

CAPITAL VALLEY IPSSA STANDING RULES

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 (BORD). The BORD is made up of regional directors, elected in their respective regions, by members of the Regional Board of Directors.

These Capital Valley IPSSA Chapter Standing Rules shall act as guidelines for running the affairs of the Capital Valley IPSSA Chapter and shall be subordinate to the IPSSA Inc. Bylaws, Code of Ethics, Standing Rules, and Policies and Procedures.

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Article I. New Member Requirements

Section 1.01 Be self-employed or employed in the pool and spa service, repair business, and derive more than 50% of your income from it.

Section 1.02 New members with less than one year experience shall be assigned a mentor for a period of one year and shall be strongly encouraged to rely upon that mentor for guidance. New members eligible for Fast Track with less than six months of experience shall be assigned a mentor for a period of six months.

Section 1.03 Fees for joining Capital Valley IPSSA include a one-time membership fee of \$150, a \$50 non-refundable application fee to be paid at the first meeting, \$15 for new member packet, and 2 months of IPSSA dues payable with completion of membership requirements.

- (a) If a prospective member has not completed all requirements to become a member within six months, then they may be required to complete a new application and resubmit the \$50 application fee.

Section 1.04 Purchase of water chemistry study guides is optional.

Section 1.05 All prospective members (including Fast Track) must pass the IPSSA water chemistry test prior to being accepted as a member.

Section 1.06 A new member must attend 3 meetings in a row prior to acceptance as a member.

Article II. Dues and Fines

Section 2.01 Dues must be paid by the 15th of each month. Failure to do so will require authorization of automatic deduction of dues from member's bank account to obtain reinstatement.

Section 2.02 From time to time the Board may elect to levy fines against a member for non-compliance with Chapter policies and procedures. Such fines will be deducted from the member's payments prior to applying any payments to membership dues.

Section 2.03 Failing to pay any dues or fines when due may result in membership termination.

Article III. Attendance

Section 3.01 Members are required to attend one meeting per quarter.

- (a) Any member that does not attend one meeting per quarter will be assessed a \$50 fine.

Section 3.02 Exceptions or substitutions must obtain prior Board approval.

Section 3.03 Employees and spouses are encouraged to attend, but are not required, and are not subject to the attendance requirement for members.

Section 3.04 Members who live more than 50 miles from the meeting location may fulfil their attendance requirement by attending 4 meeting per year, regardless of the quarter in which they attend.

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Section 3.05 Sign-in for meeting attendance shall be at the end of each meeting. Any member who leaves prior to the end of the meeting will not be allowed to sign-in without specific approval from the President.

Section 3.06 Members who have not attended a meeting in either October or November may meet their attendance requirement by signing in at the December party. Attendance at the December party for the entire time is not required.

Section 3.07 If a meeting falls on a major holiday, the Board may vote not to hold a meeting that month. Attendance will still be required at one meeting in that quarter.

Article IV. Sick Route Coverage

Section 4.01 All members must participate in sick route coverage.

Section 4.02 Board members may be exempt from covering member pools.

Section 4.03 Current Sick Route Coverage Plan is fully incorporated herein.

Article V. Insurance Claims

Section 5.01 \$500 deductible must be paid when filing an insurance claim. The member must contact the Chapter President immediately. If the claim is denied, the deductible will be refunded.

Article VI. Termination and Reinstatement

Section 6.01 Compliance with all standing rules is mandatory. Failure to do so will result in termination of membership and benefits.

Section 6.02 Any member terminated from the Chapter must apply to the President and Membership Chairperson for reinstatement.

Section 6.03 Members may file an appeal with the Board within 10 days of notification of termination.

Section 6.04 Any former member may re-apply for membership. A re-applying member must submit a new application for membership. The reapplying member must meet all of the current IPSSA bylaws and chapter standing rules when applying, and must have passed the IPSSA water chemistry certification exam.

Section 6.05 Fees for re-joining Capital Valley IPSSA include a \$50 reinstatement fee payable to CVIPSSA, and 2 months of dues payable to IPSSA Management with completion of membership requirements.

Section 6.06 A re-joining member has one month from the date their membership became effective to complete and submit the sick route summary card (CVI 1: Summary Card) to the Sick Route Chairperson. Fines will be levied following the progression outlined in the Sick Route Policy.

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Article VII. Elections

Section 7.01 Elections will be held bi-annually for all Chapter Board of Officers (President, Vice President, Secretary, and Treasurer).

Section 7.02 Terms shall run from December through November of the second year.

Section 7.03 Nominations will be made at the October meeting of an election year, with additional nominations open prior to the vote at the November meeting.

Section 7.04 Elections are determined by a vote of the then-present membership at the November meeting in the respective year and are determined by a simple majority vote.

Section 7.05 If an elected officer is unable to complete his/her term, the President shall appoint a successor to serve the balance of the term.

Section 7.06 If the President is unable to serve an entire term, the Vice President shall automatically succeed the role of President for the remainder of the term and shall appoint a new Vice President.

- (a) If the Vice President does not want to succeed the President, then
 - (i) The chapter's Board shall appoint a successor President for the remainder of the term
 - (ii) The Vice President shall be the acting President until Board appoints the successor, and
 - (iii) The Board appointment shall be made within 30 days.

Section 7.07 If more than one member is running for an individual office, vote will be held by secret, written ballot. Should only one member be running for each office, vote by voice acclamation at the discretion of the out-going President.

Section 7.08 Committee chairs shall be appointed by the President.

Article VIII. Member Rights Regarding Board Decisions

Section 8.01 Any member who disagrees with a Board decision can call for a vote by the membership.

Section 8.02 Changes to the chapter will be voted on by the membership, and

- (a) The issue will be announced in two consecutive newsletters
- (b) The issue will be discussed at the second chapter meetings
- (c) The issue will be voted on at the second meeting

Section 8.03 The Board may poll the membership at any time to get the members' input on a decision the Board needs to make.