

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 Representatives shall consist of:**

**A. Chapter Representatives:**

1). The Representatives shall be the Chapter President and a designated appointee from the chapter. IPSSA Inc. Standing Rules Article II.

**B. The Regional Positions shall be:**

- 1). Regional Director.
- 2). Regional Secretary.
- 3). Regional Treasurer.

**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 one (1) meeting per year), the President of a chapter may appoint a Representative to attend in his / her place.

Approved December 9, 2006

- 2). The Regional Positions (excluding the Regional Director) must count as one (1) of the two (2) Representatives of his / her chapter. (Positions are chosen from among the rep.)
- B. A chapter shall be represented at each Regional meeting and may not be excused from any Regional meeting. (IPSSA Inc. Standing Rules Article II Sect.2)
- C. In the event of a chapter not having Two (2) representatives at the regional meeting,
  - 1). On the first occurrence, the chapter may be fined up to \$10.00 chapter for each rep. not present.
  - 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 per rep. 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 Regional Representatives 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 have no vote.
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, we will continue voting until the tie is broken.
7. The Regional Secretary shall enter results in the minutes and post changes to the Standing Rules if necessary.

## ARTICLE V

### Duties for the following position are

1. 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 Standing Rules and resolutions of the organization are carried into effect. The Regional Director shall also preside as Chairperson at all Regional meetings and be an ex-officio member of every committee.
2. The **Regional Secretary** shall keep a roll of the members and an attendance log. He / She shall maintain an accurate copy of meeting minutes. He / She shall distribute to the representatives, current meeting minutes within 30 days of the meeting. 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.
3. 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 representatives. He / She shall render to representatives and members at all regional meetings, an account of all transactions and the

financial condition of the region. The Regional Director shall serve as additional signee in the event that the signature of the Regional Treasurer cannot be obtained.

4. 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. (as per IPSSA Inc. Bylaws Article VII Section 7.3. a.) COOL DEAL Page 3 10/22/2009
2. Nominations for Regional Director shall be held at the 2<sup>nd</sup> quarterly meeting of the region, during an odd numbered year.
  - A. A candidate for Regional Director must be:
    1. IPSSA Water Chemistry Certified
    2. A Past President
    3. Sitting on the current Regional Board
  - The Regional Director may not serve concurrently as Regional Director and hold any elected office in the chapter.*
  - 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 2<sup>nd</sup> quarterly meeting of the odd numbered year.
  - C. All nominees must 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 may succeed himself / herself.**
3. Elections for Regional Director shall be held at the 3<sup>rd</sup> 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 **Ipssa Inc. Annual Meeting** during the even numbered year.
  - A. Proxy forms shall be delivered to the Chapter Presidents and / or Representatives, forty-five (45) days prior to the election.
    - 1). Proxies shall be submitted, in standard form to the regional Director, 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 may 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 not have a vote.
    - 1). Regional Director will be elected by simple majority of the ballots cast.
    - 2). Ballots shall be kept confidential.
  - D. The IPSSA, Inc. Executive Secretary shall be notified of the Regional Director's name no later than October 15<sup>th</sup> of the odd numbered year.
4. A Regional Director may be removed for cause, (as per Article VII Section 7.4 IPSSA Bylaws)
  - A. Notice shall be in writing to the IPSSA, Inc. Executive Secretary.
  - B. Removal shall be voted on by all of the Chapter Representatives, requiring a 51% 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 with in 30 days from the vacancy by a Regional representative that has been qualified

for that position for the unexpired portion of the term, or until the next annual election; whichever shall occur first. (as per Article VII Section 7.4, c)

6. Election of Regional Secretary and / or Regional Treasurer shall be held at the 4<sup>th</sup> quarterly meeting of the region, during the odd numbered year. Their term of office shall run for two (2) years and **begin at the Ipssa Inc. Annual Meeting**, 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 Person or Entity 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 2/3% minimum ballot for approval.

## **ARTICLE VII**

### **MEETINGS**

1. Regional meetings shall be held on a quarterly basis, (as per Article VI Section 6.2e IPSSA Bylaws)
  - A. The first Regional meeting of the new Representatives shall be held after the Ipssa Inc. Annual Meeting.
  - 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. The regional meetings shall be conducted from an agenda compiled by the Regional Dir. Minutes shall be kept by the Regional Secretary who will send an accurate copy to the IPSSA, Inc. Executive Secretary, Regional Director, and Chapter Presidents at least thirty (30) days after the meeting. (as per Article II Section 4,1 IPSSA Bylaws)
  - 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.
3. All meetings shall be called to order by the current Regional Director.
4. 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 conducted at that meeting.

## **ARTICLE VIII**

### **DUES**

1. The region may 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 4<sup>th</sup> quarterly meeting of the region, for the coming year. The increase or decrease in the amount assessed will be comprised from the annual audit.
    - a. The annual audit shall be done before the 4<sup>th</sup> quarterly meeting.
    - b. Budget shall be provided at the 4<sup>th</sup> quarterly meeting.

**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 January 31<sup>st</sup>.

## **ARTICLE IX**

### **COMMITTEES**

1. The Regional Director may create, from among its members, committees to perform duties that may become necessary.

## **ARTICLE X**

### **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 XI**

### **AMENDMENTS**

1. These Standing rules may be amended by 2/3 % of the Region Representatives. This voting shall occur at any regional meeting of this organization, provided notice of the proposed amendment has been given to all members of the Regional Board at least fifteen (15) days prior to the meeting.