

Independent Pool & Spa Service Association, Inc.



IPSSA – Tarrant County

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INDEPENDENT POOL & SPA SERVICE ASSOCIATION, INC.
STANDING RULES
Chapter 1215

The name of the chapter shall be INDEPENDENT POOL AND SPA SERVICE ASSOCIATION, INC.-TARRANT COUNTY CHAPTER and may also be known as IPSSA-Tarrant County.

The purpose of this Chapter is to provide mutual professional benefit and growth of its members through continued education and training, to encourage cooperation, good fellowship, and support of its members, and to promote the growth and improvement of the pool and spa service industry.

These Standing Rules shall act as guidelines for running the affairs of the chapter provided that they do not conflict with IPSSA Inc. Bylaws, Code of Ethics, IPSSA Inc. Standing Rules, IPSSA Inc. Policies & Procedures, or Regional Standing Rules. In the event of conflict or omission, the respective governing document shall prevail.

ARTICLE I
Chapter Organization

Section 1.1 MEMBERS: Chapter membership will include the member types and their specific requirements and/or qualifications listed below. Additional detail and/or clarification of each type of membership will be as defined in IPSSA Inc. Bylaws, Article II, Section 2.01 – 2.06 and also IPSSA Inc. Standing Rules, Article IV, Section 2 through 9.

- A. Regular Member:** Independent, Owner-Operator, or Self-Employed; More than 50% of income is derived from pool/spa maintenance and/or repair.
- B. Employee Partner:** An individual who performs any pool and spa related services for a Regular Member of the chapter; Sponsored and insured by a Regular Member of the chapter (there is no limit on the number of Employee Members that a Regular Member can sponsor).
- C. Associate Partner:** A vendor or supplier whose business is to serve and support pool & spa service professionals (membership granted by the IPSSA Board Of Regional Directors (BORD) or its designate).
- D. Affiliate Partner:** A person in the business of providing pool/spa maintenance and/or repairs (subject to proximity/boundary restrictions as the IPSSA BORD may establish).
- E. Chapter Supporter:** Any person who is and at all times remains dedicated to the purposes of IPSSA and its code of ethics (not eligible for any benefits, may not hold office, may not attend Board of Officers meetings; Dues shall be fixed by the Chapter Board of Officers).
- F. Honorary Partner:** Any person who is and at all times remains dedicated to the purposes of IPSSA and its code of ethics (must be approved and accepted by vote of the Regular Members).

Section 1.2 CHAPTER BOARD of OFFICERS: The Chapter shall be governed, and all corporate powers exercised by or under the direction of its respective Board of Officers (the "Board") except where prohibited or otherwise stated. Each member shall have an equal vote where eligible and/or applicable. Each member is required to attend all Chapter Board & Regular Member meetings, Chapter functions, and any other required meeting or responsibility generally associated with the Office or Board position.

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The Chapter Board of Officers shall consist of:

- 1. Elected Officers of the Chapter:** Regular Members of the Chapter shall elect from its eligible membership a President, Vice President, Secretary, and Treasurer. All officers serve for two years and may succeed themselves. The Chapter President shall serve no more than 4 consecutive years in any 10 year period, with exception of filling a vacancy, or the change of election cycles.

Official duties include but are not limited to:

- i. President:** Shall call and preside as chairman over all Chapter & Board meetings, direct the duties of all other offices, be an official member of all committees, be a member of and Chapter Representative on the Regional Board.
 - ii. Vice President:** Shall preside as chairman in the absence of the President and/or in other parliamentary need as required, serve as Sick Route Committee Chair & Grievance Committee Chair, lead & direct new members of the Chapter, serve as and perform the duties of Region 12 Chapter Representative if and when required.
 - iii. Secretary:** Shall oversee the custody of all Chapter governing documents, book of minutes, committee reports, and attendance records. Shall keep minutes at all Board and Chapter meetings and record all Chapter correspondence. Shall update Chapter Standing Rules and/or appendices as necessary and required. Shall provide notices when and where required. Shall preside as chairman in the absence of the President and Vice President.
 - iv. Treasurer:** Shall keep and maintain adequate and correct book of account of all Chapter finances, assets and property. Shall submit financial data to IPSSA Inc. quarterly. Shall prepare, plan and maintain the Chapter budget. Shall make payments for bills & invoices approved by the Board or finance committee. Shall serve as Finance Committee Chair. Shall make available the books of account for inspection by any Regular Member at all reasonable times. In the absence or incapacity of the Treasurer, the President will serve as additional signee on account.
- 2. Region 12 Chapter Representative (Non-Officer):** Shall be a Regular Member, volunteer, and approved by Chapter vote to be a member of the Regional Board and attend Region meetings as required; If such person does not exist or is unable to fulfill their duty or requirement, then the position is default to the Chapter Vice President.
- 3. Immediate Past Chapter President**
- 4. Past Presidents of the Chapter** (at their pleasure, and the Board's approval).
- 5. Chairpersons of Committee:** All committee chairpersons will be members of the executive board.

Section 1.3 CHAPTER COMMITTEES: To assist in the management and function of the chapter, the President may designate one or more permanent, temporary or ad hoc committees. The President shall appoint all committee chairpersons and shall be a member, ex officio, of all committees, but shall not be counted in determining a committee quorum, which consists of half of the regular committee members. Action shall be taken only by a majority of the committee. All Regular Members are eligible to chair and serve on committee. All other member types, if and when eligible, may serve on committee at the approval of the Chapter Board of Officers and/or Chapter membership body.

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ARTICLE II
Chapter Membership

Membership will not be denied to any new applicant who has completed all the requirements in the IPSSA bylaws, standing rules, policies and procedures and the requirements of this Chapter. The applicant's membership type will be determined by and according to the details in ART I SEC 1.1.

Section 2.1 CHAPTER MEMBERSHIP REQUIREMENTS:

1. All Regular Members, and Employee Partners shall have, and maintain in current and good standing, all certifications and/or licensing required to perform and operate in their area of work.
2. All Regular Members that have employees engaged in the service/maintenance/repair of swimming pools & spas shall sponsor them as an Employee Member in the Chapter.
3. All Regular Members shall participate in Chapter Sick Route when/as required and/or necessary.
4. All Regular Members shall attend monthly Chapter meetings.
5. All members shall have and maintain commercial general liability insurance that conforms to the requirements established by IPSSA.
6. All members shall certify in all IPSSA Exams possible, with exception limited only by the knowledge, experience, ability, or niche of the members work.
7. All members shall be and at all times remain dedicated to the purposes of IPSSA, its Code of Ethics and general conduct policies.
8. All members, at all times shall remain in financial Good Standing as related to the dues and fees of the Chapter, Region, and National organization.
9. All members shall be based in and/or conduct business in the greater Tarrant County area.

Section 2.2 APPLICATION REQUIREMENTS

1. Complete and submitted to IPSSA National office & Chapter Executive Board
2. Certificate of Insurance (if applicable)
3. Licensing & Certification Copy (if applicable)
4. Attend one Board & Chapter Meeting

Section 2.3 ACCEPTANCE REQUIREMENTS:

1. Receive a majority vote of Regular Members
2. Pay Dues & Initiation Fees (per policy details)
3. Pass IPSSA Basic Training 1- Water Chemistry Exam

Section 2.4 CHAPTER MEMBERSHIP TERMINATION: Chapter membership is voluntary and any member may terminate their membership with reasonable notice to the IPSSA National office and the Chapter Board of Officers.

Section 2.5 CAUSES FOR MEMBERSHIP TERMINATION: Including but not limited to:

1. Engaging in conduct materially prejudicial to the purposes and interests of IPSSA.

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2. Failure to observe IPSSA's rules of conduct or a violation against the IPSSA Inc. Bylaws, Code of Ethics, Standing Rules or the Policies and Procedures.
3. Failure to satisfy and maintain membership qualifications and/or requirements.
4. Failure to pay membership dues, fees, or assessments within the times and conditions set by the Chapter and/or IPSSA.
5. Failure to complete IPSSA Basic Training 1- Water Chemistry Exam within thirty (30) days of membership application or first meeting attended after application, whichever date is later.
6. Non-disclosure and/or misrepresentation of employee(s) for the purpose of circumventing any provisions of the IPSSA Bylaws, IPSSA Standing Rules, or Chapter Standing Rules.
7. Failure to attend monthly Chapter Meetings.

ARTICLE III
Meetings

Section 3.1 REGULAR CHAPTER MEETINGS: Open to all members in good standing, prospective members, guests, and visitors unless otherwise stated and notified.

1. **Conduct:** Meetings shall be conducted in a businesslike and fair manner, but there is no requirement to follow any technical, formal, or parliamentary rules or principles of procedure, unless requested to do so by any Regular Member. *Robert's Rules of Order* shall be the authority on all questions of parliamentary procedure.
2. **Frequency:** Monthly meetings for the transaction of general business will be held at a designated time, day of month and location chosen by Regular Members of the chapter. Details shall be recorded, updated, and posted as needed and required.
3. **Notice:** Notice of regular meetings shall be provided in the IPSSAN, on the Chapter website when & where applicable, and/or/also by any electronic means including email, text or phone call.
4. **Attendance:** Required by all Regular Members or their designate (sponsored Employee Partner).
5. **Absences:** A Regular Member shall be subject to a chapter fine upon two consecutive absences. Upon three consecutive absences of a Regular Member, the Chapter Board of Officers may revoke membership.
6. **Quorum:** Thirty percent (30%) of the Chapters Regular Members shall constitute a quorum for the transaction of business at any Chapter meeting.
7. **Loss of Quorum:** A meeting at which a quorum is present may continue to transact business until adjournment, even if enough members have withdrawn to leave less than a quorum, if the action taken (other than adjournment) is approved by at least a majority of the members required to constitute a quorum.
8. **Voting:** Only Regular Members in good standing are eligible to vote. Matters requiring a vote shall be valid upon approval provided that there is a quorum present. Votes on all matters except election or removal of officers may be by hand or voice ballot. Election or removal of officers shall be by written ballot. Approval of a matter shall be by simple majority of votes cast.

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- 9. Action Without a Meeting:** Any action that the Chapter is required or permitted to take may be taken without a meeting if all members consent in writing to that action. Such action by written consent shall have the same force and effect as any other validly approved action of the Chapter. All such consents shall be filed with the Chapter minutes by the Secretary.

Section 3.2 SPECIAL MEETINGS OF THE CHAPTER: Special Meetings of the chapter may be called by the President, or any two (2) Chapter Officers, at any time. A Special Meeting must be called upon the written request of not less than twenty-five percent (25%) of the Regular Members of the chapter.

Section 3.3 CHAPTER BOARD OF OFFICERS MEETINGS: Open to all Regular Members and committee chairpersons in good standing, and prospective members unless otherwise stated and notified.

- 1. Frequency:** Meetings shall be held at such time as the respective Board of Officers shall fix. Details shall be recorded, updated, and posted as needed and required.
- 2. Notice:** No notice is required for regular meetings of the Board in which the time and place has been fixed and stated. Where noticed is required or Special meeting of the Board is called, at least forty-eight (48) hour notice shall be provided to all Regular Members by telephone, email and/or text message.
- 3. Attendance:** Required by all Chapter Officers and committee chairs.
- 4. Quorum:** A majority of the Board of Officers shall constitute a quorum. In the event of vacancy, a majority shall constitute at least either 50% of the authorized number of Officers or at least two Officers whichever is larger. All actions taken at a meeting shall be by majority vote of officers present.
- 5. Loss of Quorum:** A meeting at which a quorum is present may continue to transact business notwithstanding the withdrawal of Officers, provided that any action which may be taken (other than adjournment) is approved by at least a majority of the required quorum for such meeting.
- 6. Voting:** All Regular Members of the Chapter Board of Officers in good standing are eligible to vote. Approval of a matter shall be by simple majority of votes cast.
- 7. Action Without a Meeting:** Any action that the Chapter is required or permitted to take may be taken without a meeting if all members consent in writing to that action. Such action by written consent shall have the same force and effect as any other validly approved action of the Chapter. All such consents shall be filed with the Chapter minutes by the Secretary.
- 8. Removal of Officers:** A majority of the Board of Officers may call a special meeting to vote upon removal of a member or members of the Board of Officers and the election of their successor(s). Any Officer(s) of the Board may be removed from office by a majority vote of the Regular Members of the Chapter and new Officers may be elected at the next regularly scheduled meeting.

Section 3.4 REGIONAL MEETINGS: Open to all Regular Members of the Chapter in good standing unless otherwise notified and stated.

- 1. Frequency:** Shall be in accordance with the IPSSA Region 12 Standing Rules.

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2. **Notice:** Notice of meetings shall be given by the Regional Director in accordance with the IPSSA Region 12 Standing Rules.
3. **Attendance:** Required of the Chapter President or their designee, and the Chapter elected Representative or the Vice President.
4. **Expenses:** The Chapter shall reimburse or pay for all reasonable expenses of the two required attendees and any other Regular Member of the Chapter approved by a majority vote of Chapter Officers.

Section 3.5 NATIONAL ANNUAL MEETINGS: Open to all Regular Members of the Chapter in good standing unless otherwise notified and stated.

1. **Frequency:** Shall be according to the appropriate IPSSA Governing document.
2. **Notice:** Shall be according to the appropriate IPSSA Governing document.
3. **Attendance:** The Chapter President & Treasurer are required to attend the Annual Leadership Seminar following an election year.
4. **Expenses:** The Chapter shall reimburse or pay for all reasonable expenses of the two required attendees.

ARTICLE IV
Elections

Section 4.1 CHAPTER ELECTIONS: The Chapter shall hold biannual meetings for the election of Officers (general election) and for the transaction of other proper business of the Chapter, if any. The Officers shall be nominated and elected by Regular Members of the Chapter. Officers elected in the general election shall assume their duties at or on the date of the National Annual Meeting. Officers elected in the interim to fill vacancies shall assume their duties upon election. All Officers shall hold office until their successors have been elected and qualified, or until their earlier resignation or removal from office.

Section 4.2 Election Year Regular Chapter Meetings: Shall be according to IPSSA Tarrant County Standing Rules Article 3, Section 1 except where required, prohibited and/or detailed below.

1. **September:**
 - i. The President shall appoint a nominating committee of two or more non-officer Regular Members to submit a ticket containing the names of eligible Regular Members of the Chapter to be voted upon to fill the executive offices of the Chapter for the ensuing two year term.
 - ii. The President shall not be a member of the nominating committee.
2. **October:**
 - i. The nominating committee shall submit a ticket of candidates to the Chapter Secretary to be announced.
 - ii. The floor shall be open for the nomination of any eligible Regular Member of the Chapter as a candidate for Chapter Office.
 - iii. A ballot of all nominated candidates listed in alphabetical order by surname shall be prepared and provided to the Regular Members of the Chapter in "Notice of Biannual Election Meeting of the Chapter Membership".
3. **November:** "Biannual Election Meeting of the Chapter Membership"

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- i. Election will be conducted by written ballot.
- ii. The President, with the approval of the Board, shall appoint three non-officer Regular Members to supervise the election, count the votes and certify the results to the Secretary.
- iii. The candidates having the greatest number of votes shall be declared elected. In the event of a tie vote, successive ballots shall be taken until the tie is broken.

ARTICLE V
Amendments & Changes

These Standing Rules may be amended by 2/3 majority vote of Regular Members during any Regular Chapter Meeting, provided notice of the proposed amendment has been given to all Regular Members of the Chapter at least ten (10) days prior to the meeting, and a quorum is present. Any amendments required due to conflict with a superior document shall be notified and posted but shall not require a vote of Regular Members. Chapter Policy Details may be amended by majority vote of membership body or specific committee, given a quorum is present. Chapter Policy Details will be updated by the chapter secretary as needed and/or required.

END
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Chapter Policy Detail

(Information to be tracked & updated)

-Revisions to Chapter Standing Rules

Created 01/01/2013 by

Revised 11/13/2018, All pages by WAA

Revised 03/04/2019, Front page by JLW

Revised 01/01/2024, All pages by DLG

-Current meeting details as “posted” per membership vote

Regular Meetings of Chapter Members shall be held on “the 1st Tuesday” of each month. In any week that contains a national holiday and the “1st Tuesday”, the meeting will be rescheduled for the “2nd Tuesday” of the month. **[MINUTE CITATION NEEDED]**

Regular Meeting Location shall be at “El Chico Café”, located at 7621 Baker Blvd, Richland Hills, TX 76118. **[MINUTE CITATION NEEDED]**

Regular Meeting Time shall be at 7:00 p.m. CST. **[MINUTE CITATION NEEDED]**

-Meeting time/date changes by member vote

Regular Meetings of Chapter Members shall NOT be held during the months of JUNE & JULY. **[MINUTE CITATION NEEDED]**

Chapter Board of Officers Meetings shall be held on the “last Tuesday” of the month. In any week that contains a national holiday and the “last Tuesday”, the meeting will be rescheduled before the next Regular Meeting of Chapter Members. **[MINUTE CITATION NEEDED]**

Officer Meeting shall be at a location and time set by the Officers. Notice of meetings shall be provided as required. **[MINUTE CITATION NEEDED]**

-Chapter fees / dues / fines

IPSSA- Tarrant County Chapter

Dues \$27.00 / monthly

Employee Member Dues \$10 / monthly (previously charged by IPSSA National)

Initiation Fee \$150 / one-time

Chapter Supporters \$200 / annually

Attendance Fine \$50 / absence