

OPERATING RULES
SUPPLEMENT TO
SACRAMENTO VALLEY CHAPTER
OF IAEI BYLAWS
DRAFT

**Adopted by the Executive Committee of the Sacramento
Valley Chapter of the IAEI**
This Date _____

ARTICLE I -- PURPOSE

Section 1. Purpose. The purpose of these rules shall be to preserve the efficient operating procedures that have been developed by prior Boards, Committees, Officers and to provide guidelines for duties, additions and improvements.

Section 2. Relationship with bylaws No operating rules herein are intended to be in conflict with the Articles of the Association or the bylaws of the Sacramento Valley Chapter, Southwestern Section or the International Office of IAEI.

ARTICLE II – SCOPE

Section 1. Governance of rules It is intended that all officers, committees, representatives and Executive Committee of the Chapter shall be governed by these rules.

ARTICLE III – ORGANIZATION

Section 1. Executive Committee The Executive Committee shall be as follow:

Chairman, Vice Chairman, Secretary, Treasurer or Secretary/Treasurer, Inspector members and Associate members, Yosemite Division Liaison and Chapter Representative to the Southwestern Section. Yosemite Division Liaison and Chapter Representative may also hold other offices on the Executive Committee.

Section 2. Duties of the Executive Committees:

1. **Chairman:** to oversee monthly executive committee and chapter meetings. To provide assistance and guidance as needed to all committee members. To be responsible for attaining presenter for award functions and to assist the secretary/treasurer in securing facilities and accommodations as necessary.
2. **Vice-Chairman:** to preside over any/all official meetings, as necessary and carry out any/all official duties of the Chairman in his/her absence and to assist in the monthly programs.
3. **Secretary:** to transcribe all executive and chapter meetings. To correspond in a timely manner with the International Office and Southwestern Section as necessary to insure proper communication to those offices and the chapter.
4. **Treasurer:** To keep accurate and current accounts of all financial transactions and report the same to the executive committee and general membership on a monthly basis.
5. **Inspector and Associate members:** To be responsible for attending and participating in the committee meetings, increasing membership and providing assistance to whatever function one is assigned and/or volunteers.

6. **Division liaison:** To provide communication on activities and status of the Yosemite Division of this Chapter, facilitate and report any needs that may exist.

7. **Chapter Representative:** To be the representative of the chapter on the Executive Boards of the Southwestern Section and the California Electrical Inspectors and to attend their annual business meetings and report back to the chapter all pertinent information.

ARTICLE IV

Section 1. Travel, accommodations and other reasonable expenses, when deemed necessary by the Executive Committee, for the Chairman, Secretary, Treasurer and/or the Chapter Representative shall be reimbursed for attendance to the Southwestern Section and the California Electrical Inspectors annual meetings when not paid for by their employer/jurisdiction. Approval by a majority of the Executive Committee is required prior to the event and at the request of the member.

ARTICLE V

Section 1. Special committees may be appointed by the Chairman for a specific purpose as authorized by the Executive Committee. Special committees shall continue and be re-appointed each year at the discretion of the Executive Committee until a final report is

rendered. The scope of Special committees shall be defined in writing shortly after the appointment of such committees so as to clearly delineate the limits of their activities.

ARTICLE VI

Section 1. It is not intended that these Operating Rules should infringe upon any individual's civil or legal rights.

Section 2. All reference to the male gender shall always include the female gender.

ARTICLE VII

Section 1. These Operating Rules may be revised at any regular meeting of the Executive Committee by simple majority vote of the members present, by mail or e-mail ballot by a majority of the votes eligible to vote.

Section 2. The Operating Rules shall be made up into a convenient form and so arranged as to permit revisions. Each revised page shall bear the effective date of the revisions.