

BYLAWS

NATIONAL APPRENTICESHIP AND TRAINING COMMITTEE

INDEPENDENT ELECTRICAL CONTRACTORS (IEC) INC

**Earlier Versions approved in 2011, 2014, and 2015.
Revisions Approved by A&T Committee on XXXXXX.
Revisions Approved by the IEC Board of Directors on XXXXXXXX.**

ARTICLE 1 - NAME AND LOCATION

- 1.1** The Name of the Committee shall be the National Apprenticeship and Training Committee, Independent Electrical Contractors, Inc. It may also be referred to as the National Apprenticeship and Training Committee, the Apprenticeship and Training Committee, or the Committee.
- 1.2** The Principal headquarters of the National Apprenticeship and Training Committee, IEC, shall be the same as the principal headquarters of the Independent Electrical Contractors, Inc.

ARTICLE 2 – DEFINED TERMS

Affiliate Member: An appointed member of the Committee. The role of affiliate members is to have additional membership opportunities for people working on subcommittees, long-term writing projects, competitions, or regulatory subcommittees.

Association: The Independent Electrical Contractors, Inc., and its chartered entities shall herein be referred to as the Association.

Chapter: a group of Independent Electrical Contractors recognized by IEC National as a Chapter or contractor members-at-large administering an apprentice program, herein are referred to as the Chapter.

Committee: The IEC National Apprenticeship and Training Committee shall herein be referred to as the Committee.

Committee Member: Members of the Committee shall herein be referred to as Principal or Affiliate members as defined in Article 4. There are also other types of members: Ex Officio members such as the National President, some National Staff; and Liaison members such as a National Executive Committee or National Board Member appointed by the National President. Voting rights of members are noted in Article 4.6.

Electrical Worker: Those with an interest in electrical apprenticeship and/or journeyman electrician training and information.

Executive Committee: This always refers to the Executive Committee of the Apprenticeship and Training Committee, and is defined in Article 6.

Local Committee Member: Committee members that manage the training program(s) for a Chapter or members at large.

Local Standards: The standards of Apprenticeship and Training for Electricians utilized by a Chapter and registered with the State Apprenticeship Council or the Bureau of Apprenticeship and Training, shall hereinafter be referred to as local standards.

National: The Independent Electrical Contractors, Inc., National Office, including the National Board of Directors; the National Professional Staff; and national funds, investments and property shall herein be referred to as the National. The Officers of the National Board of Directors will be referred to in this document as the National Executive Committee.

National Standards: The National Pattern Standards of Apprenticeship and Training for Electricians of the Association shall hereinafter be referred to as the National Standards.

Principal Member: A full voting member of the Committee as defined in Article 4.

Program(s): The complete offering of educational materials and delivery for Electricians of the Association. This encompasses print and digital courses, course materials, standardized testing, published textbooks, online or electronic materials and resources, instructor training, and all efforts of the association to provide training to Electrical Workers; for use with newly-hired employees, electrical workers, apprenticeship training, journeyman continuing education, and working Foremen.

Quorum: At all meetings of the Committee, a quorum shall consist of a simple majority of the Principal Members of the Committee.

ARTICLE 3 – PURPOSE AND MISSION

3.1 It is the mission of the National Apprenticeship and Training Committee to facilitate and promote uniform training that develops competent, productive electrical workers.

3.2 To provide assistance and guidance to IEC Chapters in initiating, securing approval for, and improving their Apprenticeship and Training Programs.

3.3 To meet all State and Federal Apprenticeship and Training program requirements and provide help to Chapters to ensure compliance.

3.4 To provide a brighter future for Electrical Workers trained as a consequence of the IEC's Apprenticeship and Training Programs, for the Contractor Members of the electrical contracting industry, and for the Consumer.

ARTICLE 4 - MEMBERSHIP

4.1 Number of Members – The Committee shall consist of eleven (11) Principal Members, including the Chairman. The Committee may also include up to nine (9) Affiliate Members.

4.2 Membership Composition –

(A) The Principal Members of the Committee shall consist of a minimum of seven (7) IEC Contractor owners or employees of contractor members of the Association. The remaining four (4) Principal Members may be employees, retirees of contractor members, or chapter staff.

(B) The Affiliate Members of the Committee, if any, shall consist of a minimum of four (4) Contractor owners or employees of contractor members of the Association. The remaining five (5) Affiliate Members may be contractors, employees, retirees of contractor members, manufacturer representatives, or IEC chapter staff.

(C) There shall be one (1) IEC Curriculum instructor and one (1) Chapter Training Director serving as Principal Members of the committee. Principal Members must have previous experience serving on the Committee as Affiliate Members or as Members of a sub-committee prior to their appointment to the Committee. Affiliate Members must have previous experience serving on a sub-committee or as a Local Committee Member.

4.3 Expectations –

(A) All Affiliate and Principal members must be in good standing with their Chapter, the National, and the Committee.

(B) All Committee Members must be willing to devote the necessary time and effort to successfully discharge the responsibilities of their position. They should be willing to lead subcommittees, serve on working groups or task forces, and assist as a subject matter expert as needed.

(C) All Committee Members must be actively involved in the training of electrical workers.

(D) All Principal members must attend at least two of the scheduled face-to-face meetings each year.

4.4 Term of Office – The term of office for all Members of the Committee shall be for one calendar year. Members may be reappointed for one or more additional terms.

4.5 Selection Procedure –

(A) Selection of Principal Members - In accordance with these Bylaws, and subsequent to the National President-Elect's appointment of the Committee Chairman for the ensuing year, the current Committee Chairman shall re-appoint five (5) of the current Members for an additional term.

(B) If the Current Chairman steps down or is not re-appointed in the ensuing year, as Past Committee Chairman he/she shall be entitled to a seat on the Committee and would become the 6th Principal Member upon accepting the seat. The National President-Elect shall then appoint five (5) additional Principal Members to the Committee.

(C) In the event that the past Committee Chairman declines a seat on the Committee, the National President-Elect shall appoint Six (6) Principal Committee Members and names a Chairman. Principal members shall meet the criteria as described in Article 4.3.

(D) Procedure for selection of Affiliate Members – The Chairman, in consultation with the National Executive Committee, will appoint any and all Affiliate Members as outlined in Articles 4.2 and 4.3, and in the Manual of Procedures.

4.6 Voting - Only Principal Members of the Committee shall be entitled to vote. Each Principal Members may only cast one vote, and may not vote by proxy. Ex Officio, Liaisons, Affiliate Members, Local Committee Members and Electrical Workers shall not be entitled to vote.

4.7 Absences - Any member of the Committee who accumulates two consecutive unexcused absences may be expelled from the Committee.

4.8 Procedure for Expulsion - Any Member may be expelled for improper practices or acts injurious to the interests of the Committee or the Association.

(A) **Committee Vote** - Before making a recommendation to the National Board of Directors to remove a Committee member, a majority of the voting members must agree and make the request in writing to the Board.

(B) **Board Action** - Upon receipt of the recommendation, the National Board of Directors must act on the request and report back to the Committee Chairman.

ARTICLE 5 - DUTIES AND AUTHORITY

5.1 National Standards – The Committee shall have the authority to amend the National Standards subject to the approval of the Registration Authority.

5.2 Programs – The Committee shall have the responsibility to produce, update and improve IEC National apprentice and training programs and supplemental materials.

(A) The programs will always include a National Electrical Apprenticeship Curriculum, and other courses, lessons, programs, publications and training systems as it deems necessary to support the goals and objectives of the Association and the industry.

(B) The Committee shall be involved in and approve the selection of any publisher utilized for the programs.

(C) The Committee shall be involved in the pricing and distribution of materials related to the programs.

5.3 Resource – The Committee shall be a resource of information and assistance to Chapters and Electrical Workers but shall hold no liability for the operation of IEC Member and Chapter programs.

5.4 Discontinue Support – The Committee shall have the authority to discontinue support of Chapter Programs where such chapter is in violation of the Standards or these Bylaws or has committed an act injurious to the Association or to the Committee.

5.5 Development – The Committee shall cause the necessary programs to be developed and implemented to realize the goals and objectives of the Committee as outlined in these Bylaws.

5.6 Information – The Committee may collect information from Local Committee Members and Electrical Workers. These individuals are considered interested parties to the Committee.

5.7 Committee Meetings – The Chairman shall schedule time and place, create agendas, and conduct meetings as required.

(A) A minimum of seven (7) days written notice shall be required for in-person meetings.

(B) The Chairman, at his option, shall provide twenty-four (24) hours notice, to conduct meetings via telephone conference call, electronic chat rooms, or any other media available to all members of the Committee and conducive to an open interchange of ideas on the issues to be addressed.

(C) No official business of the Committee can take place outside of a meeting scheduled with proper notice and with a quorum present. A quorum will consist of a simple majority of the Principal Members of the Committee. All actions of the committee shall be approved by a simple majority vote of the Principal Members attending the meeting, unless the action taken requires a larger majority stipulated elsewhere in these bylaws.

(D) The Chair has the option to limit attendance at Committee meetings to Committee Members only.

5.8 License Agreement – The Committee shall have the responsibility to produce, update and enforce a maintenance/licensed agreement for Chapters or others to use IEC Programs.

5.9 Reports to the National Board of Directors - The Chairman shall submit to the National Board of Directors a complete yearly summary of the Committee activities, and shall submit interim reports at other National Board meetings as requested.

ARTICLE 6 – EXECUTIVE COMMITTEE

6.1 The Executive Committee shall consist of the following Officers: Chairman, Vice-Chairman and Secretary-Treasurer.

6.2 Officers shall serve a term of one year or until successors are elected. Officers may be appointed, or elected, to successive terms.

6.3 When the full Committee is not in session, the Executive Committee shall exercise the power of the full Committee to conduct the affairs of the Committee. All decisions made by the officers are subject to the approval or rescission by the Committee at its subsequent meetings.

6.4 Meetings of the Executive Committee shall be as follows:

(A) Executive Committee Meetings may be held as necessary and be requested by any member of the Executive Committee.

(B) Format of Meetings - The Officers are empowered to conduct business via telephone conference call, electronic chat rooms, or any other media conducive to an open interchange of ideas on the issues to be addressed.

6.5 Each Officer of the Executive Committee shall have one vote. Approval of actions shall occur by *unanimous* vote. All measures submitted for vote shall be in writing.

ARTICLE 7 - OFFICERS

7.1 Officers –

(A) Within 30 days of meeting at which he/she is elected, the President-Elect of the Association shall appoint the Chairman from the existing Principal Members of the Committee. The Chairman shall be one of the Contractor owners or employees of contractor members of the Association serving as a Principal Member. The Committee shall elect the Vice-Chairman and Secretary-Treasurer from the Principal Members of the Committee at the first meeting of the calendar year.

(B) Requirements of Nominees for Appointment/Election

(1) The Chairman, Vice-Chairman, and Secretary-Treasurer may not occupy the position of more than one officer simultaneously.

(2) Nominees must be willing to invest the necessary amount of time and effort to successfully discharge the responsibilities of the position they seek.

(3) Nominees must be Principal Members of the Committee.

7.2 Duties and Powers –

(A) Duties of the Chairman

(1) The Chairman shall preside at all meetings of the Executive Committee and the full Committee, and shall perform or delegate duties as needed to implement matters approved or adopted by the Committee.

(2) The Chairman shall represent the Committee at meetings of the National Board of Directors or the National Executive Committee as requested.

(3) The Chairman shall give input to and consult with the National Board and Staff on Program pricing and budgets.

(B) Duties of the Vice-Chairman

(1) The Vice-Chairman assists the Chairman as needed in implementing decisions of the Committee, and presides over meetings in the absence of the Chairman.

(C) Duties of the Secretary-Treasurer

(1) The Secretary-Treasurer shall ensure that minutes of all meetings of the Committee and of the officers are recorded and maintained electronically.

(2) The Secretary-Treasurer shall obtain an official written verification from the National Board of Directors and maintain the roster of Principal and Affiliate Committee Members.

(3) The Secretary-Treasurer shall maintain and verify with the National Office a list of Chapters utilizing IEC Apprenticeship and/or Training Materials and their status of good standing and a list of chapters that have had support discontinued by the Committee per Article 5.4.

7.3 When an Officer or Member who for any reason is unable to complete his/her term of office, a successor shall be selected to complete the remainder of the term of the individual being succeeded as follows:

(A) Chairman - The Chairman shall be succeeded by the Vice-Chairman. In the case where the Vice-Chairman is not a contractor owner or an employee of a contractor he/she will succeed the Chairman until the National President can select a new Chairman- per Article 7.1.

(B) Vice-Chairman and Secretary-Treasurer - These Officers shall be replaced by election by the Committee.

(C) Principal Members – These Members shall be replaced by appointment of the National President of the Association.

(D) Affiliate Members– If needed, these Members shall be replaced by appointment of the current Chairman.

7.4 Impeachment proceedings may be initiated against any Officer of the Committee by any member, Chapter, or the National Board of Directors. Charges to initiate impeachment proceedings must be

submitted in writing to the National Board of Directors. A majority vote of the National Board of Directors shall be required to approve an impeachment.

ARTICLE 8 - REQUIREMENTS FOR CHAPTERS TO UTILIZE IEC TRAINING PROGRAMS

8.1 Chapters must be in good standing with the National and the Committee.

8.2 Chapters must agree to pay any required fees to participate in Program(s).

8.3 Chapters are requested to submit their local Standards for Committee review, prior to submission to State Apprenticeship Committees (SAC) or to the Office of Apprenticeship (OA).

8.4 Chapters have the opportunity to receive compliance checks by the Committee periodically in order to ascertain if they are abiding by the rules and regulations of these Bylaws and review their Standards.

8.5 Chapters with Apprentice and Training Bylaws Standards, and/or Manual of Procedure may submit them to the Committee for review or assistance.

8.6 Chapters must agree that they will abide by the conditions of these Bylaws and annually sign a maintenance/licensing agreement.

8.7 The Committee disclaims and is not responsible for training or adherence to the standards of a Chapter by virtue of having no authority to cause it.

ARTICLE 9 - SUBCOMMITTEES

9.1 The Committee shall have the power to create permanent subcommittees, as it may deem appropriate. The Chairman shall have the power to create special subcommittees as may be deemed appropriate.

9.2 The Chairman shall designate a Subcommittee Chairman and Members of each permanent and or special subcommittee. Members of a subcommittee may be Affiliate Members or participants in a Member/Chapter program of apprenticeship and/or training.

9.3 The Chairman shall be a member of all Subcommittees, ex officio.

9.4 The Chairman shall have the authority to remove at his/her discretion Subcommittee members who are not actively or conscientiously engaged and assisting in the work of the subcommittee.

9.5 The Committee may dismiss any permanent Subcommittee and the Chairman may dismiss any special Subcommittee when the purpose has been realized or it is deemed that the Subcommittee is not conscientiously pursuing its assigned objectives.

ARTICLE 10 - FINANCIAL OPERATIONS

10.1 Source of Operating Incomes

(A) The National Board of Directors shall provide the necessary funds for the operations of the Committee. Such funding shall be obtained from the general dues of the Association, as well as grants, donations, seminars, product sales, product licensing, advertising sales, and similar sources of non-dues income.

(B) The Committee shall have the authority to establish a Maintenance/License Fee for Chapters who are utilizing IEC apprenticeship and/or training materials. Said Maintenance/Licensing Fee will be included in the Association budget to be used specifically for the Apprenticeship and Training Program as directed by the Committee.

(C) The due date and payment of Maintenance/License Fees by Chapters shall be determined by the Committee. The IEC National staff will notify the Committee when Maintenance/License Fees are delinquent.

(D) Nonpayment of Maintenance/License Fees - The Committee shall establish the policy outlining the rights of a Chapter to use the IEC apprenticeship and/or training materials. Failure in the part of any Chapter to pay Maintenance/License Fees in accordance with these Bylaws shall result in termination of rights to use the apprenticeship and training materials. The Committee reserves the right to extend the time for payment of said Maintenance/License Fee, upon proper application being made thereof.

10.2 Financial Administration Budget - An Annual budget shall be prepared and submitted to the National Board of Directors by the National Staff prior to the inception of each fiscal year.

10.3 Special Funds -The Committee may accept contributions in any manner from any Member or Chapter of the Association, from outside sources or from Electrical Workers desiring to make such contributions. If accepted, the Committee shall utilize said funds as stipulated by the contributor. These funds shall be accounted for separately.

ARTICLE 11 - POWER OF COLLABORATION

The Committee shall have the authority to cooperate, participate, or joint venture with other organizations or associations in the costs and benefits of programs or projects deemed beneficial to the Association.

ARTICLE 12 - DISSOLUTION

Distribution of assets - in the event of voluntary dissolution of the Committee, after payments of outstanding obligations and expenses of liquidation, the remaining general assets (including special funds) shall be returned to the National Board of Directors. The funds shall be used only to accomplish the objectives and purposes specified in these Bylaws and said funds shall in no part inure, or be distributed, to the members of the Association.

ARTICLE 13 - MANUAL OF PROCEDURES

13.1 The Committee may adopt a Manual of Procedures, which shall have the same power and authority as these Bylaws.

13.2 The Manual of Procedures may expand, modify, interpret and impose additional conditions and requirements to all Articles of these Bylaws.

13.3 The Manual of Procedures shall not be in conflict with these Bylaws.

13.4 Approval of amendments to the Manual of Procedures shall be accomplished by a majority vote of a quorum of the Committee.

ARTICLE 14 - GENERAL

14.1 No Chapter shall have any cause of action against the Committee or any officer thereof for any act of commission or omission. No former Chapter shall have cause of action arising out of termination of use of IEC apprenticeship and training programs and materials against the Committee or any Officer thereof.

14.2 All meetings of the Committee shall be conducted in accordance with Robert's Rules of Order.

14.3 The National Board of Directors must approve these Bylaws.

14.4 These Bylaws replace and supersede any previous Bylaws of any Committee that governs or governed the Apprenticeship and Training Programs of the Independent Electrical Contractors, Inc.

ARTICLE 15 - AMENDMENTS TO THE BYLAWS

These Bylaws may be amended at any time in the following manner:

(A) Proposed amendments must be submitted to the Committee for approval. A majority vote of the total Principal Members of the Committee shall be required.

(B) Approved proposed amendments - Proposed amendments approved by the Committee shall then be submitted to the National Board of Directors for Approval.

END OF BYLAWS

Revisions Approved by the A&T Committee on October 11, 2011.
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