

Constitution and By-Laws

Preamble and Objectives

Whereas the health, longevity and environment of the individual and persons collectively comprising the Nation are most important as directly affecting their happiness, their prosperity and their posterity and their moral, educational and physical progress; and Whereas, sanitary engineering has a direct and vital function in relation to the health of all individuals.

Now therefore be it resolved, the general objectives of the American Society of Sanitary Engineering for Plumbing and Sanitary Research, herein referred to as the "Society," are to promote sanitary engineering measures recognized as essential to the health of the individual and the nation, and to encourage the use of methods and materials for the accomplishment of this end. Further to recognize the responsibility to conserve life and therefore, to lend every possible aid to the improvement and protection of the sanitary environment of the people. Further, to have our members cooperate to the end that by tests, research and dissemination of the knowledge obtained and gained from experience, they shall be possessed of facts and qualified to advise and recommend in matters pertaining to sanitary engineering. Further to receive and administer funds for scientific, educational, charitable and disease research purposes and the operation of the Society, all for the public welfare and for no other purposes, and to that end to take and hold by bequest, devise or gift, either absolutely or in trust, for such objects and purposes or any of them, any property, real or personal, without limitation as to amount of value, except such limitation, if any, as may be imposed by law; to sell, convey and dispose of any such property and to invest and reinvest the principal thereof and to deal with and expend the income or principal there from any of the aforementioned purposes, without limitation, except such limitations as may be imposed by law, or such limitations, if any, as may be contained in the instrument under which such property is received. No part of the net earnings of the Society shall incur to the benefit of any person.

Our special objectives are to solve, as far as possible, the problems of water supply, water purification, plumbing, drainage, sewage disposal, fire protection, and create standardization in practice and material. Our membership shall be composed of: plumbing apprentices, journey plumbers, master plumbers, contractors, manufacturers, manufacturers' representatives, distributors, layout people, designers, engineering students, plumbing inspectors, sanitary inspectors, health officers, architects, engineers, individuals and companies interested in or contributing to our objectives.

Our work shall be carried on by means of committees, by the submission of reports, by free discussion in general meetings of the Society and its chapters, by full publicity of our findings and conclusions; also by all available means to the effect that:

Workers may realize the responsibility of installation; Master Plumbers may realize the importance of their calling; Engineers may realize their dedication to technical competence; Manufacturers may more fully appreciate the vital necessity of material or quality; public opinion may more completely support all legislation necessary to adequately regulate plumbing, its design, installation, maintenance and inspection; such standardization of plumbing products and material as will produce dependable and safe installation of plumbing; and that the installation and the use of adequate plumbing facilities be encouraged in order that sanitary measures be promoted and public health enhanced.

That truth and honesty be the foundation of all our relations, and loyalty to our Society and usefulness to the public and our fellow members the natural, inevitable outcome. That, in the performance of obligations and duties as members and individuals, we reflect honor and integrity and in all, we establish and maintain a high mechanical, technical and professional standard.

ARTICLE I. BOARD OF DIRECTORS

Section 1. The Society Officers shall consist of the President, First Vice President, Second Vice President, Third Vice President, Treasurer, Immediate Past President and the Executive Director. The Society Officers shall comprise the Executive Committee of the Society.

The Board of Directors, hereinafter referred to as the "Board," shall consist of the Society Officers and eight (8) Regional Directors.

The Executive Director shall be appointed by the Board which shall have full power to determine remuneration for this position. All references to the Society's headquarters shall be defined as the International Office.

The Board and others, as recommend by the Executive Board and upon approval by the Board, shall be eligible for reimbursement of expenses for the Annual Meeting. The reimbursement shall be based upon attendance at the Annual Meeting and the submission of a documented expense report. The reimbursement amounts shall be reviewed by the Board during the preceding Mid-Year meeting and published.

Section 2. No person shall be eligible as an elected officer or regional director of this Society unless the individual is an active member in good standing for a minimum of three (3) years.

Section 3. The term of all elected Society Officers and members of the Board shall begin January 1st and run through December 31st. The President and the First Vice President shall serve for one (1) year and shall not be eligible for reelection to the same office in successive terms. The Second Vice President and the Third Vice President may serve only one (1) additional consecutive term in that office. The Treasurer shall be exempt from this requirement. Regional Directors shall be elected

for a period of three (3) years. At the expiration of the respective terms of each individual member so elected, a successor shall be elected for a period of three (3) years. Regional Directors shall not be from the same chapter for successive terms.

Section 4. In the event a national emergency shall delay or prevent the holding of an Annual Meeting, the terms of the Society Officers shall automatically be extended until an Annual Meeting can be held, as provided in Article II.

ARTICLE II. MEETINGS

Section 1. All business meetings of the Society 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 Board.

Section 3. The 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 the Society shall constitute a quorum.

Section 5. The Mid-Year Meeting shall be at the International Office, or at a site selected by the President and approved by the Board.

Section 6. A special meeting may be called by the 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 III - MEMBERSHIP

Section 1. The Society's membership shall consist of Active, Student, Sustaining, Government, Honorary, Retired and Life members.

Section 2. Membership will be extended to those with an interest in plumbing or sanitary engineering or in the goals or ideals of the Society.

Section 3. The privilege of voting is extended to all members except Honorary members. Members shall be a member in good standing for thirty (30) days prior to the election of the Board and all other Society business requiring membership approval to be eligible to vote.

Section 4. Active membership shall be extended to journey and master plumbers, layout personnel, designers, plumbing and sanitary inspectors, health officers, architects, engineers and other individuals interested in or contributing to plumbing and sanitary research. Active membership shall also be extended to individual members or representatives of manufacturers, their sales representatives and distributors.

Section 5. 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 enrolled in a school, university or college course in either plumbing, plumbing design or engineering.
- There shall be a maximum time limit of five (5) years for membership as a student.

Section 6. Sustaining membership shall be extended to manufacturers of plumbing products and appliances or others who are affiliated with the plumbing or sanitary engineering field and desire to support the work of the Society. One member or representative of such membership shall have privileges of a member in good standing.

Section 7. Honorary membership shall be extended to a nonmember who by outstanding service for and devotion to the aims and purposes of this Society, have earned special recognition. Recommendation of candidates for Honorary membership shall be presented at the Annual Meeting and they must have the endorsement of the Board before their names are submitted to the meeting for ballot.

Section 8. Life membership shall be extended to a member in good standing who has completed twenty-five (25) continuous years as a member of the Society and who has retired from active participation in their profession. All Past Presidents shall automatically become Life members upon completion of their service in the office of President.

Section 9. Retired members shall be those members that 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 10.** Government membership shall be extended to employees of local, county, state or federal agencies involved in the plumbing or sanitary engineering field. Government members shall have the privileges of a member in good standing.
- Section 11.** Each member, upon payment of the current year's dues, shall be issued a membership card for said dues.
- Section 12.** Each member upon election to membership, change in membership status and member awards may receive a certificate stating Society 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 13.** All members, except Honorary, shall sign an agreement stating that they will conform to the Constitution, By-Laws and Rules of the Society for the duration of their membership in the Society.
- Section 14.** Membership shall be terminated in the following manner: 1) Voluntary resignation by the member; or 2) Nonpayment of dues except as otherwise noted in Article V, Section 3.
- a. Any member may resign at any time, however, no portion of the dues will be returned.
 - b. Any person ceasing to be a member of the Society through resignation or failing to meet the requirements of membership, shall forfeit all right, title and interest in the property of the Society, and shall be debarred from use or display of the Society's insignia.
 - c. 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.

ARTICLE IV - DUES AND FUNDS

- Section 1.** The annual dues of all members (Active, Student, Government, Retired and Sustaining) at large or chapter members shall be paid to the International Office in U.S. dollars. Payment of dues shall be for one (1) calendar year. The authorized chapter having jurisdiction shall determine chapter dues and shall inform International Office of chapter dues for the next calendar year. The Board shall present a proposed dues schedule for the upcoming year during the Business Sessions of the Annual Meeting for review and approval by the membership.

There will be no dues for Honorary members.

There will be no dues for Life members.

Chapters shall receive a refund of not less than seven dollars (\$7.00) of the national dues plus the additional chapter dues amount specified by the chapter for all Active, Government, Student and Retired members. The Sustaining member refund shall be twenty-five dollars (\$25.00).

- Section 2.** The Board may authorize a special introductory membership dues rate (not less than 50% of the current rate) for new members.
- Section 3.** In the event of unusual misfortune of any meritorious member whereby the member is unable to pay dues, the Society may, by a vote of the Board, waive payment.
- Section 4.** Members in arrears for more than six (6) months shall receive no Society publications and those in arrears for more than one (1) year shall be removed from the roster of members. All statements for Society dues shall clearly indicate the foregoing conditions.
- Section 5.** Methods of financing the activities of the Society, other than dues, shall be determined by the Board except that all Society monies intended for research purposes, however obtained, shall be deposited in a single fund. Such monies may be earmarked if necessary for specific projects or purposes. This fund shall be known as the "Research and Endowment Fund of ASSE."

ARTICLE V - DUTIES OF SOCIETY OFFICERS AND REGIONAL DIRECTORS

PRESIDENT

- Section 1.** The President shall preside at all meetings of the Society and shall exercise general supervision over its interests and welfare. The President shall be the Chairperson of the Board and an ex-officio member of all Society committees. The President may call special meetings of the Board, with a consensus approval of the Society Officers. The President shall appoint all committee members, in accordance with the By-Laws or by resolution. The President shall authorize all expenditures within the budget approved by the Board. The President or the First Vice President, in the absence or inability of the Treasurer, the Executive Director or the Office Manager, shall have the right to co-sign all checks and vouchers.

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

The President shall be reimbursed for all expenses directly incurred through attendance at the Annual Meeting of the Society, and at such other meetings or affairs, within the limitations established by the budget, necessary to carrying out the duties of the office.

The President shall be responsible for all the workings of the Society including the duties of the Society Officers, the Regional Directors and other Society personnel at the direction of the Board. The President shall supervise their activities and continually strive to better serve the Society and advance the Society's welfare and interest.

The President or Executive Director shall sign all contracts and agreements as approved by the Board.

If the President expires, resigns, or is otherwise removed from office, the First 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 First Vice-President until the next Annual Meeting.

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

VICE PRESIDENTS

Section 2. The First Vice President shall automatically succeed to the office of the President at the conclusion of the President's term of office.

The First 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 Co-chairperson of the Publication and Public Relations Committee.

If the First Vice-President expires, resigns or otherwise removed from office, the President may appoint a temporary replacement to full the vacant position of the First Vice-President until the next Annual Meeting.

Section 3. The Second Vice President shall:

- Be responsible for the activities of the Regional Directors, as provided in the "Regional Director's Handbook."
- Receive the Regional Directors' reports and report to the Executive Committee.

If the Second Vice-President expires, resigns or otherwise removed from office, the President may appoint a temporary replacement to full the vacant position of the Second Vice-President until the next Annual Meeting.

Section 4. The Third Vice President shall:

- Receive quarterly committee reports.
- Submit a summary report of the committee reports with observations and recommendations to the Board and other Society personnel.
- Be the Chairperson of the Chapter Officers Training Committee.
- Conduct the training course during the Annual Meeting.

If the Third Vice-President expires, resigns or otherwise removed from office, the President may appoint a temporary replacement to full the vacant position of the Third Vice-President until the next Annual Meeting.

EXECUTIVE DIRECTOR

Section 5. The Executive Director, through the operation of the International Office, shall supervise the financial and secretarial record keeping of the Society.

The Executive Director shall be present at all meetings of the Society and the Board, and keep the minutes thereof. The Executive Director shall conduct the routine correspondence, receive all communications addressed to the Society and present the same to the Society or to the proper committees. The Executive Director shall issue the notices of all meetings, promptly inform committees of their appointments and Society Officers and new members of their election. The Executive Director shall keep a complete list of members, with their addresses, their specific occupation, date of election and standing. The Executive Director shall be Co-chairperson of the Publication and Public Relations Committee, be as hereinafter defined under the Committee description.

The Executive Director shall collect all fees, dues and accounts. The Executive Director shall prepare a monthly report to the Board as to the financial standing of the Society and at any other time the Board may request.

The Executive Director shall perform such other duties pertaining to the International Office as shall be assigned by the President or the Board.

The Executive Director shall be the Librarian for the Society. The Librarian, as custodian for the Board, shall be in charge of all books, periodicals, drawings, photographs and similar property of whatever kind. It shall be the duty of the Librarian to faithfully preserve everything assigned to the Librarian's care by the President and the Board.

The Executive Director shall obtain and have on file a copy of each Chapter's By-laws. A copy shall be made available to the Society By-law Committee in accordance with Article VII Section 3f of these By-laws.

TREASURER

Section 6. The Treasurer shall review all financial statements. The Treasurer shall review all bills presented by the Executive Director and co-sign checks issued for payment. The Treasurer shall present annually a Statement of Financial Position and a Statement of Activities which must be duly audited. A detailed breakdown of this report or any portion of this report may be requested at any time in writing by any member in good standing. The Treasurer shall be Chairperson of the Budget Committee and a member of the Finance Committee. The Treasurer and all other Society Officers and committees handling funds shall give a bond for the faithful performance of their duties in such amount and with such securities as the Board may require, and the premium on the bonds to be paid by the Society.

The Board may, at its discretion, authorize the payment of not more than two hundred dollars (\$200.00) per month, or as revised by the Finance Committee, subject to approval by the Board, to compensate the Treasurer for the Treasurer's services.

If the Treasurer expires, resigns or otherwise removed from office, the President may appoint a temporary replacement to full the vacant position of the Treasurer until the next Annual Meeting.

REGIONAL DIRECTORS AND THEIR REGIONS

Section 7. 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 make themselves available to chapters and members-at-large within their region by:

- Attending chapter meetings when possible.
- Being placed on chapter's mailing list.
- 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.
- Shall report regional activities quarterly to the Second Vice President.

If a Director 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. The 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 elected members of the Board shall serve the following three (3) year terms: Regions 1 and 7, first alternating group; Regions 2,6 and 8, second alternating group; and Regions 3, 4 and 5, third alternating group.

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

BOARD OF DIRECTORS

Section 8. The Board shall have the supervision and care of all property of the Society, and shall manage and conduct its affairs in accordance with the Constitution and By-Laws. The Board shall have full power between Annual Meetings, including the

filling of any vacancies which may occur in the elective offices of the Society until the next regular election. The 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 Board shall meet immediately following adjournment of each Annual Meeting.

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

The Board shall meet again approximately one hundred and eighty (180) days prior to the Annual Meeting.

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

The Board, by a two-thirds (2/3) decision, may at any time suspend for cause any Society Officer or Regional Director of the Society 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 the Society at its next Annual Meeting.

ARTICLE VI - COMMITTEES

Section 1. The standing committees of this Society shall be as follows:

Administrative Committees

- Publications and Public Relations
- Membership & Chapter Advisory
- Chapter Officer's Training
- Budget
- Finance
- By-Laws
- Resolutions
- Nominating
- Annual Meeting
- E.J. Zimmer Technical Seminar
- Executive

Technical Committees

- Seal Control Board
- Professional Qualifications Seal Control Board
- Product Standards
- Professional Qualifications Standards Committee
- Code
- Research
- Hospital Plumbing Research
- Technical
- Water and Energy Conservation
- Cross Connection Control Certification Technical
- Cross Connection Control Certification School/ Instructor
- Cross Connection Control Certification Proctor
- Legionnaire's Disease Research
- Nomenclature
- Education

Award Committees

- Henry B. Davis Award
- Dewey R. Dedrick, Jr. Award
- Fellow Award
- Wylie W. Mitchell Award
- James E. Lewis Award
- Salvatore J. Farruggia Presidential Award
- Patrick J. Higgins Award

Liaison Committees

- Al Cohen Memorial Chapter Presidents
- ASSE Foundation
 - Scholarship Program Fund
 - Legionnaire's Disease Research Fund
 - Research Endowment Fund
- Past Presidents
- World Plumbing Council (WPC)
- American National Standards Institute (ANSI)
- Industry Organizations & Associations (minimum of one member to serve as liaison):
 - American Society of Mechanical Engineers (ASME)
 - American Backflow Prevention Association (ABPA)
 - American Society of Plumbing Engineers (ASPE)
 - CSA International
 - Gas Industry
 - International Association of Plumbing & Mechanical Officials (IAPMO)
 - International Code Council (ICC)
 - Institute of Plumbing (IOP)
 - Mechanical Contractors Association of America (MCAA)
 - National Fire Protection Association (NFPA)
 - NSF International
 - Plumbing-Heating-Cooling Contractors (PHCC)
 - Plumbing Manufacturers Institute (PMI)
 - United Association (UA)

Such other committees as the President may deem necessary for the promotion of the Society's aims and welfare.

Section 2. All committees and chairpersons shall be appointed by the President. The appointment shall be from January 1st to December 31st.

Section 3. Administrative Committees

- a.** The Publication and Public Relations Committee shall receive and examine all papers for presentation to the Society and accept for publication such as they may approve. The committee shall contribute and collect items of interest, technical information, committee reports and other information deemed suitable to be incorporated into the monthly News-Letter. It shall publish the proceedings of the Society containing the papers and discussions so approved, and abstracts of the minutes of the Society and Board. No member shall publish any paper as having been read before the Society without obtaining the consent of this committee and such permission shall not be construed to be an endorsement by the Society of any statements advanced in such papers or publication. The Year Books, periodicals or reprints of the Society and any reprints or publications of any such papers by others shall be accompanied by the following statement: "This paper was prepared for presentation to the American Society of Sanitary Engineering for discussion, and represents the individual studies and opinions of the writer. No part of it shall be reprinted without proper credit, nor without the consent of the Publication and Public Relations Committee, or unless the entire discussion following the presentation of the paper is published in full with it. The Society as such assumes no responsibility for opinions expressed in technical papers read or delivered orally from the floor at any meeting." Among the duties of the committee shall be to promote good will, to devise ways and means of publicizing to the greatest number of our people the findings and research of the Society. The committee shall have power 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 to the Society. The activities of the committee shall at all times be governed by the provisions as set out under Article X, "Society Endorsement." No committee or member shall release any statement for publication which may be construed as speaking for the Society unless such statement is sanctioned by resolution or action by the Board.

- b.** The Membership and Chapter Advisory Committee shall take the necessary measures for the progressive increase in the membership of the Society. The committee shall counsel existing chapters and assist in the establishment of new chapters. The committee membership shall include the Regional Directors.
- c.** The Budget Committee shall be appointed by the President from members of the Board. The Treasurer shall serve as Chairperson. The Budget Committee shall prepare a budget for the ensuing year.

The President shall submit the budget to the Board for approval, rejection or correction.

The costs of the Annual Meeting shall be included in the budget of the fiscal year which coincides with the elective year of the Society Officers and Regional Directors. The expense of one (1), but only one (1), such meeting shall be included in any budget. Operating expenses of the Society other than those of the Annual Meeting shall be budgeted for the fiscal year, January 1st to December 31st.

After a budget has been approved by a majority of the Board, no additional expenses shall be incurred except upon a majority vote of the Board. Appropriations are to be contingent on available funds in the treasury.

- d. The Finance Committee shall consist of the President, the Treasurer and three (3) other members appointed by the President. It shall be the duty of this committee to advise the Treasurer where and how Society funds should be deposited and/or invested. It shall be the duty of this committee to study and recommend to the Board, ways and means to finance the functions of the Society.

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 Board how these expenditures should be funded. The Finance Committee will not recommend disbursement of funds unless there is a recommended source of income to support the expenditure.

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

Proposed deletions, revisions or additions to the Constitution and By-laws shall be submitted to the Society Office on or before June 1st of the current year. Proposed changes shall be accepted only from members in good standing. Proposed changes received at the International Office after the June 1st deadline shall be returned to the proponent.

The committee shall be responsible for determining that a proposed change was submitted properly. If a proposed change was determined to be improper, it shall be reported to the proponent who shall have the opportunity to amend the proposed change and resubmit before the deadline. An amended proposed change received after the deadline shall not be considered by the membership.

The committee shall be responsible for determining if, in their opinion, a proposed change is in conflict with the current By-laws, and shall report this to the proponent, to the Board, and to the General Membership at the Annual Meeting. The General Membership shall make the final determination as to whether or not the proposal is in conflict with the Constitution or By-laws. If the proposed change is determined not to be in conflict with the Constitution and By-laws, the General Membership shall consider the proposal.

The Chairperson shall submit all reports in writing to the proponent, the Board and to the General Membership at the Annual Meeting. The report to the 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 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 By-law changes passed by the General Members at each Annual Meeting. This committee shall insure that these changes are properly incorporated into the Constitution and By-laws of the Society.

- f. The Resolution Committee shall be appointed by the President by June 1st of the current year.

The Executive Director shall receive all proposed resolutions by September 1st of the current year in order to be acted on at that Annual Meeting. All resolutions received after that date will be held until the following Annual Meeting for consideration by the Resolution Committee. The Executive Director will forward all legally received proposed resolutions to the Committee which will analyze, collate and report at the Annual Meeting.

- g. The Nominating Committee shall be a standing committee. The Executive Director shall, by August 31st of the current year, notify the President of each of the chapters that the Al Cohen Memorial Chapter President Liaison Conference will select candidates, two (2) from each region, to serve on the Nominating Committee. Each chapter President shall obtain a consensus of their chapter members on the selection of a member from that chapter and region to serve on the Nominating Committee. Each chapter President shall present names of the proposed committee members from that chapter and region at the conference.

Immediately after installation at the Annual Meeting, the newly installed International President shall receive from the Al Cohen Memorial Chapter Presidents' Liaison Conference, a list of the names of members as candidates for the Nominating Committee for the following year. The President shall select seven (7) from the members listed, one from

each region, to form the Nominating Committee. No member shall serve two (2) successive years on the Nominating Committee.

This committee shall receive names of candidates for Society Officers and Regional Directors from chapters. This committee may also receive nominations from chapters or members attending the Al Cohen Memorial Chapter Presidents' Liaison Conference preceding the Annual Meeting.

The Executive Director shall mail out a nomination form, with the News-Letter, no later than June 1st, in the year that a vacancy exists. The nominating form shall provide for the nominee's name, qualifications, past experience and consent to serve if elected. The nominating form shall provide for the name of the member making the nomination, the member's chapter and region. The nominating form shall include the chapter's endorsement of the nomination. Nominating forms must be received by the International Office on or before August 1st of the current year to be considered by the Nominating Committee. The Nominating Committee shall review all nominations and make provisions for members to offer verbal comments concerning the candidates that appear before them on the day before nominations are made at the Annual Meeting. The Nominating Committee's report shall be the last item of business before the last day of the Annual Meeting. The committee will receive names of candidates for Regional Director from the Executive Director for Region 8.

- h.** The Annual Meeting Planning Committee shall plan and make recommendations for locations and dates of Annual Meetings to the Board for approval. The Annual Meeting Planning Committee shall plan the events of each Annual Meeting, including tours, keynote speakers, promotion and educational programs.
- i.** The E.J. Zimmer Technical Seminar Committee shall provide a technical program of such scope, length and time as the committee may recommend and the President and Board may approve in the interest of Society advancement, public service, health and safety, for presentation at the Annual Meeting.

Section 4. Technical Committees

- a.** The Seal Control Board shall be a standing committee consisting of the following ASSE members: a minimum of ten (10) rotating voting members (with no more than five (5) eligible members voting on each application). No more than one (1) new member from any one classification shall be appointed annually with a maximum of two (2) new members appointed annually. The President shall appoint, with Board approval, a Product Listing Director who will coordinate the activities of the Seal Control Board. The ASSE Staff Engineer(s) shall have limited voting privileges. The privileges shall be limited to required testing as referenced in Section VIII - *Modifications to a Listed Product/Product Listing*, Section IX - *Revision to a Product Standard*; and Section XI - *Annual Inspections for Product Listing Compliance* of the current edition of the Seal Control Board Procedures.

The Seal Control Board shall direct and supervise all activities relating to the issuance of the ASSE Seal, as outlined in the "ASSE Seal Control Board Procedures." The Board shall review and ballot all changes to this manual 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 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.

- b.** The Product Standards Committee shall direct and supervise all activities relating to the assurance of standards as outlined in the "Product Standards Committee Procedures Manual." The Board shall review and ballot all changes to this manual recommended by the Product Standards Committee. The President shall appoint, with Board approval, a Product Standards Committee Coordinator who will coordinate the activities of the committee as it functions through the various stages necessary to achieve a working standard and the acceptance of same by the necessary regulatory agencies and/or bodies.

In developing performance standards, the Product Standards Committee shall not fail to issue a new standard or modification of 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, modification of an existing standard, or seal of approval whenever an applicant shall submit a written application requesting such action and an issued standard, modification of a standard or seal of approval 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, modification or seal of approval that would satisfy reasonable standard setting criteria does not exist and is not relied upon by the Product Standards Committee.

Whenever the Product Standards Committee receives a written application requesting issuance of a new standard, a modification of an existing standard or issuance of a seal of approval for any product, or ASSE has already issued a standard, modification of a standard or seal of approval 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, modification or seal of approval, 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.

The Product Standards Committee shall 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 President and approved by the Board. The ASSE Staff Engineer and ASSE 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 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 Seal.

- c. The Code Committee shall review proposed changes to the model plumbing code and recommend to the Board of Directors a position for the Society 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 Research Committee shall, in particular, investigate, prepare new and original papers and reports for the Society on the problems of water supply, water purification, plumbing drainage, sewerage, sewage disposal and other public health and disease problems involving plumbing, or problems which appear to be plumbing related. The Research Committee shall also collect, collate and assess existing research pertaining to plumbing.
- e. The Hospital Plumbing Research Committee shall study problems involved with the use of plumbing and shall correlate and develop original papers and reports which may be used to guide those designing, purchasing, installing, manufacturing and inspecting plumbing installations for hospitals, convalescent homes, rest homes, clinics, first aid stations, etc.
- f. The Professional Qualifications Standards Committee shall direct and supervise all activities relating to the issuance of professional qualifications standards as outlined in the "ASSE Standards Development Procedures Handbook." The Board shall review all changes to this manual recommended by the Professional Qualifications Standards Committee. The President shall appoint, with Board approval, a Professional Qualifications Standards Committee Coordinator who will coordinate the activities of the committee as it functions through the various stages necessary to achieve a working standard and the acceptance of same by the necessary regulatory agencies and/or bodies.

The Professional Qualifications Standards Committee shall not exceed fifteen (15) individual voting members. Voting members shall be appointed by the President and approved by the Board. The ASSE Staff Engineer and ASSE 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 Board for their concurrence before publishing.

- g.** The Water and Energy Conservation Committee shall help members of the Society on matters of conservation.
- h.** The Technical Committee shall review and provide to answers technical questions and data submitted to the International 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.
- i.** The Cross Connection Control Certification Technical Committee shall supervise all aspects of the professional qualifications program based on the ASSE Series 5000, including program guidelines, the question databank, and the Series 5000 standard and appendices, including the ASSE test procedures. A Professional Qualifications Director shall coordinate the activities of the Cross Connection Control Certification Technical Committee.
- j.** The Cross Connection Control Certification School / Instructor Committee shall review all applications for schools and instructors providing accredited training as part of the professional qualifications program based on the ASSE Series 5000. This committee shall report to the Cross Connection Control Certification Technical Committee.
- k.** 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 ASSE Series 5000. This committee shall report to the Cross Connection Control Certification Technical Committee.
- l.** The Legionnaire's Disease Research Committee shall investigate and report on incidences involving L.D., its potential causes, and ways to minimize the risk of L.D.
- m.** 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 Board.

Section 5. Award Committees

- a.** The Henry B. Davis Award Committee named after our Founder President, may at each Annual Meeting propose nominations subject to the approval of the Board for an annual merit award to one (1) member who has contributed the most toward the advancement of sanitary engineering in accord with the ideals of the Society.
- b.** The Dewey R. Dedrick, Jr. Award Committee was established to prepare an award in memory of the first President to die in office. The committee will propose to the 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 standards to local and state authorities, sales and promotions of ASSE publications and other activities that develop enthusiasm and progress on the chapter level. The award of two hundred dollars (\$200.00) and a plaque will be presented at each Annual Meeting.
- c.** The Fellow Award Committee may at each Annual Meeting propose nominations for the Fellow Award to the Board.

The number of members who can be elevated to Fellow status annually shall not exceed six (6) members. All International Presidents of ASSE shall be Fellow Members without further action of the Board. The Fellow Award Committee shall use the following criteria in their selection of candidates to Fellow:

The candidate 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 a Society Officer, Director or committee person for a period of not less than five (5) years at either the chapter level or the national level.

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 Wylie W. Mitchell Award shall be presented to the individual speaker who presents the most outstanding paper at the E.J. Zimmer Technical Seminar.

The audience at the E.J. Zimmer Technical Seminar shall critique each speaker's talk by means of an adequate grading card. This card shall be turned over to the E.J. Zimmer Technical Seminar Floor Committee for tabulation at the conclusion of each session.

- e. The James E. Lewis Award was named for a member whose outstanding efforts resulted in the recruitment of many new members. The award shall be given to the individual member who obtains the most new members for the Society between September 1st of one (1) year and August 31st of the next year. The Executive Director shall mail a request for nominations from the chapters and print same in the Society newsletter. The Executive Director shall research the records, verify all nominations and report the findings to the Board prior to the Annual Meeting. A suitable award shall be presented to the individual member judged to receive this prestigious award.
- f. The Salvatore J. Farruggia Presidential Award is presented by the current International President to a member for outstanding contributions to the Society and to the International President during his tenure. The committee shall consist of the International President and Executive Director only.
- g. 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 members in good standing; however, the nominee is not required to be a member of the Society. Nominations, including a biography of his achievements in codes and standards, shall be submitted no later than August 1st of the current year. The committee shall review nominations, and recommend candidates for approval to the Board. The committee shall include the Product Standards Committee Chair, the Professional Qualifications Standards Committee Chair, and Code Committee Chair and the Executive Committee.

Section 6. Liaison Committees

- a. The Al Cohen Memorial Chapter Presidents' Liaison Conference shall meet prior to the Annual Meeting to discuss items of importance to the chapters and make recommendations to the Board and to the Nominating Committee.
- b. The ASSE Foundation Liaison shall serve as liaison between the ASSE Foundation and the Board.
- c. Liaisons with industry associations shall act as a liaison with the industry association and the Board for the exchange of information and ideas.

ARTICLE VII - ELECTION OF SOCIETY OFFICERS AND REGIONAL DIRECTORS

Section 1. The election for incoming members of the Board, except the Executive Director, shall be held at the Annual Meeting. The election shall be the last order of old business of the last day of the Annual Meeting.

Section 2. Any member making a nomination from the floor shall include a written statement for each nominee proposed, outlining his past experience and qualifications for office.

If there are no nominees for any office at the time of election, the rules of succession and eligibility in Article I, Section 2, may be suspended by majority vote of the membership present.

All nominations recommended by the Nominating Committee or from the floor 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.

Induction of newly elected Society Officers and Regional Directors shall take place immediately after the election.

ARTICLE VIII - SOCIETY ENDORSEMENT

Section 1. Recommendation, endorsement or approval by this Society or the 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. When affecting public welfare, the opinions expressed in any recommendation, endorsement or approval by the Society or the Board shall not convey any intent which can be construed as a promotion of the interest of any individual, partnership, corporation or association that may prove harmful to any other similar interest. The Society 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.

Section 2. No act of any Society Officer, Regional Director, Committee or Society member shall be binding on the Society unless authorized by the Constitution and By-Laws or by the Board.

ARTICLE IX - ANNUAL MEETING ORDER OF BUSINESS

Section 1. The order of business of this Society at Annual Meetings shall include (but not necessarily in this order):

- Invocation
- Introduction of International Past Presidents
- Reports of Society Officers and Regional Directors
- International Committee Reports
- Chapter Reports
- Report of Nominating Committee (last item of business on the day before the last day of the Annual Meeting).
- Old business
- Election and induction of Society Officers and Regional Directors
- New business

Section 2. The "Year Book" shall be the official publication of the proceedings at the Annual Meeting.

ARTICLE X - RULES AND REGULATIONS GOVERNING CHAPTERS

Section 1. Formation of New Chapters

Chapters of the Society may be formed upon application of ten (10) members, if the organization of such chapter will, in the judgment of the Board, advance the Society'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 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 Board. Each chapter shall be governed by the Constitution, By-Laws and other regulations of the Society, but may promulgate and adopt such chapter Constitution and By-Laws as it may see fit provided they are not in conflict with the Constitution, By-Laws and Regulations of the parent body.

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

- A copy of the Chapter By-laws
- 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 local chapter, with the Executive Director annually.
 - In the event the Board of the International Office shall revoke the charter of any chapter for cause, all funds held by the chapter shall become funds of the International Office and shall be forwarded to its Treasurer immediately.
 - Each chapter shall cause to be executed and pay for a faithful performance of duty bond covering the position (not the individual) of Chapter Treasurer or other person or persons holding positions in which valuables or monies are administered, dispensed or held in trust. The amount of such bond shall be no less than one thousand dollars (\$1,000.00) and shall be progressively increased commensurate with the intrinsic value of said chapter's holdings. No chapter shall obligate itself in any manner in excess of finances on their hands. The Society has no obligation or responsibility for the debts, of any kind whatsoever, of a chapter.
 - The Chapter shall submit a copy of the Chapter By-laws to the Executive Director annually or within thirty (30) days of a Chapter By-law addition or revision to determine if a conflict exists between the Society By-laws and the Chapter By-laws. 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 Society Treasurer and the current Chapter By-laws or letter is submitted and approved by the Board. Should it be determined that a conflict does exist; the Chapter shall be so notified by the Society 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 Society President.

- b. Each chapter shall establish its own annual dues subject to the approval of the Board of the chapter, but in no case shall dues for both chapter and International Office total less than that provided in Article V, Section 1, payable January 1st, each year. Each chapter shall use the following method of collecting dues:
 - The Executive Director shall mail statements to the individual members of the chapter. Dues are paid directly to the International Office by the individual member. The International Office shall forward chapter rosters with dues refund checks to the Chapter Secretary/Treasurer of each chapter in good standing on January 31st, February 28th, March 31st, June 30th, September 30th and December 31st.
 - The dues of Sustaining members shall be as indicated in Article V, Section 1, payable in January of each year. On 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, or to the chapter that obtained the member, with a limit of twenty-five dollars (\$25.00) to any one chapter total refund. If the Sustaining member is a member-at-large or was recruited by the International Office, the refund shall be deposited in the "Research and Endowment Fund of ASSE".
 - The sustaining member shall pay their dues directly to the International Office. The Executive Director shall forward to the interested chapter, the chapter's share of dues.
- c. Each chapter which secures and produces advertising for the Year Book shall receive ten percent (10%) of the fees paid for such advertising and shall further receive the same percentage as long as the advertisers which the chapter originally produced or secured shall continue to purchase advertising space. A new advertiser shall be one who did not advertise in the immediate preceding Year Book.
- d. Each chapter must hold at least four (4) meetings per year, one of which shall be a bona fide election consistent with Chapter By-Laws.

Section 3. Each chapter shall, at all times, operate under the direction and authority of the 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 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 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 Society Treasurer, after such suspension, shall be held in escrow until the Board determines whether the charter shall be revoked or reinstated. The Society Treasurer shall make all possible efforts to procure or protect, in the Society'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 the Society or chapter without securing Board approval first.

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 the Society.

ARTICLE XI - YEAR BOOK

Section 1. Each Year Book shall incorporate a printing of the complete Constitution and By-Laws, including all amendments, additions or revisions passed at the current Annual Meeting.

- Section 2.** Each Year Book shall include the following:
- Minutes of the Board Meeting(s), Product Standards Committee Meeting(s), Seal Control Board Meeting(s), Professional Qualifications Standards Committee Meeting(s), and the Professional Qualifications Seal Control Board Meeting(s).
 - List of all Presidents and Annual Meeting cities in chronological order.
 - Names and addresses of current Board members.
 - Names and addresses of all committee chairpersons and committee members.
 - List of annual award recipients of Henry B. Davis Award, in chronological order, with full quotation of the award citation.
 - List of Fellow Award recipients and year of award.

- List of Honorary members
- List of members, with Fellowship Award recipients noted with "FASSE" after their names.
- List of annual award recipients of the Salvatore J. Farruggia Presidential Award.
- List of annual award recipients of the Patrick J. Higgins Award.
- List of Dewey R. Dedrick, Jr. Chapter Awards.
- List of Wylie W. Mitchell Refresher Course awards, year of award and title of presentation.
- List of 25, 35 and 50 year member awards.
- List of ASSE Scholarship Recipients.
- List of Society Officers, Regional Directors and Sustaining members.
- Chapter and Committee Reports.

Section 3. The price of Year Books to members beyond the one (1) copy to which they are entitled by virtue of their membership and to non-members shall be established each year based on cost of assembling, printing, packaging, mailing and any other proper expense plus fifteen percent (15%) to cover overhead expense.

ARTICLE XII - ANNUAL MEETING FINANCING

Section 1. The cost of financing each Annual Meeting shall be the responsibility of the International Office, except where a local chapter hosts or co-hosts the Annual Meeting, in which case arrangements will be made between the International Office and the local chapter.

Section 2. Registration fees shall be established by the Board.

Section 3. Any chapter requiring financial assistance in sponsoring an Annual Meeting shall have its method of financial aid approved by the Board.

ARTICLE XIII - AMENDMENTS

Section 1. The Constitution and By-Laws shall be subject 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 submitted in writing to all of the members entitled to vote by September 1st of the current year, or a minimum of thirty (30) days prior to the date of the specified meeting.

All additions, revisions or repeals voted upon and approved at the Annual Meeting shall become effective on the day following adjournment of the Annual Meeting. When changes are made, voted upon and approved at any special meeting, the additions, revisions or repeals shall become effective on the day following the adjournment of the special meeting, unless specified otherwise by the voting members at that meeting.

Section 2. All additions, revisions or repeals shall be furnished each member as soon as possible after each Annual Meeting, or special meeting. Each Year Book shall incorporate a printing of the complete By-Laws including all passed at the current Annual Meeting. Should a special meeting occur after the printing of the Year Book, all additions, revision or repeals shall be printed in the next edition of the Year Book.