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**SAN DIEGO CHAPTER IPSSA
STANDING RULES**

ARTICLE I

ADMINISTRATION/OPERATIONS

Section 1 MEETINGS

BOARD MEETINGS will be held at 7 PM on the FIRST WEDNESDAY of each month.

GENERAL MEMBERSHIP MEETINGS will be held at 7 PM on the THIRD WEDNESDAY of each month except August and December. (See Article II, Section 2 for meeting attendance requirements.)

Section 2 BOARD

2.1 Composition

Participants will consist of the four elected officers: President, Vice President, Treasurer and Secretary, plus the immediate past President

2.2 Action

The Board of Officers is authorized to make and/or revise all Standing Rules in behalf and interest of efficient Chapter government.

2.3 Rules Revisions

All revisions to the Chapter Standing Rules will be published in the Board Minutes that will appear in the monthly Newsletter. Approval of the Minutes at General Membership Meetings will be considered as Membership approval of any new Standing Rule.

2.4 Rules Review by Membership

To assure that there is a democratic process where the majority rules major policy matters which may: 1) Have broad implications; 2) be controversial; or 3) require some extended discussion; will be brought to the General Membership for a vote before becoming a Standing Rule. These matters will be brought to the membership at regularly scheduled General Membership Meetings in the form of a Motion with a Board recommendation.

2.5 Board Meeting

Board meetings will include committee members or members that can contact the President to be added to the agenda.

Section 3 AUDITING

After each election, the incoming President will appoint a qualified person to review the Chapter financial records and submit a written report to the Board. The person selected will be compensated for this service.

Section 4 COMMITTEES

4.1 Committee Chairpersons

Committee Chairpersons shall be appointed by the incoming President every two years.

4.2 Guidelines and Responsibilities

The Board must develop and publish general guidelines and define responsibilities for all the appointed Committee Chairpersons.

The President can redefine responsibilities and both add or delete Committees

4.3 Budgets

If there is a Budget, the Committee should be informed of the amount and how the money may be spent

4.4 Committee Reports

Committee Chairpersons should be prepared to give verbal reports of their activities in their area of responsibility at each General Meeting.

ARTICLE I, ADMINISTRATIVE OPERATIONS, COMMITTEES (continued)

4.5 Committee Problems

Committee Chairpersons must inform the Board of any problems that they may encounter which will require Board action.

4.6 Yearly Summary Report

At year end, a written summary report of what was done or accomplished should be sent to the Board with Recommendations for the next year.

Section 5 DOOR PRIZES

Numbered Raffle Tickets will be issued to all Members when they sign in at General Membership Meetings. These tickets will be used for selection of a \$25.00 Door Prize and other giveaways at the end of the Meeting.

If the Member holding any winning ticket is not present at the time of the drawing, an additional ticket(s) will be drawn until a present ticket holder is chosen.

A single \$50.00 Raffle Prize will be drawn from a container of numbered poker chips with the Roster (Member) number of all members in good standing. The \$50.00 raffle Prize will be drawn before other prizes and the winning member MUST be present to collect the prize. If the member is not present, the \$50.00 Raffle Prize will roll over to the next meeting. When a Raffle Prize winner is present, he/she will collect the \$50 Raffle Prize plus all roll over Raffle Prizes, if any.

Section 6 MEMBERSHIP ROSTER

The Chapter Secretary maintains a Member Roster, which includes the Member's Name, Company, Roster (Member) number, Mailing address and telephone number(s). Each Member is entitled to receive a Membership Roster upon request for their confidential, personal use. Failure to keep confidentiality of the Membership Roster without member approval is subject to disciplinary action.

Section 7 DONATIONS

7.1 S.P.E.C.

The annual SPEC donation will be increased to \$2.00 per member per month providing Chapter funds are available. All new Members will automatically be participants in this donation upon membership. The Chapters plan is to donate \$200.00 each month to SPEC.

7.2 Muto Memorial Scholarship

The Chapter will donate \$100.00 each month to the Guy and Gloria Muto Memorial Scholarship Foundation.

7.3 Donation Review

All donation amounts will be reviewed by the Board each year.

Section 8 SKIMMER NEWSLETTER ADS

8.1 All Ads

This privilege is for regular Members, Chapter Supporters and Associate Members only. Ads must be postmarked by the FIRST of the month or delivered to the Secretary by the Board Meeting to be included in the next monthly NEWSLETTER. Ads are not reprinted unless requested by the advertiser.

8.2 Classified Ads

The Chapter Secretary will publish a one-page NEWSLETTER CLASSIFIED SECTION in each monthly NEWSLETTER whenever ads are provided to the Secretary according to the following:

1. Ad must be typed on a 3x5 card in the exact manner it is to appear.
2. Ad must be no more than 5 lines. Each line is limited to no more than 50 characters and spaces.
3. Ads are free.
4. Ads are only printed when requested.

ARTICLE I, ADMINISTRATIVE OPERATIONS, NEWSLETTER ADS (continued)

8.3 Other Ads

The costs and guidelines for placing full-page ads in the monthly NEWSLETTER are listed below:

1. Ad must be printed and copied in the appropriate numbers by the person placing the ad.
2. Ad can be up to one full “8.5 X 11” page.
3. Paper used for the ad must be the mill and weight as standard typing paper.
4. The Board will determine standard cost for an ad. The price is negotiable but the Chapter needs to cover the additional costs for postage. Ads for products will be greatly appreciated.

ARTICLE II

MEMBERSHIP REQUIREMENTS

Section 1 MEMBERSHIP REQUIREMENTS

1.1 Eligibility

One year of experience in the Pool Industry is required. Members shall be self-employed independent pool and spa service and repair technicians. Their major vocation shall be pool and spa maintenance and/or repair. Members must be working under a current City Business License from the city in which they conduct their businesses. They must participate in the IPSSA Inc. liability insurance policy, the Chapter Sick Leave Plan and the IPSSA Inc. Benevolent Fund Plan.

1.2 Water Chemistry Test

All Prospective Members must pass the IPSSA Water Chemistry Test before they can become a Member.

Section 2 ATTENDANCE REQUIREMENTS

2.1 Minimum

All members must attend a minimum of one General Meeting each calendar quarter. The member must appear and sign in person for official attendance to be recorded. Proxies of any kind are not acceptable.

2.2 Sign-in

Only the member listed on the Member Roster can sign the Sign-In Sheet for Meeting Attendance. If a member is caught in violation, there will be a \$100.00 fine. It is a member's responsibility to come to meetings and sign in.

2.3 Installation Dinner, Summer Picnic, Table Top

Attendance to the Installation Dinner, the Summer Picnic and the San Diego Table Top Show **will not** count towards the meeting attendance requirement.

2.4 Non Attendance Penalties

Fines and penalties will be administered according to the following:

1. One complete quarter: \$150.00.
2. Two consecutive complete quarters: Expulsion.
3. The Board can reinstate members. When this is done, the member will be required to attend the next three consecutive meetings.
4. The October General Meeting is a mandatory meeting. Failure to attend results in a \$100.00 fine.

2.5 Answering Machines

Members are required to have Answering Machines for their Company telephone. The Answering Machines must be in good working order and should identify the Member and/or Company when called. Avoid the computerized response, “Please leave a message”.

ARTICLE II, MEMBERSHIP REQUIREMENTS (continued)

Section 3 ROSTER INFORMATION

All members must inform the secretary by phone or in writing within ten (10) working days from the date of any address and phone number changes. The Purpose of this requirement is to provide a current Roster contact list for the Chapter Board Members, the Sick Leave Chairman, other committees and the general membership.

Section 4 PAYING DUES TO IPSSA, INC.

4.1 Due Dates

The IPSSA Financial Office should receive monthly dues by the 20th of each month. Each member who is late paying his or her dues will receive a **10 day Late Notice** from the IPSSA Inc. Financial Office.

4.2 Penalty for Non Payment

If payment is not received by the end of the month the member will **be expelled** from membership effective the first day of the next month.

4.3 Automatic Withdrawal

Members are strongly encouraged to sign up for the automatic withdrawal option to ensure payments are received on time.

Section 5 BILLING FEES AND CHARGES

A \$15.00 Service Charge will be made for all members who ignore the **10 day Late Notice** and have delinquent dues payments regardless of whether it was the first infraction or not. This \$15.00 is to cover the cost of the Certified Letter that is sent to the member notifying him/her that membership is canceled. IPSSA, Inc. charges the Chapter \$6.00 to send this letter. This fine is in addition to the reinstatement fees required.

Section 6 SUSPENSION/EXPULSION

Specifically this rule affects Article V, Section 4 & 5 of IPSSA, Inc. Standing Rules. No Member shall have any benefits suspended until the Board hearing has taken place regarding violations of IPSSA BY-LAWS, STANDING RULES or CODE OF ETHICS.

Section 7 RESIGNATION/REINSTATEMENT

If a member in good standing submits a letter of resignation to the Chapter Board, the Member has 90 days to re-apply for membership without penalty or requirement to pay the initiation fee. However, upon reinstatement, the member must pay the required Benevolent Fund deposits. If a member is suspended or expelled due to non-payment of dues or any BY-LAW, STANDING RULE or CODE OF ETHICS violation, the member must do the following to qualify for reinstatement:

1. Contact Board Member immediately about reinstatement.
2. Pay all past and current month's dues and IPSSA Inc. fine to IPSSA Inc.
3. Appear before Chapter Board to plead case.
4. Pay any Chapter fine that may be levied.

The Chapter Officer will notify the IPSSA Inc. Financial Office of member's reinstatement

Section 8 MEMBERSHIP TRANSFERS

An IPSSA Member in good standing, wishing to transfer his/her membership to the San Diego Chapter from another Chapter, will be required to pass our Entrance Exam and Interview. Transferring members must be IPSSA Water Chemistry Certified. The Presidents of each Chapter must sign the Application for Transfer form.

ARTICLE II, MEMBERSHIP REQUIREMENTS (continued)

Section 9 PARTNERSHIPS

9.1 Qualifications

Partners joining IPSSA must both qualify for membership and both must pass the Entrance Exam and Interview to become members.

9.2 New Partners

If an existing Member takes on a Partner, that Partner must become a full member of IPSSA when they qualify for membership and pass the IPSSA Water Chemistry Test, Entrance Exam and Interview.

9.3 Benefits and Insurance Coverage

IPSSA Benefits or Insurance does not cover unqualified PARTNERS until such time as they become full members.

Section 10 EMPLOYEE APPLICATIONS

10.1 Employee applications

A San Diego Chapter Employee Application must be completed, signed and mailed to the IPSSA Inc. Financial Office to add Employee member(s).

10.2 Employee termination

The IPSSA Financial office must also be notified when employees are terminated.

Section 11 EMPLOYEE'S LIABILITY INSURANCE

11.1 Insurance Requirement

All persons hired by an IPSSA Member to perform Pool/Spa service or repairs on a full, part time or casual basis must be covered by Liability Insurance.

11.2 Employees

"EMPLOYEES" must be Employee Members qualified through the IPSSA Employee Application process.

11.3 Sub-Contractors

"SUB-CONTRACTORS" must carry a One Million Dollar (\$1,000,000) Independent Contractor's Liability Insurance Policy naming IPSSA as Co-insured.

11.4 Penalties for Violating Policy

Members who work outside the above regulations will suffer the following consequences

First time: An automatic \$250.00 fine.

Second time: An automatic \$500.00 fine.

Third time: Expulsion from IPSSA.

Section 12 EMPLOYEE MEMBERS

12.1 Dues and Insurance

Employee Members must pay dues and monthly insurance payment, but not the Membership Fee. When or if the Employee qualifies for full membership and desires to be a full Member, the Employee will then pay the New Membership Fee.

12.2 Exclusions and Benefits

Employee Members cannot vote, hold office, or participate in Chapter raffles, but may attend the annual Picnic and Installation Dinner.

12.3 Full Membership

Employee Member, wishing to become a full Member with voting rights and sick leave privileges, must submit an application with fees at the beginning of a three month waiting period. At the end of the waiting period, the applicant will be eligible for membership approval provided all other membership requirements have been fulfilled.

ARTICLE III

NEW MEMBERSHIP APPLICANTS

Section 1 MEMBERSHIP FEE AND DEPOSIT

1.1 Must Pay Fees With Application

The membership fee must accompany all new applications for membership. Applications without the fee will not be processed. Multiple checks may be written as \$50 is non-refundable.

1.2 Composition of Membership Fee

The new member deposit fee includes the following

- Initiation Fee \$100.00
- Benevolent Fund 24.00
- SPEC Donation 2.00
- Study materials (3 books) 15.00
- Total Fee \$141.00

1.3 IPSSA Dues

Another fee covering 2 months IPSSA dues will be collected with each new application. This check will be held until the applicant is voted in and will be sent to the Financial Office at that time.

Section 2 APPLICATION FOR MEMBERSHIP

2.1 Documents Required With Application

New applicants must present the following information and materials in order to be considered for membership:

1. Completed Application Form.
2. Copy of a Business License in the city doing business.
3. Some proof of 1 year work history in pool industry (1099 or W2).
4. Completed New Blue Card with phone number.
5. Completed Benevolent Fund Card.
6. Check for Membership Fee payable to San Diego IPSSA for current fees.
7. Check to IPSSA Management Company for two months Dues and Insurance.

2.2 Attendance of Three Consecutive Meetings

Even if these documents are turned in at the first meeting, the applicant must still attend two (2) more meetings BEFORE his application is acted upon by the Board.

2.3 Prospective Member Packet

A prospective member packet will be given to applicants upon receipt of fees and other documents.

This details all the things a new applicant must do to become a member.

Section 3 ENTRANCE EXAM AND INTERVIEW

3.1 Required

All new applicants and transferees are required to take and pass the IPSSA Water Chemistry test, the supplemental Chapter test and formal interview.

Approximately 70% (20 of 30) of the questions on the Chapter test must be correctly answered to pass. Should the applicant fail the test, a 30 day period (of less if agreeable by the Board) must lapse prior to reexamination.

3.2 New Membership Packet

A new Membership Packet will be given to applicants upon receipt of fees, other documents and after being voted in as a member.

ARTICLE III, NEW MEMBERSHIP APPLICANTS (continued)

Section 4 NEW MEMBER CHAIRMAN

The Vice President is responsible for the processing of new members. However, he may delegate this responsibility to a New Member Chairman, who would be appointed to serve as the coordinator for processing all prospective new members and administering the IPSSA Water Chemistry Test.

ARTICLE IV
DEATH BENEFITS PLAN

Section 1 BENEVOLENT FUND

Members are required to join the Benevolent Fund.

Section 2 DEATH BENEFITS PLAN IMPLEMENTATION

2.1 Assistance

If a Member dies, a Board Member or another responsible member will immediately be appointed to assist and consult the surviving spouse about business matters.

2.2 Coverage

The Chapter members will cover the deceased member's pools through the Sick Leave Plan for a period of ninety (90) days.

2.3 Disposition of Route

During this time, a surviving spouse must decide to continue the business or sell it. The surviving spouse will provide chemicals for pools covered under the Sick Leave Program. Pools serviced will be based upon the current Blue Card on file. If the surviving spouse allows members to work-off the pools, the time period for such service shall be one year before ownership of the accounts is transferred.

2.4 Termination

If the surviving spouse and another unknown party make a signed or an oral agreement regarding the disposition of accounts Sick Leave coverage will be terminated.

ARTICLE V
INSURANCE CLAIMS

Section 1 CLAIMS

1.1 Contact Chapter Advisor First

The Chapter Advisor is available to assist and advise on how to proceed in filing any possible claims. All Members are required to seek his counsel by phone and give or send written details concerning the problem. Failure to follow this rule is a violation and will result in a \$50.00 fine.

1.2 Procedure for Filing a Claim

All Insurance Claims must be processed through the Insurance Carrier. NO CLAIM WILL BE PROCESSED UNTIL THE FILING MEMBER PAYS THE DEDUCTIBLE

1.3 Must Pay the Deductible

The Insurance Company will advise IPSSA to bill the Member for the \$250.00 Deductible. The Chapter will no longer be responsible for collecting this fee and will no longer be billed by IPSSA Management. If the Member fails to pay the Deductible, it will be collected through Small Claims Court. Failure to pay the Deductible is a violation and will result in a \$50.00 fine and other disciplinary action by the Chapter.

ARTICLE VI

CHAPTER SUPPORTERS AND ASSOCIATE MEMBERS

Section 1 CHAPTER SUPPORTER AND ASSOCIATE MEMBER DEFINITIONS

1.1 Chapter Supporters Qualifications/Definitions

Chapter Supporters are businesses that encourage and support the Chapter with their goods and services. Potential Chapter Supporters will be screened for appropriate business licenses for their trade. This also includes an evaluation of their product or service, the company's merit, and Members' recommendations. Service records with the State Contractors Board and Better Business Bureau will be checked.

1.2 Chapter Supporters Requirements

Chapter Supporters must complete an application, pay an annual fee and be recommended by the Vice President for approval by the Board. They will be listed in the monthly Chapter Newsletter, Chapter website and receive other benefits.

1.3 Associate Members

Associate Members are affiliated with IPSSA Inc. and all fees are paid to this parent organization. Local representatives of an Associate Member may receive some benefits from Chapters as approved by the Board.

1.4 Associate Members/Chapter Supporters

The Chapter will not discriminate against Associate Members in favor of Chapter Supporters, nor shall Associate Members be pressured into becoming Chapter Supporters.

Section 2 CHAPTER SUPPORTERS FEES

2.1 Board Determines Fee

The Board determines the annual Chapter Supporter fee each year.

2.2 Vice President Screens and Coordinates

The Vice President will screen and coordinate all Chapter Supporters, including fees and applications.

2.3 Chapter Supporter Benefits

All Chapter Supporters will receive two (2) tickets to the Chapter's annual Installation Dinner and Summer Picnic.

Chapter Supporters are encouraged to attend General Membership Meetings and make presentations to the Membership provided the schedule for such presentations is coordinated with the Chapter Vice President.

Section 3 CHAPTER SUPPORTER RELATIONS

3.1 Member Support of Chapter Supporters

Members are always encouraged to use Chapter Supporter products and services. This is a reciprocal and mutually beneficial relationship.

3.2 Chapter Supporter Referral Fees

Chapter Supporters are encouraged to pay Members a referral fee for their business leads in a timely manner. This is considered a good business practice.

3.3 Problems/Resolutions

If a Member has any problems with a Chapter Supporter's product or service they should report them to the Chapter Board. The Board will investigate and will mediate to resolve the problem.

ARTICLE VII
CONTINUING EDUCATION PROGRAM

Section 1 PURPOSE

A Continuing Education Fund has been established for the sole use of its Members. The purpose of the fund is to financially assist those Members who are committed to improving their technical expertise through the attendance of technical training in the pool service industry.

Section 2 SOURCES OF FUNDS

The Education Fund will be funded from the Manufacturer's Rebate Program and selling Products received. (Note: Income from Chapter Supporters and Fines will be added to the General Fund.) If these resources are not sufficient Member dues will be increased \$1 per member per month to reimburse payments from the General Fund. If there is a surplus of funds, exclusive classes may be scheduled for our Chapter.

Section 3 QUALIFICATIONS

Chapter Members may request the fund for any type of seminar, course, license program or training which is directly related to the technical or business aspect of pool and spa service.

Section 4 APPLICATIONS

1. Applications must be received by the Continuing Education chair within 30 days of attending and completing seminars and courses.
2. Receipt or proof of attendance must be submitted to Education Committee Chairman before reimbursement will be made.

Applications for the Education Fund will be evaluated on the following basis:

- Benefit to the pool/spa industry
- Benefit to the Chapter

Section 5 APPROVAL

Based upon the availability of funds and the evaluation criteria above, the Education committee Chairman, and, if necessary, the Chapter Board will decide which, if any, applications are approved for use of the Continuing Education Fund. Schedule of Financial Assistance will be a minimum standard of 50% of the cost of the class, seminar, or course amount. Transportation costs to Educational Activities is not covered by the Chapter: Any exceptions will require Board approval.

Section 6 EVALUATION

An evaluation of the Continuing Education Program will be performed each year by the Committee to report to the Board on Member participation, operations, funds dispersed, effectiveness and benefits of the Program to the Chapter.