

Michigan Chapter IAEI

Policy Manual

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Note: All "titles" used in this document are intended to be gender neutral.

(a) Revised and approved 3/5/2014, Parts 1-5, 7-16, and 18. (b) Revised and approve 8/13/2014, Parts 1, 17, 19, 20(a,b,c,d,f,g). (c) Revised and approved 2/20/2015 Parts 5, 6, 20(e, f, and h).
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1. Chapter President

The President is responsible for all chapter business and all duties prescribed by the Board of Directors.

The President shall:

- a. Be familiar with the Bylaws, this Policy Manual, and Roberts Rules of Order.
- b. Attend all Board meetings and chapter seminars.
- c. Communicate with the Officers and Board Members regarding chapter business.
- d. Perform duties in a professional manner.
- e. Ensure that all chapter business is in conformance with the international and chapter bylaws.
- f. Chair all Board of Directors' meetings, seminars (except the spring seminar), banquet and membership business meetings.
- g. Appoint persons to fill vacancies of the Board of Directors or Officers with approval of the Board of Directors.
- h. Appoint the chair and members of the Standing Committees within 30 days of taking office.
- i. Appoint the chair and members of special committees as authorized by the Board of Directors.
- j. Review the treasurer's reports.
- k. Verify that chapter income tax returns, financial statements and audit reports are sent to the IAEI International Office and Western Section Secretary.
- l. Ensure that only the Officers and the Board members vote on the chapter business.
- m. Appoint the nominating committee at the June meeting, (of an election year) consisting of five members one of which shall be the chair.
- n. Ensure the election and installation of officers conforms with the Chapter Bylaws and Operational and Procedures Manual.
- o. Review and edit the Board of Directors meeting agenda prior to publication.
- p. Review the Board of Director meeting minutes prior to publication.
- q. Review the Chapter website and submit information for the membership.
- r. Communicate with committee chairs prior to all Board meetings.
- s. Verify that the Chapter meeting planning is on schedule and the programs meet the needs of the membership.
- t. Perform Seminar Chair duties for all meetings. (See 13. Seminar Chair duties for additional information.)
- u. Verify the Chapter's guest program is on schedule and that the program is in the best interest of the chapter.
- v. Attend the hospitality room to socialize with the membership.

Revised and Approved 8/13/2014

2. 1st Vice President

The 1st Vice President shall perform all duties prescribed by the Board of Directors, and in the absence of the President, is responsible for all chapter business.

The 1st Vice President shall:

- a. Be familiar with the Bylaws, this Policy Manual, and Roberts Rules of Order.
- b. Attend all Board meetings and chapter seminars.
- c. Communicate with the Officers and Board Members regarding chapter business.
- d. Perform Seminar Program Planner duties for all meetings except the Spring Educational Seminar. (See Seminar Program Planner duties for additional information.)
- e. Provide a status report for current and future programs at the Board of Director Meetings.
- f. Attend the hospitality room to socialize with the membership.

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3. 2nd Vice President

The 2nd Vice President shall chair the guest program and perform all duties prescribed by the Board of Directors.

The 2nd Vice President shall:

- a. Be familiar with the Bylaws, this Policy Manual, and Roberts Rules of Order.
- b. Attend all Board meetings and chapter seminars.
- c. Communicate with the Chapter Officers and Board Members regarding Chapter business.
- d. Perform the duties as the Guest's Program Planner for all meetings with the exception of the Spring Educational Seminar. (See the Guests Program Planner duties for additional information.)
- e. Provide a status report for current and future guest programs at the Board of Director Meetings.
- f. Attend the hospitality room to socialize with the membership.

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4. 3rd Vice-President

The 3rd Vice President is responsible for the hospitality room and shall perform all duties prescribed by the Board of Directors.

The 3rd Vice President shall:

- a. Be familiar with the Bylaws, this Policy Manual, and Roberts Rules of Order.
- b. Attend all Board meetings and chapter seminars.
- c. Communicate with the Chapter Officers and Board Members regarding Chapter business.
- d. Perform the duties as the Hospitality Chair for all Chapter Educational Meetings. (See the Hospitality Chair duties for additional information.)
- e. Announces the location of the hospitality room at the Board of Director Meetings.
- f. Attend the hospitality room to socialize with the membership.
- g. With board approval the 3rd Vice President may appoint an Assistant for the Hospitality Chair.

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5. Chapter Treasurer

The Chapter Treasurer shall:

- a. Be familiar with the Bylaws, this Policy Manual, and Roberts Rules of Order.
- b. Attend all Board Meetings and Chapter seminars.
- c. Communicate with the Chapter Officers and Board Members regarding Chapter business.
- d. Review and record all chapter receipts and expenditures including but not limited to:
 1. Obtain receipts and itemize expenses for the Hospitality Room and the Guests Program.
 2. Review the meeting hotel bill.
 3. Obtain other meeting receipts as needed.
 4. Compile the income and expenses for the meeting and assemble a report for the Board.
- e. Set up meeting budget based on proposal with the Chapter Secretary.
- f. Determine seminar registration fees for the meeting with the Chapter Secretary.
- g. Coordinate with the Chapter Secretary and Registration Chair to ensure the timely reporting of all financial transactions.
- h. Provide financial reports for the Board of Directors Meetings.
- i. Provide financial report at the Chapter business meeting.
- j. Issue and retrieve Chapter credit cards.
- k. Assist the Registration Chair at all seminars.
- l. Collect at-door registration payments.
- m. Issue refunds and reimbursements as necessary.
- n. Prepare 1099's as required by federal law.
- o. Ensure that the tax returns and financial statements are completed before the Audit Committee meeting.
- p. Coordinate with the Audit Committee Chair to perform the Audit and attend the audit meeting.
- q. Ensure the Chapter tax returns and financial reports are submitted to the IAEI and the Western Section Secretary before May 1st.

Revised and Approved 3/5/2014 Revised and Approved 2/20/2015 (d,e,f)

6. Chapter Secretary

The Chapter Secretary shall:

a. General

1. Be familiar with the Bylaws, this Policy Manual, and Roberts Rules of Order.
2. Attend all Board Meetings and Chapter seminars.
3. Report to the IAEI New Officers, Board of Directors, Education Chair and Membership Chair.
4. Communicate with the Chapter Officers and Board Members regarding Chapter business.
5. Perform all duties as outlined in the IAEI Secretaries Manual.
6. Order required plaques or trophies.
7. Keep a record of expenses of the Chapter Credit Card.
8. Maintain a Chapter Letterhead template.
9. Maintain a list of the contact information of the Board Members.
10. Coordinate with the IAEI any business between the IAEI or Western Section and the Michigan Chapter.
11. Maintain records of Minutes, Meetings, Expenses, Contracts and other documents as necessary.
12. Send bulk email messages using the IAEI Web Service as needed.
13. Field and coordinate membership questions from the public, members and the IAEI.
14. Forward copies of new members to the Membership Chair.
15. Attend all committee meetings if possible.
16. Coordinate Web-Conference calls for the Board and Committees.
17. Provide IAEI documents in preparation of the audit to the Audit Committee.
18. Attend the Audit Meeting.
19. Forward the Audit Report to the IAEI and Western Section Secretary.

b. Board Meeting

1. Prepare a meeting agenda and confirm the information with the President.
2. Send Email to Board attach Board Agenda, Previous Board Minutes and previous meeting survey results.
3. Arrange for any committee meetings before a board meeting.
4. Obtain printed documents for the Board meeting.
5. Have the room, projector and screen set up for Board meeting.
6. Take minutes of the Board Meeting and distribute them to the Board members and website chair.
7. Present the draft of the minutes for the Business session.

c. Site Selection

1. Review meeting hotel proposal received from the Site Selection Committee.
2. Visit hotel to discuss proposal issues.
3. Ensure the hotel has ample meeting space.
4. Ensure there are accommodations for the Guests Program.

5. Ensure there are proper facilities for the Hospitality Room.
6. Negotiate with the hotel and conference center.
7. Sign contracts with hotels and conference centers.
8. Set up meeting budget based on proposal with the Chapter Treasurer.
9. Determine seminar registration fees for the meeting with the Chapter Treasurer.

d. Mailing

1. Obtain the Program and Guest's Program information.
2. Design meeting information the postcard for mailing.
3. Send out bulk email prior to the postcard delivery.
4. Obtain the current membership list from the international before all chapter mailings.
5. Coordinate the postcard mailing with the printer.
6. Design the registration form and provide webmaster registration information.
7. Provide a map to the hotel location.
8. Obtain a hotel reservation form if available.
9. Send out a VIP Mailing list for the meeting.
10. Send the IAEI Notice of our meetings.

e. Before Meeting

1. Visit hotel to verify meeting details.
2. Confirm the seating set up for the meetings.
3. Confirm the meals for the meeting.
4. Confirm the start, break and adjourn times.
5. Arrange for any Section or IO Officers room reservations as needed.
6. About a week before the meeting order CEU Certificates.
7. Call hotel about 5 days prior to the meeting with a head count.
8. Be available at the registration table in the morning of the conference.
9. Provide liaison between the conference facility and the chapter prior, during and after the conference.
10. Prepare Meeting Survey.
11. Order books and supplies from the IAEI as needed.
12. Provide the Registration Chair a current membership list

f. During the Meeting

1. Check room set up.
2. Know how to control sound and lighting system for meeting room.
3. Obtain at-door count for lunch totals to hotel staff.
4. Verify who is not attending the banquet for an accurate count.
5. Coordinate with the hotel on the meeting room and food and beverage concerns.

g. After the Meeting

1. Obtain receipts and itemize expenses for the Hospitality Room and the Guests Program and forward to the Treasurer.
2. Review the meeting hotel bill and forward to the Treasurer.
3. Obtain other meeting receipts as needed and forward to the Treasurer.

4. Works with the Treasurer to compile the income and expenses for the meeting and assemble a report for the Board.
5. Compile a report from the completed meeting surveys.

Revised and Approved 2/20/2015

7. Board of Directors and Pro-Tem Members

Board of Director Members

The Board of Director Members shall:

- a. Be familiar with the Bylaws, this Policy Manual, and Roberts Rules of Order.
- b. Attend all Board Meetings and Chapter seminars.
- c. Consider appointments by the President for vacancies to the Board of Directors or Officers.
- d. Fill a vacancy in the office of President.
- e. Communicate with the Chapter Officers and Board Members regarding Chapter business.
- f. Take an active part in the Chapter Board Meetings.
- g. Provide ideas and thoughts at the Chapter Board Meetings.
- h. Make and consider motions of the Chapter Business.
- i. Vote on the motions of the Chapter Business.
- j. Consider advancement through the chairs of office in the Chapter.
- k. Assist with the Seminar Programs if possible.
- l. Assist in bringing the membership back to order after meeting breaks.
- m. Offer assistance to Chapter Officers and other Board Members.
- n. Offer assistance during registration for seminars.

Pro-Tem Members

The Pro-Tem Members shall:

- a. Be familiar with the Bylaws, this Policy Manual, and Roberts Rules of Order.
- b. Attend all Board Meetings and Chapter seminars.
- c. Communicate with the Chapter Officers and Board Members regarding Chapter business.
- d. Take an active part in the Chapter Board Meetings.
- e. Provide ideas and thoughts at the Chapter Board Meetings.
- f. Consider advancement through the chairs of office in the Chapter.
- g. Assist with the Seminar Programs if possible.
- h. Assist in bringing the membership back to order after meeting breaks.
- i. Offer assistance to Chapter Officers and other Board Members.
- j. Offer assistance during registration for seminars.

The Pro-Tem Members are not permitted to:

- a. Make or support motions at the Chapter Board Meetings.
- b. Vote on the motions at the Chapter Board Meetings.

Revised and Approved 3/5/2014

8. Western Section Representative

The Western Section Representative shall:

- a. Be familiar with the Bylaws, this Policy Manual, and Roberts Rules of Order.
- b. Be elected at the Annual Meeting when an election is held.
- c. Attend the Western Section Meetings as the Michigan Chapter Representative.
- d. Serve on Western Section Committees as directed by the Section Board of Directors.
- e. Attend the Western Section Board of Directors Meeting and provide a report to the Chapter Board of Directors at the Annual Meeting.
- f. Attend the Western Section Secretaries meeting in the absence of the Chapter Secretary and provide a report to the Board of Directors at the Annual Meeting.
- g. Attend the Western Section Membership Committee meeting in the absence of the Chapter Membership Chair and provide a report to the Board of Directors at the Annual Meeting.
- h. Attend the Western Section Education Committee meeting in the absence of the Chapter Education Chair and provide a report to the Board of Directors at the Annual Meeting.
- i. Provide updates at Board and Membership Meetings regarding ~~information on the~~ Western Section and International Office activities.
- j. Submit their resignation to the Western Section Secretary so the new Western Section Representative will be able to conduct Section business on behalf of the Chapter.
- k. Provide receipts for reimbursements of all expenses.

The Chapter shall provide the following reimbursements for attendance at the Western Section Meeting:

- a. Registration fee.
- b. Reasonable expenses for travel (the lesser of airfare, car rental, or mileage).
- c. Lodging expense and meals.

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9. Ex-Officio Member

- a. The Immediate Past President of the Chapter, at their option, may serve as an ex-officio member of the board of directors with full voting privileges.
- b. The Ex-Officio Member is entitled one vote and to serve in only one position on the Board of Directors.
- c. The Immediate Past President shall notify the Secretary of their decision to serve as the ex-officio member within 30 days after the election in which they became the Immediate Past President.

Revised and Approved 3/5/2014

10. Registration Chair

The Registration Chair shall:

- a. Be familiar with the Bylaws, this Policy Manual, and Roberts Rules of Order.
- a. Maintain lists of instructors that are approved by the IAEI and the State of Michigan.
- b. Coordinate the following information with the Program Planner and the Chapter Secretary prior to the Chapter Seminar:
 1. Technical program information.
 2. Compile speaker information for submission to the State of Michigan for Act 54 credits. (see 10. Program Planner Section d)
 3. Send completed program and speaker information forms along with a check to the State of Michigan (Acrobat files are on State Web page) six weeks prior to the seminar.
 4. Submit copy of proposed program along with completed IAEI application form to the International Office education department for CEU credit four weeks prior to the seminar.
- c. Process meeting registrations and payments received.
 1. Scan the registration forms and checks, identified by last name and first name.
 2. Deposit payments received.
 3. Clear “Previous Meeting” registration fields.
 4. Update registrant’s information in computer database before printing “Tickets” for current meeting.
- d. Update the program class numbers in FileMaker Program.
- e. Update “meeting information template” based on changes from previous meeting.
- f. Print the following for the seminar:
 1. Seminar tickets.
 2. Extra meal tickets for sale at the meeting.
 3. Code question forms.
 4. Financial statement for use by Treasurer at meeting. Statement to include total of receipts, amounts due and amounts refundable.
- g. At the meeting, sort the tickets alphabetically and divide them into “tubs” for distribution at the registration table. Hand-write “See Treasurer for \$_____ Refund” on the top of the applicants ticket when a refund is due.
- h. Place the speaker’s packet consisting of his nametag, nametag holder, speaker ribbon, and ticket in an envelope for distribution.
- i. Process “at-door” registrations and print “at-door” registration tickets prior to first break.
- j. Scan nametag barcodes at predetermined intervals.
- k. Print IAEI CEU certificates for attendees.
- l. At the closing of the meeting re-print report for Treasurer showing at-door registration payments and any changes noted by the Treasurer.
- m. Print out attendance roster of scanning results for Act 54 credits (inspectors only) to be sent to the State for Michigan BCC.
- n. E-mail list of attendees receiving CEU certificates to the IAEI.
- o. Maintain attendance records for at least two inspector registration cycles for any verification needed by the State of Michigan or the Inspector.

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11. Seminar Program Planner

The Seminar Program Planner shall:

- a. Be familiar with the Bylaws, this Policy Manual, and Roberts Rules of Order.
- b. The Program Planner shall coordinate with the Education Committee to solicit speakers, programs and set program agenda for the chapter seminars.
- c. Normally the chapter does not pay speaker fees. Speaker fees will require Board approval.
- d. In order to get programs submitted to the IAEI for CEU recognition and subsequently to the Bureau of Construction Codes for approval under Public Act 54 requirements, the following information is needed at the times specified:
 1. Company or organization that he or she represents.
 2. Email address, Phone and Fax numbers.
 3. Qualifications as a speaker on the subject. (Items 1-4 are covered with the Instructor Approval form.)
 4. Length of the presentation(s).
 5. The speaker will need to provide a one-page outline or a copy of the presentation.
 6. Assign a training category for each speaker's material using the following guidelines:
 - I. **Administration** = Programs and courses designed to enhance the understanding of laws, rules, and the administration and enforcement of related statutes and regulations.
 - II. **Technical** = Programs and courses designed to discuss the code and various technical code provisions.
 - III. **Communication** = Programs intended to enhance communication skills with the public and may include technical writing, public speaking, working with people, and communications.
 - IV. **Specialty** = Programs designed to increase knowledge of inspection and construction techniques in various registration classifications.
 - V. **Plan Review** = Programs in plan review techniques.
- e. The above information must be received by the Registration Chair in the following time frame:
 1. Information for the Spring Seminar is needed at the Annual Meeting in December.
 2. Information for the Summer Meeting is needed at the Spring Seminar in March.
 3. Information for the Annual Meeting is needed at the August Board Meeting.
 4. Completed Guest's Program information is needed 60 days before the meeting date.
- f. Inquire about any special audio or video presentation equipment requirements.
- g. Inquire about any handout materials needing duplicating. If none, inform the speaker about the projected head count so they can bring enough handout material with them.
- h. Make sure the speaker is informed about scheduling and timing of their presentation. Supply the speaker with directions to seminar and any room reservation information. Inform them that travel and room accommodations are not covered by the Michigan Chapter IAEI.
- i. Assign a person to moderate the code panel when applicable.
- j. Check with the Code Panel Moderator to verify attendance of the code panel members.
- k. Verify that the code panel questions are sent to the panel members, webmaster and secretary.
- l. Coordinate the Mark Shapiro Code Breakfast when applicable.
- m. Meeting Set up.

1. Arrive at the meeting early to make sure the room is set up properly. Learn how to adjust the sound system and lighting and be available during the programs to make adjustments when needed.
 2. Make provisions for the Michigan and American Flags for the Pledge.
 3. Greet the speakers when they arrive, provide them with their registration packet and introduce them to the Meeting Chair.
 4. Inform the speakers of the Hospitality room location when they arrive.
 5. Provide the speaker credentials to the Meeting Chair so they can be properly introduced prior to their presentation.
 6. Coordinate with the Spring Program Chair to ensure program variety and eliminate conflicts.
- n. After the seminar and within one week, the program planner shall send a “Thank You” to the speakers.

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12. Guest Program Planner

The Guest Program Planner shall:

- a. Be familiar with the Bylaws, this Policy Manual, and Roberts Rules of Order.
- b. Plan the Guest Programs for the Spring, Summer and Annual Educational Seminars.
 1. Programs may include but are not limited to:
 - I. Breakfast
 - II. Special Speakers
 - III. Crafts
 - IV. Bingo
 - V. Tours
 - VI. Shopping
 - VII. Plays
 - VIII. Lunch
- c. Cost of programs should not exceed guest registration fee if possible.
- d. Plan transportation
 1. Select mode of transportation.
 2. Verify schedule and route.
 3. Verify contract.
 4. Verify vendor is insured.
 5. Obtain emergency contact phone numbers for vendor and driver.
 6. Provide chapter emergency contact numbers to the vendor and driver.
- e. Provide the program agenda to the Secretary at least two months prior to the meeting date.
- f. Coordinate with the Program Planner for the meeting schedule and lunch times.
- g. Provide expense report with receipts for all expenses to the Secretary.
- h. Provide reports on the program status to the Board.
- i. Have guest program literature and room location information available at the registration desk and inform the Meeting Chair and those working the registration of the location.
- j. Inform the Guests of the Hospitality room locations and hours.
- k. Be available at the meeting registration table to answer any questions regarding the Guest Program.
- l. Check on the breakfast set up prior to the start of the meeting.
- m. Be available at the breakfast location to answer any questions regarding the Guest Program.

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13. Hospitality Chair

The Hospitality Chair shall be responsible to:

- a. Ensure the Hospitality Room operates properly.
- b. Monitor the activities of the hospitality room.
- c. Purchase, transport and the storing of supplies as necessary for the hospitality room, at the Chapter's expense.
- d. Setup and dismantle of the hospitality room.
- e. Tend bar or arrange for someone to tend bar while the room is open.
- f. Attend the Hospitality Room for the membership.
- g. Use Chapter credit card to purchase supplies and provide receipts to the Chapter Secretary.
- h. Provide a detailed report of the supplies purchased.
- i. Keep an accurate inventory record of all supplies.

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14. Seminar Chair

The Seminar Chair shall:

- a. Arrive at the meeting early to make sure the room is set up properly.
- b. Verify operation of the sound and lighting systems and be available during the programs to make adjustments when needed.
- c. Verify Michigan and American Flags are on the stage. If not, notify Meeting Location Chair or Secretary.
- d. Open the meeting with the Pledge of Allegiance.
- e. Greet the speakers when they arrive.
- f. Obtain the speaker introduction from the Program Planner and introduce speakers prior to their presentation.
- g. Introduce guests and exhibitors.
- h. Ensure that the program follows the meeting agenda.
- i. Make announcements as necessary.

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15. Installation Banquet

The Installation Banquet will occur during the Annual Meeting of an election year.

- a. The head table will consist of the Officers-elect, their guests, IAEI Officers and their guests in attendance.
- b. The Master of Ceremonies (MC) will be the out-going Chapter President.
- c. The banquet will start with a welcome of those in attendance and introduction of the head table.
- d. The MC will introduce and thank the special guests, speakers and exhibitors in the audience.
- e. The MC will offer a silent prayer of thanksgiving before dinner.
- f. Dinner
- g. Installation
 1. Installation of Officers, Board of Directors and Pro-Tem Committee (See Section 17 and 18).
 2. Presentation of the gavel to the incoming President.
 3. Speech by the incoming President.
 4. Presentation of a plaque to the out-going President by the incoming President.
 5. Thank you speech from the Past President.
- h. Introduction of the Past Presidents in the audience by the incoming President.
- i. Remarks by an IAEI representative if available.
- j. Guest speaker or entertainment (when applicable).
- k. Closing remarks by incoming President.

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16. Nominating Committee

- a. The President shall appoint a Chair and four members to the nominating committee at the June meeting of an election year. If not appointed, the Chapter Secretary shall also serve as a member of the committee as directed by the Bylaws. The President shall not serve on this committee.
- b. The Committee will send out surveys to present Officers, Board of Directors, Pro-Tem Committee and the Western Section Representative to verify their interest in serving on the board for the next term.
- c. The Committee will inform the membership, at the June Business Meeting, of the election process and invite interested members to submit a Board Application to the committee for consideration.
- d. The Chair will organize a committee meeting to select new Officers, Board of Directors, Pro-Tem Committee and the Western Section Representative as directed by the Chapter Bylaws.
- e. The Committee shall verify the eligibility of all candidates.
- f. The Committee shall contact all candidates to verify their ability and willingness to serve in their position for two years.
- g. The Committee shall verify the 3rd Vice-President candidate is aware this position is intended to progress through the office of President.
- h. The Committee shall verify that the slate of candidates presented allows for the intention of the progression through the Presidential Chairs.
- i. The Chair shall present the slate of candidates for consideration by the Board of Directors at the August Board meeting. The slate shall be approved or amended by the Board.
- j. The Committee shall present the Board approved slate of candidates to the membership at the Annual Business Meeting.

Revised and Approved 3/5/2014

17. Election Committee

- a. At the August Board meeting of an election year, the President will appoint, with approval of the Board, an election committee consisting of a minimum of one chair, three proctors and four ballot counters.
- b. The election committee will meet immediately after the Annual Board meeting to highlight the nametags of all Non-Voting members.
- c. Voting ballots containing names of all candidates submitted in accordance with the Bylaws will be prepared by the Secretary 24 hours prior to the annual business meeting.
- d. Ballots will include explicit instructions for completing the ballot and the list of all candidates submitted in accordance with the Bylaws.
- e. The Secretary will notify attendees at the beginning of the meeting Thursday morning that voting will take place at the conclusion of the business meeting. The Secretary will provide a brief overview of the voter eligibility requirements outlined in the Bylaws and inform the attendees that all voting members must have their meeting name badge on at the time of the election in order to receive a ballot to vote. The election committee chair(s) will oversee the proctors and ballot counters to verify the election is conducted in accordance with the Bylaws.
- f. The proctors will distribute ballots to properly identified voting members only (those that do not have their name tag highlighted). Voting members that do not have their tag on at the time of the vote will not receive a ballot.
- g. The proctors will collect all ballots.
- h. The committee chair(s), ballot counters, and Secretary will meet in a separate room to count ballots. The committee chair(s) will monitor and verify the vote count.
- i. The Secretary will present the official election results to the President to announce the results to the membership between programs.

Approved 8/13/2014

18. Election of Officers

Election of Officers, Board of Directors, Pro-Tem Committee and Western Section Representative.

- a. A member shall only be a candidate for one position.
- b. Campaigning is limited to a single piece of literature not to exceed 8.5" x 11" for each candidate at a location provided by the chapter.
- c. The President will introduce the members of the Nominating Committee at the beginning of the Annual Meeting.
- d. The Nominating Committee shall submit the Board approved slate of candidates to the membership at the end of the business session of the Annual Meeting.
- e. The President will conduct the election asking the Chapter Secretary if there were any nominations submitted as required in Article VII, Section 2b of the Bylaws. The most recent Past President in attendance will conduct the election if the President is not in attendance.
- f. Inspector Members and Senior Associate Members in good standing shall be eligible to vote for candidates for office.
- g. Election Procedure.
 1. The names of all properly proposed candidates shall be submitted to the members for election by ballot.
 2. Any member shall be elected who shall receive a majority of the votes cast; however, when there is only one candidate for an office, election may be declared by the unanimous consent of those members in attendance that are eligible to vote.

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19. Installation of Officers

Installation of Officers

The Installation Officer will be the highest ranking officer present at the Annual Meeting. The order of ranking is as follows: International President; Past International President; Western Section President; International Executive Director or the most recent Past President of the Michigan Chapter.

Provide clear space in front of the Installing Officer as standing room for the Officers and Board of Director Members-elect. President elect will be positioned in the center with Officers and Board of Director Members on either side.

The Chapter Secretary calls individual Officers and Board of Director Members to come forward to be installed.

The Chapter Secretary calls each Pro-Tem Committee Member to stand to be installed.

Installation Ceremony

Installing Officer: **Secretary, (Name), are the Officers-elect ready to be installed in office?**

Secretary: **Mr. President, Yes they are.**

Installing Officer: **Ladies and Gentlemen, you have been selected by your fellow members to lead this Michigan Chapter 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, (Name), do hereby promise to fulfill the duties of my office, to the best of my ability, to support and obey the constitution and bylaws of the International Association of Electrical Inspectors; and to advance, by every lawful means, the welfare of the members of the International Association of Electrical Inspectors, and of the electrical industry of which it is the keystone.

I further promise that I will deliver to my successor, or others properly authorized to receive them, all moneys and properties belonging to this Association, as may be in my possession at the termination of my term of office.

Congratulations Ladies and Gentlemen: You have taken this pledge of office and accepted the trust of your fellow members. Keep both unbroken and your success as Officers will be assured.

Installing Officer: The President will join me at the podium, and the other Officers may return to their seats.

When seated, the Installing Officer addresses the President.

You, Mr. President, are the leader and the chief executive officer of the Michigan Chapter. 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.

Revised and Approved 8/13/2014

20. Standing Committees

The Standing Committees as Listed in the Michigan Chapter Bylaws consist of the following committees.

- a. Audit Committee
- b. Budget Committee
- c. Bylaw and Policy Committee
- d. Education Committee
- e. Membership Committee
- f. Meeting Location Committee
- g. Inspectors School Committee
- h. Website Committee

The President shall appoint the chair and members of the Standing Committees. The Chairs of the standing committees are responsible for recommending updates of the Policy manual to the Bylaw/Policy Committee.

Revised and Approved 8/13/2014

20(a). Audit Committee

Scope: The Audit Committee shall review the financial records and submits the audit report to the secretary annually as required by the International Association of Electrical Inspectors.

The Audit Committee Chair is appointed by the President.

- a. The Audit Chair shall:
 1. Be familiar with the Bylaws, this Policy Manual, and Roberts Rules of Order.
 2. Obtain IAEI Audit Report and Statement of Financial Position Forms from the Secretary.
 3. Confirm that the Treasurer has scheduled an audit of the financial records by a Certified Public Accountant.
 4. Schedule a committee meeting after the financial audit by the CPA is complete.
 5. Provides an Audit Committee Report at the next Board of Directors meeting.

- b. The Audit Committee shall:
 1. Attend all meetings scheduled by the Chair.
 2. Review all financial documents and records.
 3. Sign completed IAEI Audit Report.

Revised and Approved 8/13/2014

20(b). Budget Committee

Scope: The Budget Committee shall create an annual budget to be approved by the Board of Directors.

The Budget Committee Chair is appointed by the President.

- a. The Budget Chair shall:
 1. Be familiar with the Bylaws, this Policy Manual, and Roberts Rules of Order.
 2. Schedule meetings as necessary to review and make recommendations to the Board.
 3. Report the status of the current budget at the August Board meeting.
 4. Report the chapter meeting income and expenses from each seminar at the next Board meeting.
 5. Submit an annual budget for the next fiscal year at the Annual Board Meeting.
 6. Provide a committee report at every Board of Directors meeting.

- b. The Budget Committee shall:
 1. Attend all meetings scheduled by the Chair.
 2. Create an annual budget for approval by the Board.
 3. Review the chapter meeting income and expenses after each seminar.
 4. Make recommendations to the Board to amend the annual budget.

Revised and Approved 8/13/2014

20(c). Bylaw and Policy Committee

Scope: The Bylaw and Policy Committee shall review the Chapter Bylaws and the Policy Manual. Review and make recommendations for proposed Bylaw and Policy Manual changes.

The Bylaw and Policy Committee Chair is appointed by the President.

- a. The Bylaw and Policy Chair shall:
 1. Be familiar with the Bylaws, this Policy Manual, and Roberts Rules of Order.
 2. Schedule meetings as necessary to review and make recommendations to the Board.
 3. Provide a committee report at every Board of Directors meeting.
 4. Respond to the submitter of a Bylaw or Policy proposal.
 5. Submit Bylaw amendments to the secretary to be processed in accordance with the Bylaws.

- b. The Bylaw and Policy Committee shall:
 1. Be familiar with the Bylaws, this Policy Manual, and Roberts Rules of Order.
 2. Attend all meetings scheduled by the Chair.
 3. Review proposals submitted to the committee.
 4. Make recommendations for Bylaw or Policy amendments to the Board.
 5. Update the Policy Manual as directed and approved by the Board.

Revised and Approved 8/13/2014

20(d). Education Committee

The Education Chair is appointed by the President to serve until a replacement has been appointed.

- a. The Education Chair shall:
 1. Maintain a log of the programs presented during the three-year registration cycle.
 - a. Total hours of all categories presented in the cycle.
 - I. Category of Training A, T, PR, S, C.
 - II. Classification (EI (BI, PR) etc.
 - III. Hour(s) of class — No fractional hours.
 2. Provide a summary to the Board of the Public Act 54 credits presented for this registration cycle.
 3. Review all technical programs proposed by the Program Planner(s).
 4. Submit the proposed program to the Education Committee for their review and approval.
 5. Submit approved program to the Secretary and Registration Chair for publishing.
 6. Attend the IAEI Western Section Education Committee meeting and report back to the Chapter.
- b. The Education Committee shall:
 1. Review the proposed educational program and make recommendations for approval.
 2. Assist the program planner with program content and speakers.

Revised and Approved 8/13/2014

20(e). Membership Committee

Scope: The Membership Committee shall promote membership growth and retention.

The Membership Chair is appointed by the President to serve until a replacement has been appointed.

- a. The Membership Chair shall:
 1. Be familiar with the Bylaws, this Policy Manual, and Roberts Rules of Order.
 2. Schedule meetings as necessary.
 3. Provide membership report at the Chapter Board and Chapter Business Meeting.
 4. Download and monitor the Chapter membership list from the international office.
 5. Attend the Western Section Membership meeting. If unable to attend notify the Chapter Section Representative.
 6. Provide a report to the Chapter Board regarding the Western Section Membership Meeting.
 7. Present IAEI membership certificates to recipients at the next Chapter Meeting.
 8. Obtain list of State registered electrical inspectors annually.

- b. The Membership Committee shall:
 1. Attend meetings as scheduled by the Chair.
 2. Promote membership of the Michigan Chapter.
 3. Solicit non-members attending seminars to join the IAEI.
 4. Review ideas for membership growth and retention.
 5. Review webpage information regarding membership.

Revised and Approved 2/20/2015

20(f). Meeting Location Committee

The Meeting Location Chair is appointed by the President to serve until a replacement has been appointed.

The Meeting Location Chair shall:

- a. Attend all Board Meetings and Chapter seminars.
- b. Communicate with the Chapter Officers and Board Members regarding Chapter business.
- c. Promote membership of the Michigan Chapter.
- d. Provide a meeting location report at the Chapter Board.
- e. Review meeting location proposals for proposed site locations for chapter meetings.
- f. Compare the various sites regarding the following areas based on our usage:
 1. Hotel facilities for meeting space.
 2. Hotel room rates.
 3. Taxes and service charges
 4. Food and beverage needs. Obtain menus for breakfasts, lunches and dinners.
 5. Hospitality Suite
 6. Audio and visual needs. Obtain a quote for our A/V Needs.
 7. Other expenses
 8. Hotel room attrition and food and beverage minimums should be avoided or limited.
- g. Provide a report at the Board of Directors Meeting for the selection of future meeting locations.
- h. Provide board approved site information to secretary to obtain a contract.
- i. Review the website to make sure the future meeting dates are properly posted.

Revised and Approved 8/13/2014 Revised and Approved 2/20/2015 (f,5)
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20(g). Inspectors School Committee

- a. Prior to start of program.
 1. Using the existing program format, agenda, exam, registration forms, review subject matter and existing instructors.
 2. Choose and reserve program location.
 3. Decide who will be responsible for supervising the program. This individual will need to be someone who has teaching experience and will be able to "fill in" in the case of an instructor not showing up on time or at all.
 4. Contact instructors to make sure they will be able to teach their program, and have no conflict with the time or date.
 5. Adjust program agenda to fit instructors schedule.
 6. Contact any new instructors and ask for questions that will be covered in their program and add those questions to the exam.
 7. Contact caterer and schedule meal menus.
 8. Contact the State for mailing labels or use existing labels from membership list.
 9. Mail out registration forms. Include map to location in needed.
 10. Collect registrations and checks or cash (currently we do not except credit card payments), keep a list of all registrants.
 11. Notify caterer of head count for meals.
 12. Notify instructors of head count for materials.
 13. Make up new sign-in sheets for students. Include program numbers if possible and course credits.

- b. Once program begins.
 1. Program Chairman or supervisor will be responsible for providing coffee and donuts/bagels before each class, unless this is to be handled by catering.
 2. Make sure all students sign-in and out each day, and include their inspector registration number if available.
 3. Supervisor shall introduce speakers to students, giving them the instructors background, if available. Otherwise, the instructor may introduce themselves and give their background/qualifications.
 4. Collect copies of all hand-out materials in case the State needs them for program approval.
 5. Deposit registration fees into bank account. This is done at the beginning of the program so checks may be mailed back to any student that cancels prior to the beginning of the program.

- c. After program is concluded.
 1. Register program with the State of Michigan for inspector credits.
 2. Mail attendance sheets to the State for inspector credits.
 3. Mail thank-you letters to instructors with "token" fee where applicable.
 4. Current "tokens" are \$100.00 for a single program, \$200.00 for a half-day program, or fee charged by the instructor for their program. Whether or not to pay a "fee" for a program must be decided prior to the inclusion of this program in the agenda.
 5. Pay for caterers and meeting space if necessary.
6. If any checks were returned for NSF reasons, the student must be contacted ASAP and made to

- re-issue a new check or pay cash including any bank charges.
7. All exams must be scored.
 8. Mail thank-you letter to students along with exam results and certificate of completion.
 9. Keep a copy of all mailings, copying expenses, food and beverage expenses, material expenses or any other expenses related to the program.
 10. Give an accounting of all expenses to the treasurer for reimbursement, or payment to appropriate party.
 11. Pay supervisor negotiated amount for running the program. This amount may vary, but should be within reason to those responsible.

Reformatted and Approved 8/13/2014

20(h). Website Committee

Scope: The Website Committee is responsible for the Chapter Website. Review the website and make recommendations on information for the website.

The Website Chair is appointed by the President to serve until a replacement has been appointed.

- a. The Website Chair shall:
 1. Be responsible for maintaining the chapter website.
 2. Attend all Board Meetings and Chapter seminars.
 3. Communicate with the Chapter Officers and Board Members regarding Chapter business.
 4. Promote membership of the Michigan Chapter.
 5. Provide a website report at the Chapter Board.
 6. Maintain the website for the Michigan Chapter.
 7. Ensure the website domain name is current and the site is functioning.
 8. Include information and subject matter for the website should be related to the electrical industry, Michigan and National Electrical Codes and the IAEI.
 9. Items that need to be included on the website:
 - a. Information about the Chapter's Officers, Board of Directors, and Pro-Tem Committee.
 - b. Minutes from the Chapter Board of Director's Meetings.
 - c. Chapter information including the Chapter, Section and International Bylaws.
 - d. Chapter meeting information including future sites.
 - e. Meeting Archives Page to aid in programs for future meetings.
 - f. Information about the Michigan Electrical Code and the National Electrical Code.
 - g. Michigan Chapter Inspector School information.
 - h. Membership information including certification program and Past Presidents of Michigan the Chapter.
 10. Western Section information for the membership.
 11. Public Acts that affect the electrical industry.
 12. Proposed legislation that could affect the electrical industry.
 13. The Public Act 54 training hours maintained and posted on the website.
 14. Industry Links to other websites.
 15. Employment opportunity information for our membership.
 16. Publish the Board approved slate of candidates for election of Officers, Board Members and Pro-Tem Committee Members.
- b. Website Changes Made for each Chapter Meeting:
 1. Publish the meeting program information.
 2. Publish the meeting registration information.
 3. Publish the Web-Registration for the meeting.
 4. Publish information about the host hotel and insert a map to the location.
 5. Update the PayPal information for the meeting.
 6. Update the PA 54 Credits for the meeting.
 7. Provide the Registration Chair updated information on Web-Registrations.
 8. Publish the Meeting Archives Page. (Program, Guest Program, Survey, and PA 54 information).
 9. Publish the Minutes of the Board of Directors Meeting.

Appendix A.

Installation of Officers Script

Installing Officer: **Secretary, (Name), are the Officers-elect ready to be installed in office?**

Secretary: **Mr. President, Yes they are.**

Ladies and gentlemen, you have been selected by your fellow members to lead this Michigan Chapter 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: (Raise your right hand)

I, (Name), -- do hereby promise -- to fulfill the duties of my office, -- to the best of my ability, -- to support and obey the constitution and bylaws -- of the International Association of Electrical Inspectors; -- and to advance, -- by every lawful means, -- the welfare of the members -- of the International Association of Electrical Inspectors, -- and of the electrical industry -- of which it is the keystone.

I further promise -- that I will deliver to my successor, -- or others properly authorized to receive them, -- all moneys and properties -- belonging to this Association, -- as may be in my possession -- at the termination of my term of office. (You may lower your hand)

Congratulations Ladies and gentlemen: You have taken this pledge of office and accepted the trust of your fellow members. Keep both unbroken and your success as Officers will be assured.

Installing Officer: **The President will join me at the podium, and the other Officers may return to their seats.**

When seated, the Installing Officer addresses the President.

You, Mr. President, are the leader and the chief executive officer of the Michigan Chapter. 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.