

# **INDEPENDENT POOL & SPA SERVICE ASSOCIATION, INC.**

## **REGION NINE**

### **STANDING RULES**

#### **ARTICLE I**

##### **NAME**

The name of this organization shall be: **INDEPENDENT POOL & SPA SERVICE ASSOCIATION, INC. - REGION NINE** and may be known as **IPSSA - REGION 9**.

#### **ARTICLE II**

##### **PURPOSE**

1. To conduct organizational, financial, and educational business of Region 9 and IPSSA.
2. To conduct hearings, grievances, and appeals from chapters.
3. To foster goodwill and promote healthy interactions among chapters in the region.
4. To submit recommendations to the B. O. R. D. of organizational, financial, educational and promotional planning for final approval.

#### **ARTICLE III**

##### **MEMBERSHIP**

1. The Regional Members shall consist of:
  - A. The Regional Officers:
    - 1). Regional Director.
    - 2). Regional Secretary.
    - 3). Regional Treasurer.
  - B. Chapter Representatives:
    - 1). The Representatives shall be the Chapter President or Chapter Vice President, and an active Past President or one (1) other designated representative from the chapter.
2. Attendance requirements for regional meetings.
  - A. Each chapter must have two (2) Representatives at the regional meeting.
    - 1). On a temporary basis, (not to exceed two (2) consecutive meetings), the President of a chapter may appoint a Representative to attend in his / her place.
    - 2). A Regional Officer (excluding the Regional Director) may count as one (1) of the two (2) Representative of his / her chapter.
  - B. A chapter may be excused for a meeting absence by approval of a majority of the Regional Members in attendance at the next regional meeting, or by a teleconference between the Regional Officers and all Chapter Presidents.
  - C. In the event of no chapter representation at the regional meeting (unless excused as per Article III, Section 2, B):
    - 1). On the first occurrence, the chapter shall be fined \$10.00 for each member of the chapter.

- 2). On the second occurrence, within one (1) year of the first violation, a letter will be sent out to each member of the chapter informing them that, due to their Representative's meeting absence, the chapter is subject to a \$10.00 per member fine with a warning statement informing the chapter of possible expulsion from IPSSA, Inc. if there is not proper representation at the next regional meeting. The costs for the mailing will be billed to the chapter.
  - 3). On the third occurrence, within one (1) year of the first violation, a letter will be sent to each chapter member informing them that their chapter is being dissolved and for the members to apply for transfer to another chapter by a specific date. The costs for the mailing will be billed to the chapter.
- D. The Regional Director may appoint another representative from among the Region Officers to represent the region at meetings in his / her absence.

## ARTICLE IV

### VOTING AT MEETINGS

1. Fifty-one percent (51%) of the Chapter Representatives must be present at a meeting to constitute a majority prior to a vote.
2. Each chapter shall have one (1) vote per Chapter Representative at each regional meeting.
  - A. If only one (1) Representative from a chapter is present at the regional meeting, a signed proxy will be accepted pertaining to written agenda items only.
3. The Regional Director shall remain a neutral party.
4. All ballots shall be counted by the Regional Director and the Regional Secretary.
5. The ballot issue receiving fifty-one percent (51%) minimum of the vote shall constitute passing.
6. In the event of a tied vote, Regional Director may not abstain and shall cast one (1) vote to break the tie.
7. The Regional Secretary shall enter results in the minutes and post changes to the Bylaws, if necessary.

## ARTICLE V

### OFFICERS

1. The Officers of the organization shall be - **Regional Director, Regional Secretary and Regional Treasurer.**
2. The **Regional Director** shall have such powers and duties as usually pertain to such office. He / She will preside at all meetings and have a general supervision of the affairs of the organization, and shall see that all bylaws and resolutions of the organization are carried into effect. The Regional Director shall also preside as Chairperson of the Board and be an ex-officio member of every committee.
3. The **Regional Secretary** shall keep a roll of the members and an attendance log. He / She shall maintain an accurate copy of meeting minutes. Other duties performed shall be issuing notices of meetings, conducting the general correspondence of the organization and assisting the Regional Director with related secretarial duties.
4. The **Regional Treasurer** shall have custody of the organization's funds and shall keep full and accurate accounts of receipts and disbursements in books belonging to the organization. He / She shall be authorized to sign checks and disburse all organization obligations as approved by its members. He / She shall render to officers and members at regular meetings, an account of all transactions and the financial condition of the organization. The Regional Director shall serve as additional signee in the event that the signature of the Regional Treasurer cannot be obtained.

5. The **Regional Director** and **Regional Secretary** shall not be from the same chapter.

## ARTICLE VI

### ELECTION OF OFFICERS

1. The Regional Director shall be elected by the Chapter Representatives.
2. Nominations for Regional Director shall be held at the 2nd quarterly meeting of the region, during an odd numbered year.
  - A. A candidate for Regional Director must be IPSSA Water Chemistry Certified, a Past Chapter President, Chapter President and / or Regional Officer. The candidate may not serve concurrently as Regional Director and Chapter President.
  - B. Persons requesting nomination for Regional Director shall submit a "Letter of Intent" to the current Regional Director on or before the date of the 2nd quarterly meeting of the odd numbered year.
  - C. It is recommended that all nominees be present at the meeting when the elections are held.
  - D. A Regional Director is limited to two (2) terms, within a ten (10) year period and shall not succeed himself / herself.
3. Elections for Regional Director shall be held at the 3rd quarterly meeting of the region, during the odd numbered year. His / Her term of office shall run for two (2) years and begin at the 1st quarterly meeting of the region during the even numbered year.
  - A. Proxy forms shall be delivered to the Chapter Presidents and / or Representatives to a regional officer, forty-five (45) days prior to the election.
    - 1). Proxies shall be submitted, in standard form to a regional officer, by Chapter Presidents and / or Representatives, fifteen (15) days prior to the election.
    - 2). Proxies will not be accepted the day of the election.
  - B. Nominees shall be excused from the meeting for a vote count. Chairperson shall count votes in the presence of the Regional Members for verification.
  - C. Regional Director shall remain a neutral party. In the event of a tied vote, Regional Director may not abstain and shall cast one (1) vote to break the tie.
    - 1). Regional Director will be elected by fifty-one percent (51%) minimum of the ballots cast.
    - 2). Votes shall be kept confidential.
  - D. The IPSSA, Inc. Executive Secretary shall be notified of the Regional Director's name no later than October 15th of the odd numbered year.
4. A Regional Director may be removed for cause, including, but not limited to dereliction of duty or breach of the Code of Ethics.
  - A. Notice shall be in writing to the IPSSA, Inc. Executive Secretary and placed on the pending regional meeting agenda.
  - B. Removal shall be voted on by all the Chapter Representatives, requiring a two-thirds percent (2/3%) minimum ballot for approval.
    - 1). Proxies as per Article VI, section 3, A and Article VI section 3, A, 1) & 2).
5. A vacancy in the office of Regional Director due to death, resignation, removal, disqualification or otherwise shall be filled by the Regional Secretary for the unexpired portion of the term, or until the next annual election; whichever shall occur first.
6. Election of Regional Secretary and / or Regional Treasurer shall be held at the 4th quarterly meeting of the region, during the odd numbered year. Their term of office shall run for two (2) years and begin at the 1st quarterly meeting of the region, during the even numbered years.
  - A. Elections shall be by ballot when there is more than one (1) nominee for an office. When there is only one (1) nominee, election shall be by voice vote.
  - B. A Regional Secretary and / or Regional Treasurer may succeed himself / herself.
7. Any Officer or Agent appointed by the Regional Members may be removed by the Regional Members whenever, in its judgment, the best interest, of the Region would be served thereby.

- A. Notice shall be placed on the pending regional meeting agenda.
  - B. Removal shall be voted on by all the Chapter Representatives, requiring a two-thirds percent (2/3%) minimum ballot for approval.
8. The Regional Director shall nominate a replacement to fill an unexpired term occurring in any office of the organization by death, resignation, removal, disqualification or otherwise. The nomination shall be submitted for approval at the next regular regional meeting.

## **ARTICLE VII**

### **THE BOARD**

1. The Regional Director, Regional Secretary and Regional Treasurer shall constitute the Board.
2. The Regional Director shall be the Chairperson of the Board.
3. Board meetings shall be designated by the Regional Director. The Regional Director may also cancel a Board meeting, or call a special Board, meeting at his / her discretion.
4. The Board shall present recommendations to be voted on by the organization and shall also act in any emergency between regional meetings.
5. The majority of the Board present shall constitute a vote for the transaction of organization business.

## **ARTICLE VIII**

### **MEETINGS**

1. Regional meetings shall be held on a quarterly basis, within forty-five (45) days of B. O. R. D. meetings.
  - A. Regional meetings shall be scheduled so that other scheduled events do not conflict.
  - B. All Chapter Presidents shall be notified, at least twenty-five (25) days prior to the meeting, in writing, as to the date, time and place of the meeting.
  - C. Regional meetings shall be scheduled for a minimum of four (4) hours.
2. All meetings shall be called to order by the presiding officer.
3. Special meetings of the organization may be called at any time by order of the Regional Director. The call for the special meeting must state the business to be transacted.
4. The regional meetings shall be conducted from an agenda compiled by the Chairperson. Minutes shall be kept by the Regional Secretary who will send an accurate copy to the IPSSA, Inc. Executive Secretary, Regional Director, Regional Officers, and Chapter Presidents at least fifteen (15) days after the meeting.
  - A. Items to be put on the agenda shall be submitted to the Chairperson at least twenty-one (21) days prior to the meeting.
  - B. All Chapter Presidents shall be sent an agenda for the meeting at least fifteen (15) days prior to the meeting.
5. Regional meetings shall be tobacco free.

## **ARTICLE IX**

### **DUES**

1. The region shall fund itself by billing the chapters a dollar amount per member per calendar year. Invoicing will be mailed during the month of January.
  - A. The dollar amount per member will be assessed at the 4th quarterly meeting of the region, for the coming year.
  - B. The member per chapter count shall be furnished through the IPSSA, Inc. financial office during the first week of January.
  - C. Dues for the year must be paid in full by the 1st quarterly meeting of the region.

## **ARTICLE X**

### **RESIGNATION OF OFFICER**

1. Resignation of an Officer shall be in writing, addressed to the Regional Director of the organization.
2. The Regional Secretary shall notify remaining members that the resignation has taken place.
3. A resigning Officer must wait until the next election year before his / her name can be nominated again and will then follow the rules under Article VI.

## **ARTICLE XI**

### **COMMITTEES**

1. The Regional Officers of the organization may create, from among its members, committees to perform duties as may, become necessary.

## **ARTICLE XII**

### **PARLIAMENTARY AUTHORITY**

1. "Roberts Rules of Order" shall be the authority on all questions of parliamentary procedure which are not otherwise specifically covered by these Bylaws.

## **ARTICLE XIII**

### **AMENDMENTS**

1. These Bylaws may be amended by two-thirds (2/3) vote of the membership. This voting shall occur at any regional meeting of this organization, provided notice of the proposed amendment has been given to all members at least fifteen (15) days prior to the meeting.

## **ARTICLE XIV**

### **NEW CHAPTERS**

1. A chapter, resulting from a new split must consist of 20 full members in order to become a new chapter.
  - A. **TRANSFERS:** Membership in an existing chapter of IPSSA may be transferred to a new chapter upon approval of the Boards of Officers of the old and new chapters.
  - B. New chapter consisting of 10 full members that is not getting members from another chapter.
2. **Chapters Self-Sustaining. Article V, Section 5.1**

The Chapter is the basic organization unit of IPSSA. Except as set forth in these bylaws, the IPSSA Standing Rules, Policies and Procedures, Code of Ethics, or elsewhere provided by the BORD, the Chapters Are intended to be self-sustaining.
3. **NEW AND PREVIOUS CHAPTER CLAIMS:**

If any members leave a chapter in good faith to form a new IPSSA chapter, regardless of motivation or numbers, there will be no claims on any funds from the original chapter except for any prepaid services.
4. **Standing Rules. Article V, Section 5.2**

It is intended that Chapters adopt their own Standing Rules, provided such rules and regulations do not conflict with the IPSSA Governing Rules.
5. **Chapter Board of Officers. Article V, Section 5.3**
  - A. Each Chapter shall be governed and all corporate powers exercised by or under direction of its respective Board of Officers. Detailed rules to the Board of Officers shall be set forth in the IPSSA Standing Rules.
    - 1.) Each new chapter must conduct elections of new officers.
    - 2.) Must elect a President, vice-president, secretary and treasure.
6. **Chapter Filing Requirements. Article V, Section 5.4**

Each Chapter shall file a copy of that Chapter's current Standing Rules, Sick Route Coverage Plan and By-laws that consist attendance policy with the regional director within (90) days from the date of the formation of the Chapter, and/or within (90) days of any subsequent changes or amendments thereto.
1. **ENTRANCE EXAMINATIONS:**

All new chapters will be required to pass an group basic water chemistry examination with an 80% passing grade or higher prior to chapter acceptance. The Regional Representative shall oversee all testing procedures. No chapter shall terminate any member due to non-payment of premium for 60 days. Region director must get approval from the Regional board and B.O.R.D. for establishing new chapter.
7. **Quorum Requirements. Article V, Section 5.5**

Fifty (50) percent of the voting power (Regular Members) shall constitute a quorum for the transaction of business at any Chapter meeting. Subject to the preceding sentence, the Regular Members present at a duly called or held meeting at which a quorum is present may continue to transact business until adjournment, even if enough members have withdrawn to leave less than a quorum, if the action taken (other than adjournment) is approved by at least a majority of the members required to constitute a quorum.