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**SAN DIEGO CHAPTER IPSSA
STANDING RULES
REVISED AND UPDATED OCTOBER 2010**

**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 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, Secretary, and the immediate past President

2.2 Action

The Board of Officers is authorized to make and/or revise all Standing Rules in the 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 passage 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; 3) require some extended discussion; shall 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 Board members. Committee members or members who are requested by the President and/or who contact the President to be added to the agenda shall be invited to attend.

Section 3 AUDITING

After each election cycle, 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 after every two year election cycle.

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 and 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. It is recommended that Committee Chairpersons provide reports and other information via the Skimmer Newsletter.

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's 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 PRIZE

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 Chapter donates \$200.00 each month to SPEC.

7.2 Donation Review

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

7.3 Donation Requests

All donation requests must be made via written request to the Board, which will review the request for merit before placing the request in front of the Membership for a vote of approval.

Section 8 SKIMMER NEWSLETTER ADS

8.1 All Ads

This privilege is for regular Members, Chapter Supporters and Associate Members only. Ads are encouraged to provide information, education and opportunities to our members.

8.2 Classified Ads

Requirements for Skimmer Newsletter ads:

1. Ads requests should be sent electronically to the Secretary by the Monday following the Board Meeting to be included in the next monthly Skimmer Newsletter.
2. Ads up to a quarter-page in size are free. Graphics and/or text should be in electronic format.
3. Full page ads are printed for \$25 and can either be single or double-sided. The cost covers printing and any extra postage due to increased newsletter weight. Full page inserts provided by

the advertiser should be sent electronically to the Secretary. Inserts are discouraged due to logistics and extra labor to stuff a completed and stapled newsletter.

4. The Board has the right to refuse ads or suggest modification due to content or refuse ads due to space considerations. The Board has the right to waive the full page ad fee.
5. Ads will be printed in grayscale, but color ads will be in color on the internet version.
6. Ads are reprinted only when requested.

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/or repair technicians. Their major vocation must be pool and spa maintenance and/or repair. Members must have a current, valid City Business License from the city in which they conduct their business. All Prospective Members must pass the IPSSA Water Chemistry Test, participate in the IPSSA Inc. liability insurance policy, the Chapter Continuing Education Program and the Chapter Sick Leave Plan.

1.2 Answering Machines

Members are required to have a Telephone Number and Answering Machine or Voice Mail. Answering Machines/Voice Mail must be in good working order and should identify the Member and/or Company when called. Try to avoid having the generic computerized response “Please leave a message”.

Section 2 ATTENDANCE REQUIREMENTS

2.1 Minimum

All members must attend a minimum of one **complete** General Meeting each calendar quarter.

2.2 Sign-in

For Meeting Attendance, members listed on the Member Roster must appear and sign the sign-in sheet in person for official attendance to be recorded. Proxies of any kind are not acceptable. If a member is caught in violation, a \$100.00 fine will be assessed. It is a member's responsibility to come to meetings and sign in.

2.3 Summer Picnic, Table Top

Attendance to 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 Excused Absences

Any request for an excused absence must be made to the President. The President and Board have discretion to approve absences and may require added future participation to make up for the missed meeting. Confirmation must be granted by the President at least 24 hours prior to the meeting for any absence request.

Section 3 ROSTER INFORMATION

All members must inform the Secretary by phone, e-mail or in writing within ten (10) working days of any address and/or 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 10th of each month. Each member who is late paying their dues will receive a **10 day Late Notice and \$25 fine** 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. It is the member's responsibility to keep sufficient funds in accounts and to update bank account or credit card information with IPSSA, Inc. as fines may be assessed by IPSSA, Inc. for insufficient funds or closed accounts.

Section 5 MANDATORY PARTICIPATION

All Members are required to participate in the Chapter Continuing Education Program described in Article VIII of the Chapter Standing Rules and the Chapter Sick Leave Coverage Plan (attached to Chapter Standing Rules). There are no exceptions. All Members must know the requirements of these two programs. Violations of any of the rules or requirements described in the Standing Rules or Sick Leave Plan may result in a fine, disciplinary action or expulsion from IPSSA.

Section 6 SUSPENSION/EXPULSION

Any fine(s) levied must be paid before any appeal can be considered by the Board. Per Article IV, Section 4.7a through Section 4.7c and by IPSSA Inc. Article V of 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.

See Addendum for more information on fines.

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. 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. Pay any Chapter fine that may be levied.
4. If the President requires, appear before Chapter Board to plead case.

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

Section 8 MEMBERSHIP TRANSFERS

Any 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. The Presidents of each Chapter must sign the Application for Transfer form.

Section 9 PARTNERSHIPS

9.1 Qualifications

PARTNERS joining IPSSA must both/all qualify for membership and both/all must pass the Entrance Exam and Interview to become members. If any partner(s) does not qualify for membership, the partner(s) must become Employee Members while working to meet membership requirements.

9.2 New Partners

EXISTING MEMBERS who have or take on a PARTNER(s), the PARTNER(s) must become a full member of IPSSA when they qualify for membership and must then pass the Chapter 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. If Partners are Employee members, they will have Employee Member benefits.

Section 10 EMPLOYEE APPLICATIONS

10.1 Employee applications

A San Diego Chapter Employee Application must be completed, signed and sent (mailed, faxed, e-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 the monthly insurance payment, but not the Membership Fee. When or if the Employee qualifies for full membership and desires to become a full Member, the New Membership Fee will be collected.

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 Members who wish 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.

Section 14 HONORARY MEMBERS**14.1 Criteria for Honorary Member Status**

Annually, prior to the October General Meeting, the Board will review members who retired during the past 12 months for a potential membership vote at the October General Meeting to be elected as Honorary Members.

14.2 Qualifications

While there are no set requirements to become an Honorary Member, the Board will consider longevity as well as Committee/Board/Chapter involvement.

14.3 Dues and Insurance

Honorary Members do not pay dues nor receive any insurance Benefits.

14.4 Benefits

Honorary members receive the Skimmer Newsletter and are encouraged and invited free of charge to attend all membership meetings and events. Honorary Members may serve on Ad Hoc committees.

Section 15 ANNUAL AWARDS**1.1 B. K. Taylor Memorial Award**

Annually the Chapter may vote an outstanding member to receive the B. K. Taylor Memorial Award in honor of B. K. Taylor, a long time outstanding member of the San Diego Chapter. Potential Award winners must be nominated by a Chapter Member. Award winners will be considered for professionalism, contributions to IPSSA, assistance to other service industry members and contributions to his/her community. The Chapter winner will be presented for the Region 7 B. K. Taylor Award.

1.2 David Courey Memorial Chapter Supporter Award

Annually the Chapter may vote an outstanding Chapter Supporter to receive the David Courey Memorial Award in honor of David Courey, a long time outstanding Chapter Supporter of the San Diego Chapter. Potential Award winners must be nominated by a Chapter Member. Award winners will be considered for professionalism, contributions to IPSSA, assistance to other service industry members and contributions to his/her community.

ARTICLE III**NEW MEMBERSHIP APPLICANTS****Section 1 MEMBERSHIP FEE AND DEPOSIT****1.1 Must Pay Fees With Application**

The new membership fee must accompany all new applications for membership. Applications without the fee will not be processed. \$50 of this fee is non-refundable if an applicant decides not to join.

1.2 Composition of Membership Fee

The new member application fee, determined by the Board, includes the Initiation Fee and Study Materials

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. A Fully and Legibly Completed Blue Card.
5. Completed Life Insurance Beneficiary form.
6. Checks for New Member Fees payable to San Diego IPSSA.
7. Check to IPSSA Management Company for two months Dues and Insurance and New Member Packet.

2.2 Prospective Member Attendance Requirements

The applicant must attend three of the next four consecutive meetings BEFORE being acted upon by the Board.

2.3 Prospective Member Packet

A prospective member packet will be given to applicants upon receipt of fees. 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 (or less if agreeable by the Board) must lapse prior to reexamination.

3.2 New Membership Packet

A New Membership Packet will be sent to a new member by IPSSA Inc upon acceptance as a member.

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.

**ARTICLE IV
DEATH BENEFITS PLAN**

Section 1 LIFE INSURANCE

Members are required to designate a beneficiary for IPSSA provided Life Insurance.

Section 2 DEATH BENEFITS PLAN IMPLEMENTATION

2.1 Assistance

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

2.2 Coverage

The Chapter members will cover the deceased member's pools through the SICK LEAVE PLAN for a maximum period of ninety (90) days.

2.3 Disposition of Route

During this time, the surviving spouse or beneficiary(ies) must decide to continue the business or sell it. Pools serviced will be based upon the current Blue Card on file.

**ARTICLE V
INSURANCE CLAIMS**

Section 1 CLAIMS

1.1 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

1.2 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. 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 Member's 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. For this, 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**

The Board determines the annual Chapter Supporter fee each year. Income from Chapter Supporters will be added to the General Fund.

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 Referral Fees 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 resolve the problem.

**ARTICLE VII
CONTINUING EDUCATION FUND****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.

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

- Local Classes (San Diego County): 75% of Class Cost
- SoCal Area; 100% of Class/Show Cost + \$50 for expenses
- Outside SoCal: 100% of Class/Show Cost +\$200 for expenses

Any exceptions will require Board approval.

Section 6 EVALUATION

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

Article VIII

CONTINUING EDUCATION PROGRAM

Section 1 PURPOSE

Continuing Education Program has been established to help raise & maintain a higher education standard in the San Diego IPSSA Chapter.

Section 2 REQUIREMENTS

All members must attend approved classes to receive a minimum of 10 credits of continuing education every two (2) years. Other classes must be approved by the Education Committee before any member may attend for credit.

New members voted in during the first year of a two (2) year cycle will need to receive 5 credits and new members voted in during the second year of the two (2) year cycle will not be required to obtain points until the following two year cycle.

Section 3 START DATE

The program was approved by member vote at the October 2007 mandatory membership meeting. The first 2 year period will start 1/1/2008 and run until 12/31/2009.

Section 4 PROBATION ALLOWED IN FIRST PERIOD ONLY

The first 2 year period will allow an additional probation year that extends the completion date from 12/31/2009 to 12/31/2010.

Beginning with the Second period of the program (calendar years 2010/2011) and all subsequent two year periods, there will be NO probationary period for this program.

For members who do not complete the 2008/2009 period by the end of 2009, points earned in calendar year 2010 can be credited for either completion of the 2008/2009 period or 2010/2011 period.

Section 5 DISCIPLINARY ACTION

Any member not meeting the requirements of 10 credits in any two (2) years period will face expulsion from the chapter.

Section 6 RECORDS OF CLASSES

Members will be responsible for keeping track of classes attended. The chapter will provide forms to show proof of classes attended. Forms must be given to any Continuing Education Program member or mailed to the chapter P.O. Box.

Section 7 COMMITTEE

The Continuing Education Committee will consist of, the Chapter Vice President, Continuing Education chair person, & one (1) or more member(s) appointed by the Chapter President.

Section 8 EVALUATION

An evaluation of the Continuing Education Program will be performed every two (2) years by the Continuing Education Committee to report to the Chapter Board on member participation, operation, effectiveness & benefits to the chapter.

Article IX**CHAPTER NOMINATION AND ELECTION PROCEDURES****Section 1 CHAPTER ELECTION MEETING**

The Chapter shall hold a biannual meeting for the election of Officers. The time and place shall be announced in the Chapter Newsletter at least two months before it is held. Typically this will be at the regular October General Mandatory Meeting.

Section 2 OFFICERS ELECTED BY MEMBERS

The Members of the Chapter shall elect the Officers of the Chapter not later than November 30th of every other year. There shall be a nomination and election process for Chapter Members. The procedures shall include:

1. A means of nominating Members for election as Officers.
2. An opportunity for nominees to communicate to the Members the nominee's qualifications and the reasons for the nominee's candidacy.
3. An opportunity for all nominees to solicit votes.
4. An opportunity for all members to choose among the nominees.

Members will be provided with job descriptions of the officer position so they will fully understand the responsibilities and time requirements to perform the job effectively.

Section 3 NOMINATION PROCEDURE FOR OFFICERS

Officers shall be nominated for office in the following manner:

1. **Nominating Committee.** The President shall not later than the August Board Meeting of an election year, appoint a Nominating Committee of two or more Chapter Members, none of whom are current Board Members

The Nominating Committee shall research, solicit and interview potential candidates, then submit a ticket of at least one Chapter Member candidate to fill each of the four Officers positions at least 30 days prior to the October Mandatory Meeting for the ensuing two-year term.

The Nominating Committee may include any of the current officers for the same board position provided another Chapter Member is also nominated for the same office.

2. Nominations from the Floor. Chapter Members must be notified via the Chapter Newsletter starting at least two months prior to the election that nominations may be made from the Floor. Any Chapter Member may place any other Chapter Member's name in nomination for any Chapter Office. Any Member nominated in this manner must be fully aware of the responsibilities and time requirements of the Officer position before accepting the nomination.

Section 4 WRITTEN NOTICE OF NOMINATION FOR OFFICERS

The Secretary shall give written notice in the Chapter Newsletter of the election ballot of all nominations made before the October Mandatory election meeting listing the candidates for each office in alphabetical order by surname.

Section 5 ELECTIONS

The Election is to be conducted by written ballot. The Secretary will provide ballots for the Election.

Section 6 JUDGE OF ELECTION

The President, with the Board's approval is to appoint three judges of the election from regular Members present at the Election meeting to supervise the Election, count the votes and certify the Election results. Judges may not be Board members or candidates. For each board position, the candidate 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.

Section 7 VACANCIES

Any Officer vacancies due to resignation, removal from office or death must be filled by a qualified Chapter Member. Depending on how much time is left in the current term, the remaining Board members have the option of appointing an interim replacement and/or calling for an Election and nominating the candidate(s) or appointing a Nomination Committee. If an Election is held, the Member with the most votes of Chapter Members at the next regular scheduled General Meeting will be elected. The Elected Officer will hold the office until the next biannual Election. If the Member fills less than one-half of the two year term, he/she can be nominated by the next Nominating Committee without restriction. If a vacancy in the Past President position occurs, the current President has the option to leave the position unfilled, choose to appoint any agreeable Past President as the Acting Past President or set up a rotation of agreeable Past Presidents until the next election.