

**2025**  
**BY LAWS**  
**of the**  
**BUILDING INSPECTORS ASSOCIATION OF WISCONSIN,**  
**SOUTHEASTERN CHAPTER**  
**(BIASEW)**

**ARTICLE I. Name**

The name of this organization shall be “The Building Inspectors Association of Wisconsin, Southeastern Chapter”, herein after referred to as, “the Association” or “the Association’s”.

**ARTICLE II. Objectives**

1. To promote higher professional and ethical standards in the field of building inspection.
2. To establish and maintain a good working relationship with the building industry.
3. To promote the revision and adoption of the Wisconsin Uniform Building Code.
4. To promote uniform administration, interpretation and enforcement of the Wisconsin Uniform Building Code.
5. To periodically review new materials, methods of construction, devices and equipment.

**ARTICLE III. Membership, Voting, Voting Rules, and Additional Member Benefits**

Section 1. Membership Defined

- a. Regular Member. A regular member shall be one duly authorized building inspector or building official, of a municipality they currently serve, having paid into “the Association” the annual membership dues as prescribed under Article VIII of “the Association’s” By Laws.
- b. Honorary Member. An honorary member shall be a member who has been a regular or auxiliary member who has reached a minimum of fifty-five (55) years of age, and at least 10 years as a member, and who has retired from the active duties as a duly authorized building inspector. An honorary member shall be exempt from annual membership dues with the approval of the Executive Committee. An honorary member shall have the same privileges as a regular member except voting or holding office.
- c. Associate Member. An associate member shall be a membership open to anyone or firm engaged in a related building field and not otherwise eligible for regular or auxiliary membership with all the privileges except voting or holding office.
- d. Auxiliary Member. An auxiliary member shall be a qualified building inspector of a municipality they currently serve, such as an assistant building inspector who would enjoy the same privileges as a regular member, except voting rights, but would be able to hold office or be a member of one of the various working committees. In the event that the auxiliary member holds or is elected to an office of this Association, then the regular member would give up their vote for as long as the auxiliary member holds office.

Section 2. Voting Rules

Regular members 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 issues coming before the meeting and in election of officers at the annual meeting. Exceptions

to this rule shall be on all issues affecting amendments to the Uniform Building Code as outlined in Section 3 of this Article.

Section 3. Power of Voting

- a. Any amendment to the Wisconsin Uniform Building Code shall be by a majority of 2/3 of the votes cast by regular members present. Amendments to the Wisconsin Uniform Building Code shall become effective upon approval by the voting members of the Wisconsin Building Inspectors Association. Rejection of an amendment to the Wisconsin Uniform Building Code shall not prevent the question from being presented at any future regularly scheduled meeting for a rehearing and vote, except that any amendment of identical intent (as determined by the Executive Committee) and having been rejected twice in any one year period shall not be resubmitted for a period of one year from the date of the second rejection. The criteria shall be intent, and not necessarily phraseology of the amendment so resubmitted.
- b. The President may use electronic or other similar means of communication to poll the executive board and legislative committee members on behalf of the membership, on State or Federal legislative issues that, in his/her opinion, require immediate action on behalf of "the Association" due to recently expedited scheduling of legislative proposals. Electronic polling may be taken on such matters by the President when in his/her opinion compliance with the timetables and provisions of sections 2. of this Article, and Article IV section 3, and Article VI sections 2, 3, and 6, cannot in all practicality be achieved.

Section 4. Additional Member Benefits

- a. All members shall be eligible for attendance at all meetings, field trips, onsite training events, and other special meetings or events as are offered by "the Association" to all Association members.
- b. All members shall be eligible for reimbursement for attendance at League Institutes, conferences, and other authorized activities with prior approval by a majority vote of the General membership. Criteria for eligibility for reimbursement shall be current membership and attendance at a minimum of 3 general meetings of "the Association". General meetings are Association meetings in the months of: January, February, March, June, July, & September. Attendance at regular meetings within the 12 months preceding the date of the event registration date shall also apply for eligibility.
  - i. New members shall also be eligible for all benefits listed in para b. of this Section without having met the criteria eligibility requirements. A new member is defined as a member that has not been a member of the Association in any of the previous 3 calendar years.
- c. The November training event is exempt from the meeting attendance provisions of para b. of this Section.
- d. d. Upon notification to an Executive Board Member, any member who has had a loss within their family may be provided a monetary gift to [the] family or designated fund for the following:
  - i. For the loss of a member's parent - \$100.00
  - ii. For the loss of a member's spouse - \$100.00
  - iii. For the loss of a member's child or grandchild - \$100.00

#### Section 4. Executive Board Member Benefits

- a. The President and Vice President shall be eligible for reimbursement for attendance at one (1) ICC conference every year. This shall include transportation, hotel, conference fees, and per diem daily (as defined and regulated by GSA.gov) to cover minor expenses. One (1) ticket to any ICC conference must be covered by ICC through the Associations annual chapter benefit. Total expenditure annually for conference attendance shall not exceed \$2,500 each for the President and Vice President.

### **ARTICLE IV. Officers**

#### Section 1. Personnel

The officers of “the Association” shall be President, Vice President, Secretary, Treasurer and five Trustees. These officers shall constitute the Executive Committee. Regular or auxiliary members shall fill the offices of President, Vice President, Secretary, Treasurer and Trustee. The terms of the President, Vice President, Secretary, and Treasurer shall be for one year, and the terms of the Trustees shall be for two years, except one Trustee shall be the most immediate Past President who shall serve as Trustee for a one-year term only. Thereafter, the two Trustees who have served two years shall be replaced at each annual meeting election.

#### Section 2. Nominations.

A nomination for each elective office shall be made by the nominating committee. Nominations may be made from the floor at the business session of the annual meeting.

#### Section 3. Duties.

The officers of “the Association” shall exercise those functions normally assigned to such officers for the duration of their term. The President shall preside at meetings of the Executive Committee. The President shall be authorized to appoint special committees and assign duties with the approval of a majority of the other officers. The President may call meetings of the Executive Committee.

#### Section 4. Vacancies.

Vacancies of any office shall be filled by the Executive Committee. If an Officer should retire or is dismissed by form of a lay-off, the member shall be permitted to finish their current position term through the end of the calendar year with the approval of the Executive Committee.

#### Section 5. Bonding.

A surety bond in the minimum amount of “the Association’s” assets shall be furnished for the offices of Secretary, Treasurer, Vice President and President.

## Section 6. Removal of an Officer.

An officer may be removed from office with cause by a vote of seven ninths of the executive committee then in office. Cause for removal may include any of the following disqualifying circumstances:

- a. If the officer violates any laws or regulations that may impact their ability to serve the Association effectively and ethically, or if the officer is charged with or convicted of a felony during their time in office.
- b. If the officer engages in behavior or conduct that is detrimental to the Association or that undermines the Association's reputation or operations.
- c. If the officer is unable or unwilling to avoid conflicts of interest, or to disclose potential conflicts of interest.
- d. If the officer consistently fails to meet the duties and responsibilities as stipulated in the Association's bylaws.

## **ARTICLE V. Committees**

All Committees of "the Association" shall be appointed by the President to serve until the next annual election, and each Committee shall have a chairperson appointed by the President. The Committees and their duties shall be as herein designated, but not limited to the following:

### Section 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.
- c. The Executive Committee shall have the authority to disburse funds of the treasury of "the Association" not to exceed \$250.00 per item or event. Any amount in excess of \$250.00 shall require full membership approval at a regularly scheduled meeting.

### Section 2. Membership & Hospitality Committee (2 Members)

- a. Solicit new members.
- b. Invite prospective members or guests to meetings.
- c. Welcome new members and/or guests attending meetings and make them feel at home with conversation and introductions.

### Section 3. Publicity & Historical Committee (2 Members)

- a. Collect and preserve historical data.
- b. Promote "the Association" and Code.
- c. Arrange for news releases.
- d. Provide speakers from "the Association".
- e. Assemble and preserve State Building Inspectors Institute data.

### Section 4. Code Development Committee (5 Members and 3 Alternates)

- a. Keep Uniform Building Code records. (Anything of historical value to be kept by the Publicity & Historical Committee)
- b. Update the Uniform Building Code.
- c. Report to "the Association" on needed adjustments to Code.
- d. Study and report on interpretations of Code provisions.
- e. Receive and evaluate new products.
- f. Recommend and coordinate changes to WAFRP Guidelines and the NARI Committee on Chapter VII as needed.
- g. Assist the State representative with review and recommendations to the Upper Great Plains Code Development Sub Committee (ICC Region 3) on ICC Code change issues.

Section 5. Legislative Committee (2 Members)

- a. Report on Federal, State, County and Local legislation which may affect "the Association".

Section 6. Information and Training Committee (8 Members, inc. Vice President, Treasurer)

- a. Arrange for speakers at Association meetings, seminars and training sessions.
- b. Disseminate information on training or schooling opportunities.
- c. Arrange for Association's special events with Executive Committee and membership approval.

Section 7. By Laws Committee (2 Members)

- a. Recommend changes to the By Laws when required.
- b. Make changes to the By Laws as directed by "the Association".

Section 8. Auditing Committee (3 Members plus Treasurer)

- a. Annually examine the books and records of the Treasurer at the end of his/her term.
- b. Report at the annual meeting after the expiration of each term of the Treasurer.
- c. Shall cause an external audit to be conducted when the calendar year ends with a zero (0) or a five (5), or more often as needed.

Section 9. Sunshine Committee (1 Member)

- a. Send appropriate acknowledgment to members or members spouses as directed by the President or the membership.

Section 10. Nominating Committee (3 Past Presidents)

- a. Review prospective candidates for each elective office.
- b. Offer nominations for each elective office at the annual meeting.
- c. Preside over the election process at the annual meeting.
- d. Determine a qualified member as the "Inspector of the Year".
- e. Determine a qualified member as the State representative to the Wisconsin Building Inspector Association.

Section 11. Technology Committee (3 Members)

- a. Shall conduct oversight of "the Association" Web Site contractor.
- b. Update/maintain Web Site content through contractor as needed.
- c. Keep Web Site and ISP records.
- d. Report to "the Association" on needed upgrades and changes to ISP, Web site, or Web site contractor.

Section 12. Scholarship Committee (3 Members)

- a. Review and recommend scholarship policies and procedures.
- b. Review and recommend amounts for scholarships to "the Association".
- c. Review and recommend scholarship opportunities.
- d. Establish an application process for students applying for scholarships.
- e. Present or mail awarded scholarships to association approved students after all criteria have been met.
- f. Evaluate prospective recipients and their applications for a scholarship and make recommendations to "the Association".

## **ARTICLE VI. Meeting**

Section 1. Annual. The annual meeting of “the Association” shall be held on the second Wednesday of January and at such place as the officers shall determine.

Section 2. General Meetings. General meetings shall be held monthly or at intervals as determined by the Executive Committee with prior notice of at least 7 days to the Membership.

Section 3. Procedure at Meeting. Unless otherwise provided for, Robert’s Rules of Order shall govern all meetings of “the Association”.

Section 4. Cancellation of Meeting. In the event of an emergency, the President, after consulting with the Vice President and the host city, may cancel a meeting. Notification of the cancellation of the meeting shall be done via email and/or by local media stations on or before the day of the meeting.

Section 5. Guests. Guests may attend any meeting of “the Association” or committees, with prior approval and notification of an Executive Board member.

Section 6. Quorum.

- a. A quorum shall be required to conduct business of “the Association”.
- b. An Executive Committee quorum shall consist when a minimum of 2 Officers and 3 Trustees are present. In the absence of a quorum, past presidents in order of succession may be considered Trustees protem, after a vote of those Executive Committee members present.
- c. A General Membership meeting quorum shall consist when 9 regular members are present.

## **ARTICLE VII. Amendments**

Section 1. Proposals for Amendments to the By Laws. Proposals to amend these By Laws shall be submitted to the officers of “the Association” in writing prior to the time of the annual meeting.

Section 2. Adoption. These By Laws may be amended at the annual meeting of “the Association” by a 2/3 vote of all regular members present and in conformance with Section 1.

Section 3. Recommendations for Amendments to the Wisconsin Uniform Building Code. Recommendations to amend the approved Wisconsin Uniform Building Code may be made at any general meeting and shall be governed by regulations as set forth by Article III, Section 3, and herein titled “Power of Voting”.

**ARTICLE VIII. Dues** Annual dues shall be as follows:

Regular Member \$50.00 annually  
Auxiliary Member \$40.00 annually  
Associate Member \$50.00 annually  
Honorary Member \$00.00 annually

All dues shall be paid in advance of receiving annual membership. New members shall pay dues for the balance of the year, pro-rated on the basis of a 12-month year. To remain a member, all dues must be paid by April 1<sup>st</sup> of each year.

## **ARTICLE IX. Dissolution**

Upon dissolution of “the Association”, the assets shall be disbursed in the following manner: one hundred dollars (\$100.00) to each municipality with a current active membership which has invested one hundred dollars (\$100.00) for the purpose of forming “the Association”, or an equal part of all assets of “the Association”, if the total amount of said assets is less than an amount necessary to disburse the full one hundred (\$100.00) to each and every municipality. Assets remaining shall be equally divided among all municipalities having an active membership at the time of dissolution.

Adopted 1/14/70  
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Revised 1/12/00  
Revised 1/9/02  
Revised 1/8/03  
Revised 1/14/04  
Revised 1/12/05  
Revised 1/11/06  
Revised 1/10/07  
Revised 1/14/09  
Revised 1/13/10  
Revised 1/12/11  
Revised 1/11/12  
Revised 1/9/13  
Revised 1/8/14  
No Change 1/14/15  
No Change 1/13/16  
Revised 1/10/17  
Revised 1/10/18  
No Change 1/9/19  
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