



# INDEPENDENT POOL & SPA SERVICE ASSOCIATION, INC.

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## STANDING RULES

(Amended October 28, 2017: Article V, Membership) (Amended May 2, 2020: Article V Section 6)

IPSSA Inc. is a non-profit educational benevolent association whose members are independent pool and spa service technicians. The association is governed by a Board of Regional Directors (hereafter referred to as the BORD). The BORD is made up of regional directors, elected in their respective regions, by members of the Regional Board of Directors.

These IPSSA Inc. Standing Rules shall act as guidelines for running the affairs of the IPSSA Regions and Chapters and shall be subordinate to the IPSSA Inc. Bylaws. It is suggested that Regions and Chapters develop their own sets of standing rules, provided that they do not conflict with IPSSA Inc. Bylaws, IPSSA Code of Ethics, Standing Rules and Policies and Procedures.

### Article I - ORGANIZATION

**Section 1. Chapters.** Each chapter shall be governed by the IPSSA Inc. Bylaws and these Standing Rules and shall be self-sustaining except as hereinafter set forth.

### Article II - BOARD OF REGIONAL DIRECTORS

**Section 1. Regional Director, Secretary, and/or Treasurer.** A Regional Director shall be elected from among the members of the Regional Board for a term of two years and cannot concurrently hold an elected chapter office. A Regional Director must live and work in their Region or neighboring Region. A member acting as Regional Treasurer may not be from the same Chapter as the Regional Director.

**Section 2:--Election of Regional Director.** The Regional Director shall be elected according to the IPSSA Inc. Bylaws Article VII, 7.2.a no later than October 15th of the appropriate year

### Article III - CHAPTER BOARD OF OFFICERS

**Section 1. Functions.** Each Chapter of IPSSA shall be managed and all corporate powers related to that chapter shall be exercised by or under the direction of its respective Board of Officers except as otherwise herein provided.

**Section 2. Qualifications: Number: Term.** Each said Board of Officers shall consist of elected officers of the respective Chapter and the immediate past president, all of whom

shall hold office until the next biannual election meeting of its members, and until their successors have been elected and qualified, or until their earlier resignation or removal from office. A Chapter may include its past presidents, pursuant to the Chapter's Standing Rules. Officers elected at said biannual election meeting of Chapter members, and officers who are elected in the interim to fill vacancies, shall hold office until the next or annual election meeting of the respective Chapter members and until their successors have been elected and qualified or until their earlier resignation, removal from office, or death.

**Section 3. Vacancies.** In the interim between biannual election meetings of Chapter members or of special meetings of Chapter members or Officers, any vacancies may be filled by the vote of a majority of the Officers then in office or of the sole remaining Officers, although less than a quorum exists. Any Officer may resign effective upon giving written notice to the President, the Secretary or the Board of Officers, unless the notice specifies a later time for the effectiveness of such resignation. If a resignation is effective at a future time, a successor may be elected to assume the office when the resignation becomes effective. The Chapter members may elect an officer at any time to fill any vacancy which the officers are entitled to fill, but which they have not filled. Any such election by written consent shall require the consent of a simple majority of the members of the chapter at a posted meeting.

**Section 4. Chapter Board of Officers.** Each Chapter shall elect from its membership a President, Vice President, Secretary, and Treasurer. One Officer may serve as Secretary and Treasurer at the same time. All officers serve for two years and may succeed themselves. The Vice President shall act in the absence of the President. The Secretary shall keep a complete record of all Board proceedings and correspondence of the Chapter contracts and formal documents; send all notices of meetings required herein; maintain a current roll of the chapter members, maintain minutes of general meetings and perform all other duties usually appertaining to the office of Secretary. The Treasurer shall perform the duties usually assigned to this office: make payments only for bills properly approved by the Board or a finance committee thereof and countersign checks of the chapter which have been signed by the President or Vice President. In the absence or incapacity of the Treasurer, the Board of Officers may authorize another officer to countersign said checks.

**Section 5. Meetings.** Meetings of the Board of Officers of each chapter shall be held at such time and at such place as the respective Board of Officers shall fix. Chapter Boards of Officers meetings may be held at any place, within the region, which has been designated in any notice of the meeting, or, if not stated in said notice, or if there is no notice given, at the place designated by the resolution of the respective Chapters' Board of Officers.

**Section 6. Call of Chapter Board Meetings.** Chapter Board Meetings may be called by the President, Vice President, Secretary, or by any two Officers of the respective Chapter.

**Section 7. Notice.** No notice shall be required for regular meetings of a Chapter Board of Officers for which the time and place thereof has been fixed by the Board of Officers. Special meetings of the respective Chapter Boards of Officers shall be held upon at least four (4) days notice by mail or upon at least forty-eight (48) hours notice delivered

personally or by telephone or other electronic means. Notice of a meeting need not be given any Officer who signs a waiver of notice, whether before or after the meeting, or who attends the meeting without protesting, prior thereto or at its commencement, the lack of notice to such Officers.

**Section 8. Quorum and Action.** A majority of the Board of Officers shall constitute a quorum except when a vacancy or vacancies prevent such majority, whereupon a majority of the Officers shall constitute a quorum, provided such majority shall constitute at least either 50% of the authorized number of Officers or at least two Officers whichever is larger. All actions taken at a meeting shall be by majority vote of officers present. A majority of the Officers present, whether or not a quorum is present, may adjourn any meeting to another time and place. If the meeting is adjourned for more than twenty-four (24) hours, notice of any adjournment to another time or place shall be given prior to the time of the reconvened meeting to all Officers. A meeting at which a quorum is initially present may continue to transact business notwithstanding the withdrawal of Officers, provided that any action which may be taken is approved by at least a majority of the required quorum for such meeting.

**Section 9. Chairperson of the Meeting.** The President, if any and present and acting, or the Vice President, if any and if present acting and in the absence of the President, shall preside at all meetings. Otherwise any Officer chosen by the Board or President, shall preside.

**Section 10. Removal of Officer(s).** The entire Board of Officers or any individual Officer may be removed from office by approval of a majority of the members of the respective Chapter. If any or all Officers are so removed, new Officers may be elected at the next regularly scheduled meeting. The Board of Officers may declare vacant the office of any Officer who has been declared of unsound mind by Order of Court or convicted of a felony or who has been expelled from membership as hereinafter provided. A majority of the Board of Officers may call a special membership meeting to vote upon removal of a member or members of the Board of Officers and the election of their successor(s).

**Section 11. Committees of the Board.** The President may designate one or more committees. Action shall be taken only by a majority of the committee members. Permanent, temporary or ad hoc committees of the Board may include but not be limited to: Investigative, Grievance, Ethics, Legislation, Finance, Membership, (admission, expulsion and qualifications), Study and Development, Program, Conventions, Executive, Election, Dues or any other deemed necessary by the Board. The President shall appoint all committee chairpersons. The President shall be a member, ex officio, of all committees, but shall not be counted in determining a committee quorum. A committee quorum consists of half of the regular committee members. In the absence of the President, the Vice President may serve instead on all committees.

**Section 12. Informal Action.** The transaction of any meeting of the Board of Officers, however called and noticed or wherever held, shall be as valid, if a quorum is present and if, either before or after the meeting, each of the Officers not present signs a written waiver of notice, a consent to hold the meeting, or an approval of the minutes thereof.

## Article IV - CHAPTERS

**Section 1. Membership Fees and Dues.** Chapter membership fees and monthly dues shall be fixed by the respective Board of Officers of each authorized Chapter of IPSSA. However, members' monthly dues shall be sufficient to pay all other required IPSSA fees.

**Section 2. Chapter General Memberships.** Each chapter shall abide by the IPSSA Articles of Incorporation, Bylaws, Code of Ethics, Standing Rules and Policies and Procedures. Each chapter shall be self-sustaining and self-governing except as otherwise provided herein. Monthly meetings for the transaction of general business will be held at a designated time, day of month and location chosen by each chapter and duly posted. Each chapter shall set its own attendance requirements. All chapters must have a plan for compulsory attendance, and on file with IPSSA Inc.

**Section 3. Chapter Standing Rules.** Each chapter may adopt Standing Rules as long as they are not in conflict with IPSSA Inc. Bylaws, Code of Ethics, Standing Rules and Policies and Procedures.

**Section 4. Quorum: Vote: Written Consent.** Thirty percent (30%) of the members of the respective chapters shall constitute a quorum at the monthly general meeting of such members for the transaction of any business. Matters requiring a vote of the general membership shall be valid upon approval provided that there is a quorum present. Votes on all matters except election or removal of officers may be by hand or voice ballot. Election or removal of officers shall be by written ballot. Approval of a matter shall be by simple majority of votes cast.

**Section 5. Sick Plan (mandatory): Vacation Plan (optional) and Death Plan (optional):** Each Chapter shall adopt for the benefit of its respective members a written Sick Route Coverage Plan, and may adopt a voluntary member vacation plan and voluntary death plan for route coverage, provided said policies shall not take effect or be implemented until approved by IPSSA.

**Section 6. Special Meetings.** Special Meetings of a chapter may be called by the President at any time. A Special Meeting must be called by the President, or in the President's absence, by the Vice President or Secretary upon a written request of not less than twenty-five (25%) of the regular members of the chapter.

**Section 7. Officers Authorized to Contract and Provide for a Depository.** Each Chapter may authorize its Officers to contract and obligate the Chapter, in the ordinary course of business, provide for a depository for the funds of the chapter and authorize certain Officers to deal with Chapter funds.

**Section 8. Chapter Supporters.** A chapter may have individuals or companies designated as Chapter Supporters. Chapter Supporters are not eligible for sick route coverage, vacation plan, death plan, or any other benefit so considered by the chapter, REGION or BORD. Chapter Supporters may not hold office in the chapter, vote on any matters affecting the chapter, or attend any Board of Officers meetings. Dues of the Chapter Supporter shall be fixed by the chapter's Board of Officers.

**Section 9. Honorary Members.** Honorary Members are a non-voting class of membership. Benefits include a subscription to the IPSSAN and attendance at chapter meetings. An Honorary Member must be approved and accepted by vote of the regular members of the chapter.

## **Article V - MEMBERSHIP, ADMISSION AND EXPULSION**

**Section 1. Regular Membership Qualifications.** An applicant will be required to pass the IPSSA Water Chemistry Certification test within one year of approved membership.

**Section 2. Application.** A prospective member of IPSSA shall file an application thereof with the Chapter of IPSSA whose principal office is located in the nearest proximity to said applicant's normal and usual service route. Such application shall contain a concise account of the applicant's professional experience and training in such form as may be prescribed by the Board of Directors of the applicable Chapter. Said application shall also contain the name, address, occupation and statement of qualifications of the applicant for membership. A prospective member must meet all requirements of a regular member.

**Section 3. Acceptance of Applicant for Membership.** Membership shall not be denied to a new applicant who has completed all the requirements set forth in the IPSSA bylaws, standing rules, polices and procedures and any requirements of the chapter to which he or she is applying.

“Should the applicant be denied membership by a chapter vote, the applicant shall appeal the decision by written notice to the chapter board within fifteen days of the decision. The chapter board must consider the appeal within fifteen days of receiving written notice and notify the applicant of their decision within fifteen days by electronic delivery.

If the chapter board supports the decision of its members, the applicant shall give written notice of appeal of the regional board within fifteen days of the chapter board's decision. The regional director shall give the applicant written notice within fifteen days by email. that his or her appeal will be heard at the next regularly scheduled regional meeting. In the event that the notice of appeal is received less than 21 days before the next regional board meeting, the hearing of the appeal shall be pushed back to the second regularly scheduled regional meeting.

Should the regional board uphold the decision of the chapter, the applicant shall give written notice of appeal to the IPSSA BORD within fifteen days of the region's decision. The IPSSA BORD shall give the applicant written notice within fifteen days by email that his or her appeal will be heard at the next regularly scheduled IPSSA BORD meeting. In the event that the notice of appeal is received less than 21 days before the next IPSSA BORD meeting, the hearing of the appeal shall be pushed back to the second regularly scheduled IPSSA BORD meeting.

No civil action under this section shall be commenced by or on behalf of any applicant without the applicant first exhausting the remedies provided herein.

**Section 4. Probation and Fines.** A member may be placed on suspension or probation at the discretion of his/her respective Board of Officers, for violation against the IPSSA Inc. Bylaws, Code of Ethics, Standing Rules or the Policies and Procedures. A member on probation retains rights and privileges of a member. A member may be fined by his/her respective Board of Officers when deemed necessary.

**Section 5. Rights of Expelled Members.** An application for reinstatement of membership of an expelled member shall not be accepted by any chapter for at least two years after date of the order of expulsion. Such application for reinstatement shall be processed as an original application for membership.

**Section 6. Expulsion from Membership for Non-Payment of Dues.** Expulsion from Membership for Non-Payment of Dues. Any member who becomes delinquent in the payment of dues shall be expelled from membership. Any member expelled for nonpayment of dues may request reinstatement of membership. The expelled member must submit payment of all past due balances, , dues for the current and next month plus additional reinstatement fees and/or penalties as fixed by the member's chapter. The chapter president shall approve reinstatement of the member dropped for nonpayment of dues once all, dues have been satisfied, hose members that have been reinstated must make all future payments automatically through their bank or credit account by completing and submitting and authorization agreement for preauthorized payments. No other chapter shall admit to membership a member who has been excluded from membership for delinquent dues without the consent of the president of the chapter which expelled said member.

## **Article VI - CHAPTER NOMINATION AND ELECTION PROCEDURES**

**Section 1. Chapter Election Meetings.** Each chapter shall hold biannual meetings for the election of Officers and for the transaction of any other proper business and any special meeting of the chapter membership shall be held on the date and at the time as the respective Board of Officers shall, from time to time, fix or at the time and place stated in the special meeting call and notice thereof. Time & Place: The biannual chapter election meetings and special meetings thereof shall be held at such place, within or outside the State of California, as the respective Chapter Boards of Officers may, from time to time, fix or at the time and place stated in the notice thereof.

**Section 2. Officers Elected by Members.** The Officers of each chapter shall be elected by the members of said chapter not later than November 30 of every other year. There shall be available to the members reasonable nomination and election procedures as defined in the Chapter's Standing Rules. The procedures shall include:

- A. A reasonable means of nominating persons for election as Officers.
- B. A reasonable opportunity for nominees to communicate to the members the nominee's qualifications and the reasons for the nominee's candidacy.
- C. A reasonable opportunity for all nominees to solicit votes.
- D. A reasonable opportunity for all members to choose among the nominees.

**Section 3. Nomination Procedure for Officers.** Officers shall be nominated for office in the following manner:

- A. By Nominating Committee. The President shall not later than the first meeting of the Board in September of every other year and, in any event, appoint a

nominating committee of two or more chapter members, none of whom are present chapter Officers, who shall, at least thirty (30) days prior to the biannual meeting of chapter members, submit a ticket containing the names of a sufficient number of chapter members to be voted upon to fill the four Offices of Directors for the ensuing two year term. The President shall not be a member of the nominating committee.

- B. By Nomination from the Floor. Any chapter member's name may be placed in nomination for Chapter Office by another chapter member.

**Section 4. Written Notice of Nomination for Officers.** The Secretary shall give notice of all nominations made as provided herein by including in the notice of the biannual election meeting of the chapter membership a ballot listing them in alphabetical order by surname.

**Section 5. Election.** At the biannual election meeting of the chapter membership, the election shall be conducted by written ballot.

**Section 6. Judge of Election.** The President, with the approval of the Board of Officers, shall appoint three judges of election from regular members present at the membership meeting, excepting thereof members of the Board of Officers to supervise the election, count the votes and certify the results to the Secretary. The candidates having the greatest number of votes shall be declared elected. In the event of a tie vote, successive ballots shall be taken until the tie is broken.

## **Article VII - MEMBERSHIP OBLIGATIONS AND ETHICS**

**Section 1.** An application for membership in IPSSA, Inc. shall be on the form and in the manner prescribed in IPSSA Inc. Bylaws Article IV, Section 4.1.a.7 and shall include the initiation fee fixed by the chapter Board of Officers to which said application is made. The applicant shall personally attend the Board and membership meetings at which the application is considered. The applicant shall be obligated for the monthly dues fixed by said Board of Officers and shall receive a copy of the IPSSA, Inc. Bylaws, Code of Ethics, Standing Rules and other information in a New Member packet from IPSSA, Inc. The chapter will provide copies of the chapter Standing Rules and chapter's Sick/Death/Vacation Route Coverage Plans as needed.

**Section 2.** Members shall abide by IPSSA Inc. Bylaws, Code of Ethics, Standing Rules, Policies and Procedures and Chapter Standing Rules.