

2010

**BY LAWS**

Of the

**BUILDING INSPECTORS ASSOCIATION OF WISCONSIN,  
SOUTHEASTERN CHAPTER**

**ARTICLE I. Name**

The name of this organization shall be "The Building Inspectors Association of Wisconsin, Southeastern Chapter".

**ARTICLE II. Objectives**

1. To promote higher professional and ethical standards in the field of building inspection.
2. To establish and maintain a good working relationship with the building industry.
3. To promote the revision and adoption of the Wisconsin Uniform Building Code.
4. To promote uniform administration, interpretation and enforcement of the Wisconsin Uniform Building Code.
5. To periodically review new materials, methods of construction, devices and equipment.

**ARTICLE III. Membership and Voting Rules**

**Section 1. Membership Defined**

- a. **Regular Member.** A regular member shall be one duly authorized building inspector or building official of a municipality, so designated by the governmental unit he so serves, having paid into the Association the annual membership dues as prescribed under Article VIII of the Association By Laws.
- b. **Honorary Member.** An honorary member shall be a member who has been a regular or auxiliary member who has reached a minimum of fifty five (55) years of age, and at least 10 years as a member, and who has retired from the active duties as a duly authorized building inspector. An honorary member shall be exempt from annual membership dues with the approval of the Executive Committee. An honorary member shall have the same privileges as a regular member except voting or holding office.
- c. **Associate Member.** An associate member shall be a membership open to anyone or firm engaged in a related building field and not otherwise eligible for regular or auxiliary membership with all the privileges except voting or holding office.
- d. **Auxiliary Member.** An auxiliary member shall be a qualified building inspector of a municipality, such as an assistant building inspector who would enjoy the same privileges as a regular member, except voting rights, but would be able to hold office or be a member of one of the various working committees. In the event that the auxiliary member holds or is elected to an office of this Association, then the regular member would give up his vote for as long as the auxiliary member holds office.

**Section 2. Voting Rules**

Regular members or one designated representative of each participating member government present at a regularly scheduled meeting of the Association shall be entitled to cast one vote on issues coming before the meeting and in election of officers at the annual meeting. Exceptions to this rule shall be on all issues affecting amendments to the Uniform Building Code as outlined in Section 3 of this Article.

Section 3. Power of Voting

Any amendment to the Wisconsin Uniform Building Code shall be by a majority of 2/3 of the votes cast by regular members present. Amendments to the Wisconsin Uniform Building Code shall become effective upon approval by the voting members of the Wisconsin Building Inspectors Association. Rejection of an amendment to the Wisconsin Uniform Building Code shall not prevent the question from being presented at any future regularly scheduled meeting for a rehearing and vote, except that any amendment of identical intent (as determined by the Executive Committee) and having been rejected twice in any one year period shall not be resubmitted for a period of one year from the date of the second rejection. The criteria shall be intent, and not necessarily phraseology of the amendment so resubmitted.

**ARTICLE IV. Officers**

Section 1. Personnel

The officers of the Association shall be President, Vice President, Secretary, Treasurer and five Trustees. These officers shall constitute the Executive Committee. Regular or auxiliary members shall fill the offices of President, Vice President, Secretary, Treasurer and Trustee. The terms of the President, Vice President, Secretary, and Treasurer shall be for one year, and the terms of the Trustees shall be for two years, except one Trustee shall be the most immediate Past President who shall serve as Trustee for a one year term only and no such officer shall serve in his elective office more than one consecutive term. Thereafter, the two Trustees who have served two years shall be replaced at each annual meeting election.

Section 2. Nominations.

A nomination for each elective office shall be made by the nominating committee. Nominations may be made from the floor at the business session of the annual meeting.

Section 3. Duties.

The officers of the Association shall exercise those functions normally assigned to such officers for the duration of their term. The President shall preside at meetings of the Executive Committee. He shall be authorized to appoint special committees and assign duties with the approval of a majority of the other officers. He may call meetings of the Executive Committee.

Section 4. Vacancies.

Vacancies of any office shall be filled by the Executive Committee. If an officer should retire or is dismissed by form of a lay-off, the member shall be permitted to finish his current position term through the end of the calendar year with the approval of the Executive Committee.

Section 5. Bonding.

A surety bond in the minimum amount of the Association's assets shall be furnished for the offices of Secretary, Treasurer, Vice President and President.

**ARTICLE V. Committees**

All Committees shall be appointed by the President to serve until the next annual election, and each Committee shall have a chairman appointed by the President. The Committees and their duties shall be as herein designated, but not limited to the following:

Section 1. Executive Committee (All Officers and Trustees)

a. Direct the Association as needed and as outlined within the By Laws.

- b. Perform tasks as requested by the President.
- c. The Executive Committee shall have the authority to disburse funds of the treasury of the Association not to exceed \$250.00 per item or event. Any amount in excess of \$250.00 shall require full membership approval at a regularly scheduled meeting.

Section 2. Membership & Hospitality Committee (2 Members)

- a. Solicit new members.
- b. Invite prospective members or guests to meetings.
- c. Welcome new members and/or guests attending meetings and make them feel at home with conversation and introductions.

Section 3. Publicity & Historical Committee (2 Members)

- a. Collect and preserve historical data.
- b. Promote the Association and Code.
- c. Arrange for news releases.
- d. Provide speakers from the Association.
- e. Assemble and preserve State Building Inspectors Institute data.

Section 4. Code Development Committee (5 Members and 2 Alternates)

- a. Keep Uniform Building Code records. (Anything of historical value to be kept by the Publicity & Historical Committee)
- b. Update the Uniform Building Code.
- c. Report to the Association on needed adjustments to Code.
- d. Study and report on interpretations of Code provisions.
- e. Receive and evaluate new products.
- f. Recommend and coordinate changes to WAFRP Guidelines and the NARI Committee on Chapter VII as needed.
- g. Assist the State representative with review and recommendations to the Upper Great Plains Code Development Sub Committee on ICC Code change issues.

Section 5. Legislative Committee (2 Members)

- a. Report on Federal, State, County and Local legislation which may affect our Association.

Section 6. Information and Training Committee (4 Members, inc. Vice President, Treasurer)

- a. Arrange for speakers at Association meetings, seminars and training sessions.
- b. Disseminate information on training or schooling opportunities.
- c. Arrange for Association's special events with Executive Committee and membership approval.

Section 7. By Laws Committee (2 Members)

- a. Recommend changes when required.
- b. Make changes as directed by the Association.

Section 8. Auditing Committee (3 Members inc. Treasurer)

- a. Examine the books and records of the Treasurer.
- b. Report at the annual meeting after the expiration of each term of the Treasurer.

Section 9. Sunshine Committee (1 Member)

- a. Send appropriate acknowledgment to members or members spouses as directed by the President or the membership.

Section 10. Nominating Committee (3 Past Presidents)

- a. Review prospective candidates for each elective office.
- b. Offer nominations for each elective office at the annual meeting.
- c. Preside over the election process at the annual meeting.
- d. Determine a qualified member as the "Inspector of the Year".

- e. Determine a qualified member as the State representative to the Wisconsin Building Inspector Association.

**Section 11. Technology Committee (3 Members)**

- a. Shall conduct oversight of the Association Web Site contractor.
- b. Update/maintain Web Site content through contractor as needed.
- c. Keep Web Site and ISP records.
- d. Report to the Association on needed upgrades and changes to ISP, Web site, or Web site contractor.

**Section 12. Scholarship Committee (3 Members)**

- a. Review scholarship policies and procedures.
- b. Evaluate and recommend fund amounts for scholarships to the Association
- c. Perform and evaluate scholarship opportunities as directed by the president
- d. Establish an application process for students applying for scholarships
- e. Evaluate prospective recipients and their applications for a scholarship and make recommendation to the Association
- f. Present or mail awarded scholarship to association approved students after all criteria have been met.

**ARTICLE VI. Meeting**

Section 1. Annual. The annual meeting of the Association shall be held on the second Wednesday of January and at such place as the officers shall determine.

Section 2. General Meetings. General meetings shall be held monthly or at intervals as determined by the Executive Committee with prior notice of at least 7 days to the Membership.

Section 3. Procedure at Meeting. Unless otherwise provided for, Robert's Rules of Order shall govern all meetings of the Association.

Section 4. Cancellation of Meeting. In the event of a weather emergency, the President, after consulting with the Vice President and the host city, may cancel a meeting. Local radio stations WTMJ and WISN shall be notified of the cancellation by 8:00 AM, on the day of the meeting.

**ARTICLE VII. Amendments**

Section 1. Proposals for Amendments to the By Laws. Proposals to amend these By Laws shall be submitted to the officers of the Association in writing prior to the time of the annual meeting.

Section 2. Adoption. These By Laws may be amended at the annual meeting of the Association by a 2/3 vote of all regular members present and in conformance with Section 1.

Section 3. Recommendations for Amendments to the Wisconsin Uniform Building Code. Recommendations to amend the approved Wisconsin Uniform Building Code may be made at any general meeting, and shall be governed by regulations as set forth by Article III, Section 3, and herein titled "Power of Voting".

**ARTICLE VIII. Dues** Annual dues shall be as follows:

Regular Member \$50.00 annually  
Auxiliary Member \$40.00 annually  
Associate Member \$50.00 annually

Honorary Member \$00.00 annually

All dues shall be paid in advance of receiving annual membership. New members shall pay dues for the balance of the year, pro-rated on the basis of a 12 month year. To remain a member, all dues must be paid by April 1<sup>st</sup> of each year.

ARTICLE IX. Dissolution

Upon dissolution of the Association, the assets shall be disbursed in the following manner: one hundred dollars (\$100.00) to each municipality with a current active membership which has invested one hundred dollars (\$100.00) for the purpose of forming the Association, or an equal part of all assets of said Association, if the total amount of said assets is less than an amount necessary to disburse the full one hundred (\$100.00) to each and every municipality. Assets remaining shall be equally divided among all municipalities having an active membership at the time of dissolution.

Adopted 1/14/70  
Revised 1/12/72  
Revised 1/14/76  
Revised 2/9/83  
Revised 3/5/84  
Revised 2/12/86  
Revised 1/12/94  
Revised 1/10/96  
Revised 1/8/97  
Revised 1/12/00  
Revised 1/9/02  
Revised 1/8/03  
Revised 1/14/04  
Revised 1/12/05  
Revised 1/11/06  
Revised 1/10/07  
Revised 1/14/09  
Revised 1/13/10