

**BY LAWS
OF
THE SOUTHWESTERN WISCONSIN BUILDING
INSPECTORS ASSOCIATION UA**

1 Article 1. Name and State Quadrant

- 1.1 Official Name** - The official name of this unincorporated association shall be the Southwestern Wisconsin Building Inspectors Association U.A. and may also be known as Southwestern Wisconsin Building Inspectors Association (SWWBIA).
- 1.2 Area** - Area to include all of the following counties, but not limited to: Adams, Columbia, Crawford, Dane, Grant, Green, Green Lake, Iowa, Juneau, LaCrosse, Lafayette, Marquette, Monroe, Richland, Rock, Sauk, Vernon, and Waushara.

2 Article II. Purposes

2.1 Purposes of this Association:

- 2.1.1** To promote higher professional and ethical standards in the field of building inspection.
- 2.1.2** To establish and maintain a good working relationship with the building industry.
- 2.1.3** To promote the uniformity of Building Codes.
- 2.1.4** To periodically review the introduction of new materials, methods of construction, devices and equipment and recommend code changes to affect the use of such materials and methods when in the best interest of the public.
- 2.1.5** To promote uniform administration, interpretation and enforcement of building codes and support the concept of uniform codes.
- 2.1.6** To hold periodic educational and informational meetings.

3 Article III. Membership and Voting

- 3.1 Membership** - A membership is defined as follows: A member shall be an individual meeting the requirements of Article III, having paid into the Association the annual membership dues as prescribed in Article VII of the Association By-Laws.

3.2 Types of membership:

- 3.2.1 Active** – Active membership shall be limited to persons who:
- 3.2.1.1** Are actively engaged in an inspection and enforcement function of Wisconsin municipality or certified to do so.
- 3.2.1.2** Pay dues on time.

- 3.2.1.3 Hold a valid Wisconsin Commercial or Uniform Dwelling code certification
- 3.2.1.4 Have attended two bi-monthly meetings in the previous year.
- 3.2.1.5 Active members meeting these requirements shall have rights to make motions, vote, receive apparel discounts and scholarship opportunities, and may participate in all activities provided by this organization. Co-pays may be required on some activities. The association's designated committees shall determine co-pays.
- 3.2.2 Honorary – Honorary membership shall be limited to person who:
 - 3.2.2.1 Are prior members that have paid dues in the past to this association.
 - 3.2.2.2 Are no longer engaged in inspections or enforcement issues for a Wisconsin municipality or inspection agency.
 - 3.2.2.3 Membership dues will not be charged to honorary members, but the member will be responsible for all co-pays associated with activities provided by this organization. The association's designated committees shall determine all co-pays.
 - 3.2.2.4 Honorary members meeting these requirements shall have the right to participate in certain activities provided by this organization such as apparel purchases but will not be allowed to make a motion or vote.
- 3.2.3 Associate -Associate members shall be limited to persons who:
 - 3.2.3.1 Are actively engaged in a building related field.
 - 3.2.3.2 Pays dues on time.
 - 3.2.3.3 Associate members will not be allowed to make motions, vote or be eligible for scholarship awards, but will be allowed to receive apparel discounts and participate in all activities provided by this organization. The member will be responsible for all co-pays associated with activities provided by this organization. The association's designated committees shall determine all co-pays.
- 3.3 **Voting** - Each active member present at a regularly scheduled or special meeting of the Association shall be entitled to cast one vote on all issues coming before the meeting and in election of officers at the annual meeting. Honorary and Associate members are not permitted to make motions or vote.
- 3.4 **Quorum** - A quorum for a meeting of the Association shall consist of five (5) members in good standing, but a lesser number may meet and adjourn a meeting to a specific time.

4 **ARTICLE IV. Officers**

- 4.1 **Personnel** - The officers of the Association shall be a President, 1st Vice-President, 2nd Vice President, Secretary and Treasurer. These shall constitute the Executive Committee. All offices shall be filled by the members authorized to vote and present at the time of the Association's annual meeting. The terms of the President, 1st Vice President and 2nd Vice President shall be for one year, and no such officers shall serve his elected office for more than two consecutive terms unless permitted by the membership. Such limitation of terms shall not apply consecutively at the will of the membership.

- 4.2 Nominations** - A nomination for each elective office shall be made by a nominating committee comprised of past Presidents complying with Article III relative to Active or Honorary. Nominations may be made from the floor at the business session of the annual meeting.
- 4.3 Duties** - The officers of the Association shall exercise those functions normally assigned to such officers. The 1st Vice President shall oversee the Legislative Committee, the 2nd Vice President shall oversee the Education and Program Committee, and the Secretary and Treasurer shall oversee the Membership Committee. The President shall preside at meetings of the Executive Committee. He shall be authorized to appoint special committees with the approval of a majority of the other officers. He may call meetings of the Executive Committee.
- 4.4 Vacancies** - Vacancy of any office shall be filled by the Executive Committee immediately upon such vacancy.
- 4.5 Election of Officers** - The Association shall elect officers as follows:
- 4.5.1** Nominations will be opened at the general meeting prior to the annual meeting and close just prior to the election at the annual meeting.
- 4.5.2** Absentee ballots will be accepted, if delivered prior to the annual meeting.
- 4.5.3** Nominations and ballots will be published in the newsletter/email for the annual meeting.
- 4.5.4** The election will be held at the annual meeting with the results announced at the end of the meeting.
- 4.5.5** Officers will be installed at the first meeting of the following calendar year. Each officer shall serve for a term of one year from the date of his or her installation and until his or her successor is duly elected and qualified.
- 4.5.6** In the month of September, the President will select a nominating committee, subject to the confirmation of the Executive Board. The committee will choose a slate of candidates and will place their names in nomination. In addition, nominations for any office may be made from the floor or written-in, prior to elections being held, by any member. If the members who have been so nominated consent to run and to serve if elected, and if their respective nominations have been duly seconded, their names shall be placed on the ballot along with the names of the members chosen by the nominating committee.
- 4.5.7** The election of officers shall be a simple plurality of ballots presented to the Secretary during the annual meeting.
- 4.5.8** Officers must be members in good standing at the time of their election and must maintain their good standing throughout their term of office.
- 4.6 Removal from Office** - Any officer may have his or her duties suspended by a unanimous, unopposed vote of the remaining members of the Executive Board. The suspended officer may request a reinstatement vote by the general membership, following the rules of elections of officers at the next general membership meeting. If the suspended officer does not request a reinstatement vote or if the vote is opposed to reinstatement, the Executive Board must then select a successor to fill the vacant position. The selection is subject to general membership confirmation by a majority vote at the next regular meeting.

4.7 Vacancies - Should any vacancy of an officer of the Executive Board occur during a term year, the Executive Board shall select a successor to fill the vacant position. The selection is subject to general membership confirmation by a majority vote at the next regular meeting. The members of the advisory board positions are not appointed for a specific duration and may be replaced at any time by the President with the Executive Boards approval.

5 ARTICLE V. Committees

5.1 Committee Appointments - 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 herein designated, but not limited to the following:

5.1.1 Executive Committee (All Officers)

5.1.1.1 Direct the Association as needed and as outlined within the By-Laws.

5.1.1.2 Perform tasks as requested by the President.

5.1.1.3 Oversee the Membership, Legislative and Education/Program Committees.

5.1.2 Membership Committee (5 members)

5.1.2.1 Encourage participation in the association from the current members

5.1.2.2 Solicit new members by mail and personal contact.

5.1.2.3 Invite prospective members to meetings.

5.1.2.4 Manage the Scholarship Program and any memorials or donations given by the Association.

5.1.3 Legislative Committee (4 members)

5.1.3.1 Keep informed on federal, state, county and local changes affecting our group.

5.1.3.2 Study By-Laws and recommend changes as needed.

5.1.3.3 Review, study and report on new materials and methods of construction.

5.1.3.4 Act as liaison between the Association and the International Code Counsel.

5.1.4 Education and Program Committee (5 members)

5.1.4.1 Assemble information on the Spring Code Update Sessions, Plumbing Inspector's Institute, Building Inspector's Institute and any other programs of interest.

5.1.4.2 Arrange for speakers at Association meetings, seminars and training sessions.

5.1.4.3 Arrange Association meeting places and activities.

- 5.1.4.4 Organize the ordering and distribution of SWWBIA merchandise to the membership as approved by the Executive Committee.

6 ARTICLE VI Meetings

- 6.1 Annual Meeting** - The annual business meeting shall be held between September 1st and December 31st of each year in conjunction with the Association's fall training event, or as designated by the President, and at such place as the Executive Board, in cooperation with the Education and Program Committee, shall determine. The meeting shall conduct business as a General Membership Meeting, and in addition, facilitate the election of officers for the coming year, and establish membership dues for the coming year.
- 6.2 General Meetings** - General meetings shall be held bi-monthly or at intervals as determined by the Executive Committee, with prior notice of at least seven (7) days to the membership.
- 6.3 Executive Board Meetings** - The Executive Board shall be called by the President as needed or as designated for purposes indicated at the General Membership Meeting by a majority vote of the membership present. Executive Board Meetings and location shall be announced in advance to the membership whenever possible. A minimum of 3 voting members (or designated representation) must be present to conduct club business.
- 6.4 Procedure at meetings** - Unless otherwise provided for, Robert's Rules or Order shall govern all meetings of the Association.
- 6.5 Planning** - The Vice President, along with the Executive Board, is responsible for the program planning for the general membership meetings. He / She shall schedule speakers for each month's meeting and publish the planned topics and speakers' names in the newsletter on the month prior to when the topic is scheduled. The Vice Presidents are also responsible for the coordination of obtaining audio-visual materials required by the speakers.
- 6.6 Recording** - These notes/minutes will be recorded in a Secretary's book and will be available (posted in the newsletter) for the general membership to review. The Secretary is also responsible for all non-financial correspondence for the Association business activities. The Secretary provides meeting notes of all general membership and Executive Board meetings.

7 ARTICLE VII Dues and Expenses

- 7.1 Annual Dues** - Annual dues and late fees shall be established by a majority vote of the legal voting members in attendance at the annual meeting. Honorary members are not required to pay dues.
- 7.2 Fees** - The fees established for any activity, or part thereof, shall be the same for all individuals who take part in such activity, or part thereof, regardless of whether they are members of the Association or non-members.
- 7.3 Obligations** - Elected Executive Board Members may obligate the Association for up to \$25.00 on non-recurring expenses with the approval of the treasurer. The President, with the approval of the treasurer, may obligate the Association for up to \$100.00 on non-recurring expenses. The Executive Board in simple majority may obligate the Association for up to \$200.00 on non-recurring expenses. The Membership in simple majority must

approve non-recurring expenditures in excess of \$200.00. New recurring expenses must be approved by simple majority of the membership. Increases in existing recurring expenses do not require approval of the membership. The President and the treasurer should monitor all increases in recurring expenses.

7.4 Treasurer Responsibilities - The Treasurer shall maintain a detailed listing of the club's membership and dues records. The Treasurer shall publish a monthly financial statement, report to the membership and publish a summary report in the Association's newsletter. The Treasurer shall maintain a record which he or she shall make available for inspection within five calendar days of his or her receipt of a written request for such an inspection from any member or a written or verbal request for such an inspection from the Executive Board. The President or Vice-President may perform the duties of Treasurer as required. The Treasurer shall maintain the membership records for the Association.

7.5 Memorial/Bereavement - The Secretary or Treasurer, when made aware of a loss shall provide a monetary gift to a family or designated fund for the following:

7.5.1 For the loss of a member's parent - \$100.00

7.5.2 For the loss of a member's spouse - \$200.00

7.5.3 For the loss of a member's child or grandchild - \$300.00

8 ARTICLE VIII Agendas/Minutes/Public Media

8.1 Purpose - The content of any public media including but not limited to: agenda or minutes, newsletters, emails or social media, shall be under the control and responsibility of the Secretary. The Association will only publish articles (information) which are clear and free of legal encumbrances and copyrights.

8.2 Agendas/Minutes - Agendas and minutes shall be published and made available at the General Membership Meetings to members in good standing. Anyone providing articles or notices for the meeting are required to provide the information to the Secretary for publication at least 10 days before prior to the meeting.

RED July 13, 1976

RED January 30, 1978

RED November 12, 1981

RED July 18, 1985

RED November 2006

RED December 2019