

**BUILDING INSPECTORS ASSN.**  

---

**NORTHEASTERN WISCONSIN**  
ORGANIZED 1971

*BY-LAWS*

*BUILDING INSPECTORS ASSOCIATION – NORTHEASTERN WISCONSIN*

*ARTICLE I. Name*

1. *The name of this organization shall be the Building Inspectors Association of Northeastern Wisconsin*

*ARTICLE II. Objectives*

1. *To promote higher professional and ethical standards to the field of building inspection.*
2. *To establish and maintain a good working relationship with the building industry.*
3. *To promote the administration and interpretation of the Wisconsin Uniform Dwelling Code.*
4. *To periodically review new materials, methods of construction, devices and equipment proposed for adoption into the Uniform Dwelling Code.*
5. *To hold periodic educational and informational meetings.*

*ARTICLE III. Membership and Voting*

1. *Membership Defined – A member shall be a duly authorized building inspector or building official 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.*
2. *Associate Membership – Associate Member shall include, inspectors when employed by a municipality, third party inspectors, manufacturers, wholesalers, retailers, or anyone not an inspector who desires input and could be an asset to our Association, having paid into the Association the annual membership dues as prescribed under Article VIII of the Association By-Laws.*
3. *Department of Commerce inspectors, other than one designated regular member as permitted by Section 1 may request Associate Member status to assure receipt of the Association mailings, including minutes, notices, etc.*
4. *Honorary Membership – A honorary member shall be a former member of the Association who shall have a minimum of ten years of service as a building inspector, who having paid into the Association the annual membership dues as prescribed under Article VIII of the Association By-Laws, shall automatically receive honorary membership status upon his retirement from service.*
5. *Voting – One member 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 all issues coming before the meeting and in election of officers at the annual meeting.*

- (A) *Associate and Honorary Members shall have no voting rights in this Association.*

*ARTICLE IV. Officers*

1. *Personnel – The officers of the Association shall be a President, Vice President, Secretary, Treasurer, and three Trustees. These officers 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 and Vice President shall be for one year, and no such officer shall serve in his elected office for more than two consecutive terms except that should there occur a vacancy that a person appointed to fill the unexpired term may subsequently be elected to a full term in such office. Such limitation of terms shall not apply to the offices of Secretary, or Treasurer or trustees who may serve consecutively at the will of the membership. There shall be three Trustees who shall be past elected officers of the NEBI Association. The terms for the Trustees shall be at the 2006 annual meeting one trustees for one year, one trustee for two years, and one trustee for three years. Thereafter one new trustee shall be elected for one three year term.*
2. *Nominations and elections – a nomination for each elective office shall be made by a nominating committee to be appointed by the President, and nominations may be made from the floor at the business session of the annual meeting. The elections shall follow the completion of the nominations at the annual meeting.*
3. *Duties – The officers of the Association shall exercise those functions normally assigned to such officers. The President, and in his absence the Vice 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. *Vacancies – Vacancy of any office shall be filled by the Executive Committee.*
5. *A surety bond in the minimum amount of the Association’s cash assets shall be furnished by the Association for the office of Treasurer.*
6. *Salaries – the secretary, treasurer, and Registration coordinator shall receive an annual salary payable at the end of the fiscal year.*
  - a. *The secretary shall receive an annual fee of \$480.00 for his or her services to the Association.*
  - b. *The treasurer shall receive an annual fee of \$480.00–for his or her services to the Association.*
  - c. *The registration Coordinator shall receive an annual fee of \$480.00 for his or her service to the association.*

## 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. **With the exception of the Executive Committee which must be filled by members authorized to vote, any other committee may consist of Voting, Associate or Honorary Members.** The committees and their duties shall be as herein designated, but not limited to the following:

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.
  
2. Publicity and Historian Committee (Two Members)
  - a. Maintain Website
  - b. Keep records of news media.
  - c. Promote advancement of the Association.
  - d. Arrange news releases.
  
3. Code coordinating Committee (Three Members)
  - a. Keep informed on Federal, State, and Local changes affecting our group.
  - b. Function as liaison with State agencies evaluating and recommending changes to update codes.
  - c. Present status reports to the Association.
  - d. Work with other code enforcement departments affecting our group.
  
4. Information and Schooling Committee (Two Members)
  - a. Assemble information on State Convention.
  - b. Arrange for guest speakers at Association meetings, seminars and training sessions.
  - c. Arrange Association meeting places with Executive Committee.

- d. Welcome new members and guests.
5. By-Laws Committee (Two Members)
- a. Study By-Laws and recommend changes where needed.
  - b. Make changes as directed by the Association.
- 6 Auditing Committee (The Three Trustees and the Secretary)
- a. Examine the books and records of the Treasurer.
  - b. Report once a year, within one month after the expiration of each term of the Treasurer.
7. Sunshine and Hospitality Committee (Two Members)
- a. Send condolence cards to members who have deaths in their families; and also to members with extended illness; as directed by the membership.
  - b. To assist Treasurer in organization of Environmental study, Annual meeting and other meetings so designated by the Association.
8. Sergeant at Arms
- a. Shall maintain order during meetings.
  - b. Shall be responsible for the organizational plaque.
9. Nominating Committee (Two Members)
- a. Provide slate of officers for the upcoming year as noted in Article IV for election at the annual meeting
  - b. Provide nominations for Inspector of the year for the Association with prior approval of the executive committee to be announced at the Annual Meeting
    - Basic Requirements for Building Inspector of The Year
      - 1. Must be current MEMBER, as defined in ARTICLE III Sec 1 of the NEWBIA
      - 2. Regular attendance of monthly meetings
      - 3. Has never received the award before
      - 4. Should be either past or current officer as defined in ARTICLE IV Sec 1
      - 5. Preference shall be given to Past League Presidents

- c. Provide List of Committee Members to the President Prior to the Annual meeting for his Appointing
10. Registration Coordinator (One Member)
- a. Schedules and coordinates registration for spring code update seminars.
  - b. Presents a report to the membership at the second regularly scheduled meeting after the spring up date.

#### ARTICLE VI. Meetings

1. Annual – The annual meeting of the Association shall be held in December and at such place as the officers of the Association shall determine.
2. General Meetings – General meetings shall be held monthly or at intervals as determined by the Executive Committee with prior notice of at least seven days to the membership.
3. Procedure at Meetings – Unless otherwise provided for, Roberts Rules of Order shall govern all meetings of the Association.
4. Quorum – Twenty percent (20%) of the membership shall be present to constitute a quorum; no business can be transacted if less than 20% of the membership is present.

#### ARTICLE VII. Amendments

These By-Laws may be amended at any annual meeting of the Association by 2/3rds vote of all the participating member governments present. Proposals to amend these By-Laws shall be submitted to the officers of the Association in writing prior to the annual meeting.

#### ARTICLE VIII. Dues

1. \$30.00 per year per municipality (1 inspector)
2. \$20.00 per year for Associate Members
3. \$10.00 per year for Honorary Members
4. Dues for members joining the Association after the first quarter will be assessed on a prorated quarterly basis.
5. Dues are payable on or before January 31<sup>st</sup> of each year.

Adopted October 14, 1971

Executive Board

Revised November 6, 1980  
Revised December 11, 1986  
Revised December 8, 1989  
Revised December 9, 1994  
Revised December 4, 1998  
Revised December 12, 2003  
Revised December 1, 2006

President

Trustee

Vice President

Trustee

Treasurer

Trustee

Secretary

Trustee