

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 is 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, a charter 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 financial report 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 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 ASSE International and the current Chapter Bylaws or letter is submitted and approved by ASSE International. 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 International. 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 as an independent organization. A chapter may incorporate under the laws of the state in which it is located.

The ASSE Board may vote to 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 to suspend rather than revoke such charter and, in such case, the Chapter's share of all dues received by ASSE International, after such suspension, shall be held in escrow until the ASSE Board determines whether the charter shall be revoked or reinstated.

Section 4. No person or Chapter shall deliver an address or present a paper or otherwise present itself as a representative of ASSE International without securing prior approval of 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. Committees shall be formed, and members appointed as the International President deems necessary for the support and promotion of ASSE International's membership and programs. For a complete list of committees refer to the organization policies.

- Budget and Finance
- Bylaws
- Election
- Executive
- Code
- Product Standards
- Professional Qualifications Standards
- Seal Control Board

Such other committees as the International President may deem necessary for the promotion of ASSE International's aims and welfare. The ASSE International President may appoint liaisons to industry organizations and associations as deemed necessary.

Additional committees are listed in the ASSE Organizational Policies along with all committees' descriptions including the purpose and scope of the committees' activities.

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 Organizational Policies or program 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. Non-members may be appointed to committees if their technical expertise is deemed to be essential to a specific program. The International President will determine if a non-member is appointed to a committee. Membership on a Standards Committee is not conditional on membership in ASSE International.

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.