International Association of Elevator Consultants

BY-LAWS
Preamble

These Bylaws, at the time they are adopted and ratified, shall supersede and replace any and all existing Bylaws, procedures and/or governing precepts of the International Association of Elevator Consultants. Upon being adopted and ratified, these Bylaws shall be the sole operating status of the International Association of Elevator Consultants.

I. NAME: The name of the organization is International Association of Elevator Consultants. In these Bylaws it shall be referred to as “International Association of Elevator Consultants”, “IAEC”, or “The Association”.

II. PURPOSES: To bring together qualified professionals so as to improve the general function of the industry in all phases, and to create a forum for professionals in the vertical transportation industry to exchange ideas, reports, innovations and regulations, all of which designed to improve the vertical transportation industry.

III. GOALS:
• Establish communication within the industry by promoting definitions of terms and measurement relating to performance standards for the Vertical Transportation industry.
• Promote high standards of personal conduct.
• Combine resources and talents of the membership for worthy endeavors relating to Industry and equipment users.
• Distribute information regarding matters of common interest to members and others who may be affected.

IV. DEDICATION OF ASSETS: The International Association of Vertical Transportation of Elevator Consultants in a not-for-profit organization under the relevant and applicable laws of the State of New York and the Federal Government of the United States of America. Its properties and assets are irrevocable, dedicated to promoting education and communication in the elevator industry as outlined in Section II. No part of the net earnings, properties, or assets of the Association shall insure to the benefit of any private person, individual, or any member or director of the Association, except that reasonable compensation may be paid for services rendered and/or expenses incurred to fulfill the purposes and goals of the Association.

V. DEFINITION: Vertical Transportation Systems, as stated, is defined to represent all equipment covered by Vertical Transportation Codes and Standards.
ARTICLE I
Corporate Office

Section 1. Principal Office: The principal office of the Association shall be in the City of New York, County of Kings, State of New York.

Section 2. Other Offices: The Association may change the principal office and may also have offices at other places, all as the Board of Directors may, from time to time, appoint or the business of the Association may require.

ARTICLE II
Membership

Section 1. Eligibility: Any person falling within the classifications outlined in Section 2, and interested in the purpose of the International Association of Elevator Consultants shall be eligible for membership.

Section 2. Classification: Membership shall be classified as follows:

PROFESSIONAL MEMBER: A person providing consultation, design, inspection, or investigation of vertical transportation systems and whose employer does not install, repair, or maintain such systems.

QUALIFIED ELEVATOR CONSULTANT (QEC): A person who in addition to fulfilling the requirements of a professional member has also fulfilled the following additional requirements and has provided documentation with their membership application and/or annual membership renewal application that these requirements have been met.

QUALIFIED ELEVATOR CONSULTANT REQUIREMENTS:

QECs must meet all of the requirements (or equivalent) of Section I. and three of the requirements (or equivalent) of Section II as follows:

Section I
(1) Ten verifiable years as an elevator consultant or 3 verifiable years as an elevator consultant and ten verifiable years of related elevator industry.
(2) Knowledge of elevator codes as evidenced by one of the following:
   Current QEI certification, current membership on ASME A17 standards or working committees, or participation on a state and/or local code committee.
(3) Attendance at 3 of the last 5 IAEC Annual Forums.

Section II
(1) Attend two of the last three NAEC Conventions.
(2) Active member of a regional elevator industry related organization in:
   IAEC Region, IAEC Committee, Elevator Conference of New York (ECNY), Elevator Industry Group of Southern California (EIGSC),
   Chicago Elevator Association, NCEIG, MESA, NAESA, BOMA.
(3) Participation in 1 of the last 3 regional or national meetings of NAESA.
(4) Participation in EESF as a board member, volunteer, or supporter.
(5) Participation in industry events as a presenter, instructor, planner, or moderator.
(6) Published articles in industry publications or journals

ASSOCIATE MEMBER: A person engaged in promoting the purpose of the Association who does not meet the requirements of the Professional members and is sponsored by a Professional Member. Associate Members shall have all rights and privileges of membership except that they shall not be eligible to vote or hold elected office.

HONORARY MEMBER: A person engaged in promoting the purpose of the Association, this membership is bestowed on an individual at the discretion of the Executive Committee. It entitles the individual to the same membership as a Professional Member with the exception that said individual shall not be eligible to vote or hold elected office. This membership requires no annual dues and can be revoked at any time as seen fit by the Executive Board.

Section 3. Dues: Annual dues, in addition to a registration fee for new members, shall be established, from time to time, by the Board of Directors. Further:

Annual Dues of members shall be due and payable upon the approval of the application for membership and thereafter, on the 1st day of November each year.

Membership dues shall be paid directly to the principal office, or as directed by the Board of Directors.

There shall be no refund of any portion of members’ dues for any reason.

Section 4. Application: Application for membership in the Association shall be made to the Executive Director, or as directed by the Board of Directors. The registration fee shall accompany the application for membership.

Section 5. Resignation: A member may resign from the International Association of Elevator Consultants as a member in good standing, provided written notice is given to the Executive Director and provided his dues are paid in full for the year in which the resignation is submitted.

Section 6. Suspension: A member shall be suspended from membership in the International Association of Elevator Consultants upon failure to pay dues within
120 days from the date of receipt of notice of his annual dues, or found in violation of the Association Code of Ethics.

A member may be suspended from membership in the International Association of Elevator Consultants, or an officer and/or Board member may be removed from office for misconduct, nonparticipation, or other good cause by a two-thirds (2/3) vote of the Board of Directors following a hearing at which the affected individual shall have the right to be heard.

**Section 7.** Reinstatement: A member suspended for nonpayment of dues shall be reinstated with full rights and privileges upon payment of current dues before the expiration of six (6) months since the dues became payable.

A member suspended for nonpayment of dues delinquent more than six months shall be reinstated upon payment of the reinstatement fee, the amount of which shall be established by the Board of Directors. If delinquent more than one (1) year, application must be made as a new member.

### ARTICLE III

**Meeting of Membership**

**Section 1.** Place of Meetings: Meetings of the members shall be held at the principal office of the Association or at such other place, or places, as the Board of Directors may determine, either within or outside the State of New York, as may, from time to time, be selected.

**Section 2.** Annual Meeting: The annual meeting of the members shall be held on the third Saturday of November of each year, or at such other time as the Board of Directors may determine, when they shall elect members to the Board of Directors and transact such other business as may be properly brought before the meeting.

**Section 3.** Notice of Annual Meeting: Written notice of the annual meeting shall be mailed by the Secretary, or at his direction, to each member entitled to vote thereat, at such addresses as appear on the books of the Association, at least sixty (60) days prior to the meeting.

**Section 4.** Failure to Call Annual Meeting: If the annual meeting shall not be called and held within six (6) months after the designated time, any member may call such meeting upon notice as set forth in Section 3 above.

**Section 5.** Quorum: The presence, in person or by proxy, of a majority of the Professional Members entitled to vote shall constitute a quorum at all meetings of the members for the transaction of business except as otherwise provided by law, by Articles of Incorporation or by these Bylaws. If however, such quorum shall not be present or represented by proxy at any meeting of the members,
those entitled to vote thereat, present in person or represented by proxy, shall have power to adjourn the meeting from time to time without notice other than announcement at the meeting until the requisite number of Professional Members shall be present. In the case of the annual meeting, those who attend the meeting along with a majority of the members of the Board of Directors, if not a majority of the members entitled to vote, shall nevertheless constitute a quorum for the transaction of business.

Section 6. Voting: Each Professional Member eligible to vote shall be entitled to one (1) vote, and election of each Director shall constitute a separate vote. Only Professional Members are entitled to vote.

Section 7. Voting by Proxy: At each meeting of the members, every Professional Member having a right to vote shall be entitled to vote in person, or by proxy appointed by an instrument in writing, subscribed by each member, and delivered to the Secretary or Executive Director at the meetings. All unreturned proxies will be considered abstained. The procedure for voting at the annual meeting shall be established by the Board of Directors.

Section 8. Cumulative Voting: In all elections for Directors, cumulative voting shall be permitted.

Section 9. Voting Eligibility: Only those Professional Members in good standing, qualified to vote for members to the Board of Directors, shall be eligible to vote at any annual meeting or at a special meeting of the membership.

Section 10. Special Meetings of the Members: Special meetings of the members may be called at any time by the President, the Board of Directors, or one-third (1/3) of the Professional Members eligible to vote at such meeting.

Section 11. Notice of Special Meetings of Members: The Secretary, upon request of any person or persons entitled to call a special meeting, shall mail, postage prepaid, or emailed to each member entitled to vote thereat, at such addresses as appear of the books of the Association, a written notice of the special meeting of the members stating the time, place and general object thereof. Said notice shall be provided at least thirty (30) days before such meeting, unless a greater period of notice is required by statute in a particular case.

Section 12. Limitation of Business at Special meeting: Business transacted at all special meetings shall be confined to the objects stated in the notice and matters related to germane thereto.

Section 13. Procedure, Quorum Requirements and Voting at Special Meetings: The procedure, quorum requirements and voting at special meetings of members shall be the same as herein set forth for the conducting of annual meeting.
Section 14. Order of Business: The order of business at meetings shall be as follows:

A. Call to order and roll call.
B. Reading of minutes of previous meeting.
C. Communications
E. Reports of committee heads and committee members.
F. Other reports.
G. Unfinished business.
H. New business.
I. Election of Directors.
J. Election of Officers.
K. Adjournment.

ARTICLE IV
Board of Directors

Section 1. Number and Eligibility: The Board of Directors shall consist of five (5) members elected by majority vote of the membership, plus one appointed member from each region who holds the position of Regional Chairman. A member, to be eligible for election, (or appointment), must be in good standing for a period of not less than one (1) year prior to nomination or appointment. No more than two (2) persons from the same corporation, company or organization may serve on the Board of Directors (either by election or appointment), at any time. At no time shall the number of appointed Directors exceed the number of elected Directors by one-half (1/2). If the number of appointed Directors exceeds the ½ ratio, the Board of Directors shall call for the election of the required number of directors to restore the ½ ratio. In the event that a region does not have a second tier organization in compliance with Article VI, the Regional Director shall be elected by majority vote of the membership.

Section 2. Elections: Directors shall be elected by majority vote of the Professional Members eligible to vote as outlined in Article III, Section 6.

Section 3. Election of Officers: The executive officers shall consist of four (4) elected positions; President, Vice President, Secretary and Treasurer. A member, to be eligible for election, must be in good standing for a period of not less than one (1) year prior to nomination. The Executive Director shall be considered an officer for the Association and an ex-officio (non-voting) member of the Board of Directors.

Section 4. Elections: Immediately after the election of the Board of Directors, the membership, by a majority vote, shall elect a President, Vice President, a Secretary and Treasurer, and any other officer with such titles and powers as may be deemed necessary by the Board of Directors. Upon election of the executive officers, the Board of Directors shall appoint an Executive Director.
Section 5. Executive Committee: The officers, together with the Executive Director, shall constitute the Executive Committee, which shall have and exercise powers of the Board of Directors in the management of the business affairs of the Association during the intervals between meetings of the Board.

Section 6. Special Committee: The President or the Board of Directors may, from time to time, appoint any other special committee for any special matters with instructions and/or power to act.

Section 7. Special Meetings: Special meetings of the Board of Directors may be held from time to time upon call issued by the President, a majority of the Directors, or two-thirds (2/3) of the voting members of the Association. Notice of special meetings of the Board shall be signed by the person or persons calling the same as aforesaid, or by someone designated and so authorized and instructed by the person or persons to call the same, and shall be sent by mail to each Director at his post office address on record with the Association not less than sixty (60) calendar days prior to the date of the meeting and the purpose for which it is called.

Section 8. Quorum: A majority of the members of the Board of Directors at the time holding office shall constitute a quorum for the transaction of business. No special meeting of the Board shall be valid unless notice of the meeting has been mailed to each member of the Board as provided in Section 6 of this Article.

Section 9. Place of Meetings: Meetings of the board of Directors may be held within or outside the State of New York.

Section 10. Voting: Each Director present shall be entitled to one (1) vote at each Director’s meeting. The Board of Directors may, at the direction of the President, determine certain interim matters by mail ballot.

Section 11. Filling Vacancies: Any vacancy in the Board of Directors or in the officers of the Association caused by death, resignation, removal or other disqualification of a Director or any officer may be filled by a majority vote of the remaining Directors, though not constituting a quorum by the election of some other person who shall hold such office of Director or officer by like tenure for the unexpired term. The members, by vote of two-thirds (2/3) of the voting powers of all members at any special meeting called for the purpose may remove from office any one or more of the Directors, notwithstanding his or their term of office is as yet unexpired, and may forthwith, at such meeting proceed to elect a successor, or successors for the unexpired term.

Section 12. Tenure: Each elected member-at-large Director shall hold office for the period of three (3) years or until a successor is duly elected and qualified as provided herein. Executive officers shall serve as Directors until their elected
Each appointed Director shall hold office until his/her term as regional chairman expires. No one person shall hold elected office for more than three (3) consecutive three-year terms.

**Section 13.** Powers: The business of the Association shall be conducted by the Board of Directors, and the Board shall have the right to fix the compensation of all officers and Directors for services rendered and, except as prescribed in these Bylaws to the contrary, prescribe their duties and powers.

**Section 14.** Action by Resolution: The Board of Directors shall, except as otherwise herein provided by law, have power to act in the following manner upon prior written notification to each Board member of proposed action: A resolution in writing, signed by a majority of the members of the Board of Directors, shall be deemed to be action by such Board to the effect therein expressed, with the same force and effect as if the same had been duly passed by the same vote at a duly convened meeting, and it shall be the duty of the Secretary of the Association to record such resolution in the minute book of the Association under its proper date.

**Section 15.** Expenses: The officers of the Association including the Executive Director, may, from time to time, convene for special Association purposes, or may be required to attend functions of other related organizations. Any travel and/or per diem expenses thus incurred may be borne by the Association at the discretion of the Board of Directors. The Executive Director may require such documentation of such expenses as may, from time to time, be required by the rules and regulations of the Internal Revenue Service. At such time as the Association has established a reserve fund equal to one/half (1/2) of one (1) year’s annual operating budget, the Association shall reimburse officers, Directors, and appointed members their travel expenses resulting from regularly scheduled or special meetings involving Association activities. This practice shall be continued only during such time as such reserve funds are maintained at the aforesaid level.

**ARTICLE V**

**Officers. Powers and Duties**

**Section 1.** Officers: The officers of the Association shall consist of a President, Vice President, a Secretary and Treasurer, an Executive Director and such other officers with such titles, powers and duties as may be prescribed by the Board of Directors.

**Section 2.** Tenure: All officers shall hold office from the time of their election until the next annual election of officers and until their respective successors are elected and qualified, provided, however, any officer may be removed from office by a majority vote of the Board Members at any legally held meeting of the Board.
Section 3. President: The President shall preside at all meetings of the members and Board of Directors. The President shall sign for and on behalf of the Association, or in its name, all deeds, mortgages, contracts and other instruments in writing, except that such instruments may be signed with like effect by any other officer or employee of the Association specified in these bylaws or designated by the Board of Directors. While actively engaged in conducting the business of the Association, he shall be charged with all the duties and have the authority customarily performed and exercised by the chief executive of the corporation organized under the laws of New York, and shall perform such other duties as may be prescribed by the Board.

Section 4. Vice President: The Vice President shall have, and may exercise, such powers and shall perform such duties as may be delegate to him by the Board of directors or the President, perform all the duties and exercise all the authority of the president.

Section 5. Secretary. It shall be the duty of the Secretary to record, or cause to be recorded, and keep the minutes of all meetings of the members, the Board of Directors, and the Executive Committee of the Board of Directors. At the expiration of his term, from whatever cause, he shall surrender all books, monies, papers and property of the Association to his successor. The secretary, upon request of the Board of Directors, shall make all books and records available for inspection.

Section 6. Treasurer: The Treasurer shall be the custodian on all monies belonging to the Association and shall hold, or direct to be held, all funds of the Association subject to the order of the Board of Directors or persons thereunto authorized by the Board of Directors. At each annual meeting of the members and at each annual meeting of the Directors, and whenever called upon at any other Director’s meeting, he shall make or cause to be made, a complete and correct report of his accounts and disclose the true financial condition of the Association.

Section 7. Executive Director: The Executive Director shall conduct the day-to-day affairs of the Association, under policies established by the Board of Directors. The Executive Director may sign for and on behalf of the Association, or in its name, all deeds, mortgages, contracts and other instruments in writing, except loans pursuant of Article VI, Section 4. He shall perform such other duties as may be prescribed by the Board of Directors.

Section 8. Other Officers: If an Assistant Secretary (and/or Treasurer) be elected by the Board of Directors, he shall, under the direction of the Secretary, have and may exercise the same powers and perform the same duties as the Secretary, and if an Assistant Treasurer be elected by the Board, he shall, under the direction of the Treasurer, have and may exercise the same powers and perform the same duties as the Treasurer. Such Assistant Secretary and Assistant
Treasurer, and any and all officers elected by the Board, shall have and may exercise such powers and perform such duties as may be assigned to them by the Board.

ARTICLE VI
Regions and Chapters

Section 1. Region Designation: For the purpose of encouraging greater participation by all classification of membership, the Board of Directors, at its own discretion, may establish Regions within the area of operation of the Association. Each region, so established, shall have well defined geographic boundaries. Each region, upon approval of the regional members may draft its own set of operating procedures and/or by-laws to govern the operation of the region, provided they comply with this section and meet the approval of the Board of Directors.

Section 2. Chapters: Each Region, upon approval of the Board of Directors, may subdivide its territory into chapters, each with a specific geographic boundary.

Section 3. Regional Officers: Each region shall elect a Chairperson, Vice-chairperson, and Secretary/Treasurer, elected by a majority of the members for a term of two (2) years. No elected regional official shall serve more than two (2) consecutive terms. Election of the regional officers shall take place at the regional meeting and persons, to be eligible for election, must meet the requirements of Article IV, Section 3.

Section 4. Officers, Powers, and Duties: Upon election of the regional officers, each officer shall hold office from the time of their election until the next election of officers and until their respective successors are elected and qualified, provided, however, any officer may be removed from office by majority of vote of the Board of Directors at any legally held meeting of the Board. Powers and duties of the regional officers are defined as follows:

1. Regional Chairman: Each Regional Chairman shall be responsible for regional activities. The Regional Chairman shall report directly to the Board of Directors and shall be responsible for submitting copies of the financial reports, minutes and other such records, regarding their region as may be required to the Executive Office. Each Regional Chairman, upon his election, shall automatically be appointed to the Board of Directors providing his appointment does not conflict with Article IV, Section 1 of these Bylaws. If it is found that a conflict of Article IV, Section 1 does exist, then said person will be judged unqualified to hold this position and a new person must be elected.

2. Vice Chairman: The Vice Chairman shall have, and may exercise, such powers and shall perform such duties as may be delegated to him by the chairman.
3. Regional Secretary/Treasurer: Each region shall have a secretary/treasurer whose duty shall be to record, or cause to be recorded, and keep minutes of all regional meetings.

Section 5. Regional Meetings: Regional meetings shall take place at agreed upon intervals with a minimum of one meeting per year. A meeting may take place at the Annual meeting of the national organization. Meeting location and date shall be at the discretion of the Regional Chairman.

Section 6. Chapter Secretary: Each Chapter shall have a Secretary who shall be responsible for Chapter Activities. The initial Secretary for a chapter shall be selected by the region to act for a period of one (1) year and thereafter, the Chapter Secretary shall be elected to a one year term by chapter membership.

Section 7. Budget: Each region shall establish a budget for financing of activities which shall be subject to the approval of the Board of Directors. Such budgeted activities shall be financed by the allocation to each region of a portion of Association dues in proportion to the number of the Association located in such region.

ARTICLE VII
Miscellaneous

Section 1. Parliamentary Law: When not in conflict with these Bylaws, Robert’s Rules of Order, Revised, 1992 Edition, shall establish the rules of procedure at all members and Director meetings, and the provisions of that publication are incorporated by reference herein as the ruling for this Association.

Section 2. Minutes Books: The minute books of this Association shall be prepared in duplicate, with the original placed in the office where the Association has its principal place of business. A duplicate of the Association minute book shall be kept by the Secretary. Whenever any minutes, reports or other corporate documents are prepared, they shall be prepared in at least two (2) copies, with one (1) copy placed in the duplicate minute book.

Both the President and the attorney, acting as Assistant Secretary, shall have, at all time, a legal—size file, which shall contain all legal documents of legal size that do not readily fit in the minute book and which have any effect upon the legal rights and duties of the Association.

The attorney for the Association, acting as Assistant Secretary, shall have in his possession, at all time, the original copy of the minute book and the legal file of the Association at all times.
Section 3. Loans to Association: Should any of the members be asked to lend money to the Association in the form of either promissory notes or bonds, these bonds or loans shall be executed in writing in the usual form for promissory notes or bonds, and shall bear the maximum rate of interest that the law permits an Association to pay for money that the Association may borrow. This provision applies to all contributions of money or assets which a member may give to the Association with the intent that it be treated as a loan.

Section 4. Borrowing by Association: The Association is empowered to borrow such money to finance any activities and programs designed to fulfill the purpose of the Association as the Board of Directors may, from time to time, designate.

Section 5. Signing of Checks, Drafts and Notes: All checks, drafts, demands for money and notes of the Association shall be signed by such officer or officers as the Board of Directors may, from time to time, designate.

Section 6. Fiscal Year: The fiscal year shall begin the 1st day of November and end on the 31st day of October each year.

ARTICLE VIII
Amendments

Section 1. Vote Required: These Bylaws may be amended by a majority vote of the members of the Association eligible to vote at any regular meeting of the members or at any special meeting of the members called for that purpose.

Section 2. Meetings for Adoption: Such amendment may be adopted at any meeting of the members provided that thirty (30) days notice outlining this intent shall be given in the call for the meeting.

ARTICLE IX
Committees

Section 1. Standing Committees: The standing Committees of the Association shall consist of members in good standing, one of which may be a member of the Board of Directors. Additional members may be added as the task may warrant. It shall be the responsibility of the committee chairman to report regularly to the President and Executive Director related to his/her committee’s activity. The chairman of the committees shall be responsible for the selection of committee personnel, and the members of these committees shall continue to serve during the ensuing year and until their respective successors have been appointed, unless removed from such position by the Board of Directors. Upon selection of committee members, the chairman will report their selections to the President as soon after the annual meeting as possible. The President may remove or create committees, if, in his judgment, such action is necessary for the good of the Association.
Section 2. Association Committees: The following shall be the Association standing Committees:

A. Code, Standards & Safety: To advise and recommend to the Board of Directors on all matters pertaining to codes and standards.
B. Education & Technical: To advise and recommend to the Board of Directors on all educational and technical matters. To arrange education seminars in conjunction with the Annual Workshop and Meeting.
C. Finance: To prepare budgets, recommend investments and advise the Board of Directors on matters of dues, fund raising and expenditures. The Treasurer shall be a permanent member of the committee.
D. Membership: To solicit, and recommend to the Board of Directors on acceptance or rejection of application for membership.
E. Membership Services & Public Relations: To advise and recommend to the Board of Directors on all matters pertaining to communication and public relations, and to be responsible for all publications and newsletters.
F. Ethics: To advise and recommend to the Board of Directors on all matters of the code of ethics.
G. ADA: To advise, recommend and update the Board of Directors on all matters of the Americans with Disabilities Act.
H. QEC Certification: To enforce procedures for members to request QEC certification, recommend changes to the procedures, review applications, and recognize members as QECs.

(1) The QEC Certification Committee shall review the standards for QEC recognition annually before the annual forum to recommend any changes needed to the criteria and means of implementing QEC.

(2) The QEC Certification Committee shall be granted wide latitude in enforcement of the criteria. This is to recognize that some members are not available to regional organizations, some are extremely active speakers at public forums, some are very active on the ASME committees, etc.

QECs may include the initials QEC after their name on business cards, letterheads, advertisements, and other promotional pieces and in business generating personal appearances and other related events.

ARTICLE X
Additional Procedures

Section 1. Procedures: The Board of Directors may, at its sole discretion, issue additional procedures deemed necessary for the Association’s operation, provided such additional procedures do not conflict with or contradict any other portion of these By-laws.
Section 2. Vote Required: Procedures shall be adopted by a two-thirds (2/3) majority vote of the Board of Directors present at any regularly scheduled meeting of the Board where such rules are proposed for adoption.

Section 3. Notification and Adoption: Any such additional procedures adopted shall have the force of any other provision of these By-laws. Any such rules adopted shall be announced to the membership within ninety (90) days of adoption.

CODE OF ETHICS
PREAMBLE

Members are enjoined to conform with the letter and spirit of the Code of Ethics and to conduct themselves with such dignity and propriety as will earn the respect of the community for this Association.

CODE

Article 1
Members should be informed on matters affecting vertical transportation in the community, the state, and the nation. Members should endeavor to always be informed regarding laws, proposed legislation, governmental regulations, public policies, codes, available equipment, and current industry events.

Article 2
Members should endeavor to eliminate any practices which should be damaging to the public or bring discredit to the Elevator Industry.

Article 3
Members should willingly share with other IAEC members the lessons of his or her experience and study for the benefit of the public, and should be loyal to IAEC.

Article 4
Members shall seek no unfair advantage over another member and shall conduct business so as to avoid controversies with other members. Members shall avoid exaggeration, misrepresentation, or concealment of pertinent facts relating to professional assignments.

Article 5
In accepting employment as an agent, members pledge to protect and promote the interests of the client. Members shall not accept compensation from more than one party to the assigned work without the full knowledge of all parties to that work.

Article 6
Members are expected to provide a level of competent service in keeping with the standards of practice in those fields in which he or she engages.

**Article 7**
Members shall not engage in activities that constitute the unauthorized practice of law and shall recommend that legal counsel be obtained when the interests of any party to his or her assigned work requires it.

**Article 8**
Members shall be careful at all times to present a true picture in advertising and representation to the public. The term “Professional Engineer” and the like, shall be used only by those with the right to claim such title.

**Article 9**
Members shall not perform services which could be construed as being in conflict of interest. In a normal elevator contract, the member shall not be both the code enforcing inspector and the consultant representing the owner without full disclosure to all concerned parties.

**Article 10**
No member, employee, or representative of IAEC shall, when in public discussion or meeting, represent themselves as speaking for the Association unless they have received prior instruction from the Board of Directors to do so or have submitted the topic and its content to the membership and have received an affirmative response from a majority of the membership. This shall in no way restrict any member, employee, or representative from expressing their personal opinions on any subject as long as they publicly acknowledge that they are not speaking for the Association.

**MEMBERSHIP POLICY**

It is the policy of the International Association of Elevator Consultants (IAEC) to have a membership open to all who meet our professional qualifications, regardless of race, creed, sex or national origin. Membership growth is encouraged to assure the continued dynamics of IAEC. To aid in the application process, the following guidelines are presented:

1. Membership in IAEC as a Professional Member is limited to persons or companies who are independently providing services either under contract or for a fee to the vertical transportation industry through inspection, consultation, engineering, etc. and are not employed by or affiliated with companies who install, service, maintain or sell vertical transportation equipment. For the purpose of the association, vertical transportation equipment shall be described as all equipment covered by the ASME A17.1, ASME 18.1, ANSI A10.4, ANSI A10.5, ANSI A90.1 and Amusement/Ride Codes and Regulations. An applicant must have a
minimum of five years’ experience related to the vertical transportation industry with a minimum of one year experience meeting the qualification requirements of a Professional Member.

2. An individual wishing to make application shall be sponsored by an IAEC Professional Member in good standing. A $100.00 registration fee and one year’s dues must accompany the application. Should an application be rejected, the dues will be refunded, but the registration fee will be retained by IAEC. If the applicant reapplyes and is accepted within the next 12 months, no additional registration fee will be required. If re-application occurs after 12 months an additional registration fee will be required.

3. Membership dues are due on January 1st of each calendar year. As of 1996 dues are $300 per year. A member shall be suspended for nonpayment of dues delinquent more than six months, shall be reinstated upon payment of dues plus a $100.00 reinstatement fee. If a member is delinquent more than one year, they must reapply as a new membership.

4. All applications will be reviewed and references checked by the Membership Committee of the IAEC, who in turn will recommend acceptance or rejection of membership to the Board of Directors. Recommendations of the Membership committee may be disputed and appealed before the IAEC Board of Directors at one of the regular meetings. Decision of the Board will be final.

INSPECTION POLICY

Purpose
To provide information and guidance to IAEC members and other concerned individuals regarding the safety and inspection of vertical transportation equipment.

Objectives
To encourage and promote strict standards for the inspection and testing of vertical transportation equipment.

Background
IAEC members work closely with manufacturers, contractors, enforcing authorities, code writers and building owners to protect the safety and welfare of the riding public. As a result of this, we recognize some problems with the inspection process.

Political funding restraints have caused jurisdictional authorities to limit their level of participation in the inspection and testing of vertical transportation equipment.

Currently, a large number of inspections are not performed in accordance with the ASME A17 code and guidelines, and therefore many safety issues are not being properly addressed.
Many building owners or representatives now face the responsibility of acquiring third party inspections and witnessing of tests. Whereby, they have no knowledge of the magnitude of the code requirements, or the time required to perform comprehensive inspections and tests. These owners or representative may then fall prey to unscrupulous inspectors or companies who perform these inspections and witnessing of tests by standards far less than those prescribed by the ASME A17 series.

Some companies that manufacture, install, service and maintain vertical transportation equipment are currently allowing their employees to be certified under the QEI standards in order to perform inspections and witness tests for equipment that they are responsible to maintain (self inspection), or equipment that is maintained by their competition (competitor inspection). We believe that either of these practices constitutes a “conflict of interest”.

Many jurisdictions do not mandate safety codes for vertical transportation equipment, or standards for persons who perform safety inspections and witness tests for this equipment.

**Plan of Action**
Continue to maintain and develop good working relationships with manufacturers, contractors, enforcing authorities, code writers, and building owners so they remain informed regarding any design changes that may impact the safety or inspection of vertical transportation equipment, and changes in policies or legislation that will affect the inspection process of vertical transportation equipment.

Encourage jurisdictional authorities to adopt and/or strengthen inspection policies regarding vertical transportation that ensure safety of the equipment for the riding public.

Encourage the entire inspection community to identify and expose less than proper and accurate inspections and witnessing of tests.

Encourage the entire inspection community to expose inspectors who are certified in accordance with QEI standards and nor performing inspections and witnessing of tests in the field, by reporting the aforementioned to their respective accrediting organizations.

Encourage IAEC members to interact with building owners and managers to inform them about ASME A17 code requirements and the time required to adequately perform inspections and tests of vertical transportation equipment.

Whereas, we believe that inspections that are performed by companies that manufacture, install, service and/or maintain either their own equipment or equipment for which they are under contract to provide services for (self inspection), or equipment contracted for service by their competitors (competitor
inspection) to be in direct “conflict of interest”, and we encourage our members to speak against those practices at every opportunity and to petition jurisdictional authorities to prohibit these practices.

Encourage jurisdictional authorities to adopt as a minimum ASME A17.1 Safety Code for Elevators and Escalators for new installations, ASME A17.2 series as a minimum standard for inspection and testing requirements, ASME A17.3 Safety Code for Existing Elevators and Escalators, and ASME A17.5 Standards for Elevator and Escalator Electrical Equipment. Further, we encourage jurisdictional authorities to adopt current editions of these codes and standards to become enforceable as soon as possible from the effective date established by ASME.

We will encourage the QEI committee to strengthen QEI Standards and provide for enforcement of the standards by the accredited organizations.