

THE ILLINOIS PLUMBING INSPECTORS ASSOCIATION

KNOWLEDGE THROUGH CONTINUING EDUCATION

Constitution And By-Laws Of The Illinois Plumbing Inspectors Association



Amended 6/11/2024

THE ILLINOIS PLUMBING INSPECTORS ASSOCIATION

KNOWLEDGE THROUGH CONTINUING EDUCATION

CONSTITUTION AND BY-LAWS

OF THE ILLINOIS PLUMBING INSPECTORS ASSOCIATION

1. The **NAME** of this organization shall be: Illinois Plumbing Inspectors Association
2. **PURPOSE:** The purpose and objective of this association shall be:
 - A. To promote cooperation between all municipalities for the exchange of ideas and views for the mutual benefit of all.
 - B. To gather, receive, and disseminate information among its members for the advancement of plumbing and public health.
 - C. To foster, promote and encourage the improvement of plumbing material and work.
 - D. To encourage the enactment and enforcement of plumbing legislation.
 - E. To promote a more unified plumbing code in Illinois.
 - F. To promote continuing education for associate members.
 - G. To promote cooperation between local Plumbing Inspectors and the Illinois Department of Public Health
3. **POLICY:** This association shall be a non-profit association, composed of Plumbing Inspectors, Honorary Members, Plumbing Contractors, Plumbing Journeymen, Plumbing Apprentices, and Vendors.
4. **MEMBERSHIP:** Voluntary
5. **OFFICERS:** 1 – (One) President, 2 – (Two) Vice Presidents, 1 – (One) Secretary/Treasurer, and 3 – (Three) Directors, to be elected every 3 (Three) years by the general membership.
6. **GOVERNMENT:** All policy decisions shall be made by the Board of Directors. Such other business as may be necessary shall be referred to the general membership for adoption by majority vote of those present.
7. **MEETING:** There shall be a general meeting of the third Wednesday of every month and such other meeting as may be called by the President.
8. **AMENDMENTS TO THE CONSTITUTION:** Proposed amendments must be presented to the Board of Directors with Five (5) members signatures. Thirty (30) days written advance notice of proposed amendments shall be sent to general membership. Required vote: Two Thirds (2/3) members voting at general meeting.

THE ILLINOIS PLUMBING INSPECTORS ASSOCIATION

KNOWLEDGE THROUGH CONTINUING EDUCATION

Article I – Membership

- A. ELIGIBILITY:** Any Plumbing Inspector or holder of a Certified Plumbing Inspectors License, Honorary Member, Plumbing Contractor, Plumbing Journeymen, Plumbing apprentice, and Vendors may participate in the organization of this Association.
- B. APPLICATION:** File with the Secretary/Treasurer accompanied by one year's dues; considered by the Board of Directors; elected to membership by the Board of Directors.
- C. VOTING:** Each member shall be entitled to one (1) vote.
- D. HONORARY MEMBERS:** Honorary members shall be retired plumbing inspectors, or those persons so designated by the Board of Directors. They shall not be assessed any dues, nor be allowed any voting privileges, but they shall be permitted to serve on committee if they so desire.
- E. SUSPENSION or EXPULSION of MEMBERS:** Any member may be expelled and his membership in the association terminated for conduct which the Board of Officers shall determine to have disturbed the order, dignity, business, or harmony of the Association, or to have violated the By-Laws, or any rules or regulation which are in force at the time of the alleged infraction, as adopted by the Board of Officers. Such expulsion shall be by two-thirds (2/3) vote of the members of the Board of Officers present at a meeting thereof duly called and held; provided however, that the Board at a prior meeting thereof shall first have voted to institute expulsion proceedings and that thereafter a statement of the charges shall be mailed by registered mail of certified mail to the accused member directed to his last recorded address, at least sixty (60) days before the final action is taken place where the Board is to take action on such charges and such notice shall state that the accused member will have opportunity to present a defense at the time and place designated in such notice. The decision of the Board shall be final and conclusive

All rights and privileges of an expelled member shall terminate immediately after the expulsion.

No member expelled from the Association may be re-admitted to the Association as a member until at least one year has elapsed from the date of his expulsion and unless his application for re-admission is approved by two-thirds (2/3) vote of the members of the Board of Officers present at a duly constituted meeting thereof and provide notice that re-instatement of a member is to be considered be included in the notice of said meeting.

THE ILLINOIS PLUMBING INSPECTORS ASSOCIATION

KNOWLEDGE THROUGH CONTINUING EDUCATION

ARTICLE II – Annual Dues

- A.** A fee of \$70.00 per year, or the amount recommended by the Board of Directors and approved by members, for each member, payable on or before March 1st of each year.
- B.** Penalty for non-payment of dues: Automatically dropped from membership after six months in arrears.
- C.** Fiscal year shall commence on the first day of March and end on the last day of February of the following year.
- D.** Associate member: See Article XIII.

Article III

- A.** The regular meeting of this Association shall be held on the third Wednesday of each month.
- B.** Special meetings may be called by the President of the Board of Directors by giving 15 days written notice to members.
- C.** The annual meeting shall be held on the third Wednesday of March.
- D.** Location of regular or special meeting will be designated by the Board of Directors.
- E.** Written notice shall be given to the general membership for all regular and special meetings.
- F.** Meetings shall be open to invited guests.
- G.** Order of business for all meetings shall be determined by the Board of Directors. Any questions as to the priority of business shall be decided by the Chair without debate.
- H.** All business meetings shall be in accordance with Roberts Rules of Order except as provided in these By-Laws.
- I.** Election of officers shall be held at the annual meeting on the third Wednesday of March.

ARTICLE IV – FUNDS, CONTROL and ADMINISTRATION

- A.** Secretary/Treasurer of this Association shall have custody of all funds and securities.
- B.** All funds shall be deposited to the credit of this Association with such depositories as the Board of Directors may select.
- C.** The Secretary/Treasurer or the President shall disburse the funds of this Association only as ordered by the Board of Directors. He shall sign explanatory vouchers supporting each payment.
- D.** The Secretary/Treasurer shall submit a written report on all of his transactions as Treasurer and of the financial status of the Association at each Board of Directors meeting, or whenever they require it.

THE ILLINOIS PLUMBING INSPECTORS ASSOCIATION

KNOWLEDGE THROUGH CONTINUING EDUCATION

- E. An audit shall be made by the Board of Directors once each year. The Board of Directors may, if they deem necessary, employ a Certified Public Accountant to conduct this audit.
- F. The Secretary Treasurer shall present to this Association a full report of the financial standing of this Association at each annual meeting.
- G. Unless so authorized by the Board of Directors, no officer or agent of this Association shall have the authority to bind this Association by any contract or engagement, or to pledge its credit to render it liable for any purpose or in any amount.

Article V – BOARD OF DIRECTORS

- A. **MEMBERS:** (1) One - President, (2) - Vice-Presidents, (1) One – Secretary/Treasurer, and (3) Three elected Directors.
- B. **DUTIES:**
 - 1. To manage, control, and conduct the business of this Association.
 - 2. To submit decisions to the general membership for approval or disapproval.
 - 3. To decide all questions as to interpretation of Constitution and By-Laws.
 - 4. To act as custodian of all properties and interest of the Association.
 - 5. To audit the books of the Secretary/Treasurer at least once a year.
- C. **MEETINGS:** The Board shall meet at least (4) four times a year and can be convened by the Association President.
- D. **Quorum:** A majority of the Board of Directors shall constitute a quorum.
- E. **Vacancies:** Any vacancy that may occur on the Board shall be filled by the President with the approval of a majority of the Directors.
- F. **Removal:** Any officer or director may be recommended for removal from office by a vote of not less than two-thirds (2/3) of the Board of Directors and submitted to the general membership.

ARTICLE VI – NOMINATION AND ELECTION OF OFFICERS

- A. Nomination committees shall be appointed by the President during the regular meeting in January and their nominations shall be submitted to the general membership in February at the regular meeting for the annual meeting in March.
- B. Nominations may also be made from the floor.
- C. All voting shall be secret ballot.
- D. All officers and (3) three Board of Directors Members shall be elected to a (3) three-year term.
- E. The President and Senior shall be elected in the 1st year rotation. The Secretary/Treasurer shall be elected in the 2nd year rotation. Jr. Vice president shall be

THE ILLINOIS PLUMBING INSPECTORS ASSOCIATION

KNOWLEDGE THROUGH CONTINUING EDUCATION

elected in the 3rd year. One board member shall be elected each year in a 3 year rotation. See addendum.

ARTICLE VII – COMMITTEE

- A.** Each of three elected Board members shall chair a standing committee, with committee members from the general membership.
- B.** The President shall designate each elected board member to chair one of the standing committees which shall be: Membership, Program, Problems, and Legislative Liaison.
- C.** Additional committees may be created for any other special duty. Members shall be appointed by the President with approval of the Board of Directors.

ARTICLE VIII – AMENDING OR REPEALING OF BY-LAWS

- A.** By-Laws may be amended or repealed by a two-thirds (2/3) vote of the membership present at any regular or special meeting of this Association or by written assent of two-thirds (2/3) of members provided that a copy of such proposed amendment or repeal shall have been submitted to the membership in writing by the Secretary/Treasurer at least fifteen (15) days prior to the date set for vote by mail.
- B.** An approved amendment to allow electronic submittals and voting on potential Bylaw changes to membership.
 - 1) The Charter Chapter Board may present proposed changes to the By-laws verbally and /or electronically to all IPIA members after said proposed amendment to the By-laws has been approved for review by the Charter Chapter Board, for a vote by IPIA association members.
 - 1) **A.** Electronic proposals can be sent via email, fax, and or text message. All electronic notifications shall include the original posting date and deadline date for voting for each proposal.
 - 1) **B.** In addition to verbal and/or electronic notification, all proposed By-law changes shall be posted on the IPIA website. Any notification on the IPIA website shall include the original posting date and deadline date for voting.
 - 1) **C.** It shall be the duty of each IPIA chapter's president to convey to each individual chapter's membership any proposed changes either verbally or electronically of all By-law changes and all notifications shall include the original posting date and voting deadline.
 - 2) A response shall be requested by the IPIA board to all IPIA eligible voting members, either for or against any By-law proposal(s) and may be to the IPIA By-law committee up to 30 after the announcement of the proposed amendment(s), via electronically, by mail, or in person at the charters' members meeting.

THE ILLINOIS PLUMBING INSPECTORS ASSOCIATION

KNOWLEDGE THROUGH CONTINUING EDUCATION

- 2) **A.** Votes presented by mail must be postmarked no later than 30 days after the original and/or amended proposal has been announced by the IPIA board and posted to the IPIA website. In no case shall a vote postmarked more than 30 days after the deadline and received more than 15 days after the deadline date has elapsed for voting on a proposed By-law change shall be counted. Mail in votes shall include the IPIA members name and chapter affiliation in order to be counted by the By-law committee.
- 2) **B.** Votes submitted by individual members, cast in person at chapter meetings, must include the IPIA members name for each vote for or against the proposal for membership verification and to ensure only one vote per eligible member is counted towards any proposed amendment.
- 2) **C.** Electronic votes shall include IPIA members' name and chapter affiliation for each vote for or against the proposal for membership verification and to ensure only one vote per eligible member is counted toward any proposed amendment.
- 2) **D.** When an individual is a member of multiple chapters, ONLY one vote shall be counted for such individual, no matter how many chapters that individual may be a member of at any time. Only current membership at the deadline time for voting is allowed to cast a vote for any By-law changes or proposals. It shall be the By-law committee's responsibility to confirm all votes cast were by eligible membership and that no individual has more than one vote per proposal.
- 3) A 2/3rd's majority of the total *responding* eligible votes by membership within 45 days of any By-law proposal(s) posting and/or announcement will be required for a proposed By-law change to be approved.
- 4) The By-law committee shall present a report of the vote tally to the IPIA Charter Chapter executive board at the next IPIA board meeting after the voting deadline has elapsed. All proposed By-law changes that are approved by the membership under **Article VIII B3** shall become effective 30 days after the By-law committee presents the vote tally to the IPIA executive board for confirmation approval.

ARTICLE IX _ DUTIES OF THE OFFICERS

A. President:

1. To preside over general meetings
2. To preside over the Board of Directors
3. To act as executive officer and carry out all policy and legislation passed by the Board of Directors and general membership.
4. Shall appoint all committees.

THE ILLINOIS PLUMBING INSPECTORS ASSOCIATION

KNOWLEDGE THROUGH CONTINUING EDUCATION

5. To represent the Association before the general public.

B. Vice-President:

1. Assist the President in carrying out his duties
2. To substitute for the President in these capacities as the necessity arises.
3. To perform such other duties as the President or the Board of Directors shall prescribe.
4. To act as a political liaison between the Association and Illinois Department of Public Health or any other organization that the Association is a member.

C. Secretary/Treasurer:

1. To keep the minutes of the meetings.
2. To carry on the official correspondence of the Association
3. Maintain membership Records
4. Notify all officers and Directors of meetings of the Board of Directors
5. Notify all members of this association of meetings – statement of purpose shall be sent with all special meeting notices.
6. To collect dues.
7. To disburse association funds by order of the Board of Directors
8. To keep appropriate financial records of this Association
9. To deposit all monies of the Association as directed by the Board of Directors.

D. Board of Directors:

As set forth in Section 5-B of the By-Laws

ARTICLE X – DUTIES OF THE COMMITTEES

A. Program:

1. Secure program for each monthly meeting and continuing education seminars – subject to approval by the President and Board of Directors.
2. Program expenditures to be approved by the Board of Directors.
3. Shall notify the Association Secretary of program schedule
4. Apply to the Illinois Department of Public Health and secure course registration for all continuing education classes and seminars.

THE ILLINOIS PLUMBING INSPECTORS ASSOCIATION

KNOWLEDGE THROUGH CONTINUING EDUCATION

B. Problems:

1. Seek out expert advice on problems presented by an individual member or the entire membership.
2. To seek out ways and means of working toward a more universal plumbing code of specific areas.
3. Aid the Board of Directors in resolving problems or issues as directed by the Board.

C. Membership:

1. Shall formulate and supervise plans for acquisition and retention of members of this Association.
2. Secure name tags and distribute same to members at all regular and special meetings.
3. This committee shall consist of a chairman and three (3) members.

ARTICLE XI – CHAPTERS

Section 1 – Organization

A general membership of the Association may be formed into Chapters consistent with the geographical location and members therein. Chapter Meetings shall be held for the purpose of furthering the objectives and interest of this Association.

No business shall be transacted by any Chapter on behalf of this Association except as provided by these By-Laws. Matters affecting policy and activities not provided herein shall be referred to the Association Board of Directors.

A Chapter may be formed at any time upon presentation to the Association Board of Directors of a petition for such purpose. Such petition shall be signed by at least ten (10) members or potential members, each of whom shall be eligible to serve as officers and committeemen. The petition shall be accompanied by a copy of the proposed chapter By-Laws.

If the Association Board of Directors shall approve such application, it shall issue a Charter to the applicants permitting the formation of the desired Chapter, and specify among other things, the name by which the Chapter is to be designated, the area in which it is to operate, the procedures by which it is to be governed, and the rules and regulations defining the scope and nature of its permissible activities and those which are prohibited.

THE ILLINOIS PLUMBING INSPECTORS ASSOCIATION

KNOWLEDGE THROUGH CONTINUING EDUCATION

A Charter may be withdrawn at any time for cause, such as may be determined by the Association Board of Directors to include, but not limited to, activities contrary to the best interest of this Association.

Section 2 – Meetings

Meetings of the Chapters shall be held as such time and place as determined by a majority of the members of each Chapter.

Section 3 – Officers

Each Chapter shall elect from their membership at least once every three (3) years the following officers:

(1) One President, (2) Two – Vice-Presidents, (1) One Secretary/Treasurer, and (3) Three Board of Directors members.

Section 4 - Duties of Officers

Duties of officers of each Chapter shall be similar to those indicated in Article IX and Article X of these By-Laws, except:

- A.** The Chapter Secretary shall forward a copy of the minutes of each meeting, immediately thereafter, to the principal office of the Association.
- B.** The Secretary/Treasurer shall render a report of the activities of his office at each Chapter meeting with a copy to the Secretary/Treasurer of the Association.

Section 5 – Voting

The right to vote shall be enjoyed by all members as designated by the Chapter By-Laws.

Section 6 – Dues of Chapter Members

The amount of the yearly dues of Chapter members shall be ascertained by the Board of Directors of the Charter Chapter. Five dollars (\$5.00) of each member's dues shall be forwarded to the Secretary/Treasurer of the Charter Chapter.

ARTICLE XII – EFFECTIVE DATE:

These By-Laws shall become effective immediately upon the adoption thereof.

ARTICLE XIII – ASSOCIATE MEMBERSHIPS

- A. Propose:** To allow those expressing interest in the purpose and goals of the I.P.I.A. to have a direct means to demonstrate their support.
- B. Eligibility:** An Associate Member should have a reasonable association with the plumbing trade/industry.

THE ILLINOIS PLUMBING INSPECTORS ASSOCIATION

KNOWLEDGE THROUGH CONTINUING EDUCATION

- C. Voting:** An Associate Member does not have to be a licensed plumber. Therefore, the Associate Member understands the he/she will have NO VOTING privileges nor be allowed to serve as a n Office of the Association.
- D. Annual dues:** One Hundred Twenty-Five dollars (\$125.00) per year payable on or before March 1st of each year.

ADDENDUM

Per Article VI (E) The President and Senior shall be elected in the 1st year rotation. The Secretary/Treasurer shall be elected in the 2nd year rotation. Jr. Vice president shall be

THE ILLINOIS PLUMBING INSPECTORS ASSOCIATION

KNOWLEDGE THROUGH CONTINUING EDUCATION

elected in the 3rd year. One board member shall be elected each year in a 3-year rotation.

President 2022

Sr. Vice President 2022

Vice President 2024

Secretary/Treasurer 2023

Board Member 2022

Board Member 2023

Board Member 2024