

**BY LAWS
Of
The Southwestern Wisconsin Building Inspectors
Association**

ARTICLE I. Name and Area

- (A) The name of this Association shall be the Southwestern Wisconsin Building Inspectors Association.
- (B) Area to include all of the following counties: Adams, Columbia, Crawford, Dane, Grant, Green, Green Lake, Iowa, Juneau, LaCrosse, Lafayette, Marquette, Monroe, Richland, Rock, Sauk, Vernon, and Waushara.

ARTICLE II. Purposes

- Sec. 1 The purposes of this Association shall be:
- (A) To promote higher professional and ethical standards in the field of building inspection.
 - (B) To establish and maintain a good working relationship with the building industry.
 - (C) To promote the uniformity of Building Codes.
 - (D) 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.
 - (E) To promote uniform administration, interpretation and enforcement of building codes and support the concept of uniform codes.
 - (F) To hold periodic educational and informational meetings.

ARTICLE III. Membership and Voting

- Sec. 1. MEMBERSHIP DEFINED. A member shall be an individual meeting the requirements of Article III, Sec. 1 (A) or (B) or (C), having paid into the Association the annual membership dues as prescribed under Article VII of the Association By-Laws.

Membership is open to people residing or working within or outside the boundaries of the Southwestern Wisconsin Building Inspectors Association.

- (A) Active. Active membership shall be limited to persons who:
1. Are actively engaged in an inspection and enforcement function of a Wisconsin municipality or certified to do so.
 2. Pay dues on time per Article VII.
 3. Hold a valid Wisconsin Commercial or Uniform Dwelling Code certification.
 4. Have attended two bi-monthly meetings in the previous year.
- 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 all co-pays.
- (B) Honorary. Honorary membership shall be limited to persons who:
1. Are prior members that have paid dues in the past to this association.
 2. Are no longer engaged in inspections or enforcement issues for a Wisconsin municipality or inspection agency.
 3. Have attended two bi-monthly meetings in the previous year.
- 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.

Honorary members meeting these requirements shall have the right to participate in all activities provided by this organization including apparel purchase and scholarship opportunities but will not be allowed to make motions or vote.

- (C) Associate. Associate members shall be limited to persons who:
1. Are actively engaged in a building related field.
 2. Pays dues on time.
- 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.

- Sec. 2. 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.

- Sec. 3. 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 specified time.

Article IV. Officers

- Sec. 1. PERSONNEL. The officers of the Association shall be a President, 1st Vice-President, 2nd Vice President and Secretary/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.

- Sec. 2. NOMINATIONS. A nomination for each elective office shall be made by a nominating committee comprised of past Presidents complying with Article III, Sec. 1 Active or Honorary. Nominations may be made from the floor at the business session of the annual meeting.

- Sec. 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/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.

- Sec. 4. VACANCIES. Vacancy of any office shall be filled by the Executive Committee immediately upon such vacancy.

Article V. Committees

- (A) 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:

- (B) Executive Committee (all officers)
 1. Direct the Association as needed and as outlined within the By-Laws.
 2. Perform tasks as requested by the President.
 3. Oversee the Membership, Legislative and Education and Program Committees.

- (C) Membership Committee (5 members)
 1. Encourage participation in the association from the current members.
 2. Solicit new members by mail and personal contact.
 3. Invite prospective members to meetings.
 4. Organize the ordering and distribution of SWWBIA merchandise to the membership as approved by the Executive Committee.

- (D) Legislative Committee (4 members)
 1. Keep informed on federal, state, county and local changes affecting our group.
 2. Study By-Laws and recommend changes where needed.
 3. Review, study and report on new materials and methods of construction.
 4. Act as a liaison between the Association and the International Code Counsel.

- (E) Education and Program Committee (5 members)
 1. Assemble information on the Spring Code Update Sessions, Plumbing Inspector's Institute, Building Inspector's Institute and any other programs of interest.
 2. Arrange for speakers at Association meetings, seminars and training sessions.
 3. Arrange Association meeting places and activities.
 4. Manage the Scholarship Program, and any memorials or donations given by the Association.

Article VI. Meetings

- Sec. 1. ANNUAL MEETING. The annual meeting of the Association shall be held in September of each year, and at such place as the Executive Board, in cooperation with the Education and Program Committee, shall determine.

Sec. 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.

Sec. 3. PROCEDURES AT MEETINGS. Unless otherwise provided for, Robert's Rules or Order shall govern all meetings of the Association.

Article VII. Dues

(A) Annual dues shall be \$30.00 per year per member, payable on or before February 1, or a \$5.00 late fee will apply. Honorary members are not required to pay dues.

RED July 13, 1976
RED January 30, 1978
RED November 12, 1981
RED July 18, 1985
RED November, 2006