



Electrical Inspectors' Association Of British Columbia

Constitution, By-Laws and Code of Ethics

Amended February 28, 2011

201- 3989 Henning Drive, Burnaby, B.C. V5C 6N5

"SOCIETIES ACT"
CONSTITUTION, BY-LAWS AND CODE OF ETHICS
OF THE
ELECTRICAL INSPECTORS' ASSOCIATION
OF BRITISH COLUMBIA

CONSTITUTION

ARTICLE I

TITLE

The name of the Society is "The Electrical Inspectors' Association of British Columbia."

ARTICLE II

OBJECTS

The objects of the Society are:

- (a) To enhance the status of Electrical Inspection in the Electrical Industry.
- (b) To improve the quality of service which Electrical Inspectors offer to the public, and to the Electrical Industry.
- (c) To assist in the formulation of standards for the safe installation and use of electrical materials, devices and appliances.
- (d) To promote the uniform understanding and application of the British Columbia Electrical Code. and other rules and regulations pertaining to electrical equipment and installations.
- (e) To disseminate information relative to the safe use of electrical energy.

OBJECTS

- (f) To promote co-operation between inspectors, inspection departments, the electrical industry and the public.
- (g) To support and communicate with other associations or related groups.
- (h) To promote and sponsor meetings, training programs, trade shows, and other educational functions.

ARTICLE III

PLACE OF OPERATIONS

The operations of the Society are to be carried on in the Province of British Columbia.

ARTICLE IV

DISSOLUTION

"All income and assets of the Association are for the exclusive purposes of the Association and no part shall be distributed to the members upon wind-up or dissolution of the Association."

Upon dissolution, assets of the Association shall be used to:

- (a) pay all indebtedness of the Association;
- (b) pay all expenses of liquidation; and
- (c) all remaining funds shall be transferred to such charitable organization in Canada as the Executive Committee may direct. This provision is unalterable.

BY-LAWS

DEFINITIONS

ARTICLE I

- (a) "The Electrical Inspectors' Association of British Columbia" is referred to as the "Association" throughout these By-laws and Constitution.
- (b) "The Board of Directors" means the Executive Committee and the Directors of the Association.
- (c) "Inspector Member" means any person regularly engaged in the inspection of or the technical supervision of Inspectors of electrical equipment or installations on behalf of Provincial or Municipal organizations or a recognized testing laboratory.
 - (i) An "Inspector Member" on retirement, shall maintain their status with all rights and privileges of that membership class provided they remain in good standing.
- (d) "Associate Member" is a person associated with the electrical industry but is not qualified for an Inspector membership.
- (e) "Corporate Member" is an organization or corporate body associated with the electrical industry and promotes the objects of the Association.

ARTICLE II

MEMBERSHIP

- (a) An Inspector Membership application is to be applied for, in writing, to the Secretary of the Association.
- (b) An Associate Membership application is to be applied for, in writing, to the Secretary of the Association.
- (c) A Corporate Membership is to be applied for in writing to the Secretary of the Association and is to include the name of the designated voting representative and an alternate.
- (d) All applications are to be brought forward to the Association's Board of Directors for consideration.

MEMBERSHIP

- (e) "Life Membership" is granted all the privileges of membership, but without payment of any fee. Life Membership may be conferred upon a Member after recommendation by the Board of Directors, and requires two-thirds (2/3) majority vote at a General Membership Meeting.

ARTICLE III

ELECTION OF THE BOARD OF DIRECTORS

- (a) The Executive Committee consists of:
 - (i) President.
 - (ii) Vice President.
 - (iii) Secretary(ies) - recording and membership.
 - (iv) Treasurer.
- (b) The Board of Directors consists of the Executive Committee, the Past President, and five (5) Directors.
- (c) The President, Vice-President, and three (3) Directors must be Inspector Members.
- (d) The Board of Directors of the Association is to be elected by the Members of the Association for a term of one year.
- (e) Nominations for office will be received by the nominating committee prior to the Annual General Meeting, and the election shall be conducted at the Annual General Meeting.
- (f) The Board of Directors shall take office immediately prior to adjournment of the Annual General Meeting.
- (g) The Board of Directors may appoint an acting Board Member where the elected member is unable to fulfill his or her term.

ARTICLE IV

DUTIES OF THE BOARD OF DIRECTORS

- (a) The President of the Association, or in his/her absence, the Vice President will preside at all General Membership Meetings and Board meetings. In their absence the members will appoint a temporary Chairman.

DUTIES OF THE BOARD OF DIRECTORS

- (b) The recording secretary attends to all minutes of the Association. In their absence, the President (or their Deputy) may appoint a temporary Secretary.
- (c) The Membership Secretary attends to all letters and notices, etc., of the Association, the admission of Members, maintenance of the Membership Register, preparation of annual reports and acts as liaison for the Association with the electrical industry.
- (d) The Treasurer attends to the disposition of all monies received and all disbursements. He/she arranges for transactions and attends to necessary accounting. He/she attends to an annual audit or inspection done as per Article VIII of these by-laws.
- (e) The President may appoint any member of the Association to act on a committee.
- (f) Appointments of members to Standing Committees are made by the President once per year.

ARTICLE V

MEETINGS

- (a) The Annual General Meeting is to be held on or before the last day of February, the date and place to be determined by the Board of Directors.
- (b) General Membership Meetings are to be held at least four (4) times per year, with one being the Annual General Meeting. The dates for the meetings will be decided by the Board of Directors.
- (c) Notices of the Annual General Meeting or Special Membership Meetings are to be forwarded at least fourteen (14) days prior to the meeting date.
- (d) Meetings of the Board of Directors may be called at such time and place as may be designated by the Board of Directors.

ARTICLE VI

QUORUM

- (a) Annual General Meeting or Special Membership Meeting - A quorum will consist of fifteen (15) Members of the Association of which a majority are to be Inspector Members.
- (b) Board of Directors' Meeting - A quorum shall consist of five (5) Board Members of which three (3) are to be Inspector Members.

ARTICLE VII

DUES AND PRIVILEGES

- (a) The yearly membership fee for Members will be according to the amount as set by the Association.
- (b) The yearly membership fee is due before the date of the Annual General Meeting.
- (c) Any member six months in arrears with annual membership fees may be suspended, and may, upon payment of full dues, be reinstated by the Board of Directors.
- (d) Voting privileges will be extended only to members in good standing.

ARTICLE VIII

AUDIT AND INSPECTION OF BOOKS AND ACCOUNTS

- (a) Prior to presentation to the Annual General Meeting, the financial records, including the books, vouchers, accounts and balance sheets are to be either:

Audited by an auditor or auditors appointed by the Board of Directors:

or.

Inspected and approved by the Board of Directors and the approval evidenced by the signature of two (2) Board members. In the case where the financial records are inspected and approved by the Board Directors in lieu of being audit-d, the records are not to be purported as being audited.

AUDIT AND INSPECTION OF BOOKS AND ACCOUNTS

- (b) The books and accounts of the Association are to be kept by the Treasurer of the Association and will be open for inspection of the members at any reasonable time
- (c) The fiscal year of the Association commences on the second day of January of each year.

ARTICLE IX

EXPENSES

- (a) No expense is to be incurred in the name of the Association until it shall have been approved by a majority of the Board of Directors. All accounts shall be approved by the Board of Directors and shall be paid by cheque, signed by the Treasurer and one of the other signing Officers of the Association.
- (b) No expense in excess of the financial resources of the Association is to be incurred.

ARTICLE X

ORDER OF BUSINESS

The order of business at the Annual General Meeting and at all meetings of the Association will be as follows:

- (a) Call to order by the President.
- (b) Acceptance of the minutes of the previous meeting.
- (c) Discussion of matters arising out of the minutes.
- (d) Reading of correspondence;
- (e) President's address.
- (f) Secretary's report.

ORDER OF BUSINESS

- (g) Treasurer's report.
- (h) Reports of standing committees.
- (i) Reports of special committees.
- (j) Unfinished business.
- (k) New Business.
- (l) Election of Officers, if necessary

Bourinot's Rules of Order shall be used to govern the meetings.

This order of business may be suspended or varied at any meeting by a majority vote of those present.

ARTICLE XI

ALTERATION OF CONSTITUTION AND BY-LAWS

- (a) The Association may, by special resolution, change its name or its objectives so as to include some objects that may conveniently or advantageously be combined with the existing objects of the Association, or so as to restrict or abandon any objects specified in the Constitution.
- (b) The Constitution and By-laws of the Association may be altered or amended by a special resolution of the Association at an Annual General Meeting or a Special Membership Meeting.
- (c) Any alteration to the Constitution and By-laws requires Seventy-five percent (75%) of the vote to gain approval.
- (d) At least Fourteen (14) days' notice is to be given to the members of the Association before conducting a vote on a special resolution.

CODE OF ETHICS FOR ELECTRICAL INSPECTORS

Section 1 - Protection of the Public

- (a) In all respects of your work, you as an Electrical Inspector will regard as your first responsibility, the safety and physical well-being of the public.
- (b) In all decisions regarding electrical safety, you will be governed by regulations, as applicable or where the regulations offer no guidance, you will base your decisions on sound engineering and safety practices consulting freely with building and fire or other responsible authorities as you deem it necessary.
- (c) You will remember always that your principal function is to provide an expert safety inspection service, and that enforcement procedures should be used only as a last resort, after persuasion has failed.
- (d) You will guard against conditions that are hazardous or threatening to life, limb or property on work within your jurisdiction, **or** if such work is not within your jurisdiction you will promptly call such conditions to the attention of the property authority.
- (e) You as an Electrical Inspector will not disclose any information you may acquire concerning the business affairs or technical processes of those whose premises you have inspected.
- (f) You will refrain from expressing publicly an opinion concerning any electrical project unless you are informed of the facts relating thereto.
- (g) You will not permit the publication of your reports or part of them in a manner calculated to mislead.
- (h) When serving as a witness before a court, commission, or other tribunal, you will express an opinion only when it is founded upon adequate knowledge and honest conviction.
- (i) In exercising your authority over any electrical projects, you will make no demands not required by and consistent with good safety practices.
- (j) You will constantly bear in mind the economic factors involved in achieving safe electrical installations. and will not insist upon costly measures when less expensive alternatives will produce acceptable results.

CODE OF ETHICS FOR ELECTRICAL INSPECTORS

Section 1 - Protection of the Public

- (k) You will keep yourself informed on the latest electrical safety practices and Code regulations, and on new materials and methods as may from time-to-time be introduced; you will at all times be prepared to pass judgment upon any installation which you may be called upon to inspect.

Section 2 - Relationship with Contractors, Owners and their Agents

- (a) The Electrical Inspector will refrain from entering into any dispute between an owner and his/her agent.
- (b) You as an Electrical Inspector will not use your office nor permit it to be used to enforce the demands of an owner on his/her agent or vice versa.
- (c) You will endeavor always to be fair and just in your dealings with all contractors and with all owners; you will remember that the ultimate responsibility for any installation lies with the owner, but you will not on this account, permit a contractor to evade their responsibility under the regulations.

Section 3 - Relationship with other Electrical Inspectors

- (a) You as an Electrical Inspector will co-operate with others of your calling by exchanging information and experience, and by contributing to the work of your Association and to publications devoted to the promotion of Electrical Safety.
- (b) You will not make misleading statements regarding your qualifications or experience.
- (c) You will endeavor to extend public knowledge of and respect for the work of the Electrical Inspection Departments, and will discourage the spreading of untrue, unfair or exaggerated statements regarding electrical inspection practices or regulations.
- (d) You will endeavor to protect Electrical Inspectors collectively and individually from misrepresentation and misunderstanding.
- (e) You will refrain from criticizing publicly the work of another Electrical Inspector; if criticism must be made, it will be made before the Association.
- (f) If you consider another Electrical Inspector to be guilty of unethical conduct, you will present the information to the Board of Directors of the Association.

CODE OF ETHICS FOR ELECTRICAL INSPECTORS

Section 3 - Relationship with other Electrical Inspectors

The foregoing duties are hereby imposed upon all Inspector members of the Electrical Inspectors' Association of British Columbia. In the event of a proven violation by any member, censure or temporary or permanent removal of the member's name from the register of the Association may result.