

INDEPENDENT ELECTRICAL CONTRACTORS, INC.
CHESPEAKE CHAPTER

I.E.C. CHESAPEAKE, INC.
CORPORATE BYLAWS

ARTICLE I- NAME

Section 1: The name of this Association shall be Independent Electrical Contractors, Inc. and this chapter shall be: I.E.C. CHESAPEAKE, INC., a corporation, incorporated in the State of Maryland. The initials "IEC" may be used on stationary, emblems, etc. for brevity.

Section 2: LOCATION AND BOUNDARIES – The principal office of the Association chapter shall be determined by the Chapter's Board of Directors and currently resides at 8751 Freestate Dr. Suite 250, Laurel, MD 20723. The Chapter may have such other offices as may from time to time be designated by the Chapter's Board. Boundaries of the Chapter are as follows:

- The cities and counties within the State of Virginia
- The cities and counties within the State of Maryland
- The city of Washington within the District of Columbia
- Kent, New Castle and Sussex counties within the State of Delaware
- Berkeley, Jefferson and Morgan counties within the State of West Virginia

INDEPENDENT ELECTRICAL CONTRACTORS, INC.
CHESPEAKE CHAPTER

I.E.C. CHESAPEAKE, INC.
CORPORATE BYLAWS

ARTICLE II- PURPOSES

- A. To promote the common business interests of those engaged in electrical construction industry.
- B. To consider and to deal with by all lawful means with common problems of management, distribution, employment and financial functions of the electrical construction industry; to foster cooperative action in advancing by all lawful means the common purposes of its members, and promote activities designed to enable the industry to be conducted with the greatest economy and efficiency.
- C. To afford due consideration to and expression of opinion upon questions affecting the industry and the financial, commercial and industrial interest of the area, and to promote the common business of the industry.
- D. To cooperate with other like-minded industries, organizations, trade associations, government bodies and educational institutions.
- E. To encourage and foster safe working practices and conditions for the electrical construction industry.
- F. To promote a high standard within our trade.
- G. To promote the education of the electrical tradesman and providing an education resource to trades that incorporate the principals of electricity in their work.

INDEPENDENT ELECTRICAL CONTRACTORS, INC.
CHESPEAKE CHAPTER

I.E.C. CHESAPEAKE, INC.
CORPORATE BYLAWS
ARTICLE III- MEMBERSHIP

Section 1: Any person, firm or corporation engaged in the electrical construction industry is eligible to apply for active membership in the Association\Chapter in one of the classifications set forth in Section 2 of this article.

Section 2: CLASSES OF MEMBERSHIP– The association shall have the following classes of members. The designation of such classes and the qualifications of the members of such classes shall be as follows:

- A. Contractor Member** (voting member): Any person, firm, partnership or corporation engaged in the business of construction, maintenance, design, installation of electrical systems, data communications, fire alarm systems, security system, or other similar types of construction, who subscribes to the Purpose of this Association, and is of good character and business reputation, shall be eligible to be a contractor member, subject to those standards of the Association which currently exist, or as they may exist in the future. Contractors shall submit with application for membership, a certificate of insurance from firm's state. Said certificates shall be maintained current and on file with the I.E.C. office.
- B. Associate Partner Member** (voting member): Any person, firm, partnership, corporation, or educational institution engaged in a trade, industry or profession related to electrical and communications construction and not inconsistent with the objectives of this Association, who subscribes to the Purpose of the Association and is of good character and business reputation shall be eligible to be a partner if otherwise in compliance with the standards of the Association as they currently exist or as they may exist in the future. Partner member employees shall not be eligible to participate in the apprenticeship program. Partner members shall be ineligible to hold national office.
- C. Honorary Member** - Membership awarded by the Board of Directors to any individual or firm who has rendered meritorious service to the Association. Honorary Membership shall be without vote and shall be ineligible to hold office.

1. Criteria to Become an Honorary Member:

- has been a Contractor Member of IEC National for at least 10 consecutive years
- has been a Contractor Member in good standing within two years of nomination
- while a Contractor Member has exhibited extraordinary service and/or made significant contributions to the industry, his/her chapter, and/or National
- has retired completely from the industry (not acting as a consultant)
- chapter (or IEC National for Members-at-Large) must submit proposed Honorary Members to the Membership Committee to recommend to the Board for approval

INDEPENDENT ELECTRICAL CONTRACTORS, INC.
CHESPEAKE CHAPTER

I.E.C. CHESAPEAKE, INC.

CORPORATE BYLAWS

- each chapter (and IEC National for Members-at-Large) may have one Honorary Member and up to a maximum equal to no more than five percent of its active Contractor Member total.

2. Benefits & Limitations of Honorary Members:

- receive IEC INSIGHTS and other publications and communications at the discretion of IEC National and the applicable chapter
- are invited to attend IEC meetings and events at the member price
- have no voting rights at the National or chapter levels and cannot serve as voting members of committees or boards
- may display the IEC logo but must include the words "Honorary Member"
- will be listed in the Annual IEC Member Directory, labeled as an "Honorary Member"
- may not train apprentices in an IEC apprenticeship training program but may participate as a trainer, advisor, or faculty member
- pay no National or chapter dues as of the quarter following approval if currently an active member

- D.** Senior Active Member – Any individual whose company was a member in good standing of a chapter (or member at large) for at least ten years prior to change in class of membership and is not presently engaged in the business of electrical construction, maintenance and/or repair. Senior Active Members shall be ineligible to vote or hold office.

Those members having held the office of Board Chair shall be given all privileges for which they are eligible or have earned as outlined in the Manual of Procedures.

Section 3. Chapters

A chapter is a group of contractors chartered by the IEC National Board of Directors.

- A. Applications for charters are obtained after five (5) [see IEC National Procedures Manual, Part III, Section C.1.] or more contractors make proper application in accordance with the IEC National Manual of Procedures.
- B. All members of an IEC Chapter must be a member of this Association.
- C. Any member of an IEC Chapter will automatically be a bona fide member of this Association provided National dues are current.

Section 4. Terms of Membership

INDEPENDENT ELECTRICAL CONTRACTORS, INC.
CHESPEAKE CHAPTER

I.E.C. CHESAPEAKE, INC.
CORPORATE BYLAWS

A. Application for Membership - A signed Membership application including information for credit approval will be submitted by each applicant. The application shall contain an agreement by the applicant to observe and abide by the bylaws and rules of this Association. The Chapter Board of Directors shall review and give notice on all membership application within 60 days

B. Approval & Oath – After successfully completing the application process, applicants will be scheduled to take an oath to abide by the bylaws and rules of this Association at the next meeting of the Executive Committee and/or Board of Directors. Their official membership will be begin upon taking the oath and payment of membership fees. The Board of Directors may set conditions (including but not limited to, probationary status for a period to be determined by the Board of Directors) upon membership as the Board, in its discretions, may deem appropriate to satisfy the legitimate purpose, objectives, standards, and/or goals of the Association.

C. Duration of Membership - Membership in this Association shall be continuous unless terminated by voluntary withdrawal as herein provided, or otherwise pursuant to these Bylaws. All rights, privileges, and interests of a Member in or to the Association shall cease upon the termination of membership.

D. Suspension and Expulsion - Any member may be suspended or terminated for cause. Sufficient cause for such suspension or termination shall be violation of the Bylaws or any lawful rule or practice duly adopted by the Association, or any other conduct prejudicial to the interest of the Association. Suspension or expulsion shall be by two-thirds (2/3) vote of the entire Board of Directors provided that a statement of the charges shall have been sent by certified or registered mail to the last recorded address of the member and/or the Chapter office at least twenty (20) days before final action is taken thereon. This statement shall be accompanied by a notice of the time and place of the meeting of the Board of Directors at which the charges shall be considered and the Chapter or member shall have the opportunity to appear in person and or be represented by counsel to present any defense to such charges before action is taken thereon.

ARTICLE IV- DUES

Section 1: Annual Dues

The annual dues for each member of the Association/Chapter shall be determined by the Boards of Directors. Reference National and Chapter IEC Manuals of Procedures

Section 2: Initiation, Fees, Dues, Assessments and Services

Initiation fees, dues, assessments and services for all members shall be recommended by the Executive Committee. Any change of the amounts of the same must be approved by a quorum at a meeting of the Board of Directors at any regular or special meeting or by mail ballot on thirty (30) days advance notice.

INDEPENDENT ELECTRICAL CONTRACTORS, INC.
CHESPEAKE CHAPTER

I.E.C. CHESAPEAKE, INC.
CORPORATE BYLAWS

Section 3: Time and Payment of Initiation Fee, Dues, Assessments and Services

The time and payment initiation fees, dues, assessments and charges incurred for services rendered by the Chapter shall be determined by the Chapter Board of Directors. The Chapter Board of Directors shall also determine when said initiation fees, dues, assessments and service charges are delinquent.

Section 4: Nonpayment of Dues, Assessments and Services

Nonpayment of dues, assessments and services in accordance with these Bylaws shall result in termination of membership. The Chapter Board of Directors may, at its discretion, however, extend the time for payment of such dues, assessments providing proper application is made. The National Board of Directors shall determine when a chartered entity shall be terminated for nonpayment of dues and assessments.

- A. Any member more than sixty (60) days in arrears in the payment of his/her dues or other services rendered shall be suspended as a member; and if said delinquency is not paid within said ten (10) day period, he shall be considered not in good standing and shall be expelled from membership.
- B. No suspended member shall receive any services from the Association during the time of suspension. This suspension will automatically change the status of apprentices from member to non-member resulting in additional tuition fees.
- C. In deserving cases, the Board of Directors by a majority vote may suspend, waive or extend time for payment of dues or other services.

INDEPENDENT ELECTRICAL CONTRACTORS, INC.
CHESPEAKE CHAPTER

I.E.C. CHESAPEAKE, INC.
CORPORATE BYLAWS

ARTICLE V –NATIONAL HOUSE OF DELEGATES

Section 1. Annual Meeting

There shall be an annual meeting of the House of Delegates ordered by the National Board of Directors, for an election of National Board of Director Officers for the coming year, for receiving the annual reports, and the transaction of other business. This meeting shall be considered the Annual membership meeting. Notice of such meeting, signed by the Secretary/Treasurer (or other officer designated by the National Board of Directors), shall be mailed and/or transmitted electronically to the last recorded address of each member at least forty-five (45) days before the time appointed for the meeting.

Section 2. Special Meetings

Special meetings of the House of Delegates may be called by the National Board of Directors, or shall be called by the National President upon written request of twenty-five percent (25%) of the members of the House of Delegates. Notice of any special meeting shall be mailed and/or transmitted electronically to each member at his/her last recorded address at least forty-five days in advance, with a statement of time, place and information as to the subject or subjects to be considered.

Section 3. Quorum

A simple majority of the voting members registered for a regular or special meeting of the Association shall constitute a quorum, and in case there is less than this number, the presiding officer may adjourn the meeting from time to time until a quorum is present.

Section 4. Composition

- A. Each Chapter shall select one (1) member in good standing to the House of Delegates plus one (1) member in good standing for each 100 contractor members. No Chapter shall have more than four (4) members of the House of Delegates.
- B. Members at Large who are Contractor Members in attendance at the Annual Meeting shall elect one (1) member to the House of Delegates.
- C. The National President shall be a member of the House of Delegates, preside at all meetings, and vote only in the event of a tie vote.
- D. On an annual basis, House of Delegates members may authorize past national presidents to serve as voting members of the House of Delegates.

Section 5. Term.

Each member of the House of Delegates will serve a one (1) year term. Members of the House of Delegates may serve consecutive terms.

Section 6. Powers

INDEPENDENT ELECTRICAL CONTRACTORS, INC.
CHESPEAKE CHAPTER

I.E.C. CHESAPEAKE, INC.
CORPORATE BYLAWS

The House of Delegates shall elect the officers of the National Association at its annual meeting. At the meeting all members who vote must be present; there will be no proxy votes. To be eligible to vote, members must be current on all National dues. Payments must be received thirty (30) days before the annual meeting to be considered fully paid. The House of Delegates has the authority to amend the National Bylaws as set forth in Article XII and to overturn a decision of the National Board of Directors by a two-thirds (2/3) vote of the entire House of Delegates.

Section 7. The order of business at meetings shall be as follows:

- A. Call to Order
- B. Reading of Minutes of Previous Meeting
- C. Receiving Communications
- D. Reports of Officers
- E. Reports of Committees
 - a. Standing
 - b. Special
- F. Unfinished Business
- G. New Business
- H. Election of Officers
- I. Adjournment

Section 8. The order of business may be altered or suspended at any meeting by a majority vote of the members present. The usual parliamentary rules as laid down in Robert's Rules of Order, Newly Revised 10th edition, shall govern all deliberations, when not in conflict with these Bylaws.

Section 9. Removal

A vote of a majority of the House of Delegates shall be required to remove a member.

Section 10. Vacancies

Any vacancy shall be filled by the entity that elected the member whose position is vacant.

ARTICLE VI – BOARD OF DIRECTORS

Section 1.

The Board of Directors shall have supervision, control and direction of the affairs of the Association, shall determine its policies or changes therein within the limits of the Bylaws, shall actively prosecute its purposes and shall have discretion in the disbursement of its funds. It may adopt such rules and regulations for the conduct of its business as shall be deemed advisable and may, in the execution of the powers granted, appoint such agents, as it may consider necessary. The Board of Directors can establish and adjust the geographic boundaries of the Chapter.

Section 2. **Composition**

A. National Board of Directors shall be composed of the following voting members in good standing:

1. Two Contractor Members elected from each Region
2. The five (5) Contractor Members of the Executive Committee
3. One (1) Industry Partner

B. National Election of Regional Directors:

1. Each Region shall elect two (2) individuals to serve on the National Board of Directors who have served on their local Chapter Board or a National Committee for at least one (1) year. Each contractor member shall have one (1) vote, cast on his behalf by a designated chapter voting representative.
2. At the initial Regional election, one (1) director shall be elected for two (2) years and the other director for one (1) year. At the expiration of the initial term of each director, future directors shall be elected every other year for a two-year term. A Regional director may serve two (2) consecutive two-year terms.

C. Election of National Industry Partner

1. A Platinum Partner is defined in the IEC National Manual of Procedures.
2. Platinum Partner Council shall consist of all Platinum Partners who shall elect by a majority vote the Platinum Partner to serve as the Industry Partner on the Board of Directors for one-year term. The Platinum Partner may serve successive terms.
3. A vacancy is to be filled by a special conference call meeting of the Platinum Partners Council.

D. The Board of Directors shall be composed of the following voting members in good standing:

1. The four Members of the Executive Committee
 - President
 - Vice President
 - Secretary/Treasurer
 - Past President
2. The Chairperson of each Committee appointed by the Chapter President or Vice Chairperson of the Committee in the absence of the Chairperson.

Section 3. **Quorum**

A quorum at a Board of Directors Meeting is two-thirds of the elected members of the Board of Directors. Any less number may adjourn from time to time until a quorum is present.

Section 4 **Vacancies**

Any vacancies that may occur on the Board of Directors by reason of death, resignation or otherwise, with the exception of officers, shall be filled by the Region in which the vacancy occurs.

Section 5. Removal

A majority vote of the Board of Directors shall remove a director if the director is not in good standing, misses two (2) Board meetings, or for other justifiable cause.

Section 6. Manual of Procedures

The Association shall adopt a Manual of Procedures which shall establish methods and policies necessary to attain the requirements and objectives of the Association as outlined in the Bylaws provided such is not in conflict with same.

Section 7. Approval of and Amendments to the Manual of Procedures

Approval of and amendments to the Manual of Procedures shall be by a two-thirds (2/3) vote of a quorum of the Board of Directors.

ARTICLE VII - OFFICERS

Section 1.

National Elective Officers

The elective officers of the Association shall be President, Senior Vice President, Vice President, and Secretary/Treasurer. These officers shall be elected annually by the House of Delegates at the regular meeting held at the time of the Association's annual meeting. No two or more national offices may be held by the same person and no officer may serve as a National Committee chair.

Chapter Elective Officers

The elective officers of the Chapter shall be Board Chair, Vice-Chair, and Secretary/Treasurer. These officers shall be elected annually by the Chapter Contractor Members at the regular meeting held at the time of the Chapter's annual meeting. No two or more chapter offices may be held by the same person and no officer may serve as a sole Committee chair.

Section 2. Election of Officers

National Election of Officers

Election shall be by fifty-one percent (51%) of the votes cast. Voting shall be as specified in Article V of these Bylaws.

A. Seventy-five (75) days prior to the Annual Meeting, the Nominating Committee shall invite written nominations from the membership and submit a recommended slate of officers to the Secretary/Treasurer to provide the membership at least forty-five (45) days prior to the annual meeting. In addition to the Nominating Committee slate, nominations may be made by written petition. Such written petition is to be submitted to the current President 24 hours in advance of the scheduled election, and must be signed by at least 5: (1) Regional Directors; (2) House of Delegates Representatives, and/or (3) National officers in good standing. Eligibility of all nominations must be verified by the Board of Directors.

B. Each of the elected officers shall be duly sworn in at the annual convention meeting and shall take office on January 1, of the year immediately following or until his/her successor is duly elected and takes office. Term of office shall be one year.

Chapter Election of Officers

Election shall be by fifty-one percent (51%) of the votes cast. Voting shall be as specified in Article V of these Bylaws.

A. Seventy-five (75) days prior to the Annual Meeting, the Nominating Committee shall invite written nominations from the membership and submit a recommended slate of officers to the Secretary/Treasurer to provide the membership at least forty-five (45) days prior to the annual meeting. In addition to the Nominating Committee slate, nominations may be made by written petition. Such written petition is to be submitted to the current Board Chair 24 hours in advance of the scheduled election, and must be signed by at least 5: (3) Chapter officers in good standing and (2) Past officers in good standing. Eligibility of all nominations must be verified by the Board of Directors.

B. Each of the elected officers shall be duly sworn in and take office on January 1, of the year immediately following or until his/her successor is duly elected and takes office. Term of office shall be one year.

Section 3. Vacancies

A vacancy in any office may be filled for the balance of the term thereof by the Executive Committee at any regular or special meeting. In the event of more than one (1) vacancy, the positions must be filled by the Board of Directors.

Section 4. Removal

A vote of a majority of the Executive Committee shall be required to remove an elected officer if the officer is not in good standing, misses two (2) consecutive Executive Committee meeting, or for other justifiable cause.

Section 5. National President

The President shall be the principal elective officer of the organization, shall preside at meetings of the Association and the Board of Directors and the Executive Committee, and shall be a member with right to vote on all committees except the nominating committee. It is his/her responsibility to appoint all chairmen of committees and replace same if the duties are not performed satisfactorily. He/She shall also, at the annual meeting of the House of Delegates of the Association and at such other times as he/she shall deem proper, communicate to the Association or to the Board of Directors such matters and make such suggestions as may in his/her opinion tend to promote the welfare and increase the usefulness of the Association, and shall perform such other duties as are necessarily incident to the Office of the President or as may be prescribed by the Board of Directors. The incoming President must have served at least one (1) year on the Executive Committee before his/her election. The President may serve two (2) consecutive one-year terms and must be an electrical contractor in good standing.

Section 6. National Senior Vice President

The Senior Vice President may be delegated by the President to perform his/her duties in the event of his/her temporary disability or absence from meetings, and shall have the primary responsibility to coordinate the functioning of all committees and other duties as the President or the Board of Directors may assign. The Senior Vice President may be elected to succeed to the office of President at the end of the term of the President or should that office become Board of Directors, (b) in the House of Delegates, or (c) on a National Committee.

Section 7. National Vice President

The National Vice President shall perform such duties as are assigned by the President, by these Bylaws or at the direction of the Board of Directors of the Association. The incoming Vice President must have served at least one (1) year (a) on the Board of Directors, (b) in the House of Delegates, or (c) as chairperson of a National Committee.

Section 8. National Secretary/Treasurer

It shall be the duty of the National Secretary/Treasurer to give notice of and attend all meetings of the Association, to keep a record of all proceedings keep an account of all money received and expended for the use of the Association, and shall make disbursements authorized by the Board and approved by the President and such other officers as the Board may prescribe, see that all

sums are deposited in the bank or banks, or trust companies, approved by the Board of Directors and shall make a report at the annual meeting or when called upon by the President, and perform such other duties as are usual for such officials or as may be assigned. Funds may be drawn only upon the signature of persons approved by the Board. The funds, books, and vouchers in his/her hands shall at all times be subject to verification and inspection by the Board of Directors. The incoming Secretary/Treasurer must have served at least one (1) year (a) on the Board of Directors, (b) in the House of Delegates, or (c) on a National Committee. The Secretary/Treasurer shall be eligible to serve successive terms.

Section 9. National Officers as such shall not receive compensation for their service as officers, but the Board of Directors may, by resolution, authorize reimbursement of expense incurred in the performance of their duties. Such authorization may prescribe procedures for approval and payment of such expense by designated officers of the Association.

Section 10. At the direction of the National Board of Directors, any officer, employee or agent of the Association shall furnish, at the expense of the Association, a fidelity bond, in such sum as the Board of Directors shall prescribe.

The National Executive Committee shall employ a salaried chief executive and operating officer who shall have the title of executive vice president or such other title as the Executive Committee shall from time to time designate. The Executive Vice Presidents terms and conditions of employment shall be specified by the Executive Committee and the Executive Vice President shall have voice but no vote at all meetings of the association. The Executive Vice President shall be responsible for the management of the association in accordance with the budget, programs and policies established by the Board of Directors. The Executive Vice President shall employ all staff members and direct the activities of such staff. The Executive Vice President shall be responsible to the Board of Directors and the Executive Committee. The executive vice president shall also act in the capacity of Corporation Secretary and be an officer of the Association.

Section 12. Chapter Board Chair

The Chapter Board Chair shall be the principal elected officer of the organization, shall preside at meetings of the Association and the Board of Directors, and shall be a member with right to vote on all committees except the nominating committee. He/she shall vote with the Board of Directors only in the case of a tie vote. He/she shall, at the regular general membership meeting of the Association, and at such other times as he/she shall deem proper, communicate to the association or the Board of Directors such matters and make such suggestions as may, in his/her opinion, tend to promote the welfare and increase the usefulness of the Association, and shall perform such other duties as are necessarily incident to the Office of the Board Chair or as may be prescribed by the Board of Directors.

The Board Chair and/or his/her designee will represent the I.E.C. Chesapeake Chapter at all National Conferences and Meeting at the expense of the I.E.C. The Board Chair and/or his/her designee shall serve on at least one National Committee and represent the chapter at the National Board Meeting and at all other functions.

Section 13. Chapter Vice-Chair

The Chapter Vice-Chair may be delegated by the Board Chair to perform his/her duties in the event of his/her temporary disability or absence from meetings, and shall have the primary responsibility to coordinate the functioning of all committees and other duties as the Board Chair may assign. He/She shall succeed to the office of Board Chair should that office become vacant. The Vice-Chair shall also serve in a Human Resource role in ensuring a healthy, prosperous work environment.

Section 14. Chapter Secretary\Treasurer

The Chapter Secretary/Treasurer shall serve as co-chair of the finance committee. The Secretary/Treasurer shall review the transactions of the association accounts on a regular basis to insure the propriety of finances and be prepared to report on his findings to the Board of Directors/Executive Committee.

Section 15. Chapter Past Board Chair

Chapter Past Board Chair(s): Shall be responsible for the nominating Company shall be responsible to oversee the physical buildings leased or owned by the association. This includes the labs used for training.

ARTICLE VIII – COMMITTEES

Section 1. Appointment of National Committees

The National President shall annually appoint such standing, special, or sub-committees as may be required by the Bylaws or as he/she may find necessary.

Section 2. National Executive Committee

The Executive Committee shall consist of elected officers, the Immediate Past President and the Executive Vice President Ex-Officio. They may exercise the powers of the Board of Directors when the Board of Directors is not in session, reporting to the Board of Directors at its succeeding meeting any action taken. A majority of the members shall constitute a quorum for the transaction of business. Meetings may be called by the President.

Section 3. National Nominating Committee

At the conclusion of each Annual Meeting, the President-elect shall appoint a Nominating Committee to consist of the Immediate Past President, who shall serve as Chairman, an active Past President and three members in good standing. If any one of these is unable to serve, the President shall appoint a third member from the Board of Directors/House of Delegates.

The committee shall notify the Secretary/Treasurer, in writing, at least forty-five (45) days before the date of the annual meeting, of the names of the candidates it proposes and the Secretary/Treasurer shall mail a copy thereof to the last recorded address of each member at least thirty (30) days before the annual meeting.

Section 4. National Apprenticeship and Training Committee

The Apprenticeship and Training Committee shall be established and maintained according to bylaws approved by the Board of Directors. The committee shall maintain approved National Standards of Apprenticeship and an apprenticeship curriculum for use by members. The President shall appoint members of the committee according to the committee's bylaws.

Section 5. Appointment of Chapter Committees

The Chapter Board Chair shall annually appoint such standing, special, or sub-committees as may be required by the Bylaws or as he/she may find necessary.

Section 6. Chapter Executive Committee

The Chapter Executive Committee shall consist of elected officers, the Immediate Past Board Chair and the Chapter CEO Ex-Officio. They may exercise the powers of the Board of Directors when the Board of Directors is not in session, reporting to the Board of Directors at its succeeding meeting any action taken. A majority of the members shall constitute a quorum for the transaction of business. Meetings may be called by the Board Chair.

Section 7. Chapter Nominating Committee

At the conclusion of each Annual Meeting, the Chapter Board Chair-elect shall appoint a Nominating Committee to consist of the Immediate Past Board Chair, who shall serve as Chairman, an active Past Board Chair and three members in good standing. If any one of these is unable to serve, the Board Chair shall appoint a third member from the Board of Directors.

The committee shall notify the Secretary/Treasurer, in writing, at least forty-five (45) days before the date of the annual meeting, of the names of the candidates it proposes and the

Secretary/Treasurer shall mail a copy thereof to the last recorded address of each member at least thirty (30) days before the annual meeting.

Section 8. Chapter Apprenticeship and Workforce Development Committee

The Apprenticeship and Training Committee shall be established and maintained according to bylaws approved by the Board of Directors. The committee shall maintain approved Standards of Apprenticeship obtained through State(s) Apprenticeship Council(s) (SAC) and Bureau(s) of Apprenticeship Training (BAT) and an apprenticeship curriculum for use by members. The Board Chair shall appoint members of the committee according to the committee's bylaws. The Committee will be tasked with overseeing efficient and profitable apprenticeship and training programs for the chapter.

Section 9. Chapter Finance Committee

The Finance Committee shall meet bi-monthly and will be responsible for development of chapter budgets, overall monitoring of chapter finances and providing the director of the Board and chapter staff as to the best way to insure maintaining good financial health of the chapter. The Committee will consist of Secretary/Treasurer, CEO, and COO, the Committee Chair and three (3) Chapter Members. The committee will be responsible for budgeting and financial planning, financial reporting, and the creation and monitoring of internal controls and accountability policies.

Section 10. Chapter Education Committee

The Education Committee shall meet quarterly and will be responsible for educational programs beyond foundational training. The Committee will consist of the Committee Chair and at least three (3) Chapter Members. It shall be their job to provide instructors, physical facilities, establish fees, verify certification, and determine sizes of classes. The committee is to establish this organization as a frontrunner in educating and empowering workforces by providing active training and coaching. They will extend the chapter's reach in emerging technologies and provide a broad stroke of comprehensive classes.

ARTICLE IX - FISCAL YEAR

The fiscal year shall be determined by the Board of Directors.

ARTICLE X - INDEMNIFICATION OF OFFICERS, DIRECTORS, AND EMPLOYEES

The Association may, by resolution of the Board of Directors, provide for indemnification by the Association of any and all directors, officers, or employees or former directors, officers, or employees against expenses actually and necessarily incurred by them in connection with the defense of any action, suit or proceeding, in which they or any of them are made parties, or a party, by reason of having been directors, officers, or employees of the Association, except in relation to matters as to which they shall be adjudged in such action, suit, or proceeding to be liable for negligence or misconduct in the performance of their duties and to such matters as shall be settled by agreement predicated on the existence of such liability for negligence or misconduct. Indemnification, if granted, shall be limited to acts within the scope of the duties of one acting on behalf of the Association.

ARTICLE XI - DISSOLUTION

The association shall use its fund only to accomplish the objectives and purposes specified in these bylaws, and no part of said funds shall inure, or be distributed, to the members of the association. On dissolution of the association any funds remaining shall be distributed to one or more regularly organized and qualified charitable, educational, scientific, or philanthropic organizations to be selected by the Board of Directors.

ARTICLE XII – AMENDMENTS

Upon recommendation by the Board of Directors, these Bylaws may be amended, repealed, or altered, in whole or in part, by a majority vote at any meeting of the House of Delegates, or by a majority of those eligible (voting) members voting by mail ballot, provided that a copy of any amendment proposed for consideration shall be mailed to the last recorded address of each member of the House of Delegates at least thirty (30) days prior to the date of the meeting.

ARTICLE XIII – INSIGNIA

The official insignia shall be as adopted by the Board of Directors and from time to time. Any Member not in good standing forfeits the right to use and display the Association insignia.

Revision Dates:

05/15/1999
07/15/2001
03/12/2002
03/27/2002
06/28/2004
12/07/2005
02/17/2014
02/24/2014
05/02/2014
04/02/2015
06/12/2018
12/06/2022
07/12/2023
07/18/2024

Addendum A



Association Involvement Form

IEC Chesapeake

In accordance with the Bylaws all contractor companies are encouraged to participate in the associations operations on a yearly basis. Contractor companies may designate any employee, manager, or office personnel as their representative to complete voluntary association activities as outlined below. Each company that provides ten (10) hours of association involvement on a yearly basis as defined by the Executive Committee will receive an annual dues credit of four hundred dollars (\$400.00) for the year following the year of voluntary services rendered.

Contractor Information (please print or type)

Name	
Company Name	
Address	
City, State, ZIP	
Telephone	
Fax	
E-Mail	

Involvement Information

I have volunteered in following activities:

☐ Officer of IEC Chesapeake

☐ Officer of IEC Inc

☐ Committee Member or Chair of IEC Chesapeake or IEC Inc.

☐ Member of the State Apprenticeship Council

☐ Member of the State or Local Electrical Board

☐ Participate in Workforce Development Initiative - Mark which one:

☐ Career Days or Job Fairs - Please List - _____

☐ Vocational Advisory Boards - Please List - _____

☐ Promotion of the Electrical Trade - Please List - _____

☐ Apprenticeship Instructor

☐ Continuing Education Instructor

☐ Participation in an IEC Chesapeake Continuing Education or Safety Course (Total of 10 hours or more)

☐ Perform an Apprenticeship Instructor Performance Evaluation - Date(s): _____

☐ Facility Upgrades - Please List - _____

☐ Recruitment (Contractor or Industry Partner Member) of two (2) members per year who meet the obligations as defined by the by-laws

☐ Other - Please List - _____

Signature: _____ Date: _____

For Office Use Only

Credit issued – Date: _____

Staff Signature: _____ Date: _____

Form of Credit: ☐ Donated back to the association ☐ Credit towards next years dues