



IEC NATIONAL BOARD MANUAL OF PROCEDURES Revised as of June 2024

Introduction

These Board Manual of Procedures represent a description of the procedures that IEC National staff, officers, board members, committee chairs, members, and others follow when acting on behalf of IEC National. These Board Manual of Procedures took effect on August 20, 2021 and will supersede the previous versions (originally adopted in 1983, amended in 1991 and 1997, and partially revised in 2001, 2002, 2004, 2007, 2015, 2016, 2017, 2018, 2019, 2021, 2023 and April 2024).

The IEC National Board of Directors must approve all substantive changes to the Board Manual of Procedures (*IEC National Bylaws, Article VI, Sections 6 & 7*); however, the Executive Director, with approval from the National Executive Committee and who is authorized to act on behalf of the Board of Directors (*IEC National Bylaws, Article VIII, Section 2*), may make administrative updates and clarifications, as long as these changes do not create or alter policies determined by the National Board of Directors. Additionally, when a bylaw or other policy change is approved by the National Board of Directors, the appropriate section(s) of the Board Manual of Procedures may be updated to reflect the bylaw change by the Executive Director with approval from the National Executive Committee.

No part of the Board Manual of Procedures may conflict with the IEC National Bylaws; The IEC National Bylaws supersede the Board Manual of Procedures. (*IEC National Bylaws, Article VI, Section 6*).

Governance Procedures

National Organization Structure

IEC National Board of Directors

The IEC National Board of Directors has authority to direct all aspects of IEC, determine policies, and approve budgets and financial activities.

The Board of Directors comprises between 17 and 21 voting members and two (2) non-voting ex officio members. The voting members include the five (5) national officers, known as the Executive Committee (*see National Officers*), regional directors from each of IEC's five regions (*see Regional Directors*), and one Industry Partner representative (a Platinum Partner representative elected by the Platinum Partner Council to serve a one-year renewable term). The two non-voting ex officio members include the Executive Director, and the appointed chair of the Executive Director's Council.

The IEC National President serves as chairman of the Board of Directors, and votes only in the case of a tie.

The Board of Directors hold regular in-person meetings throughout the year during the Business Summit, Policy Conference, Summer Board Retreat, and the Annual Convention, and virtually with conference call meetings. Board meetings are open to all IEC members unless the Board is engaged in an executive session where confidential issues are discussed. Special Board meetings may be called in addition to the regular meetings.

Board meeting agendas are mailed to Board of Directors at least seven days prior to the meeting. If administrative, technical, or other difficulties delay release of meeting materials, the delay does not impact the validity of a meeting. Official Board of Directors meeting minutes will be posted to the IEC website once approved.

A quorum at a Board of Directors meeting is two-thirds of the elected members.

(Refer to the IEC National Bylaws, Article VI, for more information about the Board of Directors.)

House of Delegates

The House of Delegates elects the national officers, may amend bylaws, and may overturn a Board of Directors decision with a two-thirds vote.

The House of Delegates is comprised of one contractor member delegate from each chapter in good standing, plus additional delegates for chapters that have more than 100 contractor members in good standing. Chapters with 101 to 200 contractor members have a total of two delegates; chapters with 201 to 300 contractor members have three delegates; and chapters with 301+ contractor members have a maximum of four delegates. Members at-large may elect one representative to serve on the House of Delegates to represent their interests. The House of Delegates may invite national past presidents to serve as voting members of the House on an annual basis.

IEC Chapters must be currently chartered to have a vote in the House of Delegates; chapters that are suspended have no vote. The national dues for chapters must be paid to current quarter; otherwise, they are not permitted to vote. The current chapter president serves as the chapter's primary delegate unless the chapter President or chapter Executive Director informs IEC National otherwise. In this instance, IEC National must receive in writing, at least 48 hours prior to each House of Delegates meeting, that another

contractor member will serve instead. The name(s) of additional delegates for chapters with more than 100 contractor members, and the names of designated alternates, must also be submitted in writing to IEC National at least 48 hours prior to a House of Delegates meeting. No other individuals will be permitted to represent a chapter at a House of Delegates meeting.

The IEC National President serves as the presiding officer and may only vote to break a tie.

The House of Delegates typically meets once per year, following the IEC National Board of Directors meeting during the IEC Annual Convention, which is the Annual Member Meeting. Special meetings may also be called by the National President. Official notice must be issued to all members at least 45 calendar days prior to a meeting – and an agenda must be available at least 10 calendar days prior to a meeting. If administrative, technical, or other difficulties delay release of meeting materials, the delay does not impact the validity of a meeting.

A simple majority of the voting members registered for a regular or special meeting constitutes a quorum for a House of Delegates meeting.

(Refer to the IEC National Bylaws, Article V, for more information about the House of Delegates.)

IEC National Officers

IEC's national officers comprise the Executive Committee and the Executive Director serving as a non-voting ex-officio member. Potential officers are recommended by the National Nominating Committee and elected by the House of Delegates at its annual member meeting. Officers serve one-year terms but can be re-elected to serve consecutive terms. Officers must be contractor members, as defined within the IEC National Bylaws.

There can only be one national officer from each chapter and no more than two officers from the same region.

(Refer to the IEC National Bylaws, Article VII, for more information about national officers.)

The officers include:

- National President – The National President is the principal elected officer of the association and serves as chair of the Board of Directors, House of Delegates, and Executive Committee. The President appoints committee chairs and members, and serves as the primary spokesperson for the association.
- Treasurer – The Treasurer is responsible for monitoring and reporting financial activities to the Board of Directors, and may fulfill the duties of president in the event of the president's disability or absence from meetings. The Treasurer may be elected to succeed to the office of president at the end of the National President's term or should that office become vacant.
- Secretary – The Secretary, or his/her delegate, is responsible for giving a minimum of seven (7) days advance notice of meetings, keeping accurate records of their proceedings, and performs duties assigned by the National President and/or Board of Directors.
- Vice President – The Vice President fulfills duties assigned by the president and/or Board of Directors.

- Immediate Past President – The immediate past president fulfills duties assigned by the National President and/or Board of Directors and chairs the National Nominating Committee.

IEC National Committees

IEC maintains a number of national committees to provide member involvement in the association's various activities. Three of these – Executive, Nominating, and Apprenticeship & Training Committees – are mandated in the IEC National Bylaws. The IEC National President may appoint additional national or special committees or subcommittees.

Voting committee members must be contractor members, associate members (including national partners) and honorary members in good standing or chapter staff. Annually, a call for committee members is sent to the membership and chapters. The National President assigns committee chairs and members, and each committee chair appoints a vice chair to be approved by the IEC National President. Committee members may serve consecutive years but are required to be reappointed each year. Committee chairs serve one-year terms and may be renewed. Members are generally limited to serving on only two committees at any one time to limit possible meeting time conflicts, and to ensure availability of committee member slots to accommodate those interested in serving.

All IEC National Committees shall:

- Have at least one IEC National Board of Director's member on a committee as a full pledged voting member with all voting rights and privileges afforded committee members.
- Have a membership term which is generally one (1) calendar year in length starting each January and ending each December.
- Offer members the opportunity to serve consecutive terms with IEC National President's approval.
- Have a quorum of members present at any committee meeting and/or conference call to conduct committee business.
 - A committee quorum shall consist of a majority of the committee's total principal membership being present either in-person, virtually and/or via telephone. Committee votes shall require a quorum to pass.
 - Committee chairs are only allowed to vote when a tie vote occurs enabling them to break the tie vote.
 - Committee co-chairs have the right to vote on all committees except when they are filling the position as chair, in the chairperson's absence, then they shall only vote when a tie vote occurs enabling them to break the tie vote.

The Executive Director assigns a National staff member to provide administrative support to each committee. The staff liaisons scribe and maintain meeting minutes, coordinate the development of meeting agendas with committee chairs, distribute and collect information as directed by the chair, and provide other administrative support as requested by each committee.

Committee meetings at conferences and conventions are open to all members, under the invitation and consent of the committee chair, unless they have been designated "closed" to discuss sensitive or confidential issues. Committee meetings may also be called by the committee chair throughout the year, at her/his discretion, either via teleconference, web conference, or in-person. Only committee members may vote during meetings. In addition, designated "working sessions" may be held throughout the year and no official committee decisions, actions, or votes are allowed to transpire during a working session.

Committee chairs make reports to the Board of Directors at each regular meeting, including presentation of committee recommendations as motions to consider new policies or programs and/or make changes to existing policies and programs. Vice chairs report to the Board of Directors in the chair's absence.

In addition, approved meeting minutes, and any available minutes pending approval, from all open business meetings of committees will be posted within 30-days on the national association website.

Current national committees include:

- Executive Committee – The Executive Committee is composed of the five elected officers (see National Officers above) plus the Executive Director, who serves as a non-voting ex officio member. The Executive Committee may also exercise the powers of the Board of Directors when it is not in session. The National President serves as chair of the Executive Committee. The Executive Committee monitors the success of the Executive Director in achieving the goals set by the Board of Directors. The Executive Committee will conduct an annual review of the Executive Director by the end of each year. The review will be based on goals and objectives agreed upon by both the Executive Committee and the Executive Director, and is to be set by December of the prior year.
- Nominating Committee – The Nominating Committee solicits and interviews candidates for officer positions, and recommends a slate of officers for approval by the House of Delegates at each annual member meeting. The Nominating Committee is chaired by the Immediate Past President and must include another past president and three additional contractor members in good standing as appointed by the IEC National President. The Nominating Committee will consist of representation from each Region. The Nominating Committee must inform the National Secretary of its recommended slate of officers at least 45 days prior to the Annual Member Meeting, and contractor members with the official meeting notice at least 30 days prior to the Annual Member Meeting.
- Apprenticeship & Training Committee – The A&T Committee is a policy committee that maintains IEC’s National Standards of Apprenticeship, an apprentice training curriculum, and technical training for other field workers in accordance with its own committee Bylaws. The A&T Committee may include one or more subcommittees.
(See the Apprenticeship & Training Procedures section for more information.)
- Codes & Standards Committee – The Codes & Standards Committee is an advisory committee that monitors IEC’s participation in various industry codes and standards panels, reviews and recommends changes in codes and standards documents, and communicates them to IEC members.
(See the Codes & Standards Procedures section for more information.)
- Professional Development Committee – The Professional Development Committee is an advisory committee that directs IEC’s management and continuing education programs including the educational sessions at national conferences and conventions, online training courses, and other programs that assist IEC chapters in providing management and continuing education to the members.
(See the Management & Continuing Education Procedures section for more information.)
- Emerging Leaders Committee – The Emerging Leaders Committee is focused on advising the association on development of programs and activities intended to support the growth and needs of rising industry leaders within IEC member companies nationwide.
- Events Advisory Committee -- The goal of this advisory committee is to assist the association and staff in collecting data, evaluating data, guiding decisions, providing insights and making recommendations to the Executive Committee concerning the schedules and locations of the three major IEC National annual events: Business Summit, Legislative Conference, and Convention & Expo.

- Finance Committee – The role of the Finance Committee is to provide financial oversight for the association. The task areas include budgeting and financial planning, financial reporting, and the creation and monitoring of internal controls and accountability policies. The Finance Committee shall be chaired by the IEC National Treasurer and shall include the IEC National President, IEC National Secretary, one Industry Partner, one Contractor Member and the Executive Director Council Chair.
- Government Affairs Committee – The Government Affairs Committee is an advisory committee that sets IEC’s national legislative agenda, monitors progress in achieving IEC’s legislative and regulatory objectives, communicates related news to IEC chapters and members, and assists chapters and regions in developing state and local programs.
(See the *Government Affairs Procedures* section for more information.)

Emerging Technology Committee – The Emerging Technology Committee is dedicated to identifying, evaluating and recommending innovative technologies that have the potential to significantly impact the organization’s strategic objectives. This committee is responsible for staying at the forefront of technological advancements and ensuring that the organization is prepared to leverage these advancements to maintain a competitive edge.

- Industry Recognition Committee – The Industry Recognition Committee is an advisory committee that guides IEC’s efforts to raise awareness of the accomplishments of IEC and its members. The committee will identify areas for garnering publicity including overseeing the IEC National Annual Awards. The committee serves as the primary IEC component with workforce development oversight and will engage other National committees as deemed appropriate.
(See the *Public Relations Procedures* section for more information.)
- Membership Committee – The Membership Committee is a policy committee that maintains and oversees IEC’s membership policies, procedures, and membership development; evaluates applications from future chapters, requests for chapter jurisdiction changes, and chapter marketing plans and assessments; and recommends new membership dues categories, member types, benefits, and requirements.
(See the *Membership Procedures* section for more information.)
- PAC-FREEDOM FUND Committees – The PAC-FREEDOM FUND Committees are advisory committees that work in cooperation with the Government Affairs Committee to direct fund raising and program development for IEC’s Political Action Committee (PRIDE PAC) and Political Education Fund (FREEDOM FUND). They advise staff on recipients of campaign contributions and develop informational campaigns relating to public policy issues.
(See the *Government Affairs Procedures* section for more information.)
- Safety Committee – The Safety Committee is an advisory committee that develops and maintains IEC’s safety information and education programs, including the SPARK program, and provides liaison support with OSHA and other safety-related organizations. (See the *Safety Procedures* section for more information.)
- Steering Committee—at the discretion of the IEC National President, a steering committee meeting(s) may be called and comprised of committee chairs or his/her designated delegate. These meetings are considered closed meetings for discussing issues with the senior leadership of the association in frank, honest, and open manner. No official action may be taken at a Steering Committee meeting.

Councils

Councils provide vital advisory and liaison support to the IEC National Board of Directors, officers, committees, and staff. Council meetings at conferences and conventions are open to all members, under the invitation and consent of the council chair, unless they have been designated “closed” to discuss sensitive or confidential issues. Council meetings may also be called by the council chair throughout the year, at her/his discretion, either via teleconference, web conference, or in-person. Only council members may vote during meetings. In addition, designated “working sessions” may be held throughout the year and no official council decisions, actions, or votes are allowed to transpire during a working session.

- Chapter Executive Director Council – This council includes all executive directors of chartered IEC Chapters in good standing. The council recommends and the National President appoints one of its members to serve as its chair. The council meets at each IEC national meetings, by conference calls and upon the council’s election and during the annual retreat and/or meeting to discuss chapter issues.
- President’s Advisory Council - This council may be appointed by the National President and serves in an advisory capacity for the purpose of sharing feedback on behalf of the chapters. The council may meet at the association’s three national meetings or by conference call. The council should include the IEC National President, Chapter Executive Directors, representing each of the regions, additional Executive Directors as deemed appropriate by the National President and select IEC National staff.
- Strategic Partner Council – The Strategic Partner Council includes a representative from each Strategic industry partner. The Council elects a representative to serve on the Board of Directors and serves an advisory role in communicating platinum partner concerns and industry perspectives to the Executive Committee and Board of Directors. Each year the Strategic Partner Council elects a council chair.

Task Forces

Task forces are assigned periodically by the National President to address and make recommendations about specific issues. Task forces are usually given a limited life span (1-2 years) to accomplish their tasks.

National Staff

The Executive Director is authorized by the IEC National Board of Directors to maintain a professional paid staff to carry out the association’s activities within budgetary limits approved by the Board. The Executive Director has sole authority to hire, supervise, discipline, and terminate national staff. The Executive Director serves as the chief executive officer of the association and directs all activities and facilities of the association’s national office.

Quorum

Unless otherwise specified in the IEC National Bylaws or any committee’s bylaws, a quorum for any committee, council, or task force is at least three members or one half of the voting members, whichever is greater. Motions and committee decisions may be approved by a simple majority of those voting members present at a meeting or participating in a conference call, as long as a quorum is present and notice about the meeting/call was provided to all members of the committee, council, or task force at least two business days in advance.

Minutes

Unless otherwise specified in the IEC National Bylaws or any committee's bylaws, minutes of official Board and committee meetings held in person, or via any electronic or telephonic means, must be maintained, approved, and preserved. All motions and other business-related decisions must be documented in minutes. Board of Directors and committee minutes, pending and approved, are available within 30-days of last meeting on the IEC National website. Draft committee and task force minutes are typically only distributed to respective committee or task force members and to the Board of Directors. Summaries of Board of Directors, committee, and task force actions are reported periodically in various publications for IEC member information.

Regions

Beginning January 1, 2016, IEC Chapter Members and members at-large are divided into five regions, based on their business address: Mountain West, Greater Texas, Midwest, Northeast, and Southeast. The Board of Directors will perform a census of the regions annually and may realign regional boundaries accordingly. The current regional structure is illustrated below:



For purposes of regional representation that have members with business addresses located in multiple regions, such members will belong to the region where the chapter's business' headquarters address is located. Members located outside of regional boundaries may choose a region to represent them.

Regional Directors

Each region is represented on the IEC National Board of Directors by at least two regional directors and no more than three per region, based on the size of the region. All regions are entitled to two regional directors; a region is eligible for a third regional director if it represents at least 20 percent of the association's total contractor membership.

Regional directors are elected to serve two-year terms and may serve up to three consecutive terms. Regional directors must be contractor members in good standing at both the national and chapter levels and have at least one year's experience on a chapter board and/or national committee. No individual designated as chapter staff may serve as regional director. There shall not be more than one regional director from the same chapter or same member company/conglomerate.

Regional director responsibilities include but may not be limited to:

- representing the interests of their constituents on the Board of Directors,
- encouraging the development of regional cooperation among chapters and members in their respective regions,
- providing support and advice to chapters that request assistance, especially those having significant difficulties or undergoing disciplinary action,
- presiding at regional caucuses and other regional meetings.

Regional Director Elections

The IEC National President annually appoints teams of up to three contractor member representatives from each region to serve as Regional Nominating Committees. These five Committees may include no more than one person from each chapter, and no one may serve more than two consecutive terms. The Committees solicit potential regional director candidates by inviting each chapter in their regions to nominate one potential candidate per open office. Official Regional Director Nomination forms must be submitted by the deadlines provided by the Regional Nominating Committees. Potential candidates must provide background information on the nomination forms and chapter board experience must be confirmed by the respective Chapter Executive Directors and/or chapter presidents. Potential candidates who are serving as chapter presidents may not confirm their own qualifications on their nomination forms.

After evaluating all potential candidates, each Regional Nominating Committee must submit a list of recommended candidates for open positions, including two qualified candidates per open position, unless only one qualified candidate can be identified, to the National President and Executive Director at least 45 calendar days prior to the Annual Convention. Regional Nominating Committees cannot name one of their committee members as a candidate. The recommended candidate names are sent to each region's chapters and members and are posted on the IEC National website by the national Executive Director at least 30 days prior to the Annual Convention.

Unless IEC National is notified in writing at least 48 hours prior to an election, the current chapter president serves as a chapter's voting representative and casts votes for regional director(s) on each chapter's behalf. Chapters may also designate an alternate voting representative. Chapter voting representatives and alternates must be contractor members and may not be candidates for regional director. Each chapter voting representative may cast one vote per contractor member in good standing in his/her chapter as of June 30 each year. Chapters that are suspended have no vote. Voting representatives may split their votes among candidates.

Regional Nominating Committee members administer the election process at each regional caucus during the Annual Convention. Candidates for regional director must be present, must be introduced, and may be invited to make comments at their respective regional caucuses. Candidate nominations can be made from the floor if the floor candidates' eligibility qualifications can be immediately confirmed, and petitions are submitted with at least 10 signatures of contractor members in their regions who are present at the caucus. Elections are held and each chapter voting representative casts his/her votes via secret ballot. Alternate voting representatives may only vote on behalf of their chapter in the absence of their voting representative at the caucus. Contractor members at-large who are present at the regional caucus may cast one vote each. All voting is done in person; proxy votes are not permitted.

Candidates must receive a majority of votes cast to become regional directors-elect. In a multi-candidate contest, if no candidate receives a majority of votes cast, a run-off election will be held immediately between the two candidates who receive the most votes. If two candidates receive the same number of

votes, a tie-breaker election will be held immediately. If the tie persists, the winner will be determined by the flip of a coin at the regional caucus.

If a regional director terminates his/her term before its expiration, or if a vacancy occurs for any reason, the IEC National President will ask the region's most recent nominating committee to recommend a replacement, who the National President will appoint to serve out the balance of the term. Said regional director would be eligible to run for a new term upon completion of the appointed term, and the duration of the appointment will not be applied towards a regional director's elected term. Upon termination of any regional director for any reason, the Executive Director will send written notification within 30 days to the members and chapters of the applicable region.

Regional Budgets

Regional directors receive reimbursement for travel expenses to attend Board of Directors meetings throughout the year. IEC will also reimburse regional directors for travel expenses while on regional business, and for the cost of regional mailing, communication, caucus, and meeting expenses. Reimbursements require appropriate receipts and documentation to be processed.

(See Financial Procedures: Business Expense Reimbursement, for details.)

Regional Meetings & Events

Each region holds a caucus meeting during the Annual Convention, led by its regional directors or, in their absence, others appointed by the National Executive Committee. During a regional caucus, members discuss issues of interest, provide regional directors with information that may be used to determine votes at the National Board of Directors meeting, meet candidates for open regional director positions, and elect regional directors via the respective chapter voting representatives.

Regions may also choose to hold additional meetings throughout the year, which may include networking sessions, educational programs, social activities, trade shows, and regional caucuses relating to IEC issues. However, regions are not permitted to schedule activities that conflict in timing or spirit with pre-existing events produced by IEC National or any chapter within the region.

All business proceedings at regional caucuses and meetings must be recorded in the form of minutes by a designated regional secretary. Minutes must be sent to IEC National within 30 days of each meeting to be recorded.

Chapters

IEC is a federation of separate independent, local, regional, and legally incorporated associations. Each association is chartered by IEC National as an IEC Chapter, which retains autonomy relating to its activities, but must meet certain standards and requirements to retain its affiliation with IEC National.



Use of the IEC National name and logo by chartered chapters must be in accordance with the logo usage guidelines found in these Manual of Procedures.

Unless otherwise specified in these Manual of Procedures, IEC National will strive to never hold any activities or national events that compete with chapter activities. Similarly, chapters are expected to

support and promote IEC National events and initiatives and avoid scheduling activities that conflict with previously scheduled IEC National events. IEC Chapters are encouraged to attend IEC National events. IEC National will support and promote chapter activities through event calendars on the IEC website and email notifications that do not conflict with National activities.

Core Competencies

IEC Chapters are expected to maintain at least five contractor members. If a chapter's membership is less than five contractors, the membership committee will determine if action is necessary. IEC Chapters are expected to provide a minimum level of core competencies to their members to maintain IEC affiliation. Chapters are encouraged to develop an ongoing business plan to maintain the success of their organization. IEC National can be a resource for developing this business plan. These core competencies include:

1. **Apprenticeship & Training Programs:** IEC Chapters, unless prohibited by state and/or local laws and regulations, must establish a federal or state approved apprentice training program which must be made available to all chapter members. All IEC Chapters who conduct apprenticeship training must use the IEC apprenticeship curriculum, unless prohibited by state legislative or regulatory requirements. When state legislative or regulatory requirements prohibit an IEC Chapter from conducting any apprenticeship training, or when Chapter demand does not exist to support an apprenticeship training program, IEC Chapters are expected to offer its members ongoing contractor training, such as safety training or other continuing education training. *(See the Apprenticeship & Training Procedures section of these Manual of Procedures for details about conditions of use and other training requirements.)*
2. **Management & Continuing Education:** IEC Chapters should provide management and continuing education that may include regularly scheduled seminars or articles distributed to members, or by other means.
3. **Manpower Assistance:** Manpower assistance is encouraged unless the Chapter, based on legal advice, believes these services may violate Federal (NLRB), state or local laws or regulations. Manpower Assistance may include a way to communicate job sharing or temporary worker needs and availability among members and/or a centralized applicant referral service.
4. **Networking Activities:** IEC Chapters should facilitate networking opportunities that allow members to interact, share ideas, and develop identity. Some of these opportunities may include periodic business or membership meetings (preferably monthly), social activities, industry events, regional meetings and/or conference calls, and/or sporting events.
5. **Safety and Code Resources:** An IEC core belief is "Put Safety First". As such, IEC Chapters should provide OSHA and NEC-related safety education, training and/or information to members. IEC National is a resource for these initiatives.
6. **Association & Industry Communication:** IEC Chapters should establish and provide regular communication with timely IEC news and industry-related information. This may be accomplished through newsletters, emails, and social media.
7. **Government Affairs:** IEC Chapters should provide ongoing information about pending local, state, and federal legislation and regulatory developments. IEC National is a resource for this initiative.

8. **Membership Growth:** All chapters shall maintain a regular membership recruitment and retention plan. Additional chapter expectations are defined by their respective members.

IEC National acknowledges that not all chapters can provide the same level of services in all areas, but all chapters are required to provide the Core Competencies described above to benefit their members and attract additional members. Chapters should strive to obtain these Core Competencies within two years of the establishment of a new chapter. IEC National will provide information and support to chapters in achieving these goals.

Forming New IEC Chapters

The IEC National Board of Directors has sole authority to charter each new chapter.

(See National Bylaws, Article III, Section 3.)

IEC National will consider a provisional chapter status of a prospective chapter once the Provisional Chapter Application has been completed, and a Letter of Intent (LOI) has been signed by at least five Electrical Contractors that are part of their Board of Directors. Prior to the National President's review, the IEC National Membership Committee will review these documents and provide a recommendation for approval or disapproval.

The minimum prerequisites to be considered for approval for obtaining provisional chapter status must include:

- Roster of five Electrical Contractors which are part of the founding Board of Directors who are committed to paying IEC national membership dues at the current rate, and chapter dues once the founding board has set their dues structure.
- Letter of Intent will be submitted to the IEC National Membership Committee, addressed to the National President, outlining the chapter's intention for creating an IEC Chapter. This LOI must identify all counties being requested as their territory in which the chapter can reasonably serve. Upon approval by the Membership Committee, the LOI and a letter of endorsement from the Membership Committee will then be forwarded to the National President for final approval.
- Completed Provisional Chapter Application.
- The proposed chapter name which will include "IEC" and be unique as to not conflict with existing chapter charters.

Provisional chapter status is permitted for six months with an opportunity to extend upon written request. This allows for a provisional chapter to begin the Chapter Start-Up Kit, the new chapter training series, new chapter educational and professional development offerings, membership recruitment, and begin adding immediate value to the electrical industry.

For a Provisional Chapter to begin an IEC Apprenticeship Program the following items **MUST** be in place:

- IEC Chapter bylaws which have been approved by IEC National.
- Approved standards by either the DOL or SAC respectively unless this conflicts with local or state regulations.
- Submit EIN and 501(c)(6) IRS Application.

After all the prerequisites listed below have been met, the prospective IEC Chapter must submit the required paperwork and information to the IEC National Membership Committee. These documents must

be submitted no less than fourteen days prior to the meeting in which the IEC National Membership Committee will consider the application.

The minimum prerequisites for a provisional chapter to be considered for full chapter status include:

- A clearly defined and mapped (preferably along county boundaries) territorial jurisdiction, that does not conflict with any pre-existing IEC Chapter's jurisdiction (unless written permission is granted by the pre-existing chapter, ceding the territory to the provisional chapter).
- Complete the six-month chapter training process which allows chapter leaders to operate independently once the provisional chapter status is completed.
- Received approval of the EIN and 501(c)(6) IRS Application.
- Bylaws that have been approved by IEC National (model chapter bylaws are available from IEC National)
- Articles of incorporation
- Mission and Vision Statements for the chapter.
- Create a website which will include the IEC logo and the chapter's primary contact. (IEC National encourages listing their Board of Directors and joining social media)
- A roster which includes all contact information for the Chapter's Officers, Board of Directors and Chapter Staff.
- A business plan illustrating how the chapter plans to recruit new members, expectation of growth, identify market, provide training and other services throughout its proposed territory.
- A chapter budget and dues structure
- Local contractor membership application.

During a regularly scheduled National meeting, at least one representative from the provisional chapter must appear before the Membership Committee and the Board of Directors to present their plans for the new chapter.* At this point, the IEC Board of Directors will officially approve or deny the new chapter charter. If full chapter status is approved, an official charter will be issued to the new chapter.

* The registration fee will be waived for one chapter representative to attend the National meeting.

New IEC Chapters operate under a one-year probationary period during which IEC National will carefully monitor its operation. At the end of their first year, national staff will conduct a chapter review and provide feedback to the new chapter and the Membership Committee.

The Board of Directors reserves the right to terminate the IEC affiliation of a new chapter during the probationary period if the chapter is clearly failing to pursue its stated business plan and/or does not provide services and fulfill the requirements to maintain the IEC Chapter.

Dues

Lack of financial resources and ineffective administration are the two primary reasons why IEC Chapters fail. Chapters are encouraged to maintain sufficient dues levels to fully support the expense of their services, including the establishment of regular cost of living dues adjustments. Chapters are expected to monitor members' dues categories annually for accuracy.

Chapters must maintain documentation regarding how their dues structure were established, what services are covered by dues (rather than fees), and the process and timing for making dues adjustments.

Chapters that operate training programs as separate 501(c)(3) corporations must keep dues-related funds and programs clearly separated from training-related fees and programs in their financial records. Accurate and complete records will help protect chapters against possible allegations of impropriety.

Assessments and Performance

Each chapter is required to complete an annual Chapter Update of its operations and services. This update helps IEC National understand the chapters' needs, and directs resources to assist chapters in fulfilling their Core Competencies. The questionnaire covers membership recruitment and retention goals and results, and addresses the Core Competencies described above.

IEC National Membership Committee may investigate a chapter that is not maintaining their required Core Competencies, or a situation brought to the Membership Committee's attention by an IEC stakeholder. During this investigation chapter representatives may be required to provide information about why the chapter is not maintaining their Core Competencies and how IEC National might assist. IEC National expects that all areas that are in a chapter's approved territory are adequately serviced; otherwise, the Membership Committee may recommend to the Board of Directors to reduce the territory controlled by a chapter and/or direct that services be provided through IEC National or its agent.

If a chapter is clearly not operating up to expected standards and is showing little or no potential to improve, the Membership Committee may recommend to the Board of Directors that the chapter's charter be revoked. A chapter must be given a 60-day probationary period and a 60-day suspension period running consecutively for a total of 120 days, before its charter can be revoked by the Board of Directors, which requires a two-thirds majority vote. (*See Addressing Noncompliance regarding the Manual of Procedures below for more information about disciplinary procedures.*)

Chapter Territory

IEC Chapters are granted specific geographical areas in which to operate. Neither IEC National nor any other chapter may actively recruit members, provide on-site, online or apprenticeship training, or provide any other services to contractors in areas within approved chapter jurisdictions without obtaining written permission from the chapter that controls the territory, unless otherwise specified in these Manual of Procedures. In the case of online training, chapter territory and jurisdiction will be recognized by the physical location that the contractor member's company resides in, and not the current location of one of its employees who may be taking the training.

IEC National and chapters shall not be prohibited from offering non-revenue generating webinar training (non-apprenticeship) to IEC contractor and/or associate members. Chapters and IEC National may recruit, train, and provide other services in areas (known as at-large territories) that are not granted to a chapter regardless of the distance from the chapter location.

Chapters that wish to add or remove territory must submit a written request to the National Membership Committee for their evaluation and recommendation to the Board of Directors. Chapters that apply to increase their territory must submit a "Chapter Territory Expansion" request, which must include a detailed business plan illustrating; how they will continue to service their current territory, and how they will service the additional requested territory. All changes to a chapter territory must be approved by the Board of Directors. One year after the chapter territory expansion has been approved by the Board of Directors, the chapter will be required to complete a Chapter Territory Expansion Assessment which will be evaluated by the Membership Committee.

Contractor Members with a satellite field office that is in a chapter's territory that is different from their home/corporate office chapter territory (example: corporate office is administrative only), must have a written agreement of approval between chapters that the satellite office can join without having the home/corporate office join the chapter where the home/ corporate office is located. This agreement must be submitted to the IEC National Membership Committee.

If a chapter relinquishes territory for any reason whatsoever and then later wishes to get back that territory, they must go through the same process mentioned above and submit a “Chapter Territory Expansion” request.

Chapters are required to provide consistent Core Competencies in all areas within their jurisdiction. If complaints are received from members or other chapters alleging that a chapter is not servicing an area under its jurisdiction, the National Membership Committee may recommend to the Board of Directors to adjust the chapter territory accordingly.

When a chapter acquires new territory, existing members in that territory are given three options:

1. Instantly become a member of the chapter that has gained jurisdiction over said territory, or
2. Maintain membership with previous chapter not to exceed two years.
3. Maintain a Member at-Large status of IEC National not to exceed two years then afterwards the member must join said chapter.

When chapter territories change (expand or contract), IEC National will notify all members in the affected areas and all Chapter Executive Directors.

Members in Multiple Chapters

Contractor members may belong to multiple chapters. Chapter dues are determined by each chapter and paid accordingly, including National dues and assessments. Contractors must submit the required dues to each chapter they hold membership, and pay National dues based on the number of field employees in each of the chapters where they hold membership.

Associate members are required to pay national dues for every chapter membership they maintain, even if they do not have offices in that specific chapter area. Refer to Associate Members and Industry Partners in the Membership Procedures section.

Voluntary Dissolution or Disaffiliation

A Chapter may dissolve or disaffiliate with IEC with written notice to the National Membership Committee. All members in the affected areas are notified and provided with the opportunity to convert to member at-large status to retain national member benefits.

Chapter Staff

Each chapter determines the level of staff support, paid and/or volunteer, required to fulfill its business plan. Each chapter must designate an Executive Director who serves as the primary administrative contact for the chapter and is responsible for all communication with IEC National, including payment of dues invoices. While new chapters may be administered by volunteers, IEC National encourages all chapters to invest in paid full- or part-time staff, depending on their resources, to administer their activities.

The actions of IEC Chapter staff and/or officers are not to be construed as sanctioned activities by IEC National without written permission from the IEC National President or Executive Director.

Chapter Categories

Chapters are divided into categories based on their relative size, which are used in various award programs. These chapter categories shall be determined by the Industry Recognition Committee.

National Support for Chapters

IEC National is committed to the success of its chapters. IEC National provides a number of support services, resources, and solutions to help its chapters perform and succeed. Such support is provided to all chapters objectively and consistently to the extent permitted by the resources provided in the annual budget.

IEC National is focused on increasing the efficiency and impact of operations and programs in each chapter location for the benefit of members and students of IEC. Solutions for chapters include, but are not limited to: strategic planning orchestration, customized membership recruitment strategies, governance and operations assessments, staff hiring and evaluation, budgeting consultation, market evaluation, and Executive Director succession planning. Chapter Executive Directors and their Board of Directors can request assistance at any time throughout the year, and IEC National will do all it can to serve in a timely and impactful manner. In addition, new Chapter Executive directors are invited to a periodic orientation and training.

To help provide effective communication, IEC National sends regular notices to chapters that highlight new products and benefits, and request information and feedback on administrative issues. Marketing brochures and materials are distributed upon request to chapters at no cost (quantities are limited) Many IEC National staff members visit chapters each year and offer hands-on support with programs and issues that impact chapters.

IEC National officers are available to participate in chapter events, and National staff provides chapter administration training and support upon request. Cost of travel and/or lodging expenses may or may not be available depending on IEC National's annual budget.

When IEC National receives membership inquiries from prospects via the IEC National website or other means, general information will be provided, and the leads are forwarded to the appropriate chapter for follow-up. Chapters that receive membership inquiries from outside their chapter jurisdictions are expected to forward them to the appropriate chapter if that inquiry is in another chapter's territory. If the inquiry is not in any other chapter's territory, and the chapter receiving the inquiry doesn't plan on recruiting them as members, the inquiry's information will be sent to IEC National.

Chapters are expected to keep IEC National current on their activities, including sending all chapter newsletters and current set of bylaws to the IEC National Membership Department.

Chapters in Good Standing

The term 'chapter in good standing' refers to an IEC Chapter that has fulfilled all of its obligations and complies with established policies and regulations, including but not limited to:

- Compliance with applicable IEC National Bylaws, policies, procedures, and other requirements established by the National Board of Directors.
- Compliance with applicable federal, state, and local laws and regulations.

- Record of acceptance of all new members that meet requirements in IEC National and Chapter Bylaws.
- Report all member information including number of members by category and contact information.
- Current on dues payments to IEC National (i.e., no more than 90 days in arrears in paying IEC National dues for at least 90 percent of members).
- Submit current and accurate chapter updates to the IEC National Membership Department.
- Competent administration with no ethical or financial irregularities.
- Federal and/or state approved IEC apprenticeship programs utilizing the IEC National curriculum, unless a waiver by the Board of Directors has been granted. The purchase of the IEC curricula and textbooks are required for each student and shall not be shared or duplicated. (*Refer to the Apprenticeship & Training Conditions of Use for more details.*)
- Annual participation in IEC National meetings (Business Summit, Policy Conference, and/or Annual Convention) by at least one designated chapter representative (Chapter Executive Director, chapter officer, and/or House of Delegates representative) is encouraged and highly recommended for the success of the chapter.

Addressing Noncompliance regarding the Manual of Procedures

Chapters that do not appear to be in good standing as defined above will be provided an opportunity to explain the reason(s) for the alleged deficiency to the National Membership Committee. If a chapter is deemed not in good standing by the National Membership Committee, the Membership Committee may recommend detailed corrective action to the National Board of Directors.

Corrective Action may take the form of a letter of warning, a letter of reprimand, adjustment of chapter territory, or other action, including initiation of a disaffiliation process. The decision to adjust territory or initiate the disaffiliation process requires a two-thirds vote of the Board of Directors. The first phase of the disaffiliation process is a 60-day probationary period, which commences after written notice of deficiencies has been delivered to a chapter. During this probationary period, deficiencies can be corrected without further penalty, and the chapter and its members lose no rights or benefits. The Board of Directors or the Executive Committee may authorize an end to the probationary period with evidence that deficiencies have been adequately corrected, and the chapter will then be considered to be in good standing.

If the deficiencies are not corrected during the probationary period, the Board of Directors or Executive Committee may authorize that the chapter be suspended for at least 60 days after official written notice is given. Suspension means that members of the chapter are notified by IEC National that their chapter is suspended, and what must occur to end the suspension and comply with IEC National's requirements. During the suspension period, the chapter loses its vote(s) on the House of Delegates but its members maintain all other membership benefits and are still required to pay national membership dues. The Board of Directors or Executive Committee may authorize an end to the suspension period with evidence that deficiencies have been adequately corrected, and the chapter will then be considered in good standing.

If the suspension period expires and the deficiencies are still not adequately corrected, the Board of Directors may dissolve the chapter's IEC charter and terminate all national rights, privileges, and benefits of its members, including authority to use the IEC apprenticeship curriculum. Dissolution of a chapter requires a two-thirds vote by the Board of Directors. No dues refunds will be issued by IEC National. The affected members will be invited by IEC National to continue their membership as members at-large to retain their benefits and services.

Chapters that have been disaffiliated and wish to rejoin IEC must apply to establish a new chapter in compliance with the guidelines described in Forming New Chapters above. Chapters that have had their territories reduced or adjusted and wish to recover their territories must submit a formal Chapter Territory Expansion request to the IEC National Membership Committee, accompanied by a marketing plan and other information as required by the IEC Membership Committee, who will evaluate the request and forward a recommendation to the Board of Directors for action.

If a chapter wishes to file a grievance the chapter in question will be required to follow the grievance policy identified in this Manual of Procedures.

Members at-Large

Members at-large belong to and pay dues to only IEC National. These members are located in areas outside of chapter jurisdictions.

When a certified IEC Chapter obtains jurisdiction over new territory in an area which Members at-Large are located, all Members at-Large have two options:

1. Instantly become a member of the chapter that has gained jurisdiction over said territory or
2. Maintain a Member-at-large status of IEC National not to exceed two years then afterwards the member must join said chapter.

Once the two (2) year period has passed, an IEC Chapter who has retained new territory must demonstrate they are providing member services in all core competencies. The said chapter will be required to notify the IEC National Membership Department which will then notify all IEC Members at-Large that they must join said chapter to retain their IEC membership.

Membership Procedures

Membership Types

IEC National encourages membership diversity and accepts members regardless of race, creed, sex, color, physical disability, sexual orientation, and national or ethnic origin. Any person, firm, or corporation engaged in the electrical construction industry is eligible to apply for membership in IEC National (See *Bylaws, Article III*) in one of the categories (type) listed below.

Contractor Members

Contractor membership is available to companies that are actively engaged in the electrical and/or low voltage, systems industry, as governed by the National Electrical Code (NEC). Contractor membership is for a company, not individuals. Employees of member companies are eligible to serve on the Board of Directors and hold an officer position and serve as voting members of national committees.

Contractor members with business addresses located within established chapter boundaries must join IEC at both the chapter and national levels. In some states, members must also join the state association. In areas where no chapters exist, contractors may either choose a chapter of their choice or become members at-large directly with IEC National.

Associate Members and Industry Partners

Associate Membership is available to companies that provide products and/or services to the electrical contracting industry. Associate membership is for a company, not individuals. Associate Members have no vote in IEC National affairs and cannot hold national office, but they may serve on national committees.

Chapter Associates are Associate Members that belong to one or more chapters. Chapter Associates, also known as Chapter Industry Partners, are required to pay IEC National dues. These companies typically operate on a local or regional basis.

Industry Partners are national Associate Members that typically operate nationally or regionally. Industry Partners join at the national level and are not required to join a chapter; however, many also choose to join individual chapters.

Honorary Members

Honorary membership is available to individuals who have provided extraordinary service, or made significant contributions to the industry, or have furthered the objectives of the association. Either the Chapters or IEC National can submit nominations. Nominations must be approved by the IEC National Membership Committee and the IEC National Board of Directors. Honorary members pay no dues, have no vote in IEC affairs, and cannot hold national office.

Members in Good Standing

The term ‘member in good standing’ refers to a contractor, associate member or Industry Partner that is current on national, state (if applicable), and chapter (if applicable) dues; is in compliance with national, state (if applicable), and chapter (if applicable) bylaws, procedures, and codes of ethics; and (for contractor members) remains actively engaged in the electrical and/or systems contracting industry.

Any member may be terminated or suspended for cause. These cases will be delivered to the National Membership Committee for review and a recommendation may be sent to the IEC National Board of Directors that a member that has been deemed not in good standing be removed from IEC membership. The member company must be given an opportunity to explain why it is or is not in good standing and at least 60 days’ probation to come into compliance before the Board of Directors can suspend or terminate the membership. Membership terminations require a minimum of 20 days’ notice prior to a Board of Directors meeting and a two-thirds vote by the Board of Directors. Once terminated, the member loses all national, state (if applicable), and chapter (if applicable) benefits. No dues refunds will be issued. Terminated members must wait at least one year from the date of termination to apply to become a new member and must fulfill all membership requirements in force at the time of application and pay any outstanding dues or fees. *(See National Bylaws Article III, Section 4, Paragraph B, for more information.)*

Membership of those who are delinquent on national dues may be terminated without the probationary and suspension notices described above. *(See National Dues below for more information.)*

If a member wishes to file a grievance the member in question will be required to follow the grievance policy identified in this Manual of Procedures.

IEC National Application and Dues

IEC Chapters (on behalf of their members) and members at-large must complete an official application for IEC National membership and pay at least one quarter’s dues to establish new memberships at the national level. Once a new membership is established, national membership benefits are activated.

Commencement dates of new national membership are determined when applications for IEC National membership are approved, and initial dues payments are received by IEC National. Initial membership dues are posted as follows:

- Applications Received Nov 1–Jan 31: Dues Effective January 1
- Applications Received Feb 1–Apr 30: Dues Effective April 1
- Applications Received May 1–Jul 31: Dues Effective July 1
- Applications Received Aug 1–Oct 31: Dues Effective October 1

National dues amounts are determined by the IEC National Board of Directors. Requirements for categories of membership dues apply are described in Membership Types identified above. IEC National will invoice chapters on a quarterly basis. Contractors and Associate Members pay national dues to their local chapters that in turn forward those funds to IEC National on behalf of the Chapters’ Contractors and Associate Members. Many chapters offer members the choice to pay their dues annually or quarterly. IEC National invoices and receives dues directly from at-large Contractor Members and Industry Partners. IEC National does not accept dues payments directly from Chapter Members.

National contractor dues are determined by the number of field employees reported by each member company or by national compliance review. Chapter Associate dues are one fixed amount for all companies.

IEC National Board of Directors set the national dues amounts annually as a part of the budgeting process. The Board of Directors may approve adjusted contractor dues to match the federal annual Cost-of-Living Adjustment (COLA) index as of October 31, and may add an additional amount up to 4 percent.

IEC Chapters and members will be notified no later than May 1 each year for implementation by the following January. All dues increases must be approved by the IEC National Board of Directors.

IEC National terminates memberships that are more than 90 days in arrears with their dues. Chapters receive notice of delinquent members once they are 60 days in arrears. Members at-Large receive a dues delinquency notice when they are 60 days in arrears. Once terminated, the former member and its chapter are notified. Members at-large also have 90 days to pay their dues before their membership is cancelled.

IEC National invoices chapters and members at-large quarterly for national dues. The following summarizes the invoicing schedule, based on the IEC National fiscal year July 1 – June 30:

	<u>1st Qtr.</u> <u>Jul – Sep</u>	<u>2nd Qtr.</u> <u>Oct – Dec</u>	<u>3rd Qtr.</u> <u>Jan – Mar</u>	<u>4th Qtr.</u> <u>Apr – Jun</u>
Invoices Mailed	Jun 1	Sep 1	Dec 1	Mar 1
Payments Due	Jul 1	Oct 1	Jan 1	Apr 1

60-Day Late Notices Sent		Sep 1	Dec 1	Mar 1 Jun1
Unpaid Members Dropped	Oct 1	Jan 1	Apr 1	Jul 1

Code of Ethics for Members

Members of IEC National ascribe to a Code of Ethics, as follows:

- We fully appreciate the honor and responsibilities that come with membership in IEC.
- We pledge ourselves always to conduct our business affairs in an ethical manner, will uphold and elevate the prestige of the Association, and to support the merit shop philosophy.
- We aspire to zealously guard the best interests of our industry and the public at all times.
- We aspire to recommend appropriate wiring and quality materials on every installation.
- We aspire to train ourselves and our employees to do all work in accordance with the local and national electrical codes, and good engineering standards.
- We aspire to keep ourselves and our employees posted on the latest progressive engineering ideas and developments in materials and equipment.
- We aspire to maintain good working conditions in our shops and on our jobs, and to pay our employees a fair price for their labor.
- We aspire to word all our contracts in a clear and definite manner.
- We aspire to live up to all bona fide agreements with customers, suppliers, and employees.
- We aspire to treat our customers, competitors, and employees fairly at all times.
- We aspire to not knowingly indulge in any unfair trade practices.
- We aspire to attend meetings regularly and take an active part in IEC affairs.

Code of Ethics for Volunteers, Chapter Staff, and Other Stakeholders

- We will contribute to the mission of IEC in an unbiased, courteous, and professional manner, in looking out for the best interest of all parties of the Association.
- We will aspire to collaborate and work together with all stakeholder groups and committees of the Association to achieve goals.
- We will always come with a solution in mind.
- We will attempt to come up with the mutually agreeable solutions to problems and follow the Association’s policies and procedures with respect to interaction with other Association Members.
- We will seek to act and engage in activities within the Association to the greater benefit of serving the mission of IEC, and executing the priority activities, goals, and vision set forth by the elected Board of Directors of the association.

Apprenticeship & Training Committee Procedures

National Apprenticeship & Training (A&T) Committee

Mission

To facilitate and promote uniform training that develops competent, productive, electrical power, data, communications, control, and life safety systems workers.

Vision

The merit shop electrical construction industry will have an adequate supply of qualified, well-compensated, well-trained, productive workers. IEC will be the recognized source for quality training materials that facilitate development and maintenance of this workforce.

The National A&T Committee directs and manages all aspects of IEC's apprentice training programs.

The Committee is governed by its own set of bylaws, approved by the IEC National Board of Directors, which include the following mandates:

- The A&T Committee has the authority to amend IEC's National Guideline Standards for Apprenticeship, subject to the approval of the registration authority (U.S. Department of Labor).
- The A&T Committee has the responsibility to produce, update, and improve IEC's national apprentice program curriculum and other apprenticeship and/or training programs as it deems necessary to support the goals and objectives of the independent electrical contracting industry for use by all chapters in good standing.
- The A&T Committee is a resource of information and assistance to IEC members and chapters but holds no liability for the operation of individual IEC member and chapter apprentice training programs.
- The A&T Committee has the authority to discontinue support of IEC member and chapter apprentice training programs where such members or chapters are either in violation of the Standards or the Committee's Bylaws or has committed an act injurious to the IEC apprenticeship training program.

National Guideline Standards for Apprenticeship

The A&T Committee maintains National Guideline Standards for Apprenticeship approved by the U.S. Department of Labor. Chapters and members must submit their own Standards based on these national guidelines for approval by their State Apprenticeship Councils (SAC) or the U.S. Department of Labor's Office of Apprenticeship (OA) depending on which agency has authority over the jurisdiction, before offering an apprentice training program. Once approved, the program must operate in accordance with the approved standards.

Apprentice Training Programs

The A&T Committee has established requirements for chapters and members to utilize IEC's apprentice training programs. These programs are described in the A&T Procedures.

Chapter in Good Standing Requirement

IEC National includes apprentice training as a core competency, and if conducting apprenticeship training, using the approved IEC curriculum is necessary to maintain affiliation as an IEC chapter. IEC Chapters conducting apprentice training are required to follow the established training programs described in the A&T Board Manual of Procedures.

The IEC Board of Directors may grant a waiver of this requirement if use of the IEC curriculum by a Chapter is precluded by legislation or regulation. To obtain a waiver, chapters will submit a letter to IEC National requesting the waiver, along with copies of the specific state or local legislation/regulation which prohibits the use of the IEC curriculum. The Chapter's request will be reviewed by a panel convened and chaired by the President of the association. The panel will provide a recommendation for action to the Board of Directors within 45 days of receipt of the request for waiver. The Chapter will be notified of the Board of Director's decision immediately following the Board meeting.

The review panel will be chaired by the IEC National President and be comprised of the senior Director of the Region encompassing the chapter requesting the waiver, the Chairman of the A&T Committee, the Chairman of the Executive Director Council, the Chairman of the Membership Committee, and the Chairman of the Training Director Forum. Quorum requirements for a meeting shall be 50 percent plus one. All decisions of the review panel will be adopted by majority vote. In the event that the Chairman, or one or more appointed panel member(s) is employed by the chapter or a company member of the chapter seeking the waiver, that panel member(s) will have the right to participate in the panel deliberations but will be asked to recuse himself/herself from voting on the issue.

Chapters found to be non-compliant with the curriculum use requirements shall be notified of their non-compliance in writing and may be subject to immediate suspension of their right to receive benefits including, but not limited to, the following:

- 1) IEC National Certificates of Completion for Apprenticeship Graduates.
- 2) ACE College Credit Recommendations Based on Completion of IEC Apprenticeship Training.
- 3) Participation in the IEC Apprentice of the Year Competition.

Specifics of such suspension will be noted in the notification of suspension.

The non-compliant chapter will then have twelve months from the date of such notification to return to compliance or obtain a waiver from the IEC Board of Directors. At the end of the twelve-month period, those chapters not using the IEC curriculum, and have not been issued a waiver, or submitted a satisfactory plan to the IEC Board of Directors with a mutually agreed upon timeline to use the IEC curriculum, will be found to be non-compliant with core competency requirements and their affiliation with IEC will be terminated.

Chapters that have been granted a waiver and comply with other applicable requirements of IEC Chapters will remain as chapters in good standing, but will not be entitled to certain benefits including, but not limited to, the following:

- 1) IEC National Certificates of Completion for Apprenticeship Graduates.
- 2) ACE College Credit Recommendations Based on Completion of IEC Apprenticeship Training.
- 3) Participation in the IEC Apprentice of the Year Competition.

Some chapters use the facilities of community colleges, technical schools, and other third parties to deliver their training programs. Such programs must fulfill the requirements for chapter-sponsored training programs rather than those described for third parties and are not exempt from requirements related to curriculum use and/or the waiver process. In reviewing waiver requests regarding such programs, the Board of Directors will consider whether constraints on curriculum use resulted from legislative, regulatory or administrative action, fiscal policy, or instructor choice.

Members at-Large

Members at-large may, but are not required to, use the IEC apprentice training curriculum. However, they must obtain IEC National approval of and comply with their Curriculum Conditions of Use, and Licensing Requirements.

Military and Other Federal Institutions

IEC National reserves the right to license training programs directly with military and other federal organizations even when their training facilities are located within the territory of a chartered chapter.

Third Parties

IEC National and its chapters periodically permit outside organizations, such as community colleges, technical schools, and government agencies, to offer the IEC apprentice training curriculum. All such arrangements must be endorsed by the A&T Committee and approved by the Board of Directors. Third party arrangements are subject to terms, conditions of use, and fees established and approved by the A&T Committee and Board of Directors.

Training Program Curricula

The A&T committee develops and maintains curricula for training electrical apprentices.

(See A&T Manual of Procedures)

Curriculum Conditions of Use and Licensing Requirements

The A&T Committee has instituted conditions under which the IEC apprentice training curricula may be used. These Conditions of Use and Licensing Requirements have been endorsed by the IEC National Board of Directors and are found in the A&T Manual of Procedures. IEC Chapters, members, and third parties that use any of IEC's training materials must be licensed by IEC National. There are several requirements and conditions of use that must be met to obtain and maintain a license. These conditions are explained further in the A&T Procedures under Standards of Curriculum Conditions of Use and Licensing Requirements.

Training Directors and Instructors

Chapters, members, and third-party sponsors of IEC apprentice training programs are responsible for recruiting, hiring, and supervising staff to teach and administer their training programs. IEC National provides support materials to benefit training directors and instructors. (See A&T Manual of Procedures)

National Apprentice of the Year (AOY)

IEC National produces a national competition for apprentices during the Annual Convention call Apprentice of the Year (AOY). Participants must meet eligibility and other qualification requirements listed in the A&T Manual of Procedures.

Codes & Standards Committee Procedures

Representation on Panels

IEC National protects the interests of its members participating with the National Fire Protection Association (NFPA) that includes representation on Code Making Panels in the development of the National Electrical Code, 70E, Standard for Electrical Safety Requirements for Employee Workplaces, National Electrical Safety Code, Certified Electrical Inspectors Advisory Board, National Cable Splicer's Certification Board, and several state and local electrical boards. Appointments to these panels are at the discretion of the IEC National President.

IEC representatives serving on technical committees are recommended by the IEC National Codes & Standards Chairman and appointed by the IEC National President.

Safety Program Awareness & Retention Kit (SPARK) Program

IEC's Safety Program Awareness & Retention Kit (SPARK) enables IEC member companies to perform safety check-ups by using the SPARK self-assessment. IEC National presents certificates to companies that participate in the program and recognizes chapters with the highest levels of SPARK participation.

National Event Procedures

Registration Procedures

IEC National produces several annual, national meetings and one annual Convention & Expo. For most events sponsored by IEC National, differential registration fees are offered to members, chapters, and to those who register by specific dates. Members typically receive a registration discount over what is charged to non-members.

Those who register by the designated "early bird" date for each event receive a discount over the regular rate. In order to be eligible for the "early bird" discount, registrations must be received with payment at IEC National's office or entered online by the "early bird" deadline date or, if mailed, the registration form envelope must be postmarked by the deadline date (metered mail dates do not apply). For some events, there may be an on-site registration rate that is higher than the regular registration rate.

Registrations received without payment will not be processed until payment is received. Registrations claiming a registration rate that is either no longer available (e.g., past the "early bird" deadline) or not applicable (e.g., non-members registering at the member rate) will not be processed until the submitter has been contacted, the correct rate has been confirmed, and payment received.

Confirmation notices are sent to registrants once registrations have been processed.

Registration Cancellations and Refunds

Registration cancellation and refunds are made only when registrations are cancelled in writing by the cancellation deadline stated for each conference and Convention. No refunds are given for cancellations received after the deadline.

Substitutions are permitted at no cost and must be submitted in writing by the original registrant prior to the start of the event. Substitutions must apply to the entire event – two people cannot share one registration (e.g., the first two days for one person and the next two days for another person).

Refunds and other financial adjustments to registrations are generally processed after each meeting has concluded. Refunds are always issued in the same form of payment as originally received. No refunds, including credit card refunds, are given onsite; but they will be processed with a regularly scheduled accounts payable disbursement after the meeting.

Complimentary Registrations

Complimentary registrations to IEC National events are sometimes awarded to a specific individual. These registrations are not transferable to others. If the free registration is not used for the intended event, it may not be used for another event. Free registrations are not eligible for cancellation refunds.

A complimentary registration offered to a conference and Convention speaker is not transferable and may not be used at a conference or Convention other than the event where the speaker is presenting.

Pre-Registrations

Members are offered an opportunity to pre-register for the next Annual Convention during the prior Annual Convention. Pre-registrants are required to complete a convention registration form and pay all fees in excess of the pre-registration amount before their convention registrations are valid.

Management and Continuing Education Procedures

Communications Procedures

IEC Logo Usage

General Information

The IEC logo serves as a symbol and reminder to the industry and the public of what the IEC is and for what it stands. This policy is a basic tool for implementing an identity program.

This logo usage guideline helps to ensure that IEC's trademark is used properly by all IEC stakeholders. Cooperation will help IEC establish a strong and recognizable image nationwide.

Logo Usage and Permissions

Members and chapters acknowledge IEC's rights to its logo and trademarks, and agree not to adopt, use, register, or attempt to register anywhere in the world any logo and/or trademark similar to the IEC logo without express written permission.

IEC members and chapters are authorized to use the IEC logo and trademarks subject to IEC brand guidelines specifications. Although all members are strongly encouraged to use the IEC logo to promote the IEC brand to customers and promote their affiliation with IEC, the logo must be used appropriately. And, if affiliation and/or membership in IEC has terminated, all use of the IEC logo and trademarks must cease immediately.

IEC National reserves the right to monitor use of the IEC logo in all use cases. IEC National reserves the right to modify or suspend these policies, withdraw permission to use the IEC logo, and take action regarding the misuse, unfair, misleading, diluting, or infringement of IEC's trademarks and logos.

The use of the IEC logo must be dignified and not misleading. The IEC logo may not be used to imply any relationship, endorsement, or sponsorship by IEC that is not true. The IEC logo may not be used in connection with any disparaging statements about IEC or its products, or statements that otherwise reflect poorly on IEC or the electrical contracting industry.

The IEC logo may not be modified in any way including additions or deletions.

Digital versions of the IEC logo in a variety of formats are available from IEC.

Chapters are required to use the IEC logo as their official logo in lock-up with their individual chapter names. As chartered chapters of IEC, chapters must feature the IEC logo in a prominent position on all official chapter documents, websites, business cards, stationery, brochures, flyers, etc. IEC National will provide chapters with customized lock-up logos.

An IEC Chapter's repeated misuse of or refusal to use the IEC logo or other trademarks may be addressed by the IEC Board of Directors, who may place a member or chapter on probation for a period of not less than sixty days. Corrections shall be made in a timely manner. If misuse is not corrected by the end of the probationary period, suspension or even expulsion from membership may result at the Board of Director's discretion.

Use of the IEC logo and claims of IEC affiliation by companies, individuals, or organizations that are not affiliated, or are no longer affiliated, with IEC National will be addressed seriously. If required, appropriate legal action will be pursued to terminate unauthorized, inappropriate, or misleading claims of IEC affiliation.

Usage Guidelines

Members and chapters may use the IEC logo in accordance with brand guidelines as approved and maintained by the Industry Recognition Committee.

Non-member affinity partners may use the IEC logo in their advertising and correspondence only with express written permission from IEC National. Each usage must be approved on a case-by-case basis.

Variations of usage not included in IEC Brand Guidelines are prohibited without special written permission. Use of the logo in any of these ways may result in disciplinary action.

Website Usage

Members and chapters may use the IEC logo as a link to the IEC National home page or to identify a company as a client or partner in a manner indicated previously. It may not be used to link to other pages on a website or to link to any third-party websites.

The IEC logo may not be used on any website that is in violation of any applicable laws or governmental regulations.

Website

IEC National hosts a website to provide the latest industry news, government affairs information, meeting information, etc. to its membership and the electrical contracting industry.

The site is located at www.ieci.org.

For a complete statement of the terms and conditions of use of the IEC website, please visit the site.

Advertising and Editorial Issues

All advertising contracts for printed, display, and electronic materials received at IEC National in a given advertising year will be rate protected at the prevailing rate for all insertions and/or advertisements covered under their respective contracts.

IEC National reserves the right to (1) notify advertisers if their agency has not paid in full within 90 days of invoice date, and (2) to hold advertisers responsible for payment in full if their agency declares bankruptcy, or otherwise does not pay within 120 days of invoice date.

IEC National reserves the right to reject any advertisement. Advertising simulating editorial content must be clearly labeled “Advertisement.”

Miscellaneous Advertising

Mail List Rentals

IEC National offers one-time list rentals of its membership roster and extends unlimited use to Industry Partners. Lists are made available in both electronic and printed formats but only include mailing addresses; phone, fax, and email addresses are not released. IEC National reserves the right to refuse mailing lists to any company or organization whose materials or motives are not in the best interests of its members.

Banner Ads

IEC National offers the opportunity for advertisers to purchase banner ads and links from IEC’s electronic newsletters or the IEC National website. IEC National reserves the right to reject any advertisement.

Public Relations Procedures

Press Releases

IEC National distributes press releases on a regular basis to keep chapters, members, national media, and other industry professionals current on association news and industry events.

In an effort to improve the communications process between IEC National, its members, chapters, media contacts, and vendors, the Industry Outreach & Engagement Department has developed the following coding system for press releases, email alerts, and other miscellaneous electronic communication.

Code	Recipient(s)	Information	Example(s)
Level 1	Everyone with an email address on file with IEC National: <ul style="list-style-type: none"> • Press Contacts • Chapters • Industry Partners • Members* 	Material is for information only and requires no action by recipients.	Electronic newsletter, press releases
Level 2	<ul style="list-style-type: none"> • Chapters • Members* • Industry Partners 	Material may or may not require action by the recipient (e.g., register for convention, etc.)	Emails (e.g., upcoming meetings, special notifications, etc.)
Level 3	<ul style="list-style-type: none"> • Chapters • Members* 	Material is for information purposes and requires no action by recipient.	Member and/or chapter information alerts, “Members-Only” press releases, etc.
Level 4	<ul style="list-style-type: none"> • Chapters • Members* 	Requires immediate attention and requires immediate action.	Grassroots alerts requesting that letters be sent to Congress, surveys, etc.

Level 5**	<ul style="list-style-type: none"> Chapters 	Material may or may not require action by the recipient.	Chapter requests, notifications, alerts, etc.
-----------	--	--	---

*Members = Contractor Members and Chapter Associate Members

**Level 5 is the only level in which information is not sent directly to members from IEC National. Chapters can forward this information to their members at their discretion unless otherwise instructed.

Association Spokespersons

IEC National attempts to ensure that information released to the press and/or public is consistent and accurate. Therefore, it sets guidelines about who is authorized to speak for the national association.

The IEC National President and the Executive Director are the only authorized spokespersons for the national association. The Executive Director may authorize other individuals to act as spokespersons for specific requirements.

Chapters may authorize their own spokespersons regarding chapter issues but chapter spokespersons should always refer inquiries about national issues to an authorized national spokesperson or IEC National.

Award Programs

IEC National conducts award programs on an annual basis. Awards categories are determined by the Industry Recognition Committee, Apprenticeship & Training Committee, Government Affairs Committee and Safety Committee.

Members are invited to submit nominations throughout the year for these prestigious awards. Award winners for most award categories are determined by the Industry Recognition Committee.

Award categories include but may not be limited to:

- National Member of the Year
- Industry Achievement Award
- Apprenticeship Alumni Award
- Chapters of the Year
- Apprenticeship Chapter of the Year
- Instructor of the Year
- Legislative Chapter of the Year
- Chapter Executive Director of the Year
- Community Service Individual Award
- Community Service Team Award
- Legacy Award
- Rising Star Award

- Chapter SPARK Award
- National Apprentice of the Year
- IEC Safety Award
- Service Contractor of the Year Award
- Excellence in Construction

Government Affairs Procedures

Political Action Committee

IEC National’s Political Action Committee, known as PRIDE PAC, is a separate segregated fund that qualifies as a “multi-candidate” committee under federal election law. PRIDE PAC is affiliated with IEC National, but is a “separate segregated fund,” as defined by the Federal Election Commission.

PRIDE PAC has two purposes:

- To promote active involvement of individual IEC members through personal and financial participation in the election process.
- To support candidates for federal office and PACs associated with federal office holders and candidates.

The Executive Director acts as the chief financial officer and treasurer of PRIDE PAC, and assumes responsibility of carrying out the duties required by federal election laws and regulations, assisted by the PRIDE PAC Director. The PRIDE PAC Director is the IEC Government Affairs Vice President who administers and is responsible for the daily affairs of PRIDE PAC.

Federal law requires IEC National to obtain written authorization prior to soliciting PRIDE PAC contributions from members. All IEC members in good standing who have signed the proper authorization form are recognized as PRIDE PAC supporters and are asked to contribute to the success of PRIDE PAC. All contributions to PRIDE PAC are voluntary and within the guidelines prescribed by federal election laws and regulations. PRIDE PAC contributions must be made by individuals only; corporate funds cannot be accepted.

PRIDE PAC funds may only be distributed to political candidates who receive approval from the PAC-FREEDOM FUND Committee.

(See PAC-FREEDOM FUND Committees)

PRIDE PAC has a continuing relationship with a general counsel familiar with the particulars of federal election and campaign finance laws and regulations. The general counsel’s fees may be covered by funds from both the Political Education Fund and the IEC National budget.

Political Education Fund

The IEC National Political Education Fund (FREEDOM FUND) is a key component of IEC’s advocacy program on behalf of its members. FREEDOM FUND contributions can come from individuals and corporations. Funds raised by the FREEDOM FUND can be used to support the following activities:

- Legislative efforts
- Issue advocacy
- Legal counsel
- Grassroots advocacy networks
- Education, including published papers and newsletters
- Research on issues
- Capitol Hill lobbying days
- PAC administrative and fund-raising costs
- Staff salaries and consultant fees
- Government affairs printing costs
- Membership in coalitions

PAC-FREEDOM FUND Committees

The PRIDE PAC and FREEDOM FUND are governed by the PAC-FREEDOM FUND Committee, respectively, which are governed by individual committee bylaws.

The Committee advise and assist with all aspects of the organization and operation of the PAC-FREEDOM FUND. In particular, the Committee assists the IEC Government Affairs Vice President in soliciting corporate contributions to FREEDOM FUND and individual contributions to PRIDE PAC. Additionally, the Committee recommends how the funds should be spent.

Financial Procedures

IEC National’s fiscal year is July 1 through June 30. IEC National is exempt from the payment of income taxes on its exempt activities under Section 501(c)(6) of the Internal Revenue Code.

IEC National maintains internal control procedures to safeguard its assets from fraud, misuse, and waste. In this regard, IEC National promotes operational efficiency to effectively implement IEC’s mission. Irregularities in accounting procedures identified by IEC National’s auditors are identified and corrected on a timely basis.

Budgeting

IEC National staff, with committee input, drafts departmental budgets for the next fiscal year each spring. The Executive Director, National Secretary, and Treasurer review the combined draft association budget and submit it to the Finance Committee for input. The final proposed budget is submitted to the IEC National Board of Directors for consideration approximately four weeks prior to its spring meeting. The budget must be approved prior to the start of the fiscal year.

IEC submits regular monthly financials on or around the 20th of each month; federal holidays will dictate date adjustments periodically. Specific budget-related information is generally not distributed to the general membership unless special access is granted by the Board of Directors.

Accounts Receivable

The majority of IEC National’s cash receipts are received at the IEC National office. Some revenue is received online, such as meeting registration, income, and royalties from affinity partners.

Checks and Credit Card Transactions

Check and credit card payments received at IEC National's office via mail, fax, or otherwise are date stamped as received, endorsed for deposit, copied, and logged daily by a designated staff member. Logged checks, credit card payments, documentation, and copies are provided to the IEC Chief Financial Officer (CFO) each business day for securing in a locked area until deposited into appropriate bank accounts. Logs are reconciled with bank deposits monthly by a staff member; other than the one who creates the logs.

Receipts for credit card transactions are provided upon request.

Dues Payments and Meeting Registrations

Dues payments and meeting registrations are processed by the finance department through IEC's database system; and at times, IEC will utilize a contracted vendor registration company. All financial transactions have supporting documentation for proper recording into the database and accounting systems.

PAC-FREEDOM FUND, IEC Foundation, and Other Payments

All payments are processed by the finance department, and coincide with IEC National Internal Control Procedures for accurate record keeping.

(See the IEC National Standard Operating Procedures.)

Accounts Receivable Invoicing

IEC National uses pre-numbered invoice stock except for dues invoicing. The finance department generates invoices upon request utilizing an account receivable procedure process to properly receive vendor information to avoid delays in payment. Invoices are typically prepared for the following: magazine advertising, booth sales, resale items, and Industry Partner fees. The finance department and Executive Director are responsible for collecting aged accounts.

Accounts Payable

Invoices received at IEC National are dated and logged daily by a designated staff member. Logged invoices are reviewed by the CFO and distributed to appropriate department heads for approval including budget coding to expense accounts.

When payment is required without an invoice, a check request form is completed, and proper documentation is attached. Check requests require approval by the appropriate department head and the chief financial officer.

Computer-generated checks are printed on a regular basis. The CFO and Executive Director use the aged invoice report to determine which invoices to pay.

The invoice approval and payment process always consist of at least three people: the person who requests payment, the person who approves the payment, and the person who signs the check.

Bank Statements and Financial Reports

Bank statements are downloaded through the financial institution by the CFO. Any statements received by mail remain unopened until the CFO opens and reviews. The CFO, on a monthly basis and prior to bank account reconciliation(s), provides all bank statements to the Executive Director for review and signature as required in internal controls.

Internal financial statements are prepared and distributed monthly by the CFO for review by staff and the National Treasurer. Variances between actual year-to-date operations and year-to-date budgeted amounts are examined. Financial statements are distributed to the Finance Committee for review; then submitted to the Board of Directors. Summaries of financial results are reported periodically in various publications for IEC member information. Financial summaries are reported annually in various IEC publications for IEC members informational purposes.

Corporate Credit Cards

Corporate credit cards are issued to key national staff to facilitate expense transactions. Individuals obtaining a credit card must sign a credit card policy agreement. Staff members possessing credit cards are required to generate monthly credit card statements accompanied by receipts per each line item.

Line of Credit

IEC National maintains a line of credit to cover unexpected and extraordinary obligations as determined by the Board of Directors.

Business Expense Reimbursement

Association Volunteers

Certain IEC volunteers may obtain full or partial reimbursement for travel and other expenses relating to IEC business as defined in the annual budget. All reimbursement requests must be submitted on an IEC expense report form accompanied by applicable receipts within 30 days of expenditure.

IEC members requesting travel reimbursement for air or rail travel are expected to obtain advance purchase excursion fares at the lowest available rates. Ground transportation should be accomplished by the most reasonable means (taxi, train, rental cars, etc.). Rental cars should only be used if their cost (including all taxes, parking, and fuel) are less than or comparable to the cost of ground transportation. Reimbursement for mileage driven in privately owned vehicles is reimbursed at the rate established by the IRS.

Reimbursement for entertainment expenses are generally not authorized unless previously approved by the National Treasurer or Executive Director.

Exceptions to these general policies must be obtained from the National Treasurer or the Executive Director prior to being expensed.

Conference and Convention Expenses

Executive Committee

Members of the National Executive Committee will receive complimentary Registration to all IEC events. They will receive complimentary hotel accommodations/lodging for the duration of the IEC Business Summit, Policy Conference, and SPARK for room and tax only. Incidental hotel expenses will be on their own. IEC HQ staff will assist in making hotel accommodations for the meetings outlined above as long as the information is given within the timeline(s) provided.

Board of Directors

Members of the Board of Directors (not on the Executive Committee) will be required to register as well as pay for IEC event registrations. They will receive complimentary hotel accommodations/Lodging (2)

nights at the IEC Business Summit, (1) night at the Policy Conference, and (2) nights at SPARK for room and tax only. Incidental hotel expenses will be on their own. IEC HQ staff will assist in making hotel accommodations for the meetings outlined above as long as the information is given within the timeline(s) provided.

Committee Chairs

Committee chairs will be required to register as well as pay for IEC event registrations. They will receive complimentary hotel accommodations/lodging (2) nights at IEC Business Summit, (1) nights at Policy Conference, and (2) nights at SPARK for room and tax only. Incidental hotel expenses will be on own. IEC HQ staff will assist in making hotel accommodations for the meetings outlined above as long as the information is given within the timeline(s) provided.

IEC members who are designated session presenters at the Annual Convention will receive discounted registrations (via a discount code), and past national presidents receives complimentary registrations to SPARK, but they are required to assume the cost of all associated travel expenses and registration expenses for spouses/guests.

National Staff

National staff follows the same general rules as described for association volunteers above. Entertainment expenses are covered if they relate to IEC business and are approved in advance by the Executive Director.

Speakers and Consultants

Travel and expense reimbursement policies for professional speakers and consultants are usually specified in their agreements. Otherwise, they are expected to follow the same general policies as described for association volunteers above.

Non-member speakers at national conferences and conventions usually receive complimentary registrations, travel expense reimbursement, and limited hotel accommodations but assume financial responsibility for registering their spouses/guests.

Investments

IEC operates a reserve account. Investments are made in accordance with the IEC Investment Policy which is adopted by the IEC Board of Directors.

Audits

IEC National has its financial records and policies audited by an independent audit firm annually to protect its financial integrity and not-for-profit tax status. Audit findings are submitted to the Board of Directors. Audit information is distributed only to Board of Directors members. Summaries of financial results are reported periodically in various publications for IEC member information.

Administrative Procedures

Professional Conduct

IEC National strives to establish and maintain a business environment that is fair, ethical, respectful, and honest for staff, members, chapters, and all with whom IEC National has business relationships.

All organizations are faced with potential risks associated with wrongdoing, dishonesty, and fraud. IEC National takes these risks and their potential impact on the association and its members very seriously.

It is the responsibility of all staff, officers, Board of Directors, members, and all others acting on behalf of IEC National to report suspected misconduct or dishonesty to an appropriate supervisory authority. Those who report suspected misconduct or dishonesty in good faith should not suffer reprisal or punishment from any party.

However, those who report alleged misconduct for unwarranted, frivolous, or malicious purposes will be disciplined.

Once alleged misconduct has been reported, the supervising authority is required to investigate the allegations of misconduct and take further action if warranted.

Anti-Trust Compliance

IEC National complies strictly with all applicable federal, state, local, and international trade regulations and anti-trust laws. Any activities of the association or association-related actions of its staff, officers, Board of Directors, or others acting on behalf of IEC National that violate these regulations and laws are detrimental to the interests of IEC and are contrary to IEC policy.

Conflicts of Interest

It is the obligation of all IEC National staff, officers, members of the Board of Directors, and others, when acting on behalf of the association, to comply with all applicable federal, state, and foreign laws, to uphold the bylaws and principles of the organization, and to conduct themselves in accordance with the highest standards of ethical business conduct. The following procedures and guidelines have been adopted to avoid or minimize possible conflicts between the personal interests of the persons subject to the policy and the interests of IEC.

The purpose of these procedures and policies is to ensure that decisions about IEC's operations, and the use or disposition of IEC's assets, are made solely in terms of the benefits to IEC and are not influenced by the possibility of private profit or other personal benefit. In addition to actual conflicts of interest, all person's subject to the policy are obliged to avoid actions that could be perceived or interpreted as being in conflict with IEC's interests.

To avoid actual, potential, or even the appearance of conflicts of interest, persons subject to the policy should disclose any connection or relationship with organizations or enterprises doing business with IEC and refrain from participating in decisions affecting transactions between IEC and these organizations or enterprises. The mere existence of a connection or relationship shall not prevent a transaction from taking place; however, as long as the relationship is disclosed, disinterested individuals make the necessary decisions, and the terms of the transaction are fair and reasonably comparable to those available in other commercial transactions where the parties are entirely independent of one another.

IEC National staff and volunteer senior officers (i.e., members of the Board of Directors) have a duty to be free from the influence of any conflicting interests when they represent IEC or make recommendations with respect to dealings with third parties. They are expected to deal with suppliers, members, and all others doing business with IEC on the sole basis of what is in the best interest of IEC without favor or preference to third parties based on personal considerations. In particular:

- Staff and volunteer senior officers who deal with parties doing or seeking to do business with IEC – or who make recommendations with respect to such dealings or pass judgment upon them –

may not own any interest in or have any personal agreement or understanding with such third parties that might tend to influence the decision of the employees with respect to the business of IEC, unless expressly authorized in writing after the interest, agreement, or understanding has been disclosed.

- No staff or volunteer senior officer shall seek or accept, directly or indirectly, any personal payments, loans or services, excessive entertainment, or travel or gifts of more than nominal value from any individual or business concern doing or seeking to do business with IEC. (This provision does not apply, however, to prevent employees or senior officers from accepting or making use of hotel rooms or entertainment provided by a hotel on a complimentary or upgraded basis in connection with an IEC conference, seminar, or school where such room or entertainment is part of the negotiations or for the overall contract with the hotel or conference facility. Such use facilitates the conduct of IEC business and thereby contributes to the benefit of IEC).
- No staff or volunteer senior officer may do business with a close relative on behalf of IEC unless expressly authorized in writing after the relationship has been disclosed.

Determination of action steps for identifying and proper handling of a Conflict of Interest are outlined within the current policy within Appendix A.

Grievance Policy

IEC National is a federation structure association, consisting of multiple layers of stakeholders: contractor members, industry partners, chapter staff, chapter leadership, national committee volunteers, and national board members. Inevitably, as with all businesses and associations, there are grievances that arise. The definition of grievance, in this case, is an official statement of a complaint over something believed to be incongruent with the protocol and procedures outlined within this document. A member of the stakeholder group noted above has the right to formally submit a grievance by following these steps:

- Collect factual information on the issue at hand.
- Note of specific area within the Board Manual of Procedures that is in question with the issue.
- Formal contact with the individual or party that you believe to have been in violation of a policy or procedure—attempting to work to resolve together as a first step.
- If unable to find resolution to the issue, IEC National staff can be contacted regarding precedent or common interpretation of the issue at hand. National staff serve as a resource in interpretation and enforcement of the policies and procedures, not as judge and/or jury. Staff can assist in arbitrating or facilitating a resolution to the grievance. If necessary, the National staff can assist the parties in formulating a written document detailing the details of the grievance and possible resolutions.
- If the parties to the grievance are unable to resolve the issue with the assistance of the National staff, the Executive Director will request the National President assign the grievance to the most appropriate committee for discussion and resolution.
- The National Board of Directors will receive a report from the designated committee on any grievance issue that has come to their attention and review at the next scheduled opportunity. The committee will issue its report on the resolution of the matter to the parties involved and the Board of Directors. If any of the parties disagree with the solution of the committee, they may request the Board of Directors consider reviewing the resolution. The Board of Directors may

choose to review the grievance solution or not. Any decisions of the Board of Directors at this juncture will be considered final and reported in the minutes of the Association.

Internet and Computer Use

To remain competitive, better serve customers, and provide the best tools to its employees, IEC National makes available to its employees (and members on occasion) access to various forms of electronic media and services, including computers, e-mail, telephones, voicemail, fax machines, wire services, online services, intranet, Internet and the World Wide Web. For purposes of this section, the word “employee” refers to regular IEC employees, temporary employees, and IEC members or other volunteers that use IEC computer equipment or related telecommunications services in the IEC National office, at IEC conferences and Conventions, and at other IEC National-sponsored events or activities.

IEC National encourages the use of these media and associated services to communicate efficient and effective information about vendors, customers, technology, and new products and services. Electronic media and services provided by the association are IEC property and their purpose is to facilitate and support IEC business. IEC employees have the responsibility to use these resources in a professional, ethical, and lawful manner.

Electronic media may not be used for knowingly transmitting, retrieving, or storing any communication that is discriminatory or harassing; derogatory to any individual or group; obscene, sexually explicit or pornographic; defamatory or threatening; in violation of any license governing the use of software; or engaged in any purpose that is illegal or contrary to IEC policy or business interests.

All communications, documents, and other digital information created and/or transmitted on IEC-owned or leased equipment and/or software are the sole property of IEC National. IEC reserves the right to monitor all computer usage. IEC National staff and others acting on behalf of IEC or using IEC-owned or leased hardware and/or software have no right to privacy relating to its content and use.

To prevent computer viruses and “spyware” from being transmitted through IEC National’s computer system, unauthorized downloading and/or installing of any unauthorized software is strictly prohibited. Only software registered through IEC may be downloaded and/or installed by the system administrator. Authorized software is software approved by the system administrator and/or the Executive Director.

IEC National staff and others acting on behalf of IEC must respect the confidentiality of other individuals’ electronic communications. Except in cases in which explicit authorization has been granted by the national Executive Director, employees are prohibited from engaging in, or attempting to engage in:

- monitoring or intercepting the files or electronic communications of other employees or third parties,
- hacking or obtaining access to systems or accounts they are not authorized to use,
- using other people’s log-ins or passwords,
- breaching, testing, or monitoring computer or network security measures.

No e-mail or other electronic communications may be sent that attempt to hide the identity of the sender or represent the sender as someone else without consent. Electronic media and services may not be used in a manner that is likely to cause network congestion or significantly hamper the ability of other people to access and use the system. Anyone obtaining electronic access to other companies’ or individuals’ materials must respect all copyrights and may not copy, retrieve, modify, or forward copyrighted materials except as permitted by the copyright owner.

National staff and others acting on behalf of IEC National may use encryption software supplied by the system administrator for purposes of safeguarding sensitive or confidential business information. Those who use encryption on files stored on an association computer must provide their supervisor with a sealed hard copy record (to be retained in a secure location) of all of the passwords and/or encryption keys necessary to access the files.

National staff and others acting on behalf of IEC National should understand that any messages or information sent on company-provided facilities to one or more individuals via an electronic network (e.g., Internet mailing lists, bulletin boards, and online services) are statements identifiable and attributable to IEC.

Individuals who abuse the privilege of access to e-mail or the Internet in violation of this policy will be subject to corrective action, including possible termination of employment, legal action, and criminal liability.

Record Retention and Destruction

In general, IRS regulations require that tax-exempt organizations keep sufficient records to show that they operate for the purposes for which they were granted tax-exempt status. This requirement includes financial and non-financial data. Regulations regarding unrelated business taxable income require that tax-exempt organizations keep permanent, sufficient books of accounts or records to show specifically their items of gross income, receipts and disbursements, and any other information that may be required to substantiate their information returns.

The Sarbanes-Oxley Act makes it a criminal offense to destroy, hide, or change records that may impede a federal investigation, creating a higher level of due diligence on both drafting a record retention policy and implementing it.

Documents that are not necessary for legal and/or business purposes should be destroyed in order to reduce the high cost of storing, indexing, and handling the vast amount of electronic and hardcopy documents which would otherwise accumulate at IEC National's office. Documents provided with a specific retention period, as set out in the IEC standard record retention schedule, should be destroyed at the conclusion of the retention period.

Documents and records that are beyond the policy retention period or are without a normal archive requirement must, nonetheless, be retained under the certain circumstances, including, but not limited to:

- (a) where the information has been subpoenaed in a civil or criminal case, or is the subject of an information request letter from a government agency,
- (b) where the information relates to civil or criminal litigation against IEC or a subsidiary that is either pending, imminent, or contemplated, or
- (c) where destruction of the information would impede, obstruct, or influence the administration of any matter within the jurisdiction of the federal government, where such matter is pending, imminent or contemplated.

It is IEC policy to suspend all regularly scheduled document destruction when litigation against IEC or against a subsidiary is pending, imminent, or contemplated. Once the relevant documents have been identified and segregated from destruction/deletion, the operation of the policy regarding remaining documents, including regularly scheduled destruction, can recommence.

IEC National staff and others acting on behalf of IEC National must take all reasonable precautions to protect personal information (e.g., Social Security Numbers, credit card account numbers) from dissemination or theft. Such personal information may not be released or sold to any third parties without written authorization from the owner.

Allied Organizations

The following information is intended to describe these independent organizations and does not in any way serve as guidelines for how these organizations operate.

IEC Foundation

The IEC Foundation is a separately incorporated entity that supports training, education, and research in the electrical contracting industry. The Foundation seeks to secure funding to make the electrical construction industry safer, stronger, and more profitable. The Foundation is registered as a 501(c)(3) charitable foundation with the Internal Revenue Service. As such, the Foundation may receive foundation grants and contributors to the Foundation may deduct their donations as charitable contributions on their tax returns.

The IEC Foundation's mission is to fund, promote, and support educational opportunities in the electrical and communications industries. As a responsible partner and stakeholder in these industries, the Foundation is dedicated to improving the electrical and communications professions and the quality of life in our communities.

The Foundation provides funding for:

- Capital Grants
- Equipment/Material Grants
- Curriculum Development/Craft Training
- Management Education
- Chapter Executive Director and Training Director Development
- Contractor/Associate Member Development
- Marketing the Industry
- Humanitarian and Community Efforts

The Foundation receives financial and equipment donations from IEC contractor members, national industry partners, and others who support its mission. Contributions to the Foundation are considered as charitable contributions.

The Foundation's Board of Trustees governs the organization's activities and distributes grants.

All revisions approved by the IEC National Board of Directors (unless otherwise noted – Bylaws, Article VIII, Section 2).

Last Revised 6-18-2024

**Contact IEC National with questions about these
Policies and Management Procedures.**

IEC National
2900 S. Quincy Street, Ste. 720
Arlington, VA 22206
Phone 703-549-7351
Fax 703-549-7448
info@ieci.org
www.ieci.org