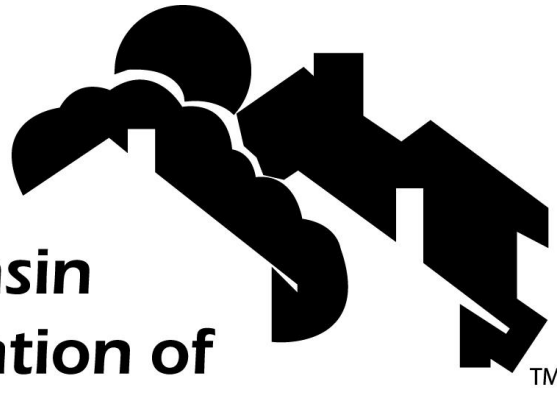


**Wisconsin
Association of
Home Inspectors, Inc.**



Policy Manual

January 2019

Table of Contents

1. Accounting
2. Board of Directors
3. Committee Work
4. Education
5. Election
6. Meetings
7. Membership
8. Miscellaneous
9. Removal from Office
10. Voting and Quorum

1. Accounting

Dues:

- Annual membership dues (including application fees, administrative fees, and registration fees) for all classes of membership shall be an amount established annually by the Board of Directors.
- Initial membership dues for each new Member shall become payable upon receipt of the Application for Membership.
- Membership renewal dues for each class of membership are payable annually.

Assessments:

- The Board of Directors may determine that a special assessment is necessary at any time. The special assessment must be authorized by a majority vote of the Board of Directors present at a regular or special meeting.

Fiscal Year:

- May 1 through April 30

Bank Resolutions:

Maximum amounts to dispense payments without Board approval -
State: \$15,000, Milwaukee: \$1,500.00, all Other Chapters: \$750.00

Chapter Checking Accounts:

- 3 signers on each chapter signature card - Chapter Treasurer, Chapter President and Executive Director
- Chapter checking accounts are not to exceed \$2,000.00 - excess funds to be sent to the WAHI state account.

2. Board of Directors

- Board members are granted free seminar attendance (classroom training day only) providing they attend the board meeting held in conjunction with the seminar. See **NOTE** below.
- Board members may submit for reimbursement of mileage at the Federal rate when traveling 50 miles or more (one way) to a board meeting. Board members are not able to submit for mileage reimbursement and receive the free seminar attendance for the same board meeting.
See **NOTE** below.
- Reimburse the Association President reasonable travel expenses when visiting chapters (mileage, hotel, meals).
See **NOTE** below.

NOTE: *Per the By-Laws, Article IV, Section 4k - Direct compensation excludes waiving the seminar fee for Board members who attend the Board meeting held in conjunction with a seminar and/or reimbursement of mileage and or out of pocket expenses for WAHI business.*

- *All Board Members will bring a guest, from their chapter, to a Board Meeting. If the guest attends a meeting held in conjunction with a seminar, the guest will be able to attend the Saturday training at 1/2 the cost. "Guest" is defined as a WAHI member with leadership potential who does not already attend Board Meetings as a general member and/or committee chair/representative. The maximum number of guests per Board Meeting is six (6).*

3. Committee Work

- Each committee is to have a minimum of 3 members
- The State Board Chapter-Elected Member at Large members will make up the Membership Committee.

- The Chapter Presidents will make up the Nominations and Elections Committee.

4. Education

Education Credit:

- Rules for continuing education credits will be determined by the Education and/or Membership Committee's and approved by the Board of Directors
- Members may be required to complete an annual Continuing Education Credit Form as determined by the Membership Committee and approved by the Board of Directors.
- ASHI credits will be obtained for chapter meeting and seminars

Education House:

- Budget is \$1,000.00
- WAHI will cover the cost of a one-night stay (Thursday) for the volunteers who come up to preview the house each year.

5. Election

- Elections will be held each year:
 - President in odd-numbered years.
 - Vice President in even-numbered years.
 - Chapter-Elected Member At Large (5) in odd-numbered years.
 - State-Elected Member At-Large (4) in even-numbered years.
- Annual elections will be held as required and the results of the election shall be announced in the newsletter, via email and at the Annual Membership Meeting, if applicable.
- All positions elected will commence on May 1 of the year in which the position is elected.
- All Members in good standing shall be entitled to hold office and to vote for each office, unless otherwise stated in this Policy Manual or the By-Laws.
- The Nominations and Elections Committee shall determine procedures and deadlines for nominations as well as the election.
- Procedures and deadline dates will be approved by the Board of Directors.
- Notice of the election and the deadline for casting ballots shall be provided to all Members in good standing.

- All voting shall be done by secret ballot via mail, email, the Internet or at a meeting.
- A ballot shall be considered void and not counted if:
 - The ballot is marked so that the choice cannot be determined.
 - The ballot is marked for more than one candidate for any office being filled.
 - The ballot is plainly improper in some way.
- The Nominating and Elections Committee shall establish rules for tabulating the ballots based on the election process used. Majority vote shall constitute election to the office provided a minimum of 25 (twenty-five) percent of the ballots are returned.
- In the event of a tie, the choice shall be made by lot.
- In the event an office is vacated prior to the end of a term, the Board of Directors will appoint a replacement officer or director. An officer or director appointed to fill an office which has been vacated shall serve only the time remaining in the current term. No one will be appointed to fill a vacated office if the time remaining in the term is three months or less. In such a case, the Chairman shall delegate the duties of the vacated office to another officer until the open office is filled at the annual election.
- The elective year is May 1 through April 30.

6. Meetings

Annual Meetings:

- The Annual Meeting of the Association shall be held with the date, place, and hour to be determined by the Board of Directors. The order of business at each Annual Meeting shall be fixed at the beginning of the meeting and shall include, at a minimum:
 - a. Address of the Chairman
 - b. Introduction of current, incoming and outgoing Officers
 - c. Reports of Officers
 - d. Reports of Committees
 - e. Miscellaneous Business

Board of Directors Meetings:

- The Board of Directors shall designate a time and place of meeting and shall be held as needed.
- The Board of Directors may transact business by mail, fax, email or the internet.
- All Board discussion (meetings and emails), with the exception of Closed Meeting discussion, is open to the general membership. Members should be privy to any and all WAHI activity.
- Unless specified otherwise in this Policy Manual or the By-Laws, a vote of the majority of members of the Board of Directors shall determine the result.
- In the event of an objection to a mail, fax, email or the internet ballot by one-third or more of the members of the Board of Directors, the ballot shall be delayed until the next meeting of the Board of Directors.
- The Secretary is allowed 30 (thirty) days to record and distribute the board meeting minutes to the Board of Directors. The Board will have 7 days to review and submit their questions/changes/approval. Once approved, the minutes will be posted on the WAHI website within the Members Only section - a user name and password is required.

Chapter Meetings:

- Chapter meetings are to be held monthly; a December meeting is at the Chapter's discretion
- Meeting location to be determined by the Chapter
- Meetings are to provide continuing education worthy of 2 credits.
- Form a Welcome Committee
- Identify new and non-members at meetings (i.e. different color name tag, dot on name tag).
- Statewide chapter dinner meeting fee to be at a minimum \$20.00.
- Nonmembers are able to attend their 1st WAHI chapter meeting at no charge.
- Nonmembers are able to attend more than one chapter meeting but will be charged \$15.00 over the member rate.

Special Meetings:

- The Chairman and the Board of Directors have authority to call a special meeting of the Membership.
- The Members may call a special meeting at any time upon submission of a petition containing at least 20 (twenty) percent of the Members' signatures to the Board of Directors.
- Written notice of the special meeting and the purpose of the special meeting shall be provided to all Members in good standing in advance of the special meeting.
- Following any special meeting, a summary of all official actions taken at the meeting shall be provided for all members by mail, email or posting on the organization website, within 1 (one) week of the special meeting.

Other Meetings:

- Meetings of the Members may be held at such other times as the Chairman of the Board of Directors may determine, upon written request of at least 10 (ten) percent of the Members.
- Following any other meeting, a summary of all official actions taken at the meeting shall be provided for all members by mail, email or posting on the organization website, within 1 (one) week of the special meeting.

7. Membership

Application for Membership:

- Application for Membership in the Association shall be made in such a manner and form as may be prescribed by the Board of Directors and made available to anyone requesting it.
- The application form shall contain the following statement:
"That each applicant agrees, as a condition of Membership, to thoroughly familiarize himself or herself with the Code of Ethics, the By-Laws, and the Policy Manual of the Association. If membership is granted, the Member will abide by the Code of Ethics, the By-Laws, and the Policy Manual of the Association."
- Offer American Home Inspector Training (AHIT) and other local technical college graduates a 6 month free trial membership (Associate or Home Inspector).

Application Processing:

- Applications for Membership in the Association shall be processed through the Association headquarters.
- Applications for Membership in the Association shall be approved by the Membership Committee.
- The appropriate Association Chapter will be notified of new members.

Levels:

Home Inspector Members

- Are entitled to vote and to hold elective office in the Association
- Have the primary responsibility to safeguard and promote the standards, interests, and welfare of the Association and the home inspection profession.
- Are required to fulfill continuing education, and any meeting attendance requirements, as determined by the Membership Committee and approved by the Board of Directors.
- Home Inspector Member Joining Fees: July - Sept = 100% of initial membership fee, Oct - Dec = 75% of initial membership fee, Jan - Mar = 50% of initial membership fee and Apr - June = 25% of initial membership fee
- Corporate Membership Joining Fees: Home inspection firms with 3 or more inspectors are offered a 50% reduction in initial membership fees and renewal rates.

Affiliate Members

- Affiliate Members cannot vote nor hold any elective office
- Have such privileges, rights, and obligations as prescribed by the Board of Directors
- Complimentary 1 year Affiliate membership will be offered to speakers (chapter and seminar). Vouchers may be used for renewal by an existing member - one time in 3 year period.
- Affiliate member Joining Fees: July - Sept = 100% of initial membership fee, Oct - Dec = 75% of initial membership fee, Jan - Mar = 50% of initial membership fee and Apr - June = 25% of initial membership fee.

Associate (Student) Members

- Cannot vote nor hold any elective office
- Have such privileges, rights, and obligations as may be prescribed by the Board of Directors.
- Associate Members must update their membership level when license is earned; Home Inspector fees would apply.
- Associate membership is \$50.00 per year

Retired Members

- Have all the privileges, rights, and obligations as a Home Inspector Member.
- May not hold the elected offices of Association President or Association Vice-President.
- May not still hold a active State Home Inspector license.
- Retired membership is \$25.00 per year.

Qualifications:

- All Members shall comply with existing and ongoing policies, rules, regulations, By-Laws, and Code of Ethics of the Association.
- All Members shall be required to pay annual Membership dues as established by the Board of Directors.
- The Board of Directors determines if a Member is in good standing.

Renewal:

- Membership Year is July 1st through June 30th
- As of July 1, 2018, Home Inspector membership renewal is \$175.00 per year. Affiliate membership renewal is \$125.00. Associate membership renewal (if applicable) is \$50.00 per year. Retired membership renewal is \$25.00 per year.
- Late renewal fees are \$25.00.
- Late renewal notice to be sent 15 days after renewal date.
- A 2nd late notice to be sent at 30 days - member will be instructed to cease the use of WAHI name within 15 days of the notice.
- Members who have not renewed their membership 1 month after receiving the 30 day notice will be removed from the association.

Resignation:

- A Member may offer his or her resignation in writing to the Board of Directors at any time. Resignations shall become effective when received by the State Headquarters.
- The Board of Directors shall set the policy for any refund of dues.

Revocation:

- The Association shall have the right to revoke an individual's Membership for cause shown. The term cause is defined as: actual or potential harm or adverse effect on the association. Cause is decided at the sole discretion of the Board of Directors. Cause exists if the Member fails to comply with the requirements of Membership, fails to remain a Member in good standing, violates the Association By-Laws, Policy Manual or Code of Ethics, fails to maintain requirements for Home Inspectors as determined by the State of WI or partakes in any activity which is contrary to the requirements for Membership in the Association, or undertakes any activity which is not in the best interest of the Association.
- If the issue of revocation arises, the Board of Directors shall direct the Membership Committee to investigate cause for revocation of that individual's Membership status. The Membership Committee shall determine if cause exists for revocation and shall submit their findings and recommendations to the Board of Directors. Revocation of that individual's Membership shall be by majority vote of the Board of Directors at a regular or special meeting.
- A Member shall be notified in writing by the Board of Directors as to the revocation of his or her Member in good standing status, the reason for revocation, and what the Member must accomplish to be returned to Member in good standing status. The Board of Directors shall return a Member to good standing status upon that individual's compliance with the By-Laws.
- Upon resignation or revocation, the Member shall cease the use of the Association name, materials, emblems, or any other insignia, and shall promptly return all properties of the Association. The Association shall have the right to enforce and stop all use of these materials by all legal means available.
- All outgoing Members will receive an Exit Letter via US Mail.

- Non-members and Former members who continue to reference WAHI on their website, in their email signature and any/all marketing materials will receive a cease and desist notice by email and certified letter (US Mail).

Reinstatement:

- A Member who has had his or her Membership revoked may apply in writing to the Board of Directors for reinstatement.
- The Member shall submit their application for reinstatement to the Membership Committee for their review. The Membership Committee will submit their recommendation to the Board of Directors; the final decision will be at the sole discretion of the Board of Directors.
- Individuals applying for reinstatement shall be required to pay for all past monies owed to the Association. A Member called to active military duty or experiencing extended health issues may request exception to this membership requirement and obligation. The request must be submitted in writing and be sent to the Membership Committee and be approved by the Board of Directors. Reinstatement for military or health shall commence on the return of the individual's active engagement in home inspections.

8. Miscellaneous

- Exemplary Service Award - Recipients may be Home Inspector or Affiliate members who have gone "above and beyond" for the association without the intent of personal gain.
- WAHI Face Book page created to replace WAHI Blog

9. Removal from Office:

- An officer may be removed from office for cause by a vote of the Members in good standing.
- Vote will be accomplished by mail, email or the Internet providing at least 25 (twenty five) percent of the ballots are returned and at least two thirds of the ballots indicate a vote for removal.
- The Members shall begin the removal process by submitting a petition to the Membership Committee, which contains 25 (twenty five) percent of the Members' signatures and a short plain statement setting forth the basis for the petition.

- Cause exists if the officer fails to comply with the requirements of Membership, fails to remain a Member in good standing, partakes in any activity which is contrary to the duties required by the office, or undertakes any activity which is not in the best interests of the Association.

10. Voting and Quorum

Voting:

- All Members in good standing desiring to vote during any regular or special meeting on any issue must appear in person to cast their ballot. There shall be no voting by proxy; however, the ballots may be mailed or emailed to Members in order to cast their vote and to return the ballot to the Nominating and Elections Committee by a specified date.
- Only one vote per Member is permissible in any election.

Quorum:

- At least 25 (twenty five) percent of the Membership shall constitute a quorum at any regular or special meeting of the Association. All meetings must comply with the notice requirements contained in these By-Laws and at least one officer must be present to convene the meeting.
- A majority of the Board of Directors shall constitute a quorum for the purposes of all meetings of the Board of Directors.
- A majority of the Membership of any standing or special committee shall constitute a quorum of the committee.
- At least 25 (twenty-five) percent of the Membership shall constitute a quorum for a statewide election of the Association. All elections must comply with the requirements contained in this Policy Manual and the By-Laws.