing badges at the time of registration. Standard IAEI badges are obtainable from the International Office. It is recommended that badges of different colors be used to distinguish active members from other registrants.

Registration Committee

Registration is under the supervision of the Section Secretary, with suitable assistance provided by a Registration Committee. Wherever possible, the services of the local convention bureau shall be utilized. The Registration Committee provides the registration packet and arranges for necessary registration facilities. Where necessary, envelopes containing meeting letterheads, badges, trip tickets which are to be sold (at time of registration) should be provided.

INSTRUCTIONS TO PRESIDING OFFICER

The following instructions apply to the presiding officer and he should be so informed well in advance of the meeting.

1. Be at the room designated for the meeting at least ten minutes in advance

in order to meet all participants.

2. Start on time. The presiding officer should announce to the meeting that this plan will be followed. If the mayor or other individual who is to extend the address of welcome is delayed, the meeting should continue, placing the individual on the program when he arrives.
3. See that all speakers or participants in discussions talk in tones to be heard in all parts of the room.
4. See that all speakers announce their names so that the reporter may record them.
5. See that all audience speakers adhere to the program and the subject under discussion.
6. Allocate time to the audience speakers so that each will receive the amount of time to which he is entitled.
7. Warn and, if necessary, remind speakers who talk too long, too often, or who drift from the subject.
8. See that speakers are not disturbed because of talking among the members or in the meeting room lobby.

Checklist for Meetings

Hotel:

Has the Chairman of the Hotel Committee checked reservations to see if sufficient rooms will be available?

Displays:

1. Are tables arranged and marked for displays?
2. Have arrangements been made for securing the facility?
3. Has arrangement been made for a card to be posted in meeting room showing displays and subscribers?

Registration:

1. Have table and chairs been provided?
2. Have computers, printers, etc. been provided?
3. Have arrangements been made for registration personnel?
4. Have badges been received, and are they available to registration desk?
5. Have badges or inserts been provided so that active members will be indicated?
6. If registration cards are to be used, are they available to registration desk?
7. Have persons in charge of registration been advised of the fees and to whom they apply?
8. Have arrangements been made to assure that special guests are not charged a registration fee?
9. If tickets are to be issued, are they available?
10. Are a cash box and change available?

11. Are Chamber of Commerce pamphlets and city maps available at the registration desk?

Signs:

1. Have signs been prepared for registration?
2. Have signs been prepared for spouses/partners activities?
3. Have signs been prepared for displays?

Meeting Room:

1. Provision shall be made for displaying the United States flag, the Canadian flag and other flags on appropriate occasions.
2. If a public address system is to be used, is it in place, and is it in working order?
3. Have screens and projectors been provided?
4. Has a gavel been provided?
5. Has a podium for speakers' papers been provided, and is it arranged to remain lighted when the meeting lights are turned off?
6. Has someone been appointed to turn off auditorium lights when necessary?
7. Have arrangements been made for the hotel to provide ice water on speakers' table and at other locations in meeting room?

Code Breakfast:

Have arrangements been made with the hotel for breakfasts, and has a price been determined?

Publicity:

Has someone been assigned for publicity in the local papers?

Spouses/Partners:

1. Has provision been made for a spouses' /partners' headquarters room?
2. Has the Spouses' /Partners' Committee prepared a program and made all necessary arrangements for visits, cards, prizes, etc.?
3. Does the program show spouses/partners are invited to attend opening meeting?

Photograph:

1. Has photographer been informed of time and place of group photograph?

Trips:

If trips are planned, have arrangements been made at the places to be visited?

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.

**May 1961
(Revised July 1987)
(Revised May 1998)
(Revised January 2004)**

**901 Waterfall Way, Suite 602
Richardson, TX 75080-7702**

**P.O. Box 830848
Richardson, TX 75083-0848**

APPENDIX B

INSPECTOR MEMBER CLASSIFICATION

Operating Rules

705. Inspector Member Status.

Section 302(A) of the 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 nonregular 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 IAEI Bylaws envisioned 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 standards to prevent injury to persons or damage to property.

706. Technical Supervisors of Electrical Inspectors

"Technical supervision" in Section 302(A) of the 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.

APPENDIX C

GUIDELINES FOR SUBMITTING MINUTES OF MEETINGS

In case you ever wondered what we editors do to your chapter or division minutes ...

Here are the guidelines we use to edit chapter and division minutes for publication in the *IAEI News*.

- Use proper grammar, spelling and punctuation. This is very important for a publication such as the *IAEI News*. The IAEI staff reviews all submitted material for this and makes corrections as necessary, but it is better not to have to change any text submitted. If you state something briefly as a phrase rather than a complete sentence, we will often leave it that way.
- Use short sentences, short paragraphs and plain language where possible. The reader will generally find this type of writing more easily understood.
- We delete mention of how much money the chapter or division has in its account(s). It is good for members to have this type of information presented during meetings, but it may not be best to print it in the *IAEI News*.
- We include something financially related if it will be of benefit to other chapters or divisions, such as a chapter or division saying they set up a money market account to get a better return on their funds, or mention of money for a scholarship fund, etc.
- If your minutes simply state the treasurer's report was read and approved, we will omit that entirely.
- If your secretary's report states nothing more than the minutes from the last meeting were read and approved, we will omit that. But, if your minutes show a correction was made to the previous minutes, we will state the correction if appropriate.

- We do not list the names of all the members who attended a general meeting. We do list the names of those who attended an executive committee meeting.
- We do not air a chapter's or division's "dirty laundry" or derogatory comments about another person, chapter, division, section, international office, etc.
- While humor or ribbing may be fine for your local chapter minutes, we will likely delete it.
- We edit in order to make your minutes as clear and to the point as possible. We may change an obscure word to one the majority of our readers will more readily understand.
- In order to save space, we also edit to cut down on the number of words used. If you state John Jones made a motion, Bob Smith seconded it and the motion passed, we will simply state the motion passed.
- We may have to edit simply because we do not have enough space for the full edition of your minutes. In the case of very lengthy code question and answers, we will use as much as possible from the beginning of these sessions. If you have a particular question and answer that you really want published, please indicate so on your minutes or place it among the first five questions and answers.
- We will omit mention of an upcoming activity if the date for that activity will have already passed by the time we issue the magazine.
- We edit to reflect the editorial style of the *IAEI News*.

When you send your minutes to us, please mark them to the attention of the *IAEI News*.

APPENDIX D

FORM INDEX

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**INTERNATIONAL ASSOCIATION OF ELECTRICAL INSPECTORS
PROFIT(LOSS) STATEMENT**

Section/Chapter/Division Name _____

Beginning Balance: January 1, _____

Checking Balance	\$ _____
Savings Balance	_____
Other Account Balance	_____
Total Beginning Balance	\$ _____

REVENUES

Distribution of dues from IO	\$ _____
Meeting Registration Fees	_____
Sale of Publications	_____
Booth Displays	_____
Advertising	_____
Meetings	_____
Donations/Contributions	_____
Interest Income	_____
Miscellaneous Income	_____
Total Revenues	\$ _____

EXPENSES

Dues (Honorary)	\$ _____
Meeting Expenses	_____
Cost of Publications Sold	_____
Travel	_____
Printing	_____
Office Supplies	_____
Postage/Shipping	_____
Miscellaneous	_____
Total Expenses	_____

NET PROFIT(LOSS) \$ _____

Balance Ending December 31, _____

Checking Balance	\$ _____
Savings Balance	_____
Other Account Balance	_____
Total Ending Balance	\$ _____

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. You will be able to not only 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 iae.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/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 Name 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.

PETITION FOR NEW CHAPTER
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 Chapter of the IAEI.

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

We desire to include within the territory of the chapter 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 Chapter 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 10) – all inspector members of IAEI in good standing:

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

NAME (print or type)

MEMBER NO.

SIGNATURE

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Members of the Chapter Board of Directors:

NAME (print or type)

MEMBER NO.

SIGNATURE

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

_____ TO BE COMPLETED BY THE SECTION _____

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

Signed: _____
Secretary/Treasurer

_____ TO BE COMPLETED BY THE INTERNATIONAL OFFICE _____

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

Signed: _____
Secretary/Treasurer

_____ 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 IAEI.

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 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 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 NEW 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

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) 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 the 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, Chapters or Divisions may be conferred by Sections, 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.

BYLAWS

308. International Honorary Membership Procedure.

1. 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.
2. The following factors among others shall be considered by the Executive Committee and Board of Directors as qualifications for International Honorary Membership:
 - (a) Outstanding contribution to electrical safety on a national basis.
 - (b) Outstanding contribution to the IAEI organization 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 the 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

Request for Awarding IAEI CEUs by Sponsoring Group of IAEI

Send request to International Association of Electrical Inspectors. Mail: PO Box 830848, Richardson, Texas 75083-0848, Fax: 972/235-3855, or E-mail: beastwood@iaei.org for CEU review and approval.

This request must be filed with the International Office a minimum of **30 days** prior to your meeting or event in order for this request to be considered for IAEI CEU accreditation. **Please allow 10 working days for the approval process.**

1. Title of program (use descriptive title – as it is to appear on the certificates)

2. Brief description (**attach copy of tentative program**)

3. Location of meeting (City, State, Facility) _____
4. Date(s) of Program _____ 5. Total hours of program _____
5. Program and instruction objectives _____

6. Target audience _____
7. *Total hours of technical instruction _____ 9. Estimated Attendance _____
**(Minimum two (2) hours required for IAEI CEU accreditation.)*
8. Instructor(s) and affiliation _____
9. Sponsoring Group(s) – S/Ch/Div _____
Address _____
City _____ State _____ Zip _____
Phone _____ Fax _____
10. *How many **IAEI CEU Certificates** do you need to purchase for this meeting? _____
**(IAEI CEU certificates will be printed at the International Office.)*
11. Do you want the certificates shipped to the address listed above? _____ No _____ Yes
If not, please provide mailing address on a separate sheet.

Signature of Sponsor Representative

To be completed by the IAEI CEU Training and Education Administration (International Office)			
	_____ Approved	_____ Not Approved	_____ CEUs Approved
Signature _____	Date _____		

Sample Copy of Certificate



CLASS TITLE: Conductor Installations - 2005 NEC
PROGRAM APPROVAL NUMBER: TDLR #1930

DATE: Friday, 03/02/07
CONTACT HRS: 4 (0.4 CEU)

CITY, STATE: Plano, TX
INSTRUCTOR: Michael K. Weitzel

	First Name	Last Name	Street	City	ST	Zip Code	SS# / License #	AM	PM
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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 _____

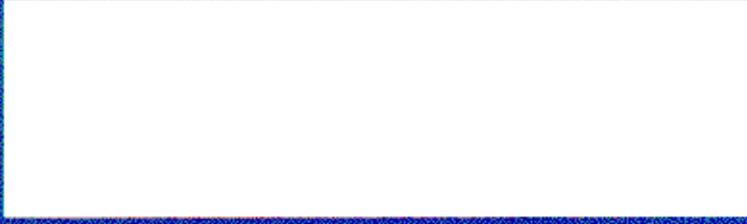
ADDRESS _____

CHAPTER _____ SECTION _____



IAEI

Advancing electrical safety through education



IAEI

Advancing electrical safety through education



IAEI

Advancing electrical safety through education



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 _____ Student _____ 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

DISPLAY CONTRACT
SECTION (CHAPTER OR DIVISION)
INTERNATIONAL ASSOCIATION OF ELECTRICAL INSPECTORS

AGREEMENT made this day _____ of _____, 20____, between the **International Association of Electrical Inspectors (IAEI), first party**, and _____, Displayer, second party:

In consideration of the payment of _____ Dollars (\$) _____, by the second party to the first party, the parties hereto agree as follows:

1. First party agrees:
 - a) To furnish space of the following size, _____, at _____ Hotel, from _____, 20____, to _____, 20____, in the display space assigned, being space Number _____ as shown on the attached diagram of the display area.
 - b) To display in a conspicuous location the names of the displayers.
 - c) To supervise the setting up of the display area and to arrange with the hotel for maintenance of the display area other than the display booths.
2. Second party agrees to:
 - a) To maintain the booth or booths assigned to it.
 - b) To assume any responsibility for insuring their display against loss by fire or theft. First party assumes no responsibility for such loss.
 - c) To install the display without defacing or damaging the floors or walls or property of the display area.
 - d) To remove booth and display boxes and containers from the display area by the time designated at the termination of the meeting.
3. The parties agree that the displays shall be of an educational nature and feature new developments where possible, and shall be of such type as shall be consistent with the character of the Electrical Industry.
4. The parties further agree –
 - a) That no loud speaking devices or amplifiers of any description shall be used by the Displayer except upon explicit arrangement with the Display Committee Chairman who shall determine that the arrangement will be such that no annoyance will be caused to the public, adjacent displayers or sessions of the meeting;
 - b) That no unshielded high intensity light source shall be used by the Displayer as part of the display.
5. The parties further agree that first party shall have the right to discontinue and cause removal of any display objectionable to the industry or the public upon refund of the amount paid by Displayer less the expenses incurred by the first party, if any.

IN WITNESS WHEREOF, the parties hereto have set their hands and seal this _____ Day of _____, 20____,

Displayer Name (Co./Org): _____

Signed by: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone No.: _____ E-Mail: _____

(Section, Chapter or Division)

International Association of Electrical Inspectors, by: _____

IAEI Secretary 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

Meeting Dates: Added *IAEI News* deadline date

Minutes: Updated *IAEI News* deadline dates

New Section District, Chapter or Division: Outlined procedure

IAEI Trademark: Section added

Appendix D: Updated S/C/D Financial Statement Form

Appendix D: Updated Section/Chapter/Division Personnel Form

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

Appendix D: Added monthly membership Direct Payment form