

ASSE INTERNATIONAL CHAPTER OF IAPMO BYLAWS

ARTICLE I - NAME

Section 1. The name is the ASSE International Chapter of IAPMO and it shall be known as “ASSE International.” ASSE International is a Chartered Chapter of the International Association of Plumbing and Mechanical Officials, which shall be known hereinafter as “IAPMO.”

ARTICLE II - OFFICES

Section 1. Principal Office.

The principal office for conducting the business of ASSE International is hereby located in Mokena, State of Illinois. IAPMO is hereby granted full power and authority to change the location of the principal office.

Section 2. Other Offices.

IAPMO may at any time establish branch or subordinate offices at any place or places deemed qualified to conduct the activities of ASSE International.

ARTICLE III - MISSION STATEMENT AND PURPOSE

Section 1. Mission Statement.

- Developing and maintaining consensus product performance and professional qualifications standards whose sole purpose is to protect the health of the public.
- Developing and maintaining active product seal control and professional qualifications credentialing programs.
- Providing interactive platforms on the local, state, national and international levels to receive, understand, solve and provide guidance regarding legislative, engineering, installation, workmanship and manufacturing challenges as they are related to enhancing the health and safety aspects of plumbing and mechanical systems.
- Promoting public awareness about the importance of safe and correct plumbing and mechanical systems.

Section 2. Purpose.

ASSE International is established by IAPMO for the purposes set forth in the Mission Statement. In addition, ASSE International will serve as a clearinghouse of experience, ideas and information to further the objectives and sustain interest on the part of ASSE International members in the programs of IAPMO.

Section 3. ASSE International shall:

- Set the long-term direction for ASSE International by identifying critical issues of importance based on identified member needs and based on driving forces affecting the industries represented by ASSE International.
- Pursue and advance the common interests of persons engaged in the industry.
- Encourage the voluntary interchange among members of experience, ideas and information with regard to the industry.
- Promote the interests of ASSE International members.

ARTICLE IV - ORGANIZATION

Section 1. Organization.

ASSE International is a Chartered International Chapter of the International Association of Plumbing and Mechanical Officials, which is a non-profit mutual benefit corporation of the State of California. The Chapter Charter has been granted by the Board of Directors of IAPMO in accordance with the Bylaws of IAPMO.

Section 2. Bylaws.

The ASSE International Bylaws shall be filed and kept on record with IAPMO. These Bylaws may be amended by a majority of voting members of ASSE International present at the business session or special meetings. Amendments to these Bylaws shall not become effective until such amendments are approved by a majority of the Board of Directors of IAPMO. ASSE International and its Officers shall have no authority to commit or bind IAPMO to any course of action, function or financial responsibility, or otherwise, except where provided in the Bylaws of IAPMO. In the event any provision of the ASSE International Bylaws conflicts with a specific provision of the IAPMO Bylaws, the provision shall be void and the IAPMO provision shall take its place, and written notice of such shall be provided to all ASSE International members.

Section 3. Other Governance.

ASSE International shall also be governed by any laws of the state within which it is located, if any such laws are applicable, and by applicable IAPMO governing documents and policies.

ARTICLE V - MANAGEMENT OF ASSE INTERNATIONAL

Section 1. Management of ASSE International.

Management of the affairs of ASSE International is vested in IAPMO Staff whom shall be assigned by the authority of the Board of Directors of IAPMO. The International President of ASSE International shall be named as the principle administrator of ASSE International's business affairs and business transactions.

Section 2. Membership Records.

The International President of ASSE International, or his/her delegate, shall keep a record of the ASSE International's members, showing the names of all members, their addresses and the category of membership held by each.

Section 3. Meetings.

The International President of ASSE International shall make arrangements for and be present, along with the appropriate staff, at all meetings of the Officers and Board of Directors of ASSE International. The International President, or his/her delegate, shall give timely notice of all meetings of the members, Officers, Board of Directors and Committees.

Section 4. Financial Accounting.

The International President of ASSE International shall keep and maintain, at the Principal Office, adequate and correct accounts of ASSE International's transactions and produce financial reports at reasonable times. No persons other than those persons authorized by the IAPMO CEO shall have the authority to incur any obligation or expense on behalf of ASSE International.

Section 5. Meeting Records.

The International President of ASSE International, or his/her delegate, shall keep a copy of the Bylaws, as amended to date. The International President, or his/her delegate, shall keep and maintain minutes of all meetings and all actions of the Officers, Committees and of members, with the time and place of holding, whether annual, regular or special, and, if special, how authorized, the notice given and the names of those present at Officer and Committee meetings.

ARTICLE VI - MEMBERSHIP

- Section 1.** ASSE International membership categories are established by the authority of the Board of Directors of IAPMO. IAPMO may, at any time, propose changes, modifications, deletions or additions to the categories of membership. ASSE International Officers, on behalf of ASSE International members, may advise IAPMO of desired changes and/or modification to the membership categories.
- Section 2.** ASSE International's membership shall consist of Active, Student, Sustaining, Government, Honorary, Retired and Life members.
- Section 3.** Membership will be extended to those with an interest in any industry affected by the activities of ASSE International.
- Section 4.** The privilege of voting is extended to all ASSE International members, except Honorary members. Members shall be a member in good standing for six (6) months prior to voting on ASSE International business, including the election of the ASSE Board.
- Section 5.** Active members are individual members or representatives of organizations or companies.
- Section 6.** Student members shall be one of the following:
- Registered apprentice in an apprenticeship program duly recognized by state, federal or local laws governing apprenticeship.
 - Full time student.
- Section 7.** There shall be a maximum time limit of five (5) years for membership as a student.
- Section 8.** Sustaining membership shall be extended to manufacturers who desire to support the work of ASSE International. One member or representative of such membership shall have privileges of a member in good standing.
- Section 9.** Honorary membership shall be extended to a nonmember who, by outstanding service for and devotion to the aims and purposes of ASSE International, has earned special recognition. Recommendation of candidates for Honorary membership shall be presented at the Annual Meeting and they must have the endorsement of the ASSE Board before their names are submitted to the meeting for ballot.
- Section 10.** Life membership shall be extended to a member in good standing who has completed twenty-five (25) continuous years as a member of ASSE International or its predecessor, the American Society of Sanitary Engineering, and who has retired from active participation in their profession or reached the age of 70 years. All Past Presidents shall automatically become Life members upon completion of their service in the office of International President.
- Section 11.** Retired members shall be those members who have been members in good standing for a period of no less than three (3) years and have retired from active participation in their profession.
- Section 12.** Government membership shall be extended to employees of local, county, state or federal agencies involved in the plumbing, sanitary engineering, mechanical or piping field. Government members shall have the privileges of a member in good standing.
- Section 13.** Each member, upon election to membership, change in membership status and member awards may receive a certificate stating ASSE International membership classification or awards. Membership awards shall be presented to members with 25, 35 and 50 continuous years of membership, and to Life members.
- Section 14.** All members shall conform to the Bylaws and Policies of ASSE International for the duration of their membership.
- Section 15.** The rights and privileges of a member shall be personal and shall not be delegated or transferred.

Membership shall be terminated in the following conditions:

- 1) Voluntary resignation;
- 2) Non-payment of dues; or
- 3) Death

A member may resign at any time, however, no portion of the dues will be returned. All rights, title and interest of a member and its property shall cease on the termination of the membership by death, resignation or otherwise, and shall vest in ASSE International. Any person ceasing to be a member or failing to meet the requirements of membership, shall forfeit all right, title and interest in the property of ASSE International and shall be debarred from use or display of ASSE International's insignia.

Any former resigned member may reapply for membership at any time but will lose longevity rights for the period the individual was not a member. Continuous membership status can be returned if the past dues are paid up for the period of non-member status.

Section 16. Membership admission requirements and the associated membership dues are established by the authority of the Board of Directors of IAPMO, ASSE International Officers, on behalf of ASSE International members, may advise IAPMO of desired changes and/or modifications to the membership admission requirements and fees.

Section 17. For the purpose of this Article, prior membership in the American Society of Sanitary Engineering shall be included in the tenure of ASSE International membership.

ARTICLE VII - DUES AND FUNDS

Section 1. The annual ASSE International membership dues shall be paid to ASSE International in U.S. dollars. Payment of dues shall be for twelve (12) months. The authorized Chapter of ASSE International having jurisdiction shall determine the Chapter dues and shall inform the Principal Office of chapter dues for the next calendar year.

There will be no dues for Honorary and Life members.

The ASSE Board shall determine the amount of chapter refunds annually at the ASSE Board Meeting #1 during the Annual Meeting from suggestions made by The Al Cohen Memorial Chapter President's Liaison meeting or any other member in good standing.

Chapters shall receive a membership dues refund of not less than seven dollars (\$7.00) plus the additional Chapter dues amount specified by the Chapter for all Active, Government, Student and Retired members annually per chapter member.

Section 2. The ASSE Board may authorize a special introductory membership dues rate for new members.

Section 3. In the event of unusual misfortune of any meritorious member whereby the member is unable to pay dues, ASSE International may, by a vote of the ASSE Board, waive payment.

Section 4. Members in arrears shall receive no ASSE International publications and shall be removed from the roster of members, unless otherwise approved by the ASSE Board. All statements for ASSE International dues shall clearly indicate the foregoing conditions.

Section 5. Methods of financing the activities of ASSE International, other than dues, shall be established by a determination by the ASSE Board, which determination shall be subject to the approval of the IAPMO CEO.

Section 6. The Sustaining member refund shall be twenty-five dollars (\$25.00). For all new Sustaining members secured by application submitted through chapters, twenty-five dollars (\$25.00) dues shall be refunded to the chapter to which the Sustaining member's representative belongs.

ARTICLE VIII - RULES AND REGULATIONS GOVERNING CHAPTERS

Section 1. **Formation of New Chapters.**

Chapters of ASSE International may be formed upon application of ten (10) members, if such Chapter will, in the judgment of the ASSE Board, advance ASSE International's interests. However, no Chapter may be formed when the geographical area of the proposed chapter is within the one hundred (100) mile radius of an existing chapter. The one hundred (100) mile restriction shall not apply if the existing Chapter is not opposed to the said formation. This ruling also shall not apply where there presently exist two (2) Chapters within the one hundred (100) mile radius. Upon recommendations of the ASSE Board, permission may be granted to form a Chapter, and such Chapter shall be operated and conducted under the control and at the discretion of said ASSE Board. Each Chapter shall be governed by the IAPMO Bylaws, ASSE International Bylaws and other regulations of IAPMO and ASSE International, but may promulgate and adopt such Chapter Charter and Bylaws as it may see fit provided they are not in conflict with the IAPMO Bylaws or ASSE International Bylaws, governing documents and policies.

Newly formed Chapters shall have the following documentation on file at the Principal Office prior to receiving the Chapter Charter.

- A copy of the Chapter Bylaws
- A roster of all chapter members including the Officers and Board of Directors
- A preliminary financial report
- A proposed chapter dues schedule

Section 2. **Existing Chapters**

- a. Each Chapter shall be governed by the following regulations in regard to finances, financial reports and annual audit:

The Chapter shall submit a complete financial report, showing the standing of the Chapter, with the Principal Office annually.

In the event the ASSE Board shall revoke the charter of any Chapter for cause, all funds held by the Chapter shall become funds of ASSE International and shall be forwarded to its Treasurer immediately.

No Chapter shall obligate itself in any manner in excess of finances on their hands. ASSE International has no obligation or responsibility for the debts, of any kind whatsoever, of a Chapter.

The Chapter shall submit a copy of the Chapter Bylaws to the Principal Office annually or within thirty (30) days of a Chapter Bylaw addition or revision to determine if a conflict exists between the ASSE International Bylaws, IAPMO Bylaws, their governing documents and policies and the Chapter Bylaws. Once approved, subsequent annual reports may be by letter indicating that no additions or revisions have been enacted.

The Chapter dues refunds shall be held in abeyance until such time as the annual financial report is submitted to the ASSE International Treasurer and the current Chapter Bylaws or letter is submitted and approved by the ASSE Board. Should it be determined that a conflict does exist, the Chapter shall be so notified by the International President as to the extent of the conflict. Upon re-submission, if it is determined that the conflict no longer exists, the Chapter shall be so notified by the International President.

- b. Each Chapter shall establish its own annual dues subject to the approval of the ASSE Board of the Chapter, but in no case shall dues for both Chapter and Principal Office total less than that provided in Article VII, Section 1, payable each year. Each Chapter shall use the following method of collecting dues:

The Principal Office shall mail statements to the individual members of each Chapter.

Dues are paid directly to ASSE. A list of each quarter's paid members will be sent to each Chapter Secretary/Treasurer at the end of each quarter. Only Chapters in good standing, as defined in Article VIII, Section 2a, will receive refund checks.

- c. Each Chapter should hold at least four (4) meetings per year. Each Chapter shall have an election consistent with their Chapter Bylaws.

Section 3. Each Chapter shall, at all times, operate under the direction and authority of the ASSE Board, thereby never assuming the legal status of an independent organization, except that a chapter may incorporate under the laws of the state in which it is located to protect the chapter and its members against any ensuing liability. The ASSE Board may upon vote revoke the charter and operation of any chapter for cause.

In the event that there appears to be cause to revoke any Chapter's charter, it shall be the privilege of the ASSE Board of the parent body to suspend rather than revoke such charter and, in such case, the Chapter's share of all dues received by the ASSE International Treasurer, after such suspension, shall be held in escrow until the ASSE Board determines whether the charter shall be revoked or reinstated. The ASSE International Treasurer shall make all possible efforts to procure or protect, in ASSE International's interest, any funds in the possession of the Chapter.

Section 4. No person shall deliver an address or present a paper as a representative of ASSE International or Chapter without securing prior approval of both the ASSE Board and the IAPMO CEO.

No Chapter shall recommend, endorse, sponsor, approve or support any particular individual, partnership, corporation, association, product, manufacturer or organization.

No person or chapter shall publish a paper or address, part or parts thereof, before a chapter, which is contrary to the best interests of ASSE International and IAPMO.

ARTICLE IX - BOARD OF DIRECTORS

Section 1. The ASSE International Officers shall consist of the International President, Vice President, Treasurer and Immediate Past President. The Officers shall comprise the Executive Committee of ASSE International.

The Board of Directors, hereinafter referred to as the "ASSE Board," shall consist of the ASSE International Officers eight (8) Regional Directors and one (1) Manufacturer's Representative seat.

All references to ASSE International's headquarters shall be defined as the Principal Office.

The ASSE Board and others, as recommended by the Executive Committee and upon approval by the ASSE Board, shall be eligible for reimbursement of expenses, subject to the approval of the IAPMO CEO and applicable IAPMO policy.

Section 2. The President, Vice President, and Treasurer of ASSE International shall be elected by the voting Members present at each Annual Meeting. In the event an International or local emergency delays or prevents the holding of an Annual Meeting, the terms of the ASSE International Chapter Officers shall automatically be extended until an Annual Meeting can be held, as provided in Article XIII.

Each Officer shall hold office as hereinafter set forth in this section or until such person shall resign, or shall be removed or otherwise disqualified to serve or such person's successor shall be elected or appointed. If an Officer resigns, or shall be removed or otherwise disqualified to serve, prior to completing that Officer's term of office, then a new Officer shall be appointed to complete that Officer's term by the President subject to ratification by the ASSE Board (and if such resigned, removed or disqualified Officer is President then the President shall be appointed by the ASSE Board for such remaining term).

The terms of office are as follows:

President - one (1) year

Vice President - one (1) year

Immediate Past President - matches the term of the succeeding president.

Treasurer - one (1) year, and shall be exempt from term limitations

Officers shall take office immediately upon installation following election.

No President or Vice President shall serve more than two (2) terms consecutively in each such office.

No person shall be eligible to serve as a President or Vice President in this Association until that person has been a member of the Executive Committee or ASSE Board for a period of not less than twelve (12) consecutive months immediately preceding such person's election to their office.

ARTICLE X - DUTIES OF THE ASSE INTERNATIONAL BOARD OF DIRECTORS AND ASSE INTERNATIONAL CHAPTER / IAPMO BOARD OF DIRECTORS SEAT

PRESIDENT

Section 1.

The President shall preside at all meetings of ASSE International and, subject to the approval of the IAPMO CEO, shall exercise general supervision over its interests and welfare. The President shall be the Chairperson of the ASSE Board and an ex-officio member of all ASSE International committees. The President may call special meetings of the ASSE Board, with a consensus approval of the ASSE International Chapter Officers, not utilizing the President's approval, since he is the individual calling for the meeting. The President shall appoint all committee members, in accordance with the Bylaws or by resolution.

The President shall perform all other duties as defined for the office.

Subject to the approval of the IAPMO CEO and all applicable IAPMO policies, the President shall be reimbursed for all expenses directly incurred through attendance at the Annual Meeting of ASSE International and at such other meetings or affairs, within the limitations established by the budget, necessary to carrying out the duties of the office.

If the President expires, resigns or is otherwise removed from office, the Vice President shall immediately become President and shall serve the remainder of the term. If the remainder of the term is less than nine (9) months, the new President shall also serve as President for the next term of office. The new President may appoint a temporary replacement to fill the vacant position of the Vice President until the elections at the next Annual Meeting, subject to ratification by the ASSE Board.

The temporary replacement shall preferably be a Past President not currently serving on the Board.

VICE PRESIDENT

Section 2.

The Vice President shall:

- Be involved in all the activities and correspondence of the President.
- Make recommendations to the President on committee assignments including chairpersonships.
- Be available to the President for possible liaison with, or appointment to, other associations, organizations and committees.
- Be responsible for the activities of the Regional Directors.
- Receive the Regional Directors' reports and report to the Executive Committee.

If the Vice President expires, resigns or is otherwise removed from office, the President may appoint a temporary replacement to fill the vacant position of the Third Vice President until the elections at the next Annual Meeting, subject to ratification by the ASSE Board.

TREASURER

Section 3. The Treasurer shall review all financial statements. The Treasurer shall present annually a Statement of Financial Position and a Statement of Activities. A detailed breakdown of this report or any portion of this report may be requested at any time by a member of the ASSE Board. The Treasurer shall be Chairperson of the Budget and Finance Committee.

If the Treasurer expires, resigns or is otherwise removed from office, the President may appoint a temporary replacement to fill the vacant position of the Treasurer until the elections at the next Annual Meeting, subject to ratification by the ASSE Board.

REGIONAL DIRECTORS AND THEIR REGIONS / MANUFACTURERS' REPRESENTATIVE

Section 4. The Regional Directors shall be in contact with and monitor the activities of all chapters and members-at-large within the assigned regions. This shall include promoting chapter activity and developing new chapters within the region. Regional Directors shall permanently reside within their region and make themselves available to chapters and members-at-large within their region by:

- Attending chapter meetings when possible.
- Being placed on chapters' mailing lists.
- Sending letters or information on items of possible regional interest or involvement.
- Promoting exchange of chapter news.
- Assisting chapters in developing technical programs.
- Conducting regional meetings where there exists a need for contact with chapters in the region.
- Assisting in chapter development.
- Reporting regional activities quarterly to the Vice President.

The Manufacturers' Representative shall remain in contact with industry manufacturers. The representative shall report on Society business and act as a liaison between the industry and the Society. He shall be a voting member of the ASSE Board and attend all meetings of the ASSE Board.

If a Regional Director or Manufacturers' Representative dies, resigns, is removed from office, no longer lives in the elected region due to the reorganization of the regions or for some other cause, or otherwise vacates the office, the office shall be filled at the next Annual Meeting by a majority vote of the membership present, or the President shall request a recommendation of a replacement from the chapter that nominated the existing Regional Director. If none is forthcoming, the President shall request a nomination from each chapter in the region, or in the case of the Manufacturers' Representative, those in attendance at the Manufacturers' Forum. The ASSE Board shall fill the office from the nominations at its next interim meeting or by mail ballot. A majority vote is required.

The Regions shall consist of the following: Region 1, West; Region 2, North Central; Region 3, South Central; Region 4, Mid-West; Region 5, South East; Region 6, East; Region 7, Northeast; Region 8, Members-at-Large.

The Regional Directors and Manufacturers' Representative shall serve the following three (3) year terms: Regions 1 and 7, and Manufacturer Representative, first alternating group; Regions 2, 6 and 8, second alternating group; and Regions 3, 4 and 5, third alternating group.

The ASSE Board shall review the makeup of the regions at least every three (3) years to determine if regions are properly balanced. The ASSE Board has the option to revise the region assignments as necessary to serve the best interests of the ASSE International Chapter.

BOARD OF DIRECTORS

Section 5. Subject to the approval of IAPMO, the ASSE Board shall have the supervision of ASSE International, and shall manage and conduct its affairs in accordance with the Charter and Bylaws. The ASSE Board shall have full power between Annual Meetings, including the filling of any vacancies which may occur in the elected offices of the Regional Directors or Manufacturers'

Representative until the next regular election. The ASSE Board, as constituted at the opening of each Annual Meeting, shall hold at least one (1) meeting during or immediately before the Annual Meeting, and the new ASSE Board shall meet immediately following adjournment of each Annual Meeting.

A quorum for a meeting of the ASSE Board shall be fifty percent (50%) of the number of the ASSE Board at that time.

The ASSE Board shall meet a minimum of 4 times per year unless determined otherwise by the board.

Any action of the ASSE Board which shall have received the expressed sanction of the membership at a meeting of ASSE International Chapter shall be deemed to be an act of ASSE International Chapter and shall not afterwards be impeachable by any member. All matters pertaining to the professional or business status of ASSE International Chapter or matters which might in any way reflect upon one (1) or more members, or ASSE International Chapter as a whole, shall be referred to the Board for investigation and action.

The presence of the complete ASSE Board, by a two-thirds (2/3) decision, may at any time suspend for cause any ASSE International Officer, Regional Director or Manufacturers' Representative from the exercise of a prerogative of the office.

The charge shall be in writing and legally served on the incumbent. The incumbent shall have a full hearing, if requested, and the details and the cause of the findings shall be reported to ASSE International Chapter at its next Annual Meeting.

PAST PRESIDENT

ASSE INTERNATIONAL CHAPTER / IAPMO BOARD OF DIRECTORS SEAT

Section 6. Board of Directors Appointment

- a. The ASSE International Chapter's Immediate Past President shall serve as an ex-officio member of the IAPMO Board of Directors, pursuant to the IAPMO Bylaws and shall act as the liaison between the ASSE International Board of Directors and IAPMO Board of Directors.
- b. If the Immediate Past President expires, resigns or is otherwise removed from office, the vacant seat and remaining unexpired term of office shall be filled by a person who had previously served in such capacity on the Board of Directors of IAPMO. If no such person exists or is available, this seat shall be filled by the current President.

ARTICLE XI - ELECTION OF ASSE INTERNATIONAL OFFICERS, REGIONAL DIRECTORS AND MANUFACTURERS' REPRESENTATIVE

Section 1. The election for incoming members of the ASSE Board shall be held at the Annual Meeting.

Section 2. Any member making a nomination from the floor must complete a Nominating Form, Standardized Experience Form and Consent to Serve Form for each nominee. These forms will be available at the Annual Meeting and must be presented to the Election Committee in advance of the election.

If there are no nominees for any office at the time of election, the rules of succession and eligibility may be suspended by majority vote of the membership present.

All nominations recommended by the Elections Committee shall be listed as candidates. All candidates from the floor that are in compliance with the above stated requirements shall be listed as candidates.

Section 3. The candidate receiving the majority of votes for the office shall be elected to the office in question. Where there is a contest for any office, election shall be by secret ballot.

Section 4. The Officers, Regional Directors and Manufacturers' Representative shall be elected from the eligible Voting Members at the Annual Meeting, but if any such conference is not held, or elections are not held, the elections shall be conducted at any special business meeting of the general membership held for that purpose. Officers, Regional Directors and Manufacturers' Representative shall take office immediately.

Regional Directors and Manufacturers' Representative shall hold office for a term of three (3) years or until their respective successors are elected.

No incumbent Officer, Regional Director, Director At Large or Manufacturers' Representative shall have that Officer's, Regional Director's, Regional Director At Large's or Manufacturers' Representative's term of office shortened. A term shortened by the Board shall be declared prior to the elections.

No Regional Director or Manufacturers' Representative may serve as a Regional Director or Manufacturers' Representative more than six (6) years consecutively, regardless of the Region or group they are representing.

No person shall be eligible to serve as an Officer, Regional Director or a Manufacturers' Representative of this Association: until such person has been a Voting Member in good standing for a minimum of three (3) consecutive years preceding the date of such person's nomination.

Induction of newly elected ASSE International Chapter Officers, Regional Directors and Manufacturers' Representative shall take place immediately after the election.

ARTICLE XII - COMMITTEES

Section 1. The standing committees of ASSE International shall be as follows:

Administrative Committees

- Annual Meeting
- Budget and Finance
- Bylaws
- E.J. Zimmer Technical Seminar
- Election
- Executive
- Legal
- Membership
- Public Relations
- Publications

Technical Committees

- Backflow Advisory Committee
- Certification School / Instructor
- Code
- Cross-Connection Control Certification Proctor
- Cross-Connection Control Certification Technical
- Firestopping Certification
- Green Buildings Initiatives
- High Purity Water Certification
- Hospital Systems and Medical Gas Advisory
- Nomenclature
- Plumbing Service Technician Certification
- Product Standards
- Professional Qualifications Standards
- Research

- Residential Fire Sprinklers Certification
- Self Contained Breathing Apparatus Replenishment Certification
- Seal Control Board
- Technical

Awards Committee

The President shall appoint one (1) committee consisting of seven (7) ASSE International members in “good standing” to vote on the recipients of the following awards:

- Dewey R. Dedrick, Jr. Award
- Fellow Award
- Henry B. Davis Award
- Patrick J. Higgins Award
- Rand Ackroyd Award

This committee shall be known as the Awards Committee.

Liaison Committees

- Past Presidents
- Industry Organizations and Associations:
 - American Backflow Prevention Association (ABPA)
 - American National Standards Institute (ANSI)
 - American Society of Mechanical Engineers (ASME)
 - American Society of Plumbing Engineers (ASPE)
 - Chartered Institution of Plumbing and Heating Engineers (CIPHE)
 - CSA International
 - Gas Industry
 - International Code Council (ICC)
 - Institute of Plumbing and Heating Engineers (IPHE)
 - Mechanical Contractors Association of America (MCAA)
 - National Fire Protection Association (NFPA)
 - NSF International
 - Plumbing-Heating-Cooling Contractors (PHCC)
 - Plumbing Industry Council (PIC)
 - Plumbing Manufacturers Institute (PMI)
 - United Association (UA)
 - World Plumbing Council (WPC)

Such other committees as the International President may deem necessary for the promotion of ASSE International’s aims and welfare.

Section 2.

- a. ASSE International is a membership organization. One of the benefits of membership is eligibility for appointment to a national committee. Unless stated otherwise in the Bylaws or Procedures, only ASSE International members in good standing are eligible for appointment to a committee.
- b. Non-members may join working groups or task groups. The Procedures for the Development of Standards state that membership on the Standards Committee is not conditional on membership in ASSE International. This is an ANSI requirement.
- c. All members of committees and chairpersons of those committees shall be appointed by the International President unless otherwise stated in this Article XII. The appointment shall be from January 1st to December 31st.

Section 3. Administrative Committees

- a. The Annual Meeting Planning Committee shall plan and make recommendations for locations and dates of Annual Meetings to the ASSE Board for approval. The Annual Meeting Planning Committee shall plan the events of each Annual Meeting, including tours, keynote speakers, promotion and educational programs.
- b. The Budget and Finance Committee shall be appointed by the International President from members of the ASSE Board and staff. The Treasurer shall serve as Chairperson. The Budget and Finance Committee shall prepare a proposed budget for the ensuing fiscal year for presentation to the ASSE Board for ratification.

The budget shall include the costs of the Annual Meeting for the fiscal year of the budget. After a budget has been approved by a majority of the ASSE Board, no additional expenses shall be incurred except upon a majority vote of the ASSE Board. Appropriations are to be contingent on available funds in the treasury.

It shall be the duty of the committee to study and recommend to the ASSE Board ways and means to finance the operations of ASSE International.

In addition, this committee shall review all requests for expenditures voted by the membership at the Annual Meeting or other meetings and, upon approval by this committee, it shall recommend to the ASSE Board how these expenditures should be funded. The Budget and Finance Committee will not recommend disbursement of funds unless there is a recommended source of income to support the expenditure.

- c. The Bylaws Committee shall be a standing committee consisting of a minimum of five (5) people. At the expiration of each term, the new International President shall appoint a new member to serve for five (5) years.

Proposed deletions, revisions or additions to the Bylaws shall be submitted to the Principal Office on or before June 1st of the current year. Proposed changes shall be accepted only from members in good standing. Proposed changes shall not be in conflict with the IAPMO Bylaws, applicable IAPMO governing documents or applicable IAPMO policies. Proposed changes received at the Principal Office after the June 1st deadline shall be returned to the proponent.

The Chairperson shall submit all reports in writing to the proponent, the ASSE Board and to the general membership at the Annual Meeting. The report to the ASSE Board shall be submitted by August 1st of the current year, and shall include the status of all proposed changes and the status of other committee activities.

The International President shall appoint a Parliamentarian to conduct the hearing on proposed changes at the Annual Meeting. The Chairperson shall report who the proponent is, their membership status and justifications for the proposal, if any.

This committee shall be responsible each year for the Bylaw changes passed by the general members at each Annual Meeting. This committee shall insure that these changes are properly incorporated into the Bylaws of ASSE International.

- d. The E.J. Zimmer Technical Seminar Committee shall provide a technical program of such scope and length as the committee may recommend and the International President and Board may approve, in the interest of ASSE International advancement, public service, health and safety, for presentation at the Annual Meeting.
- e. The Executive Committee shall consist of the International President, Vice President, Treasurer and Immediate Past President. The Executive Committee shall meet at the discretion of the International President and/or ASSE Board to discuss any business pertinent to ASSE International and report that business, and recommend action to be taken

by the ASSE Board. A report of the proceedings of these meetings shall be distributed to the ASSE Board within thirty (30) working days of the meeting.

- f. The Membership Committee shall take the necessary measures for the progressive increase in the membership of ASSE International. The committee membership shall include the Regional Directors and the Manufacturers' Representative.
- g. The Election Committee shall be a standing committee consisting of five (5) members of ASSE International to oversee the election of ASSE International Officers, Regional Directors and Manufacturers' Representative.

The Principal Office shall announce in the Newsletter, Plumbing Standards magazine and on the website no later than June 1st in the year that a vacancy exists, that the nomination form is available on the ASSE International website or by request to the Principal Office. The Nominating Form shall provide for the nominee's name, chapter, membership number and the position being nominated for. The Nominating Form shall also provide for the name of the member making the nomination, that member's chapter and region. Included with the Nominating Form there will be a Standardized Experience Form and Consent to Serve Form to be filled out by the candidate being nominated. Nominating forms must be received by the Principal Office on or before August 1st of the current year to be considered by the Election Committee. The Principal Office shall forward copies of all nomination forms to the Election Committee.

Any nominations made from the floor at the Annual Meeting, as provided by Article XI, Section 2, shall be verified by the Election Committee members present at the Annual Meeting.

It shall be the responsibility of the Election Committee to accept and verify the accuracy and completeness of the nominating forms for all candidates for office. Incomplete or inaccurate nominating forms shall be returned to the nominator. The Election Committee's report shall be the last item of business before the last day of the meeting.

A Parliamentarian, as appointed by the International President, shall preside over the election of the ASSE International Officers, Regional Directors and Manufacturers' Representative at the Annual Meeting. Prior to the election all candidates for any office, except that of the International President, shall give a short description of their qualifications, their ability to devote the necessary time to perform the duties of the office and their reasons for seeking the office. If there is no opposition to an office open for election and a white ballot is called for, there would be no need for the above to be given, unless it is the first time the candidate has run for that office.

All members in good standing that are physically present at the Annual Meeting who intend to vote, in any manner, shall have their membership verified and supplied a ballot.

- h. The Publications Committee shall contribute and collect items of interest, technical information, committee reports and other information deemed suitable for publication by ASSE International. It shall publish the proceedings of the ASSE International, containing the papers and discussions so approved, and abstracts of the minutes of ASSE International and the ASSE Board. No member shall publish any paper as having been read before ASSE International without obtaining the consent of this committee and such permission shall not be construed to be an endorsement by ASSE International of any statements advanced in such papers or publication. The committee shall have power, as approved by the ASSE Board, to release for publication, information, prepared articles, etc., pertaining to the art and science of sanitary engineering.

Due credit as to the authorship of said information and articles, etc., to be given ASSE International. The activities of the committee shall at all times be governed by the

provisions as set out under Article XV, "ASSE International Endorsement." No committee or member shall release any statement for publication which may be construed as speaking for ASSE International unless such statement is sanctioned by resolution or action by the ASSE Board.

- i. The Public Relations Committee shall promote good will, and devise ways and means of publicizing to the greatest number of people the findings, research and activities of ASSE International.
- j. The Legal Committee shall consist of the International President, Immediate Past President, and the Vice President. The purpose of this committee is to review any legal issues, to call upon assistance of the IAPMO general counsel and to report to the ASSE Board the disposition of all such issues.

Section 4. Technical Committees

- a. The Backflow Advisory Committee shall serve as the industry watchdog for ASSE International in all matters concerning cross-connection control and backflow prevention. The committee shall work towards the goal of obtaining acceptance for ASSE International standards pertaining to backflow prevention and cross-connection control throughout the United States and other countries where codes and standards are used. This committee shall keep the ASSE Board informed and lend assistance to promote the implementation of recommendations to improve ASSE International acceptance.
- b. The Certification School / Instructor Committee shall review all applications for schools and instructors providing accredited training as part of the Professional Qualifications Program based on ASSE International programs. This committee shall report to the Professional Qualification Standards Committee.
- c. The Code-Committee shall review proposed changes to the model plumbing codes and recommend to the ASSE Board a position for ASSE International on the proposed changes. This committee shall have representation at the model plumbing code hearings. Committee members shall be appointed to a three (3) year term to coincide with the model code development cycles.
- d. The Cross-Connection Control Certification Proctor Committee shall review all applications for proctors providing accredited training as part of the Professional Qualifications Program based on the Series 5000. This committee shall report to the Cross-Connection Control Certification Technical Committee.
- e. The Cross-Connection Control Certification Technical Committee shall supervise all aspects of the Professional Qualifications Program based on the Series 5000, including program guidelines, the question databank, and the Series 5000 Standard and Appendices, including the ASSE International test procedures. The International President shall appoint, with the ASSE Board approval, a Professional Qualifications Coordinator.
- f. The Green Building Initiatives Committee shall study and research all aspects of green building technologies primarily, in the areas of water and energy conservation.
- g. The Hospital Systems and Medical Gas Advisory Committee shall study and research the challenges involved with the plumbing and medical gas installations for hospitals, convalescent homes, rest homes, clinics, first aid stations, etc. This committee shall correlate and develop original papers and reports which may be used to guide those designing, purchasing, installing, manufacturing and inspecting these facilities.
- h. The Nomenclature Committee shall review new terms and phrases for inclusion in the Plumbing Dictionary. The Nomenclature Committee shall report through the Product Standards Committee to the ASSE Board.

- i. The Product Standards Committee shall direct and supervise all activities relating to the issuance of standards as outlined in the “ASSE International Procedures for the Development of Standards.” The ASSE Board shall review and ballot all changes to the procedures as recommended by the Product Standards Committee. The International President shall appoint, with the ASSE Board approval, a Product Standards Coordinator to coordinate the activities of all the Product Standards committees.

In developing performance standards, the Product Standards Committee shall not fail to issue a new standard or modify an existing standard, after receipt of a written application requesting such actions, for the reason that the product to be covered by the requested standard or modification is patented or produced by only one (1) or a limited number of manufacturers. The Product Standards Committee shall not fail to issue for any product a new standard or modification of an existing standard whenever an applicant shall submit a written application requesting such action and an issued standard or modification of a standard covering any competing product has already been issued, where the application reasonably establishes that the product adequately meets implicit or explicit performance goals required by the existing standard covering any competing product(s) (e.g., the applicant has proposed competent and reliable testing criteria for the product and, under the proposed criteria, has demonstrated that the product meets the existing standards performance goals), and justification for failing to issue the requested standard or modification that would satisfy reasonable standard setting criteria does not exist or is not relied upon. Notwithstanding anything else herein to the contrary, the Product Standards Committee shall comply with the IAPMO Patent Policy.

Whenever the Product Standards Committee receives a written application requesting issuance of a new standard or modification of an existing standard for any product, or ASSE International has already issued a standard or modification of a standard covering a competing product(s) and the application establishes that the product adequately meets the implicit or explicit performance goals required by the existing standard covering any competing products, and the Product Standards Committee fails to issue the requested standard or modification, the Product Standards Committee shall:

- (i) provide the applicant with a written statement of the justification and basis for its decision, including identification of the standard setting criteria and tests or other evidence or information relied upon;
- (ii) provide the applicant with a reasonable opportunity to respond to the written statement;
- (iii) provide the applicant with a written statement of the justification and basis for a final decision which addresses all of the issues raised by the applicant’s written response, including the identification of standard setting criteria and tests or other evidence where information the Product Standards Committee has relied upon; and
- (iv) maintain copies of the applicant’s submissions, its responses to the applicant and the applicant’s responses, if any, and of the justifications and basis for the final decisions.

The Product Standards Committee shall not exceed fifteen (15) individual voting members. Voting members shall be appointed by the International President and approved by the ASSE Board. The Staff Engineer and Product Standards Coordinator shall be non-voting members of the Product Standards Committee.

The Product Standards Committee shall develop performance standards which shall incorporate test procedures for devices, fixtures, appliances and materials pertaining to plumbing. The members of this committee shall work with technical committees from

industry toward the development of these standards. The performance standard drafts prepared by this committee shall be submitted to the ASSE Board for their concurrence before publishing. These will be made available to industry so that they may be made aware of the tests their products or materials should be required to pass in order to be eligible to secure the ASSE International Seal.

- j.** The Professional Qualifications Standards Committee shall direct and supervise all activities relating to the issuance of professional qualifications standards as outlined in the “ASSE International Procedures for the Development of Standards.” The ASSE Board shall review and ballot all changes to the procedures recommended by the Professional Qualifications Standards Committee. The International President shall appoint, with ASSE Board approval, a Professional Qualifications Standards Coordinator to coordinate the activities of all the Professional Qualifications Standards committees.

The Professional Qualifications Standards Committee shall not exceed fifteen (15) individual voting members. Voting members shall be appointed by the International President and approved by the ASSE Board. The Staff Engineer and Professional Qualifications Standards Coordinator shall be non-voting members of the Professional Qualifications Standards Committee.

The Professional Qualifications Standards Committee shall develop professional qualifications standards which shall incorporate requirements for education, training and general knowledge. The members of this committee shall work with technical committees from industry toward the development of these standards. The professional qualifications standard drafts prepared by this committee shall be submitted to the ASSE Board for their concurrence before publishing.

- k.** The Research Committee shall, in particular, investigate and prepare new and original papers and reports for ASSE International on the problems of water supply, water purification, plumbing drainage, sewerage, sewage disposal and other public health and disease problems, including Legionnaire’s Disease, involving plumbing, or problems which appear to be plumbing related. The Research Committee shall also collect, collate and assess existing research pertaining to plumbing, drainage and piping systems.

- l.** The Seal Control Board shall be a standing committee consisting of the following ASSE International members: a minimum of ten (10) rotating voting members (with no more than five (5) eligible members voting on each application). The International President shall appoint, with the ASSE Board approval, a Product Listing Coordinator to coordinate the activities of all the committees. The Staff Engineer(s) shall have voting privileges limited to the required testing in regards to a product modification, revisions to a product standard or for an annual inspection.

The Seal Control Board shall direct and supervise all activities relating to the issuance of the ASSE International Seal, as outlined in the “ASSE International Seal Control Board Procedures” and the “Product Listing Program Quality Control Manual.” The ASSE Board shall review and ballot all changes to these manuals recommended by the Seal Control Board.

The Plumbing Testing Laboratory Committee shall be a subcommittee under the direction and supervision of the Seal Control Board. The subcommittee shall consist of not less than three (3) members nor more than five (5) members. The Staff Engineer shall serve as Chairperson.

The subcommittee shall review all requests from laboratories wanting to be listed as an official ASSE International listed testing laboratory, shall conduct such site visits as necessary to ascertain that the laboratory has the facilities and equipment to perform the

required testing, and make recommendations for approval and disapproval to the Seal Control Board.

The Seal Control Board shall review the documentation and recommendations of the subcommittee and then grant or reject the requests.

- m. The Seal Control Board Executive Management Committee shall annually review the current ASSE International Product Listing Program requirements and procedures, including the Seal Control Board Procedures and Quality Control Manual, to ensure that the program continues to meet the industry needs and applicable industry standards through effective quality management and promotion. The committee shall consist of two (2) members of the ASSE Board, two (2) members of the Seal Control Board, the Product Listing Coordinator, the Staff Engineer and the Compliance Coordinator. The Seal Board Executive Management Committee shall attend all Seal Board meetings including executive sessions and shall serve as a liaison to the Board of Directors.
- n. The Technical Committee shall review and provide answers to technical questions and data submitted to the Principal Office. The Technical Committee shall consist of members representing various aspects of the industry, including but not limited to cross-connection control, medical gas, codes and standards, engineering and inspections.

Section 5. Awards Committee

Each of the following award recipients will be selected by the Awards Committee.

- a. The Henry B. Davis Award, named after the American Society of Sanitary Engineering's Founding President, may be awarded at each Annual Meeting, subject to the approval of the ASSE Board, from the nomination of the Awards Committee. Only one (1) member who has contributed the most toward the advancement of sanitary engineering in accord with the ideals of ASSE International will be recipient of this award annually.
- b. The Dewey R. Dedrick, Jr. Award was established in memory of the first President to die in office. The Awards Committee will propose to the ASSE Board for approval, a Chapter which has shown the best all around performance based on the categories of meetings, management, membership and promotion. Consideration will be given to the number of new members gained, the number of members lost, the number and type of meetings held during the year, financial responsibility, attendance at meetings, participation in local efforts affecting the industry, efficiency of communications between local and national affairs, promotion of ASSE International standards to local and state authorities, sales and promotions of ASSE International publications and other activities that develop enthusiasm and progress on the Chapter level. A plaque will be presented at each Annual Meeting.
- c. The Fellow Award is a prestigious award presented to a candidate that shall have been a dues paying member in good standing for a minimum of five (5) years. The candidate shall have served in an exemplary manner as an Officer, Regional Director or committee person for a period of not less than five (5) years at either the Chapter level or the International level.

The number of members who can be elevated to Fellow status annually shall not exceed three (3) members. All International Presidents of ASSE International shall be Fellow members without further action of the ASSE Board. The Awards Committee shall use the above criteria in their selection of candidates to Fellow and submit nominations to the ASSE Board.

All recipients of this award shall be permitted to use the designation "FASSE" after their name. Each member admitted to Fellow status shall be presented with a certificate inscribed with the Fellow symbol, appropriate acknowledgment, the recipient's name and date of investiture.

- d. The Patrick J. Higgins Award, for outstanding contributions in the field of plumbing codes and standards, was named for a member who contributed greatly to the development and acceptance of ASSE standards internationally. The award shall be given to a person who demonstrates both knowledge and support of voluntary, consensus standards and their adoption into code. Nominations shall be submitted by ASSE International members in good standing; however, the nominee is not required to be a member. Nominations shall include a biography of his/her achievements in codes and standards. The Awards Committee shall review nominations and recommend a candidate for approval to the ASSE Board.
- e. The Rand Ackroyd Award is presented to an individual that has expressed a thorough knowledge and true dedication to the ASSE Backflow Program or the Backflow and Associated Industry by their efforts in protecting our Drinking Water through Cross Connection Control and Education. Nominations shall be submitted by ASSE International members in good standing; however, the nominee is not required to be a member. Nominations shall include a biography of his/her achievements in backflow and Cross-Connection Control, shall be submitted no later than August 1st of the current year. The committee shall review nominations and recommend a candidate for approval to the ASSE Board.

ARTICLE XIII - MEETINGS

Section 1. All business meetings of ASSE International shall be conducted in accordance with Robert's Rules of Order. A copy of the Rules shall be available for reference during the business meeting.

Section 2. An Annual Meeting shall be held at a time and place to be determined by the ASSE Board.

Section 3. The ASSE Board may, for exceptional reasons, change either the date or place for the Annual Meeting, or both, by giving members at least thirty (30) days notice.

Section 4. Twenty-five (25) members in good standing present at the Annual Meeting of ASSE International shall constitute a quorum.

Section 5. The business of ASSE International at the Annual Meetings shall include, but not be limited to:

- Manufacturers' Forum
- Al Cohen Presidents' Liaison Conference
- E.J. Zimmer Technical Seminar
- Two (2) ASSE International Board of Directors Meetings
 - One shall be a meeting of the outgoing ASSE Board
 - One shall be a meeting of the newly installed ASSE Board
- Business Session
- Invocation
- Introduction of International Past Presidents
- Reports of ASSE International Officers, Regional Directors and Manufacturers' Representative
- International Committee Reports
- Chapter Reports
- Report of Election Committee
- Old business
- Election and induction of ASSE International Officers, Regional Directors and Manufacturers' Representative

Section 6. International Awards

Presentation of the ASSE International Awards shall be conducted during the Annual Meeting. These awards may include, but not be limited to:

- Henry B. Davis Award
- Dewey R. Dedrick, Jr. Award
- FASSE Award

- Patrick J. Higgins Award
- Rand Ackroyd Award
- The Salvatore J. Farruggia Presidential Award – The recipient of this award is chosen by the current International President and presented to a member for outstanding contributions to ASSE International and to the International President during his/her tenure.

Section 7. The Mid-Year Meeting shall be at the Principal Office, or at a site selected by the International President and approved by the ASSE Board and the IAPMO CEO.

Section 8. A special meeting may be called by the ASSE Board, but the date and place must be determined and all members must be given at least thirty (30) days notice of such meeting.

ARTICLE XIV - YEAR in REVIEW

Section 1. Each Year in Review shall include minutes of meetings, awards, and other information determined to be of interest and important to the membership.

Section 2. The Year in Review shall be the official publication of the proceedings at the Annual Meeting.

ARTICLE XV - ASSE INTERNATIONAL ENDORSEMENT

Section 1. Recommendation, endorsement or approval by ASSE International or the ASSE Board, shall not be given to, or made for any individual, partnership, corporation or association, nor to, or for any scientific, literary, mechanical or engineering production, other than as affecting public welfare, and shall be given only upon prior approval of the IAPMO CEO. ASSE International may receive papers and reports on experiments, improvements and developments of every character affecting the area and science of sanitary engineering and it may have discussions on them and may have the proceedings published in the transactions of the Annual Meeting.

ARTICLE XVI - AMENDMENTS

Section 1. The Bylaws shall be subject to the IAPMO Bylaws and to additions, revisions or repeal by a majority of the eligible voting members present and voting in any Annual Meeting, or at any special meeting of the members called for that purpose, provided that copy of such proposed additions, revisions or repeal shall have been made available for review by September 1st to all members entitled to vote, or a minimum of thirty (30) days prior to the date of the specified meeting. The Charter and Bylaws shall be further subject to repeal by the Board of Directors of IAPMO.

All additions, revisions or repeals voted upon and approved shall become effective immediately upon passage, unless specified otherwise by the voting members at that meeting.

Section 2. All approved by-law changes shall be made available to each member as soon as possible.