INTERNATIONAL ASSOCIATION OF ELECTRICAL INSPECTORS,
GEORGE WASHINGTON CHAPTER

BYLAWS

ARTICLE I - NAME

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

ARTICLE II - PURPOSES

Section 1. The purposes and objectives of the Chapter shall be to promote the purposes and objectives of the IAEI as set forth in Article II of the Articles of Association of the IAEI.

ARTICLE III - NON-PROFIT ORGANIZATION

Section 1. The affairs of the Chapter may generate net income, but 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 Association 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 all Maryland counties that are not part of the Chesapeake Chapter, all these being located in the State of Maryland, or in the District of Columbia, 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 Association 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. 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 Chapter, Section and International Office portions of the dues unless the member is also accorded Chapter, Section and International Honorary Membership. Honorary membership may be awarded posthumously.

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), Member at Large, Past President, Membership Coordinator, Education Coordinator, and Chapter Honorary Members.

Section 2. Officers. The officers of the Chapter shall consist of a President, 1st Vice President, Second 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, 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 the offices of 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 these Bylaws cannot be obtained or where 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, those duties that we voted to assign them, 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 that any member of the Board of Directors or officer dies, resigns, loses the ability to act, or becomes ineligible to membership in the class occupied when elected, the term of office automatically ceases. Should this happen, it shall be the duty of the President to appoint a member of the same class to serve the unexpired term. His or her choice of a replacement is subject to review and approval by the Board of Directors. 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 that such nominations are in writing, bear the signatures of the members so nominating, and are 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 receives a majority of the votes cast.

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 his or her absence the ranking Vice President, shall preside at meetings of the Board of Directors.

(e) Six (6) Four members, at least four (4) one of whom must be an 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. Members supplying email addresses are responsible for whitelisting mail from the secretary acting for the chapter.

(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) Four (4) Six (6) Inspector Members (one of whom must be an Inspector Member) and the President or a Vice President (who may be counted as one of the four six) shall constitute a quorum.

Section 3. Mail Ballots. 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. Email shall constitute an acceptable form of mail for this purpose, provided only that ballots must be returned from the email address registered with the chapter by each inspector member in order for it to be counted, or faxed back with his or her usual signature scrawled on it. 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.

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.

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) Local Electrical Fire and Accident Report Committee
(f) Code Clearing and Code Workshop Committee (and finally,)
(g) Budget Committee

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

**Job Descriptions**

**All the Board:** Attend regular meetings regularly; discuss and vote on matters that can’t wait for a regular meeting, either by phone and email or at a special executive meeting should this strike the president as necessary, as has been the case once so far.

**President:** Preside over meetings; Call for a special meeting, if deemed necessary; make any command decisions required. For example, decide if a meeting is to be cancelled for bad weather.

**Vice Presidents, in order:** take over when the president is unavailable.

**Past President:** Provide guidance to the president as desired; take over when both the president and the vice president(s) are unavailable.

**Secretary-treasurer:** Get out flyers, record and post the minutes, maintain the web site, look up answers to bylaws questions, handle correspondence and generally any other writing or printing, generally interact with the IO, maintain our bank account, and normally serve as Section Representative and represent the Chapter on the Section Board, attending their meetings.

In absence of the President, Vice President, and Past President, call a meeting to order and preside until the election of a Chairman Pro Tem, an election that shall take place immediately after the meeting is called to order. The secretary or secretary-treasurer shall bring to meetings a list of all Officers, Board of Directors Members and General membership, and shall record attendance.

The treasurer or Secretary-Treasurer shall maintain our bank account; receive and bank all monies due the organization; keep records of our funds, make payments. Where another officer or officers prove willing to share this responsibility and work, he shall make all payments using checks signed by two chapter officers. He shall offer the chapter a complete audited financial report, covering the previous calendar year, not later than the March Meeting. The treasurer shall not have any type of card or device enabling him to remove chapter funds in any way other than by checks or withdrawal slips.

**Education:** Arrange for programs at meetings, and notify the secretary in good time to inform the membership. Arrange for IO and jurisdictional approval of CEUs by at least a month ahead of the meeting or ask the secretary-treasurer to do so and provide the incumbent with the necessary information by then. The same goes for Seminars, unless there is a separate officer or committee handling them.

**Seminars:** Arrange for other educational programs, particularly more-extensive ones; normally
enable the chapter to raise funds by doing so; handle associated logistics. Arrange for IO approval of CEUs by at least a month ahead of the seminar or ask the secretary-treasurer to do so and provide the incumbent with the necessary information by then.

Membership: Welcome new members; recruit members; contact inactive or departing members and try to resolve any concerns they express.

Public Relations and Publicity/Outreach: Publicize our meetings, seminars and other activities by notifying news media and allied organizations; arrange to publicize our activities by posting notices at distributors or on their web sites. Communicate with news media and other organizations regarding chapter concerns, after consulting with the IO regarding policy issues.

Local Electrical Accident Reports: bring information regarding DC, MD, and other nearby electrical accidents and tragedies to our attention.

Code Clearing and Code Workshops: Notify the members of Code and licensing changes, including local amendments, in MD, DC, and nearby jurisdictions. Bring other organizations’ workshops and seminars to our attention.

At Large: No specific duties; fill in for other officers and help out as the need arises.

Budget Committee: Provides first-line consultation and oversight to the Secretary-treasurer regarding the annual budget.

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.

ARTICLE X - FISCAL YEAR

Section 1. The fiscal year of the Chapter 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 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.