

**MUNICIPAL ELECTRICAL
INSPECTORS ASSOC.
OF N.J.**

A NOT FOR PROFIT CORPORATION

**CONSTITUTION
AND
BY-LAWS**

**Municipal Electrical Inspectors Association of N.J. Inc.
Constitution and By-Laws**

ARTICLE I
Name and Address

001-1 Name:

- (a) This organization shall be known as the "Municipal Electrical Inspectors Association of New Jersey, Inc."
- (b) Where used in these Constitution and By-Laws, the names "M.E.I.A." and "Association" will refer to and can be substituted for the full name in (a) above.
- (c) The above name shall also apply to any and all chapters under the charter of the Parent Organization. (New 2-21-2007)

001-2 Address:

The home office of the Association shall be located at the home or business address as designated by the Executive Board of the Parent and all its chapters. All regular correspondence shall be forwarded to and sent from this address. (Rev. 2-21-2007)

ARTICLE II
Objectives and Purposes

- 002-1 To cooperate in the formulation of standards for the safe installation of all electrical materials, equipment and utilization equipment.
- 002-2 To cooperate with and enforce all applicable State of New Jersey, Department of Community Affairs Regulations and interpretations.
- 002-3 To promote statewide uniformity in code enforcement and understanding through Educational seminars and Programs.
- 002-4 To cultivate the advancement of this Association and profession.
- 002-5 To cooperate with other organizations in furthering the development of the electrical Industry in New Jersey.

ARTICLE III
Not-for-Profit Status

- 003-1 The affairs of this Association shall not be conducted for profit.
 - (a) Upon consideration by the Executive Board and the members, the decision to Provide stipends for certain duties may be approved by Officers and the Executive Board.
 - (b) Individual Members. The affairs of any member (s) shall not utilize the

Municipal Electrical Inspectors Association of N.J. Inc.
Constitution and By-Laws

association Objectives or purposes for private gain. This section does not constitute a conflict with 003-1(a). (Rev. 3-2-2000)

ARTICLE IV
Organization

004-1 Membership. Membership of this Association shall be governed by Article V.

004-2 Sub-Chapters

(a) Sub-chapters may be established to maintain the efficient operation of the organization.

1. A Sub-Chapter may be established by a 2/3 majority vote of both the executive board and general membership.

(b) Applications for Sub-Chapters may be presented to the executive board for review by any 5 (five) members. (New 12-14-2011)

(c) Sub-Chapters may have their own officers and By-Laws

1. Sub Chapter By-Laws must conform to the By-Laws and Constitution of the parent chapter.

(d) Sub-chapters must submit updated membership rosters to the parent chapter quarterly. (New 12-14-2011)

004-3 Officers. Officers of this Association shall be governed by Article VI.

004-4 Executive Board. The Executive Board shall be governed by Article VII.

004-5 Committees. Committees of this Association shall be governed by Article VIII.

004-6 Dues and Assessments. Shall be governed by Article IX.

004-7 Elections and Voting. Shall be governed by Article X.

004-8 Meetings. Meetings of this Association shall be governed by Article XI.

004-9 Organizational Year. Shall be calendar year from January 1 through December 31st.

004-10 Fiscal Year. Shall run concurrent with calendar year as in 004-9.

Municipal Electrical Inspectors Association of N.J. Inc.

Constitution and By-Laws

004-11 Order. Order of this Association shall be in accordance with the most current edition of Robert's Rules of Order, Revised, unless otherwise provided for in these Constitution and/or By-Laws.

(a) Amendments to the By-Laws.

1. Amendments to the By-Laws may be submitted by any member to the Chairman of the By-Laws Committee for review by that committee and their presentation to the Executive Board for their review. The Board shall have twenty (20) business days in which to review the proposed amendments. An Executive Board meeting shall be called within ninety (90) days with said amendments on the agenda for a Board vote.

If approved, then it shall be either mailed or presented to the general membership at the next general meeting for their vote, if of a minor nature. Otherwise, the proposed amendments shall be mailed prior to the members coming to the regular meeting so they have time to review the changes. Notification to the Board and the membership for a vote may be concurrent.

2. Revisions. The most current date of the by-laws revision shall appear in the Lower right-hand corner of each page of these by-laws that were amended.

- (b) Any proposed amendments to the By-Laws made for the special conditions and/or circumstances of any chapter of this Association shall follow the strict guidelines as provided for in these By-Laws for the Parent Association. Said amendments shall be added in this section under a new subsection and noted as applying to that particular chapter. (New 2-21-2007)

ARTICLE V Membership

005-1 Type.

- (a) Active Regular Member. Any person who is actively employed Full or Part-time in the State of New Jersey by a State, County or Municipality as an Electrical Subcode Official or Inspector.

- (b) Associate Member. Any person interested in the maintenance, promotion and the improvement of the electrical profession and the electrical industry as a whole.

(This category may include Third Party Inspectors, Engineers, Electrical Contractors, Public Utility Personnel and others engaged in Code enforcement)

- (c) Honorary member. Any distinguished person, who, upon being formally proposed and approved by a 2/3 majority vote of both the Executive Board and the General Membership. (Rev. 2-3-2000)

- (d) Life Member. Any person who has remained an active regular member for seven years prior to retirement. Exception: The Executive Board may, upon their discretion, consider circumstances to grant membership to a Regular

Municipal Electrical Inspectors Association of N.J. Inc. Constitution and By-Laws

member who has retired; waive the time requirement, but requiring a majority vote of said board.

- (e) TACO. Any person who is actively employed full or part time in the state, county or Municipality as a Technical Assistant and/or the Secretary of the TACO.
- (f) Disassociated Member. Any member who has disassociated his or herself from this Association shall be subject to the following:
 - 1. Should the Executive Board or a Committee of three, vote positively, a Probationary period of not more than three years shall be imposed.
 - 2. The applicant may be asked to appear before the Board or a Committee appointed by the Board to discuss the conditions. The findings of the Board will be kept confidential and the General Membership need only know whether he or she is to be considered a member.
 - 3. The application for membership may be approved with a probationary Stipulation to be determined based on the applicants compliance with the current Constitution and By-Laws of this Association.

005-2 Qualifications:

- (a) Active Regular Member. Citizen of the United States, a properly filed and approved application and letter of verification from the governing body employed by.
- (b) Associate and Honorary and life Member. Citizen of the United States and a properly filed application.
- (c) Approval. An application shall be approved upon successful Executive Board and General Membership vote. (may be secret, if desired)

005-3 Rights:

- (a) Active Regular Member. Shall have the right of voice or expression, the right to Vote, the right to hold office and the right to chair a Standing or Special Committee.
- (b) Associate or Honorary Member. Shall have the right of voice or expression, and shall have the right to vote. But, their voting rights shall be restricted. They may not vote for elections of officers or for any amendments to the BY-Laws. They shall have the right to placement on a Standing or Special Committee other than the Chairman EXCEPT with the following provisions:
 - 1. An associate member may be appointed as a Chairman of a committee.
- (c) Life Member. Shall have the right of voice or expression and the right to vote. Shall have ability for placement on a Standing or Special Committee other than the Chairperson. (Rev.2-3-2000)

Municipal Electrical Inspectors Association of N.J. Inc.
Constitution and By-Laws

- (d) Active Member. If one's status changes and is no longer qualifying as such, he or she will have one year grace period as a member but their status will change to that outlined in (b) of this section.

005-4 Standing. A member shall be in good standing when they have met the obligations under Article IX, Sections 009-1 (a) and (b).

005-5 Termination of Membership.

- (a) Withdrawal. Any person may resign from this Association by given written notice thereof.
- (b) Obligation. Withdrawal shall not be deemed to waive liability for the payment of any Dues or other amounts owing this Association at the effective date of such withdrawal or resignation.
- (c) Membership Not Transferable. All rights and privileges of any individual serving as An Officer, Executive Board member or other position with the Association shall be forfeited upon termination of membership.

ARTICLE VI
OFFICERS

006-1 Title and Charge:

- (a) President. The President shall perform the following duties as charged to his office:
 - 1. Conduct the affairs and preside over meetings in accord with Article IV.
 - 2. Appoint all Standing and Special Committees and serve as ex-officio member of those committees.
- (b) 1st Vice-President. The 1st Vice President shall perform the following duties:
 - 1. In the absence of the President, he shall perform the duties outlined in (a) above.
 - 2. Shall serve as custodian of the Association Banner.
- (c) 2nd Vice-President. The 2nd Vice-President shall perform the following duties:
 - 1. In the absence of the President and 1 st Vice-President, perform those duties as Outlined in (a) and (b) respectively.
- (d) Treasurer. The Treasurer shall perform the following duties:
 - 1. Maintain a bank account with a reputable financial institution approved by the Executive Board Vote in which all monies received will be deposited in a timely Fashion and all monies expended will be drawn from.
 - 2. Receive and present all vouchers requesting payment, to the Executive Board for their approval, as mandated by these By-Laws.

Municipal Electrical Inspectors Association of N.J. Inc.
Constitution and By-Laws

3. Present a Monthly Accounts Report to the membership at each regular meeting, which shall consist of: (Rev.2-21-2007)
 - a. monies received;
 - b. monies expended;
 - c. balance at opening and closing of the month reported;
 - d. comments pertinent to financial status of the Association.
 4. Present an Executive Board approved Building Safety Week Budget by the April meeting. (Rev. 2-21-2007)
- (e) Corresponding Secretary. He/she shall perform the following duties:
1. Receive and process all official correspondence as directed by the President, Executive Board solely for the business operations of this Association.
 2. Keep records of membership
Post to all members in good standing notice of meetings at least 10 days prior to same. (Rev 12-14-2011)
 3. Notice of meetings On the Web Site will meet the intent of above
- (f) Recording Secretary. He/she shall perform the following duties: (Rev 12-14-2011)
1. Maintain and coherently file all official records, documents, correspondence, corporate seal, physical possessions and equipment of the Association. Have available any of the above documents, covering the calendar year prior, at all meetings for reference.
- (g) Sgt.-at-Arms. Shall be responsible for keeping the peace and ensuring proper presence and attendance at all meetings.
- (h) Additional Duties. The duties of all officers shall be described or as may be assigned, amended or as added by the President.
- (i) Criteria. Candidates for the position of Officers shall be active regular members. (Rev. 12-14-2011)

006-2 Terms of Office. The terms of office shall be as follows:

- (a) President. Shall be two years.
- (b) 1st Vice President. Shall be two years.
- (c) For 2nd Vice President. Shall be two years.

Municipal Electrical Inspectors Association of N.J. Inc.
Constitution and By-Laws

- (d) For Treasurer and Secretary. Shall be for one year.
- (e) Junior past President. Shall serve on the Executive Board concurrent with the new President's term.
- (f) Office of President. No member holding office of President shall serve more than two (2) consecutive terms.

006-3 Compensation. Officers of this Association shall serve without pay.

- (a) It is not the intent of this section to exclude compensation to Officers and Executive Board members who take part in Educational seminars and/or fund raising, which activities are not part of their duties of office.

006-4 Vacancy of Office. Vacancies of office will be dealt with as follows:

- (a) An office will be become vacant upon the death, disability, failure to serve, change of membership status or resignation of office.
- (b) Vacancies of office shall be filled by an active regular member who will be appointed by an Executive Board vote.
- (c) Person (s) filling vacancies by either (a) or (b) above shall only serve out the remainder of the term of which they filled.

006-5 Termination of Office.

- (a) Expiration. The duties and privileges of office are terminated at the expiration of an Officers or Appointees term.
- (b) Resignation. Officers reserve the right to resign from their respective office by written notice, prior to the expiration of their term without forfeiture of their membership rights.
- (c) MEIA PROPERTY. All Officers shall turn over any and all Association property to their successors upon termination of their office.

ARTICLE VII
Executive Board

007-1 Members. The Executive Board shall consist of the following members:

- (a) All elected officers, including the President, 1st and 2nd Vice Presidents, Treasurer, Secretary (s), as well as the President, 1st Vice President and Secretary of the Sub-Chapters of MEIA. (Rev 12-14-2011)
- (b) The Junior Past President

007-2 Charge. The management of the affairs, property and interests of the Association and its chapter (s) shall be vested in the Executive Board.

Municipal Electrical Inspectors Association of N.J. Inc.
Constitution and By-Laws

007-3 Duties. The duties of the Executive Board shall be as follows:

(a) Direct expenditures as follows:

1. Submit an Official budget for General Membership Vote at the February regular meeting, outlining the proposed expenditures for the current fiscal year as submitted to them by the Treasurer.

Upon approval of the Official budget, it will not be necessary for the Executive Board to vote or gain approval from the general membership for expenses incurred within the categories and dollar limits outlined by said Official budget.

2. Any categorized expenditure exceeding its approved limit or any expenditure not provided for within the Official Budget must gain approval of both an Executive Board and a general Membership vote.
3. Direct the audit of the Association's accounts by an audit committee consisting of three (3) active regular members (not holding office) appointed by the President and approved by the Executive Board vote. In addition, and if necessary, direct an audit by a Certified Public Accountant in lieu of the Committee mentioned earlier.

(b) As may be directed elsewhere in these By-Laws.

007-4 Terms of Office. The terms of office shall be limited to and run concurrent with a member's elected or appointed term.

007-5 Emergencies. If, in the event of conducting business for the Association, an unusual or emergency situation should arise, where strict compliance with the letter of these By-Laws cannot be met, the Executive Board may take whatever prudent action deemed necessary for resolution consistent with the spirit of this Association's Objectives and Purposes. It must present such action taken to the general membership at the next regular meeting.

007-6 Termination of Office.

- (a) Expiration. The duties and privileges of office are terminated at the expiration of an Officer's or an Appointees' term.
- (b) Resignation. Officers and appointees reserve the right to resign from the Executive Board, by written notice, prior to the expiration of their term without forfeiture of their Membership rights.
- (c) MEIA PROPERTY. All officers and appointees shall turn over any and all Association Property to their successors upon termination of their office.

ARTICLE VIII
Committees

008-1 Type. Committees serving this Association shall be of the following types:

Municipal Electrical Inspectors Association of N.J. Inc. Constitution and By-Laws

- (a) Standing Committees. Standing Committees for this Association shall be formed as follows:
1. President's Meetings;
 2. Membership, sick and welfare;
 3. Electrical Subcode/Contractor's Board;
 4. Programs, Education and Public Relations;
 5. Legislative;
 6. By-Laws;
 7. Seminar Fund Raising;
 8. Building Safety Week;
 9. Newsletter Editor.
- (b) Special Committees. Special committees may be established for just reason at the Request of the President.
1. Chairman of a special Committee may not be limited to a regular member, provided that the Committee's term is in accordance with section 008-3 (b)
 2. Newsletter Editor. The Newsletter Editor shall receive an annual stipend of \$700.00 paid quarterly at \$175.00. An additional amount of \$300.00 will be paid annually for equipment expenses unless the authorized expenses exceed the minimum amount. These expenses shall be itemized and submitted with invoiced to the Treasurer for expense. This position shall start effective January 1, 1999 and will be incumbent upon all future Presidents. A regular members who serve as Officers and who attend at least 50% of the years regular meetings will be entitled to attend the 34 hour Continuing Education seminars for contractors, as required by the Licensing Board free of charge (Rev. 2-21-2007)

008-2 Committee Scopes.

- (a) Standing Committees. The scope of the Standing Committee shall be established by the Executive Board.
- (b) Special Committee. The scope of the special committees shall be established by the President.

Municipal Electrical Inspectors Association of N.J. Inc.
Constitution and By-Laws

008-3 Term.

- (a) Standing Committees. The term of the standing committee shall be concurrent with the appointing officers term.
- (b) Special Committees. The term of the special committees shall be as directed by the President but not longer than the end of the current organizational year, except as noted in Article VI, section 006-3 (a) and Article VIII, section 008-1 (b).

008-4 Compensation. Standing or Special Committee members shall serve this Association without monetary compensation, except as indicated at Article VI, section 006-3 (a) and Article VIII, section 008-1 (b) 2. (Rev. 2-3-2000)

008-5 Termination of Office. Termination of Standing or Special Committee membership shall be equal to Executive Board members as explained in Article VII, section 007-6.

ARTICLE IX
Dues and Assessments

009-1 Dues:

(a) Per Annum:

1. Active Regular Members	\$60.00
2. Associate Members	\$60.00
3. TACO Members	\$25.00
4. Honorary and Life Members	Exempt

(b) Payment Date: Due and payable by the 15th of April of the current fiscal year. Failure to remit dues by this date will constitute revocation of all rights and privileges of membership until such time as dues are paid. Failure to remit dues by December 31st of a fiscal year constitutes forfeiture of membership.

(c) Changes to the Above in (a) or (b).

Dues quantity per annum and cut-off date for payment are elements of the Treasurer's Report and proposed budget for the new fiscal year. As such, they are a recommendation to the Executive Board and must be ratified by a 2/3 majority vote of the membership attending the February regular meeting of the current fiscal year.

(d) Chapters may determine dues quantity per annum based on their administrative costs but must be approved by the Parent for their approval. (Added: 2-21-2007)

(e) Unemployment. The obligation of dues payment by active regular members ceases upon periods of total unemployment and/or disability.

Municipal Electrical Inspectors Association of N.J. Inc.
Constitution and By-Laws

009-2 Initiation Fee. There is no initiation fee.

009-3 Assessments. Refer to Article V, section 005-4.

009-4 Per Capita Dues. All MEIA Chapters must forward per capita dues by April of the next Fiscal year for the preceding year in the amount of \$15.00 per member based on the per Annum dues of \$60.00

ARTICLE X
Elections and Voting

010-1 Voting.

(a) Eligibility. Only members in Good Standing as described in Article V, Section 005-3, Subsection (a), (b) and (c) may vote as therein described.

(b) Weight. Each eligible member may cast one vote.

(c) Abstention. Any eligible member may waive their right to vote on any matter. (Rev. 11-17-2003)

(d) Voting Bodies.

1. Executive Board. Members as defined in Article VII, section 007-1.

2. General Member. Active Member, Associate, Honorary and Life Members, Officers, Executive Board and Committee Chairpersons.

(e) Quorum.

1. Executive Board. A 2/3 of Executive Board members must be present.

2. General Membership. President (or as indicated at Article VI, section 006-1 (b) and (c)) and at least six (6) additional members of those eligible to vote must be present. (Rev 12-14-2011)

(f) Decisions.

1. Executive Board. A required 2/3 majority of the members present.

2. General Membership Vote. A majority of the eligible general membership present. (Rev. 12-14-2011)

Municipal Electrical Inspectors Association of N.J. Inc.

Constitution and By-Laws

010-2 Election of Officers.

- (a) Nomination of Officers. Nominations may be made in either of the following manner:
 - 1. Nominating Committee. At the September regular meeting, the President shall appoint a Chairperson for this committee. Additionally, the membership shall elect two members from the floor to serve with the Chairperson. The Nominating Committee shall present to the membership a ballot at the October regular meeting.
 - 2. Nomination by Request. A nomination may be presented for a candidate's inclusion on the ballot by written request, which will include the name of the nominee, the office for which they are being nominated and the printed names and signatures of five (5) members in Good Standing who are requesting the nomination. This request must also be presented at the October regular meeting.
 - 3. Nominations Closed. All nominations presented at the October regular meeting will be considered closed by a call from the President three (3) times.
 - 4. No nominations. If no nominations are presented, current officers will be extended one term, excluding the President. In that case the 1st Vice President will assume the Presidency for one term.
- (b) Ballot. The ballot shall be prepared at the October regular meeting. It shall then be submitted to the membership at the Annual meeting for a vote. (Vote may be secret)

010-3 Election.

- (a) At the annual meeting all eligible regular members in good standing as determined by the Sgt. -at-arms shall cast their vote for one candidate per office. If there is no opposing ballot, one vote will be cast by the Secretary for each office. (Rev .11-17 -2003)
- (b) No write-in proxy votes for any office will be accepted. The candidates receiving the majority of votes for any office shall be elected for that office. Newly elected officers shall begin their term on the first day of the incoming organizational year.

ARTICLE XI

Meetings

011-1 Meetings

- (a) Regular Meetings. Shall be held in Monthly at a time and place as decided by the executive board and posted on the web site. (Rev 12-14-2011)
- (b) The Annual meeting shall be held in December.

Municipal Electrical Inspectors Association of N.J. Inc.
Constitution and By-Laws

(c) Special Meetings.

1. Building Safety Conference in AC. As scheduled by the Building Safety Committee of the DCA, which is generally late April or early May. (Rev 12-14-2011)
2. NJ League of Municipalities. Held each year in the Convention Center in AC always in November. (Rev 12-14-2011)

(d) Quorum. As defined in Article X, section 010-1 (e) 2.

(e) Presiding Officer. The President, or in his absence the 1st or 2nd Vice-President or whoever they may designate to preside over the meeting.

ARTICLE XII
Inspector of the Year

012-1 The Electrical Inspector of the Year

(a) The candidate is selected by the "Awards Committee. The awards committee shall consist of 1 officer from each chapter and 2 members from each chapter selected the presidents and the most recent available past recipient. (Rev 12-14-2011)

(b) Criteria.

1. Must be an Active regular member as defined in Article V, section 005-1 (a).
2. Must be currently licensed as a HHS Electrical Subcode in the State of NJ at the time of nomination
3. Must be exemplary in conduct and ability and knowledge;
4. Must have the respect of his/her peers;
5. Must be able to attend the awards ceremony
6. Must have been employed as an inspector for at least five years In the State of NJ (Rev 12-14-2011)

(c) Waiver of Criteria.

The aforementioned criteria may be waived by the Executive Board by a majority vote when unusual circumstances determined by the Awards Committee may provide a nomination of a candidate for selection as the Electrical Inspector of the Year.

Municipal Electrical Inspectors Association of N.J. Inc.
Constitution and By-Laws

(d) Hospitality

1. A \$250 check for expenses shall be provided.
2. The awards committee shall have a plaque made to be presented to the recipient at the ceremony during Building Safety week. (New 12-14-2011)

On this date, an update in editorial language was made to the By-Laws of this Association and is therefore effective as of this date. The revision date is duly noted on the bottom right hand corner of each page.

It is also duly noted that all such revisions and updating has been approved by the Executive Board as submitted by the By-Laws Committee and accepted by a majority vote of the General Membership at a regular general meeting.

Signed and attested to on this date by the Chairman of the By-Laws Committee.

Ed Reed, Jr. _____

Date: 12/14/11

Chairman, By-Laws Committee