

Organizational Policies of ASSE International

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Meeting Policy Announcement

The Meeting Policy announcement will be read into the minutes of all meetings.

Applicable Policies

These Organization Policies shall be read to include all IAPMO policies. In the event of any conflict or ambiguity between these ASSE International Organizational Policies and the IAPMO policies, the terms and conditions of the latter shall control and govern.

Conflict of Interest

ASSE International Chapter of IAPMO officials must disclose actual or potential conflicts of interest that may arise as a result of a potential contract or financial transactions between ASSE and any outside firm or vendor. This disclosure must take place before any Board vote or discussion on these matters. The Board will then make the final decision on these matters.

The Board of Directors may choose to waive this policy in the event of a special need or circumstance by two thirds vote of the entire Board.

Organizational Policy Manual Review

Organizational policies of ASSE International shall be reviewed by the Board of Directors annually during the Mid-Year Board of Directors meeting and by board vote either reaffirmed, revised, rescinded or new policies added.

Standards – ANSI/CAN Approval

It is the goal that all new and revised editions of ASSE standards, intended for use in North America, will be submitted to ANSI and SCC for approval.

Travel Requests

Travel Request Forms are to be presented for approval prior to making travel arrangements for travel on behalf of the society. A travel request shall include name, event, location and dates, estimated costs, and purpose.

Travel Reports

Members authorized to travel on behalf of ASSE International are expected to provide the Board of Directors a complete written report of their activities upon completion of travel.

Voting/Speaking on behalf of ASSE

Official comments made on behalf of ASSE must be approved in writing by the Board of Directors or Executive Director of ASSE International prior to stating or publishing the comment. This includes, but is not limited to, voting on proposed code changes at code hearings, publishing an official position statement on a specific issue, or rising to support an issue promulgated by another organization. ASSE International shall have representation at the model plumbing code hearings.

ASSE Membership Mark Usage Policy

The Trade and Service Marks of the ASSE International Chapter of IAPMO are valuable assets of IAPMO that distinguish the services and products of ASSE. It is important that these Marks be respected and properly used.

ASSE Seal - Product Certification Marks

ASSE's Product Listing Program authorizes use of its certification mark(s) on products that comply with the Seal Control Procedures (product certification scheme). See the Seal Control Procedures for additional information on the ASSE product Certification Marks and their use requirements.

See ASSE Mark Usage Guidelines and Requirements, available at <https://www.asse-plumbing.org/asse/mark-guidelines> for more information on use of the Certification Marks and the Y1T Marks.

ASSE Collective Membership Mark

IAPMO is the sole owner of the ASSE Collective Membership Mark ("Mark"). The ASSE Mark is a duly registered trademark with the US Department of Commerce Patent and Trademark Office (United States Trademark Reg. No. 6063182). The ASSE Mark may not be used as a statement of endorsement by an individual, company or organization except as provided in this policy.

The right of any ASSE Member (Individual, Sustaining or Laboratory) to use the ASSE Mark shall be non-exclusive and non-transferable; and shall be effective only as long as such ASSE Member remains an ASSE Member in good standing as defined by the Chapter's Bylaws.

See ASSE Mark Usage Guidelines and Requirements, available at <https://www.asse-plumbing.org/asse/mark-guidelines> for more information on use of the Collective Membership Mark and ASSE's other marks.

ASSE Meeting Reimbursement Policy

Board of Director Meetings

Subject to the requirements of the IAPMO Reimbursement Policy, members of the Board of Directors are entitled to receive reimbursement for reasonable business travel costs including air fare, hotel, meals, taxi, parking and mileage (if driving to meeting) for their attendance at Board of Directors meetings. Mileage reimbursement is available at the current mileage rate or at the least expensive coach class air fare, whichever is less. Expense reports must be submitted to the ASSE office within 30 days of the conclusion of the meeting. Members of the Board of Directors are not required to pay Annual Meeting registration fees.

Note: This policy does not allow for companion expenses.

Annual and Mid-Year Meetings

Subject to the discretion of the Executive Director, and to the requirements of the IAPMO Reimbursement Policy, upon application of extenuating circumstances, individuals who are members of the committees listed below, may be entitled to receive reimbursement for reasonable business travel costs including air fare, hotel, meals, taxi, parking and mileage (if driving to meeting) up to the maximum amounts set forth below. The application must be submitted to ASSE, and be approved, in advance of the meeting. Travel arrangements must be made at least 30 days in advance of the travel dates. Expense reports must be submitted to the ASSE office within 30 days of the conclusion of the meeting.

Note: This policy does not allow for companion expenses.

In determining whether or not to grant reimbursement to an applicant, the Executive Director will weigh factors including, but not limited to, whether the applicant is self-funded or represents a third-party, and, whether or not the applicant represents that attendance at the meeting creates a personal financial hardship. The Executive Director will consult with the ASSE International Executive Board as needed. Ultimately, the decision to approve or deny the reimbursement request of an applicant is solely that of the Executive Director.

- Code Committee Chairperson \$ 1,000
- Active Technical Committee Chairpersons \$ 1,000
- Standards Committee Chairpersons \$ 1,000
- Seal Control Board Chairperson \$ 1,000
- Seal Control Board Members \$ 1,000
- Committee Members who are Governmental Employees \$ 1,000

Committee chairpersons listed above are not required to pay Annual Meeting registration fees.

Note: This policy does not allow for companion expenses.

Other Industry Related Meetings and Events

From time-to-time members are requested/required to attend industry related meetings and events to promote the mission and goals of ASSE. In order to be eligible for reimbursement, industry related travel must be authorized in advance by the Executive Director, subject to the approval of the IAPMO CEO.

Subject to the requirements of the IAPMO Reimbursement Policy, members authorized to travel on behalf of ASSE are entitled to receive reimbursement for reasonable business travel costs including air fare, hotel, meals, taxi, parking, and mileage (if driving to meeting) for their

attendance at industry related events. Mileage reimbursement is available at the current mileage rate or at the least expensive coach class air fare, whichever is less. Expense reports must be submitted to the ASSE office within 30 days of the conclusion of the meeting.
Note: This policy does not allow for companion expenses.

Members authorized to travel on behalf of ASSE are expected to provide the Board of Directors a complete written report of their activities upon completion of the travel.

ASSE International Chapter Development Fund Policy

The ASSE International Chapter Development Policy is established to assist Local ASSE International Chapters in achieving the ASSE International mission.

ASSE International 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.
- Promoting public awareness about the importance of safe and correct plumbing installations.

Local ASSE International Chapters may require assistance for special programs which will promote and/or grow ASSE International. Local Chapters wishing to apply for assistance must comply with the following:

1. Submit a written request to the ASSE International office which states:
 - a. Name of Local Chapter
 - b. Local Chapter contact information
 - c. Name of special program
 - d. Date of proposed program
 - e. Description of program which includes how it meets the ASSE International Mission Statement
 - f. Expected target audience
 - g. Expected outcome
 - h. Total cost of the program
 - i. Resources or finances requested for assistance
2. The written request will be forwarded to the ASSE International Board for review.
3. Requests will be considered on a case by case basis.
4. The Local Chapter will be notified of the results of the Board review.
5. The Local Chapter will be sent a written agreement between ASSE International and the Local Chapter specifying the conditions of the agreement.
6. If the request is approved, ASSE International will assist per the following conditions:
 - a. Financially, ASSE International will match, dollar for dollar, the total cost of the program up to a maximum of \$250.
 - b. ASSE International will provide the approved resources.
7. Upon completion of the program, a written report will be provided to the ASSE International office which includes:

- a. Name of Local Chapter
- b. Local Chapter contact information
- c. Name of special program
- d. Date of program
- e. Number in attendance and type of audience
- f. Outcome

ASSE Committee Descriptions

All ASSE Committees will have a Vice-Chair. Vice-Chair would be selected and voted on by the Committee. Chair positions, unless otherwise specified, are appointed by the ASSE International President.

- A. The **Awards Committee** has the responsibility of accepting and reviewing nominations for national awards and making a recommendation to the ASSE Board of Directors. The Awards Committee may also recommend that an award not be given for a specific year. All awards are subject to the approval of the ASSE Board, based on the recommendations of the Awards Committee. Awards are presented at the Annual Meeting. Nominations for all awards must be submitted by August 1st. Nomination forms can be found on the ASSE website. See the Awards section of these policies for descriptions of the national awards.
- B. The **Backflow Advisory Committee** serves as the industry subject matter experts advising ASSE International in matters concerning cross-connection control and backflow prevention.
- C. The **Budget and Finance Committee** is appointed by the International President from members of the ASSE Board. The Treasurer shall serve as Chairperson. The Budget and Finance Committee shall review the proposed budget for the upcoming fiscal year. The committee studies and recommends to the ASSE Board ways and means to finance operations of ASSE International.
- D. The **Bylaws Committee** shall be a standing committee consisting of a minimum of five (5) people. Proposed deletions, revisions or additions to the Bylaws must be submitted to the Principal Office on or before June 1st of the current year. The proponent of a change must include justification for the proposal. Proposed changes shall be accepted only from members in good standing. If the Bylaws Committee, in collaboration with staff, determines that proposed changes are not in conflict with IAPMO or ASSE Bylaws, governing documents or policies, the change will be brought to the membership for consideration at the Annual Meeting. The Principal Office shall announce the proposed changes on the website and/or in ASSE publications at least 30 days prior to the Annual Meeting.
- E. The **CCC Technical Committee** is an advisory committee for the Series 5000 Cross-Connection Control Certification Program. The Committee reviews and approves the program, including the program guidelines, the question databank, equivalent certifications and ASSE International test procedures.
- F. The **CCC Proctor Committee** reviews all applications for cross-connection control proctors applying as part of the Series 5000 Cross-Connection Control Certification Program. The criteria used to approve or disapprove applications is found in the Guidelines for the CCC program. This committee reports to the CCC Technical Committee.
- G. The **CCC School/Instructor Committee** reviews all applications for cross-connection control schools and instructors applying to provide training as part of the Series 5000 Cross-Connection Control Certification Program. The criteria used to approve or disapprove applications is found in the Guidelines for the CCC program. This committee reports to the CCC Technical Committee.
- H. The **Code Development Committee (CDC)** is advisory to the ASSE Board of Directors. Its primary purpose is to get ASSE standards adopted into codes. The CDC develops new code language, reviews and responds to proposed changes to national, local, and Canadian codes, provides a venue for public/membership interaction, and provides a member benefit by communicating all code information and updates that involve ASSE standards or affect ASSE International. The primary focus is on the plumbing and mechanical model codes. The committee members shall remain impartial and act in the best interest of ASSE International.

CDC members may not represent ASSE without the recommendation of the ASSE Board and prior approval of the IAPMO CEO.

- I. The **Election Committee** consists of five (5) members of ASSE International and oversees the election of ASSE International Officers, Regional Directors, and Manufacturers' Representative. The Principal Office shall announce on the website and/or in ASSE publications, by no later than June 1st, which positions will be open, and that the nomination form is available. 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. All nominations made from the floor at the Annual Meeting shall be verified by the Election Committee members present at the Annual Meeting. Nomination forms must be submitted by August 1st. Nominations may also be accepted from the floor.
- J. The **Executive Committee** consists 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 recommend action to be taken by the ASSE Board.
- K. The **Impartiality Committee** evaluates the impartiality of the Product Certification Program to ensure that decisions made and actions taken do not succumb to commercial, financial or other pressures that could compromise impartiality, and reports findings during management review. The committee meets not less than once each year.
- L. The ASSE International President may appoint **Liaisons** to industry organizations and associations as deemed appropriate.
- M. The **Membership Committee** suggests measures for increasing the value of and numbers in the membership of ASSE International.
- N. The **Past Presidents Committee** is made up of all living past presidents of the American Society of Sanitary Engineering and ASSE international. The committee may be called upon to act in an advisory role to the ASSE International Board of Directors.
- O. The **Product Standards Committee** is the balanced consensus body that reviews applications for new product standards, recommends to the Board of Directors whether a new standard should be developed, and reviews existing standards to determine if they should be revised, reaffirmed or withdrawn in accordance with the *ASSE/IAPMO Policies and Procedures for Consensus Development of American National Standards PP-1* and/or *Policies and Procedures for Development of National Standards of Canada PP-2*. The Product Standards Committee reviews all draft standards and votes on whether to approve them. The Product Standards Committee shall comply with the IAPMO Patent Policy. Voting members shall be appointed by the International President and the Executive Standards Committee as per the *ASSE/IAPMO Policies and Procedures for Consensus Development of American National Standards*. Appointments shall be by the International President and the Executive Standards Committee as per the *ASSE/IAPMO Policies and Procedures for Consensus Development of American National Standards* and *Policies and Procedures for Development of National Standards of Canada PP-2*. The term of appointment is 2 years. The scope of the Product Standards Committee of ASSE International shall be the development of product standards which incorporate test procedures for assemblies, devices, fixtures, appliances, and materials pertaining to plumbing and piping systems which are in the interest of protecting the public health. These product standards shall include requirements for safety, health, and performance. They may also include requirements such as construction, maintenance and operation of equipment and materials for plumbing and piping systems.
- P. The **Professional Qualifications Standards Committee** is the balanced consensus body that reviews applications for new personnel certification standards and recommends to the Board of Directors whether a new standard should be developed, and reviews existing standards to determine if they should be revised, reaffirmed, or withdrawn in accordance with the

ASSE/IAPMO *Policies and Procedures for Consensus Development of American National Standards PP-1* and/or *Policies and Procedures for Development of National Standards of Canada PP-2*. The Professional Qualifications Standards Committee reviews all draft standards and votes on whether to approve them. Voting members shall be appointed by the International President and the Executive Standards Committee as per the *ASSE/IAPMO Policies and Procedures for Consensus Development of American National Standards* and *Policies and Procedures for Development of National Standards of Canada PP-2*. Appointments shall be by the International President and the Executive Standards Committee as per the *ASSE/IAPMO Policies and Procedures for Consensus Development of American National Standards* and *Policies and Procedures for Development of National Standards of Canada PP-2*. The term of appointment is 2 years. The scope of the Professional Qualifications Standards Committee of ASSE International shall be the development of professional qualifications standards which incorporate educational, training and industry experience requirements pertaining to the installation, inspection or design of plumbing, fire protection and mechanical systems which are in the interest of protecting the public health.

- Q. The **PQ Technical Committee** is made up of the chairperson of the Professional Qualifications Standards Committee and the chairpersons of each of the professional certification program technical committees. The committee is chaired by the International President and meets a minimum of once each year. This committee helps to maintain continuity among the professional qualifications certification programs.
- R. The **Seal Control Board** is a standing committee made up of ASSE International members. The Seal Control Board shall review applications for an ASSE International Seal, as outlined in the *ASSE International Seal Control Procedures* and the *ASSE International Product Listing Quality Control Manual*.
- S. **Technical Committees** are advisory committees that provide technical guidance to the various ASSE professional certification programs. Each committee is made up of subject matter experts from the industries served by that certification program. They review and approve the program guidelines, exam questions, practical exams and equivalent certifications. They may also include subcommittees to review and approve applications for training providers, instructors and proctors. The ASSE Technical Committees include:
 - Cross-Connection Control (5000)**
 - Fire Protection (15000)**
 - Hybrid Fire Extinguishing Systems Personnel (27000)**
 - Hydronic Technical (19000)**
 - Infection Control (12000)**
 - Inspectors of Cured in Place Pipe (CIPP) Rehabilitation (28000)**
 - Rainwater Catchment Systems Personnel (21000)**
 - Residential Fire Sprinkler (7000)**
 - Residential HVAC (13020)**
 - Service Plumber (13010)**
 - Water Treatment Equipment Personnel (22000)**
- T. **Professional Qualifications Complaint Review Board** is a committee comprised of the current International Past President of ASSE serving as Chair and four other individuals as appointed by the current ASSE International President. This body will work with staff to review official professional certification-related complaints submitted to ASSE against currently certified individuals, or against schools, instructors or proctors. The Complaint Review Board will be responsible for making a decision regarding either the dismissal of the complaint or action to be taken regarding the individual or entity in question per ASSE's policies.

ASSE National Awards

- A. The **Henry B. Davis Award**, named after the American Society of Sanitary Engineering's founding president, may be awarded to just one recipient annually. It is awarded to a member who has contributed toward the advancement of sanitary engineering in accord with the ideals of ASSE International.
- B. The **Dewey R. Dedrick, Jr. Award** was established in memory of the first president to die in office. This award is presented to a chapter of ASSE International that has demonstrated enthusiasm and progress on the chapter level. Any member of ASSE may nominate their chapter or another chapter for this award.
- C. The **Fellow Award** is a prestigious award presented to a candidate that has been a dues paying member in good standing for a minimum of five 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 years at either the chapter level or the national level. No more than three members may be elevated to Fellow status annually. All International Presidents of ASSE International shall achieve Fellow status without further action of the ASSE Board. All recipients of this award shall be permitted to use the designation "FASSE" after their name.
- 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 the candidate's achievement in codes and standards.
- E. The **Rand Ackroyd Award** is presented to an individual that has expressed a thorough knowledge and true dedication to the ASSE backflow prevention program or the backflow prevention 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 the candidate's achievements in backflow prevention and cross-connection control.