

American Society of Plumbing Engineers

# Policy & Operations Manual



The ASPE Policy & Operations Manual has been prepared to provide accurate and authoritative information regarding the policies, procedures, and operations of the Society and its chapters. The ASPE Policy & Operations Manual is changed, modified, adjusted, and updated as needed.

As the official guide to the policies and procedures of the Society, a digital copy of this manual (and all updates) is provided on a complimentary basis to:

- ASPE Board of Directors (1 copy to each Board member)
- ASPE Research Foundation Board of Directors (1 copy to President)
- Committee Chairs (1 copy to each Chair)
- Chapters of the Society (1 copy for each chapter Board member)



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# Statement of Purpose

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The American Society of Plumbing Engineers (ASPE) is the international organization for professionals skilled in the design, specification, construction administration, and commissioning of plumbing systems. ASPE is dedicated to the advancement of the science of plumbing engineering; to the professional growth and advancement of its members; and to the health, welfare, and safety of the public. The Society disseminates technical data and information; sponsors activities that facilitate interaction with fellow professionals; and, through research and education, expands the base of knowledge of the plumbing engineering industry. ASPE members are leaders in innovative plumbing design, effective materials and energy use, and the application of advanced techniques throughout the world. ASPE accepts, embraces and supports all as members.

## WORLDWIDE MEMBERSHIP

Founded in 1964, ASPE currently has more than 6,500 members. Internationally, ASPE members are located in the United States, U.S. Territories, Canada, Asia, Africa, Mexico, the Caribbean, South and Central America, the South Pacific, Australia, Middle East, and Europe. They represent an extensive network of experienced engineers, designers, contractors, code officials, manufacturers, and manufacturer representatives interested in advancing their careers, their profession, and the industry. ASPE is at the forefront of Plumbing Engineering and Design technology. Also, ASPE is an inclusive organization, represents members and promotes the profession among all segments of the construction industry.

## ASPE CHAPTERS

All members who join ASPE worldwide and have the opportunity to belong to and participate in state, provincial, or local chapters throughout the U.S. and Canada. ASPE chapters provide the major communication links and the first line of services and programs for the individual member. At chapter functions, members can network with others who represent all segments of the plumbing engineering, design, construction, and services industry. Chapters produce communication among members; conduct monthly technical meetings; offer social activities; and provide opportunities for education, professional development, and information sharing to help the membership stay abreast of current trends, code changes, and technologies in the plumbing engineering profession.

## MEMBERSHIP COMMUNICATION

Membership communication is enhanced through ASPE Connect [webpage](#): the biweekly “ASPE Pipeline” e-newsletter; membership e-mail communications; and the Society’s website ([aspe.org](http://aspe.org)). Web based communication is provided to all members through the ASPE Connect online platform which provides community based engagement on relevant industry topics.

## TECHNICAL PUBLICATIONS

The Society maintains a comprehensive publishing program, spearheaded by the profession’s basic reference text, the *Plumbing Engineering Design Handbook*, which provides comprehensive details of the accepted practices and design criteria used in the field of plumbing engineering. ASPE’s published library of professional technical manuals and handbooks includes *Engineered Plumbing Design*, *Domestic Water Heating Design Manual*, *Illustrated Plumbing Codes Design Handbook*, and others.

## CONVENTION AND TECHNICAL SYMPOSIUM

The Society hosts biennial Conventions in even-numbered years and Technical Symposia in odd-numbered years for plumbing engineers, designers, contractors, and others in allied industries to improve their skills, learn original design concepts, and make important networking contacts to help them stay abreast of current trends, codes, and technologies.

## EXPOSITION

In conjunction with each Convention is the Exposition, the largest gathering of plumbing engineering and design products, equipment, and services available to allow engineers and specifiers to view the newest and most innovative products, applications and design materials available to them.

## EDUCATION

The Society produces online professional, technical educational programs such as webinars, PowerPoint presentations, self-learning courses and conducts several one and two-day technical and professional development seminars. Special educational materials are available to ASPE chapters to present as technical programming. All ASPE educational programs issue recertification, relicensing, and registration maintenance-approved CEUs and PDHs. Other educational opportunities are available [aspe.org](http://aspe.org).

## CERTIFIED IN PLUMBING DESIGN

ASPE maintains a national certification program for engineers and designers of plumbing systems, which carries the designation Certified in Plumbing Design, or CPD. The certification program provides the profession, the plumbing industry, and the general public with a single, comprehensive certification of professional competence for engineers and designers of plumbing systems and is offered at centers worldwide. The credential was created to provide a single, uniform, international credential in the field of engineered plumbing systems, the CPD program is not in any way connected to any state-regulated Professional Engineer (PE) registration. For information on CPD, CPDT and GPD Examination dates and sites, visit [aspe.org](http://aspe.org).

## CODES AND LEGISLATION

The Society maintains code and representative liaisons with all plumbing-industry and engineering-related organizations, as well as various federal, state, and local governmental agencies and departments. ASPE legislative liaisons are active in creating and reviewing code for the many organizations promulgating national model codes and when appropriate, coordinate code and legislative representation at the state and local levels.

## ASPE EDUCATION AND RESEARCH FOUNDATION

The ASPE Education and Research Foundation, established in 1976, is the only independent, impartial organization involved in plumbing engineering and design research. The science of plumbing engineering affects everything from the quality of our drinking water to the conservation of our water resources to the building codes for plumbing systems—and everyone. Our lives are impacted daily by the advances made in plumbing-engineering technology through the Foundation's research and development initiatives.

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# CHAPTER 1

## The Society

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### SOCIETY BOARD OF DIRECTORS

#### BOARD OF DIRECTORS–OFFICERS

The American Society of Plumbing Engineers (ASPE) is governed by a 13-member Board of Directors, consisting of 12 elected Officers, and 1 appointed liaison. All elected Officers must be Full members in good standing. Except for the Region Directors and VP Affiliate, board members must also hold either the Professional Engineer (PE) license or the Certified in Plumbing Design (CPD) designation, or both. Officers are elected at the biennial Convention for a term of two (2) years on an at-large basis by chosen Delegate Representatives of the membership. (For additional details, see the ASPE Bylaws.) At the direction of the President, a Board Officer may also serve as a Region Director.

The elected Officer Board positions are:

- President
- Vice President, Technical
- Vice President, Education
- Vice President, Legislative
- Vice President, Membership
- Vice President, Affiliate
- Treasurer
- Region 1 Director
- Region 2 Director
- Region 3 Director
- Region 4 Director
- Region 5 Director

The appointed board positions are:

- AYP Liaison

#### ELECTED SOCIETY BOARD OF DIRECTORS POSITION DESCRIPTIONS

##### PRESIDENT

The President is responsible for all affairs of the Society in accordance with the Society Bylaws and serves as the official spokesperson for the organization. The President shall be responsible for building relationships, coalitions and maintaining ongoing liaisons with other similar organizations in the engineering, manufacturing, construction, code body and certification fields.

**Reports to:** Members

**Manages:**

- Board of Directors
- Certified Plumbing Design (CPD) Committee

**Responsibilities:**

- Chairs the Board of Directors



- Establishes agenda for and presides at all meetings of the Board of Directors
- Establishes agenda for and presides at all meetings of Delegates
- Establishes agenda for and presides at all meetings of membership at the Technical Symposium
- Appoints Chairs of all standing committees
- Establishes special and ad hoc committees
- Appoints Chairs and members of special and ad hoc committees:
  - > Appoints two members to Nominating Committee
- Serves on the Finance Committee
- Acts as liaison with other engineering, manufacturing, construction, code body and certification fields
- Functions as spokesperson for the Society
- Performs other functions as may be required by the Board of Directors, membership, or the delegates
- Directs the Plumbing Engineering Registration Committee
- Serves as Board Liaison with the ASPE staff
- Prepares an Annual Report to the Members
- Prepares an Annual Report for the Region President's Meetings
- Prepares monthly articles for the Societies magazine
- Attends one of the annual Region President's Meetings
- Oversees the overall health and direction of the Society

**Staff Support:** Executive Director

#### **VICE PRESIDENT, TECHNICAL**

The Vice President, Technical is responsible for overseeing the development and updating of all technical publications produced by the Society. In the absence of the President, the Vice President, Technical shall perform all the duties and have all the powers of the President on behalf of the Society at Society official functions and Board Meetings.

**Reports to:** President, Board of Directors, Members

#### **Manages:**

- Chapter Vice Presidents, Technical
- Technical and Research Committee

#### **Responsibilities:**

- Recommends appointment of Chair of Technical and Research Committee
- Chairs Technical Council meeting at the Convention (Chapter Vice Presidents, Technical)
- Serves on ASPE Research Foundation Board of Directors, at the discretion of the President
- Performs duties of President in absence of the President
- Serves on Finance Committee
- Performs other functions as may be directed by the President or the Board of Directors
- Prepares an Annual Report to the Members
- Performs other functions as may be directed by the President or the Board of Directors
- Serves on Education Committee
- Prepares an Annual Report for the Region President's Meetings
- Attends one of the annual Region President's Meetings at the President's discretion

**Staff Support:** Editorial Director, Education Director

#### **VICE PRESIDENT, EDUCATION**

The Vice President, Education is responsible for overseeing the educational programs of the Society.

**Reports to:** President, Board of Directors, Members

#### **Manages:**

- Chapter Education Chairs
- Education Committee

**Responsibilities:**

- Chairs Education Council meeting at the Convention (Chapter Vice Presidents, Education or Chapter Education Committee Chairs)
- Recommends appointment of Chair of Education Committee
- Communicates regularly with each Chapter's Vice President, Education or Chapter Education Committee Chair
- Assists in the development of the ASPE Convention Education Program
- Assists in the development of the ASPE Technical Symposium Education Program
- Prepares an Annual Report to the Members
- Performs other functions as may be directed by the President or the Board of Directors
- Prepares an Annual Report for the Region President's Meetings
- Attends one of the annual Region President's Meetings at the President's discretion

**Staff Support:** Education Director, Education Program Coordinator

**VICE PRESIDENT, LEGISLATIVE**

The Vice President, Legislative is responsible for all legislative and code-related affairs of the Society. The Vice President, Legislative shall be responsible for suggestions, or recommendations to the appropriate legislative bodies or model plumbing code organizations. The Vice President, Legislative oversees the ASPE Design Standards program.

**Reports to:** President, Board of Directors, Members

**Manages:**

- Chapter Vice Presidents, Legislative
- Legislative Committee

**Responsibilities:**

- Recommends appointment of Chair of Legislative Committee
- Chairs Legislative Council meeting at the Convention (Chapter Vice Presidents, Legislative)
- Communicates regularly with each Chapter's Vice President, Legislative
- Prepares an Annual Report to the Members
- Performs other functions as may be directed by the President or the Board of Directors.
- Prepares an Annual Report for the Region President's Meetings
- Attends one of the annual Region President's Meetings at the President's discretion

**Staff Support:** Executive Director

**VICE PRESIDENT, MEMBERSHIP**

The Vice President, Membership shall be responsible for the development and implementation of membership recruitment promotional campaigns and for the retention and maintenance of the membership.

**Reports to:** President, Board of Directors, Members

**Manages:**

- Chapter Vice Presidents, Membership
- Membership Committee

**Responsibilities:**

- Recommends appointment of Chair of Membership Committee
- Chairs the Membership Council meeting at the Convention (Chapter Vice Presidents, Membership)
- Communicates regularly with Chapter Vice Presidents, Membership
- Develops and implements membership retention and recruitment promotion programs
- Prepares an Annual Report to the Members
- Performs other functions as may be directed by the President or the Board of Directors
- Reviews new membership and membership upgrade applications.
- Prepares an Annual Report for the Region President's Meetings
- Attends one of the annual Region President's Meetings at the President's discretion

**Staff Support:** Director of Membership, Membership Coordinator

## **VICE PRESIDENT, AFFILIATE**

The Vice President, Affiliate is responsible for communicating with ASPE's Affiliate members, provides the Board with input from the Affiliates, serves as the voice of the Board to Affiliates, chairs the Affiliate Advisory Committee, and advises the Board on the Affiliates concerns regarding the format and the operation of the biennial Exposition.

**Reports to:** President, Board of Directors, Members

### **Manages:**

- Region Affiliate Liaisons
- Chapter Affiliate Liaisons
- Affiliate Advisory Committee

### **Responsibilities:**

- Communicates regularly, on behalf of the Board, with Affiliate members
- Establishes and manages the Region and Chapter Affiliate Liaisons
- Chairs the Affiliate Advisory Committee
- Prepares an Annual Report to the Members
- Assists in developing sponsorship programs for the Society
- Performs other functions as may be directed by the President or the Board of Directors
- Prepares an Annual Report for the Region President's Meetings
- Attends one of the annual Region President's Meetings at the President's discretion

**Staff Support:** Executive Director, Director of Affiliates

## **TREASURER**

The Treasurer is responsible for overseeing the Director of Finance. The Treasurer shall be responsible for reviewing financial records and assisting in the development of the annual operating budget.

**Reports to:** President, Board of Directors, Members

### **Manages:**

- Chapter Treasurers
- Finance Committee

### **Responsibilities:**

- Manages and chairs the Finance Committee
- Assists in developing annual operating budget
- Communicates regularly with Chapter Treasurers
- Prepares an Annual Report to the Members
- Performs other functions as may be directed by the President or the Board of Directors
- Prepares an Annual Report for the Region President's Meetings
- Attends one of the annual Region President's Meetings at the President's discretion

**Staff Support:** Executive Director, Director of Finance

## **REGION DIRECTORS**

The Region Director is responsible for communications between the Chapter Leadership (Chapter Presidents, Chapter Boards) and the Society's Leadership (ASPE Board of Directors). The Region Director serves as a resource for chapters within the region, assisting with problems unable to be resolved within the chapters.

The Region Director is also responsible for working with each of the other Board of Director Vice Presidents and Directors to coordinate chapter and Society membership retention and recruitment programs, legislative initiatives, and educational programs at the chapter level.

**Reports to:** President, Board of Directors, Members

**Responsibilities:**

- Coordinates and chairs the annual Region Presidents Meeting (Chapter Presidents or their representatives)
- Evaluates programs and selects chapter(s), three maximum, to receive annual Region Director's Award (presented at the region meeting)
- Appoints Region Affiliate Liaison
- Establishes ongoing communication among the chapters within the region
- Attends individual chapter meetings within the region as appropriate
- Meets with chapter officers when necessary
- Compiles and reviews reports for the Chapter Award of Merit within the region
- Prepares an Annual Report to the Members
- Performs other functions as may be directed by the President or the Board of Directors
- Prepares an Annual Report for the Region President's Meetings

**APPOINTED BOARD POSITIONS DESCRIPTION****AYP LIAISON**

The AYP Liaison is responsible for communicating with ASPE's AYP members, provides the Board with input from the AYP's and provides input to the Convention and Technical Symposium Committee, and advises the Board concerning the format and the operation of the biennial Exposition.

**Reports to:** President, Board of Directors

**Manages:**

- Chapter AYP Affiliate Liaisons

**Responsibilities:**

- Communicates regularly, on behalf of the Board, with AYP members
- Establishes and manages the network of Chapter AYP Liaisons
- Receives and reports information from the AYP to the Board
- Prepares and Annual Report for the Annual Report to the Members/Chapters
- Coordinates sponsorship programs for the Society
- Performs other functions as may be directed by the President or the Board of Directors

**Staff Support:** Membership Director

**ELECTED BOARD OF DIRECTORS OATH OF OFFICE**

In accordance with Bylaw 5: Officers, Section 5.2: Election and Term of Officers, Officers shall take office immediately upon installation following election.

The following oath of office is administered at the installation of officers. The oath of office shall be given to the newly elected board of directors by the most immediate past president in attendance.

“Do you faithfully pledge to perform your duties as an officer of the American Society of Plumbing Engineers, in accordance with the Society Bylaws, policies, and procedures, maintain the ethics, confidentiality, and fiduciary responsibilities of a Society officer, commit yourself to uphold the principles, and carry out the goals of the Society, to the best of your ability?”

## APPOINTED MEMBER TO THE ASPE BOARD OF DIRECTORS OATH OF OFFICE

(Notice: Oath is to be signed at the time the oath is administered.)

ASPE Appointed Board Position: (*Title of Position*) \_\_\_\_\_

This Oath of Office shall be given in the presence of all the elected members of the Board of Directors. The oath must be taken before the appointed member of the Board will be permitted to be included as a full-entitled Board member. The elected member shall sign this oath in the presence of the full elected board, and such oath shall remain on record in the member's information file retained at the ASPE Office.

### OATH OF OFFICE

Do you faithfully pledge to perform your duties in accordance with any elected officer of the American Society of Plumbing Engineers, in accordance with the Society Bylaws, policies, and procedures, maintain the ethics, confidentiality, and fiduciary responsibilities in the same manner as an elected Society officer, commit yourself to uphold the principles and carry out the goals of the Society, to the best of your ability?

### STATEMENT OF ATTESTMENT

I hereby attest that I have taken the oath of office to be a member of the ASPE Board of Directors, that I understand all the implications inherent in the taking of this oath, and that I shall, to the best of my ability, abide by this oath.

Name (print): \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

## ASPE BOARD OF DIRECTORS CODE OF ETHICS

Members of the Board (including ex-officio and appointed members) shall at all times abide by and conform to the following code of conduct in their capacity as Board members:

1. Each member of the Board of Directors will abide in all respects by the ASPE Code of Ethics and all other rules and regulations of the Society (including but not limited to the Society's articles of incorporation, bylaws, confidentiality statements, and conflict of interest statements) and will ensure that their membership in the Society remains in good standing at all times. Furthermore, each member of the Board of Directors will at all times obey all applicable federal, state, and local laws and regulations and will provide or cause to provide the full cooperation of the Society when requested to do so by those institutions and their persons set in authority as are required to uphold the law.
2. Members of the Board of Directors will conduct the business affairs of the Society in good faith and with honesty, integrity, due diligence, and reasonable competence.
3. Except as the Board of Directors may otherwise require or as otherwise required by law, no Board member shall share, copy, reproduce, transmit, divulge, or otherwise disclose any confidential information related to the affairs of the Society, and each member of the Board will uphold the strict confidentiality of all meetings and other deliberations and communications of the Board of Directors.
4. Members of the Board of Directors will exercise proper authority and good judgment in their dealings with Society staff, members, and the general public and will respond to their needs in a responsible, respectful, and professional manner.
5. No member of the Board of Directors will use any information provided by the Society or acquired as a consequence of the Board member's service to the Society in any manner other than in furtherance of his or her Board duties. Further, no member of the Board of Directors will misuse Society property or resources and will at all times keep the Society's property secure and not allow any person not authorized by the Board of Directors to have or use such property.
6. Each member of the Board of Directors will regularly participate in professional development activities and will perform his or her assigned duties in a professional and timely manner pursuant to the Board's direction and oversight.
7. Each member of the Board is to exercise to the best of their ability their fiduciary responsibilities related to Board reimbursement expenses, programs, and activities of the Society.
8. Upon termination of service, a retiring Board member will promptly return to the Society all documents, electronic and hard files, reference materials, and other property entrusted to the Board member for the purpose of fulfilling his or her job responsibilities. Such return will not abrogate the retiring Board member from his or her continuing obligations of confidentiality with respect to information acquired as a consequence of his or her tenure on the Board of Directors.
9. The Board of Directors dedicates itself to leading by example in serving the needs of the Society and its members and also in representing the interests and ideals of the plumbing engineering industry at large.
10. The Board of Directors shall act in a professional and courteous manner at all times. Publication of any material or statements of any kind related to Society business, whether disclosed in public, printed, emailed, or posted on any social media site, regardless of the subject matter, shall be professional in nature.
11. This Code of Ethics applies to online activities (social media) in addition to all other policies stated in the bylaws and P&O Manual. The Board of Directors shall respect ASPE members' privacy when posting to social media sites and are encouraged to promote positive communication only, while refraining from harassment or any questionable activities of any kind that could be considered inappropriate.
12. ASPE expects professional behavior at all times while participating at ASPE activities.

## REGIONAL ORGANIZATION

The ASPE chapters are organized into five geographic regions. Each region has a Region Director elected to the Board of Directors. The Region Director is the primary officer for each region and is responsible for region and chapter operations within the region.

### ASPE REGIONS

#### REGION 1: NORTHEAST

Baltimore  
Boston  
Capital Region NY  
Central New York  
Connecticut  
Hampton Roads  
Long Island  
Montréal  
New Jersey  
New York City  
Philadelphia  
Québec City  
Richmond  
Virginia Blue Ridge  
Washington, D.C.

#### REGION 2: GREAT LAKES

Buffalo-Niagara  
Central Indiana  
Central Ohio  
Cleveland  
Eastern Michigan  
• Evansville  
Greater Toronto  
Johnstown, PA  
• Kentucky Bluegrass  
Pittsburgh  
Rochester, NY  
Southwestern Ohio  
Western Michigan

#### REGION 3: SOUTHEAST

Alabama  
Atlanta  
Central Florida  
Charlotte  
Columbia  
East Tennessee  
Greenville  
Memphis  
Nashville  
New Orleans  
North Florida  
Raleigh  
South Florida  
West Coast Florida

#### REGION 4: WEST

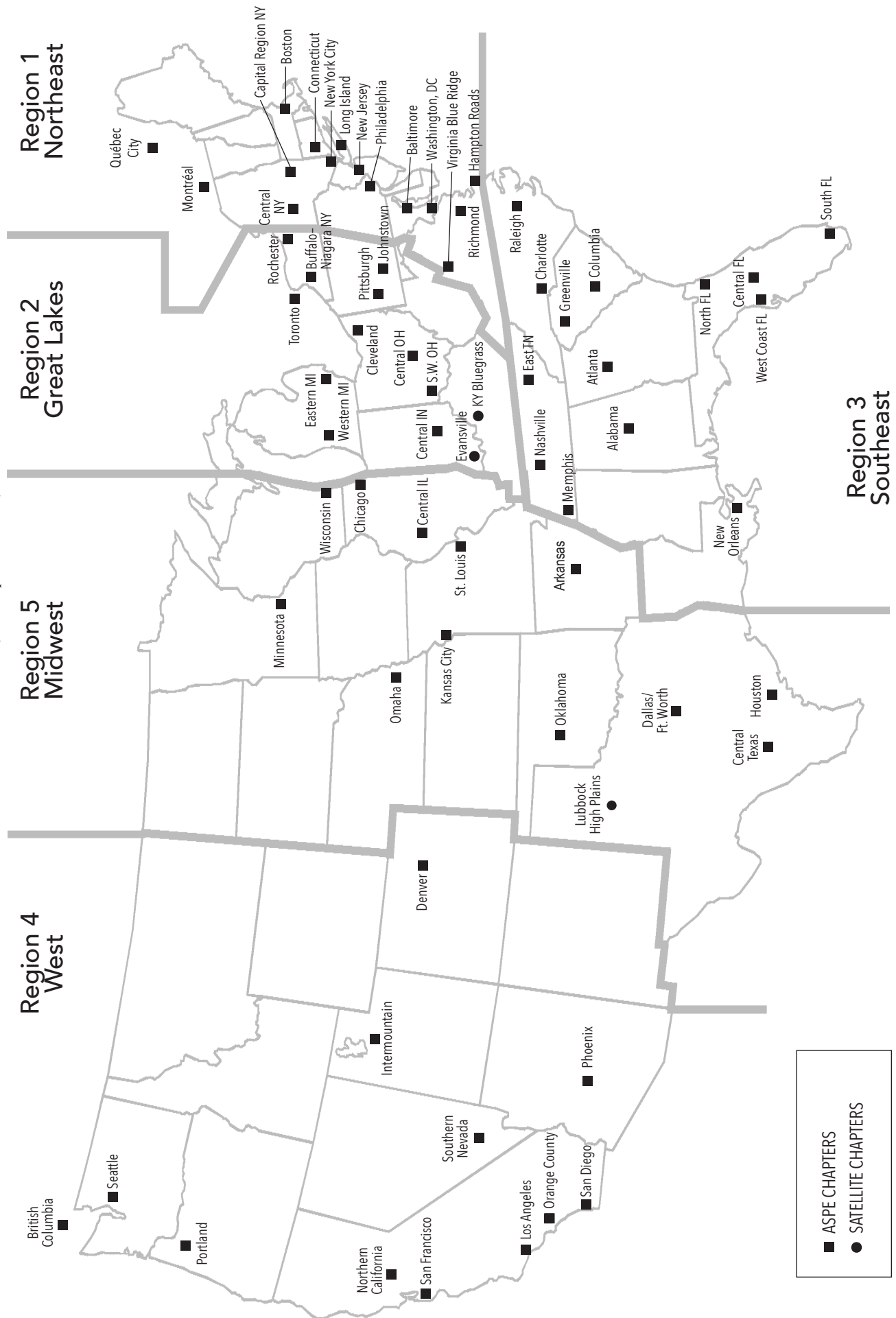
British Columbia  
Denver  
Intermountain  
Los Angeles  
Northern California  
Orange County  
Phoenix  
Portland  
San Diego  
San Francisco  
Seattle  
Southern Nevada

#### REGION 5: MIDWEST

Arkansas  
Central Illinois  
Central Texas  
Chicago  
Dallas/Ft. Worth  
Houston  
Kansas City  
• Lubbock High Plains  
Minnesota  
Oklahoma  
Omaha  
St. Louis  
Wisconsin  
  
• Satellite of a chapter

# ASPE REGIONS MAP

(as of September 2023)



- ASPE CHAPTERS
- SATELLITE CHAPTERS



## BOARD OF DIRECTORS—OPERATIONS

The Society Board of Directors has charge of all business affairs and considers all matters concerning the welfare of the Society.

### MEETINGS

In accordance with the Society Bylaws, the Board of Directors meets a minimum of twice a year. In practice, the Board of Directors meets on a quarterly basis at a location determined by the board at its previous meeting. Each Board meeting requires a minimum of two (2) weeks' advance notice, in writing, to all Board members and shall include the time, place, and the agenda for the meeting. Special meetings may be called at any time by a majority of the Board of Directors.

The Executive Director/President/Board of Directors are responsible for the taking of Board meeting minutes for all regular and special meetings. An exact copy of the Board minutes is sent to all Board members, elected, and appointed. The official copy of all Board minutes is maintained at the Society office.

All regular and special Board meetings are chaired by the President, or in his absence, the Vice President, Technical.

### CONDUCT OF BUSINESS

To conduct and transact Society business, the Board must have two-thirds (2/3) of the Directors present (a quorum). A Board member unable to attend a meeting may designate another Board member to present material for the Board's consideration. If necessary, to establish a quorum for the conducting of the Society business during a meeting, a conference telephone call is permitted.

In accordance with the Society Bylaws for the Board to conduct official Society business or consider matters of importance to the Society, the board may meet at a regular or specially called in-person meeting or have a meeting via any telecommunication options. In addition, the Board may, on occasion and under the supervision and direction of the President and the Executive Director, conduct a mail ballot to provide the Executive Director with necessary contractual authorizations or to determine the official position of the Board members on certain Society matters.

All decisions and authorizations made by the Board at a regular or specially called meeting, including telecommunication options, must have official minutes of the meeting that shall be distributed to all board members for approval at the next board meeting.

## SOCIETY STANDING COMMITTEES, SPECIAL COMMITTEES, SUBCOMMITTEES, AND WORKING GROUPS

Society committees are appointed to perform specified duties in a specific area of Society interest and consist of standing committees (required by ASPE Bylaws), special committees, subcommittees, and working groups. Committee and Working Group Chairs are appointed by the Society President and are responsible for the conduct of the committee's or working group's business. The Board of Directors shall prescribe the qualifications and approve the members of all standing committees, special committees, subcommittees, and working groups. The President may create special committees, subcommittees, and working groups as may be necessary.

All committee and working group members are required to submit a committee member application and a conflict-of-interest statement (found later in this section).

### STANDING COMMITTEES

(As defined in the ASPE Bylaws with additional comments in italics)

#### TECHNICAL AND RESEARCH COMMITTEE

The Technical and Research Committee shall formulate a program to advance the technical skills, qualifications, and proficiency of the members of the Society, *ensure technical quality and accuracy for all technical publications*, and provide for appropriate research in the field of plumbing engineering.

The Technical and Research Committee shall form the basis of the *Plumbing Engineering Design Handbook* Committee. It shall assist the Society's periodical publication editors in the preparation and assimilation of materials. It shall work to initiate research projects aimed at improving the science of plumbing.

#### LEGISLATIVE COMMITTEE

The Legislative Committee shall prepare code changes to the model plumbing codes and assemble information and material to

be used to clarify or resolve matters pertaining to codes, ordinances, or legislation. The Legislative Committee shall provide its advisory services to chapters, other associations, or government agencies involved in writing or enacting codes and legislation.

#### **MEMBERSHIP COMMITTEE**

The Membership Committee shall aid the chapters in the recruitment of new members *and the retention of existing members*. *The committee shall review all membership matters pertaining to the Society, including potential membership campaigns.*

#### **CONVENTION & EXPOSITION COMMITTEE**

The Convention & Exposition Committee shall be responsible for planning the Society's Conventions and coordinating the Convention and the Exposition.

#### **TECHNICAL SYMPOSIUM COMMITTEE**

The Technical Symposium Committee shall be responsible for planning and coordinating the Society's Technical Symposium.

#### **PLUMBING ENGINEERING DESIGN HANDBOOK COMMITTEE**

*The Plumbing Engineering Design Handbook Committee shall be responsible for coordinating and reviewing for technical accuracy the material to be published in the Plumbing Engineering Design Handbooks.*

#### **EDUCATION COMMITTEE**

The Education Committee shall include members representing each region and shall formulate a curriculum and other educational programs of the Society. The committee shall assist the Convention and Technical Symposium Committees.

#### **LONG-RANGE PLANNING COMMITTEE**

The Long-Range Planning Committee shall make the necessary studies to prepare for, and recommend to the Board of Directors, long-range planning for the aims and activities of the Society, that, in the opinion of the committee, would affect the future welfare and growth of the Society.

#### **BYLAWS COMMITTEE**

The Bylaws Committee shall consist of Full members representing each Region and shall be responsible for the review of the Bylaws of the Society and for proposing changes to the Board. In practice, this committee reviews all proposed bylaw additions and modifications and makes recommendations to the Board and the membership in the best interests of the Society.

#### **FINANCE COMMITTEE**

The Finance Committee shall recommend fiscal policy, prepare the annual budget, establish investment objectives, perform long-range fiscal planning, *and oversee the annual audit.*

#### **NOMINATING COMMITTEE**

The Nominating Committee shall be responsible for preparing a slate of nominees for offices for presentation to the membership *at the biennial Convention*. The committee shall be required to consider and review all submitted applications for the Board of Directors to ensure that each meets the requirements of the Bylaws.

#### **CERTIFIED PLUMBING DESIGN (CPD) COMMITTEE**

The Credentialing Committee shall oversee the development, implementation, and monitoring of ASPE's credentialing activities. The committee shall oversee and assist the Certified in Plumbing Design (CPD) Certification Subcommittee, Certified Plumbing Design Technician (CPDT) Certification Subcommittee, and Green Plumbing Design (GPD) Certificate Program Subcommittee. Credentialing Committee members must hold at least one of ASPE's credentials and maintain an active status within that program. Credentialing Committee members are prohibited from organizing or instructing CPD and CPDT review courses.

#### **SPECIAL-INTEREST GROUP COMMITTEES**

##### **AYP COMMITTEE**

The ASPE Young Professionals (AYP) Committee shall be responsible for the special interest group of active members 35 years and younger. The AYP Committee shall provide assistance with recruiting and on boarding AYP liaisons to the chapter board of directors, assisting with National Engineers Week and World Plumbing Day outreach, organizing the biennial AYP leadership academy, and annual networking events. Committee members are to be 35 years or younger and active members of the Society.

##### **WOA COMMITTEE**

The core mission of the Women of ASPE (WOA) is to engage, retain and advance women in the plumbing design industry, through education, leadership development and networking opportunities. The WOA is committed to bringing together women and assisting them to achieve their professional and personal goals.

## **SUBCOMMITTEES**

### **CERTIFIED IN PLUMBING DESIGN (CPD) CERTIFICATION SUBCOMMITTEE**

The Certified in Plumbing Design (CPD) Subcommittee shall report to the Credentialing Committee and be responsible for the implementation and development of the CPD certification program including CPD examination review, CPD examination score setting, audits of CPD credential holders, and the reinstatement process of inactive CPD credential holders. The subcommittee shall also review all CPD credentialing matters. CPD Subcommittee members are prohibited from organizing or instructing CPD review courses.

### **CERTIFIED PLUMBING DESIGN TECHNICIAN (CPDT) SUBCOMMITTEE**

The Certified Plumbing Design Technician (CPDT) Subcommittee shall report to the Credentialing Committee and be responsible for the implementation and development of the CPDT certification program including CPDT examination review, CPDT examination score setting, audits of CPDT credential holders, and the reinstatement process of inactive CPDT credential holders. The subcommittee shall also review all CPDT credentialing matters. CPDT Subcommittee members are prohibited from organizing or instructing CPDT review courses.

### **GREEN PLUMBING DESIGN (GPD) CERTIFICATE PROGRAM SUBCOMMITTEE**

The Green Plumbing Design (GPD) Subcommittee shall report to the Credentialing Committee and be responsible for the implementation and development of the GPD certificate program including GPD course material, GPD exam review, GPD examination score setting, GPD refresher courses to current certificate holders, and any potential reinstatement procedures related to GPD certificate holders.

## **WORKING GROUPS**

### **PROFESSIONAL ENGINEER WORKING GROUP**

The purpose of the Professional Engineer Working Group is to educate the State Licensing Boards across the United States on the complexity of plumbing systems in today's world and the role that the Plumbing Engineer plays in designing these systems to protect the public's health and safety. The goal is to achieve a Plumbing option within the Mechanical Engineering Principles and Practice Exam that is offered by the National Council of Examiners for Engineering and Surveying (NCEES).

## **SOCIETY OPERATIONS—GENERAL**

Society finances and management are the responsibility of the Board of Directors. Only members of the Society's Board of Directors are the official and legal officers of the Society. General and daily Society finances, management, administration, and operations are directed by an Executive Director employed by the Society Board of Directors. The Board of Directors, through official Board actions, conveys and transfers whatever necessary legal operating and contractual authority is required by the Executive Director.

### **LEGAL COUNSEL AND ACCOUNTING SERVICES**

The Board of Directors is responsible for retaining whatever legal counsel or accounting and auditing services are required for the Society. Generally, the Board will authorize the Executive Director to contract, direct, supervise, and otherwise communicate with the necessary legal counsel or accounting services. However, the Board may, on occasion, for confidentiality or other sensitive reasons, contract directly for these services.

### **CHAPTER ACCOUNTING SERVICES**

Each chapter is responsible for obtaining whatever accounting services it feels are necessary to comply with the reporting requirements of the Society and federal, state, and local governments.

### **CHAPTER LEGAL COUNSEL**

In the event a chapter believes it requires legal counsel, the Chapter President (or other officer, as appropriate) should telephone or write to the Society's Executive Director, President, or other Society officer. The Chapter officer must be prepared to fully and accurately discuss, or in writing fully describe, the situation requiring legal counsel. Depending on the nature of the situation and its potential effect on the overall Society or other chapters, the Board of Directors may contract for and undertake the necessary legal counsel, or it may advise and direct that the chapter is independently responsible.

### **INSURANCE PROTECTION—THE SOCIETY**

The Society provides and contracts for a variety of types and amounts of insurance coverage for all ASPE programs and events. In general, the Society's insurance does not cover chapter programs and events—a chapter is independently liable and, therefore, responsible for providing the necessary insurance. However, chapters are covered under the Society's insurance policies whenever an event is a chapter/Society collaboration (e.g., Technical Symposium, Convention, Exposition).

The Society's insurance coverage for the Society and its events includes (but is not limited to):

- General liability (including public liability and property damage)
- Contents, fire, and theft protection
- Tradeshow general liability
- Tradeshow or event income protection (on occasion)
- Host liquor
- Publication and libel liability
- Technical standards
- Director's and officer's liability
- Staff medical insurance
- Workmen's compensation
- Data protection

## **REQUIRED STATEMENT OF ACCOUNTABILITY AND RESPONSIBILITY FOR INDEPENDENT CHAPTERS**

Each chapter is an entity operating independently from the Society, and, therefore, all chapter communications and publications are the responsibility of the Chapter Board of Directors. Due to the independent aspect of a chapter, all chapter communications and publications are required to carry the statement "Chapters are not authorized to speak for the Society."

This statement must be prominently displayed on all chapter communications and publications. This policy may not be waived by any Society officer, Society staff member, or any region or chapter officer; any granted waiver must be by the express written authorization of the Society Board of Directors and so noted in the Board minutes.

## **USE OF THE SOCIETY NAME AND LETTER GRAPHIC**

The American Society of Plumbing Engineers is a registered corporation (i.e., incorporated) in the State of California and is a registered nonprofit 501(c)(6) association with the Internal Revenue Service. The use of the name American Society of Plumbing Engineers, Inc., or any letter graphic intended to be the initials of the Society, is limited exclusively for use of the Society, and such use is protected by various state and federal statutes.

No individual, group, or organization, including Society Board members, chapter officers, elected or appointed officers, elected or appointed committee members, Society staff, members of the Society, or any other agent acting for or on behalf of the Society may reproduce or use the name of the Society or any letter graphic intended to be the initials of the Society, in any form or in any media, including print, digital, or any other known or unknown media form, or otherwise use the Society name without the express written permission of the Society or as may be authorized by a statement of policy on the use of the Society name by the Society Board of Directors.

### **CHAPTER USE OF THE ASPE NAME**

A chapter of the American Society of Plumbing Engineers is granted permission to reproduce and use the name of the Society in conjunction with the name of the chapter showing the affiliation created by the granting of a charter by the Society to the chapter.

The reproduction and use of the Society name may only be shown and used when it is clearly associated with the chapter and only for the purpose of chapter organization identification, chapter business-oriented materials, chapter communications, and when associated with official chapter events and activities. The chapter name must accompany all use of the Society name. Furthermore, for the purpose of chapter organization identification, chapter business-oriented materials, and official chapter communications, a statement to the effect that "Chapters are not authorized to speak for the Society" must be clearly and prominently printed or otherwise displayed in association with the use of the name, American Society of Plumbing Engineers, the acronym ASPE, or the ASPE Logo.

### **ALTERATION OF SOCIETY NAME AND LOGO**

The name American Society of Plumbing Engineers and the ASPE logo intended to denote the initials of the Society are protected and may only be used in accordance with the established policy of the American Society of Plumbing Engineers and state and federal statutes. In no event may the ASPE name and the ASPE logo intended to denote the initials of the Society be altered or otherwise modified by any individual or organization to be used as representing either the Society name, the Society logo, the Society, or an affiliation with the Society.

## USE OF THE SOCIETY LOGO—STATEMENT OF POLICY

(Modified by Board of Directors, January 2007)

The American Society of Plumbing Engineers logo is registered on the Principle Register of the United States Patent Office as a Service Mark of the American Society of Plumbing Engineers. The Service Mark, registration number 1085124, is for “Association Services—namely, promoting the interests of plumbing engineers, designers, draftsmen, specifiers of plumbing systems, and contractors” and has a designated first-use date of December 31, 1964.

No individual, group, or organization, including Society Board members, chapter officers, elected or appointed officers, elected or appointed committee members, Society staff, members of the Society or any other agent acting for or on behalf of the Society may reproduce, in any form or in any media, including print, digital or any other known or unknown media form, or otherwise use the ASPE logo without the express, written permission of the Society or as may be authorized by a statement of policy on the use of the Society logo by the Society Board of Directors.

### MEMBER AND CHAPTER USE OF THE ASPE LOGO

A member of the American Society of Plumbing Engineers is hereby granted permission by the ASPE Board of Directors to reproduce and use the ASPE logo only for the purpose of demonstrating or otherwise indicating that the individual is a member of the Society. The words “Member of” must be clearly printed, in bold text, above or to the side of the Logo, and use is subject to the service mark restrictions as described and specified below.

A chapter of the American Society of Plumbing Engineers is granted permission to reproduce and use the ASPE logo for the purpose of demonstrating or otherwise indicating that the chapter is affiliated with, and part of, the Society, and use is subject to the service mark restrictions as described and specified below.

The reproduction and use of the ASPE logo may only be shown and used when it is clearly associated with the chapter and only for the purpose of chapter organization identification, chapter business-oriented materials, and chapter communications and when associated with official chapter events and activities. The chapter name must accompany all use of the ASPE logo. Furthermore, for the purpose of chapter organization identification, chapter business-oriented materials, and official chapter communications, a statement to the effect that “Chapters are not authorized to speak for the Society” must be clearly and prominently printed or otherwise displayed in association with the use of the name American Society of Plumbing Engineers, the acronym ASPE, or the ASPE logo.

### ALTERNATIVE AUTHORIZATION FOR USE OF ASPE LOGO

The American Society of Plumbing Engineers logo is the official visual representation of the Society. Limited use of the logo is permitted and permission authorized by the Society to its members and its chapters. This use of the ASPE logo is strictly for the purpose of permitting the individuals or chapters to have a visual representation that signifies that they are associated with the Society. To use the ASPE logo, individuals must be members in good standing, and chapters must be properly chartered or rechartered for each year.

### SPECIAL-PURPOSE USE

The Society Board of Directors does grant special-purpose use of the ASPE logo for imprinting on general merchandise and giftware when such use is for the benefit of the Society or its chapters. Each special-use permission is granted for a one-time use only. Item(s) to be imprinted must receive the prior approval of the Society. Any additional imprinting that is to accompany any item bearing the imprint of the ASPE logo must be approved in advance of the issuing of a special-use purpose authorization. Permission for a special use of the ASPE logo must be approved, in writing, from the Society office.

### SPECIAL PERMISSION FOR USE OF THE ASPE LOGO BY SUPPORTERS AND FRIENDS

A sponsor, supporter, or friend of ASPE shall be defined to be a company or organization that provides a monetary payment or assistance in the form of material services or other goods for the conduct or support of an event or activity approved by the Society and of benefit to the Society or its members or provides a payment, service, or other goods for the general benefit, support, or well-being of the Society.

The Society Board of Directors may grant a special-purpose alternative use of the ASPE logo for imprinting on general merchandise, giftware, or company/organization business-oriented promotional or marketing material for the purpose of indicating a sponsorship, support, or a special relationship with the Society other than as an individual member or a chartered chapter.

Except as otherwise specified herein, each request for a special-purpose alternative authorized use of the ASPE logo must be

placed before the ASPE Board of Directors at a regularly scheduled meeting and be approved by a two-thirds (⅔) majority vote of the board. Authorization for each special-purpose alternative use of the ASPE logo will be provided by the Board in writing to the requesting individual or organization. Each special-purpose alternative authorized use of the ASPE logo shall be granted for a specific period of time, but in no event may such permission be granted for a period to exceed one twelve (12)-month calendar period. A separate request and authorization are required for each special-purpose alternative authorized use and/or request and authorization for a renewal or additional use of the ASPE logo. Each authorization for the use of the ASPE logo shall require the user to enter a special use of the ASPE logo agreement specifying the approved use and recognizing the Society's trademarks and its sole right to all uses of the logo.

Permission for the use of the ASPE logo is limited to the purposes specified in the authorizing letter. Such authorization will permit the reproduction of the ASPE logo for the express limited purpose of demonstrating or otherwise indicating the special limited-time relationship with the Society as a sponsor, supporter, or other special relationship. The words "Sponsor," "Supporter," "Friend," or other designated special relationship as listed in the authorizing letter must be clearly printed, in bold text, above or to the side of the logo, and use of the logo is subject to the service mark, trademark, and registration restrictions as described and specified below.

Such authorization is limited to a specified sponsorship, supporter, or other special relationship with the Society. In no event may such special-purpose alternative use of the ASPE logo be granted for, or used, to show or imply membership in the Society or show support or approval of any product, merchandise, or service, nor may the ASPE logo be used in conjunction with, attached to, or in any way be construed to imply the Society's support of any product, or of any legislative, code, or political statement, declaration, or announcement, written or verbal, or for any purpose that has not be explicitly stated in the letter of authorization. The ASPE logo shall not be used in conjunction with any legal or professional statement or representation.

As only individuals may be members of the Society, at no time may any company/organization use the ASPE logo to indicate or imply that it is a member of the Society. Authorization for special-purpose alternative use of the ASPE logo must be clearly marked as stated above. Any violation or misuse of the ASPE logo, except as specified in the authorization letter, will immediately invalidate any agreement, written or otherwise, regarding the use of the ASPE logo. In the event the Society notifies the user of such violation or misuse, the user shall immediately cease any use of the ASPE logo and shall forfeit any rights, money, or other privileges granted in exchange for such use. In the event the Society uses legal representation regarding any misuse or violation of the ASPE logo, the user shall be responsible for all associated costs and expenses as specified in the logo use agreement.

#### **GENERAL AUTHORIZATION FOR USE OF THE ASPE LOGO BY SUPPORTERS AND FRIENDS**

A sponsor, supporter, or friend of ASPE is defined above. Companies or organizations that meet the requirement of having provided a monetary payment or assistance in the form of material services or other goods for the conduct or support of an event or activity approved by the Society and of benefit to the Society or its members, or provides a payment, service, or other goods for the general benefit, support, or well-being of the Society shall be entitled to the use of the "Sponsor," "Supporter," or "Friend" ASPE Logo without additional written permission of the Board.

This General Authorization shall be limited as follows:

- Organizations that advertise or sponsor pages in any ASPE publication including ASPE's Plumbing Engineering Design Handbook. This authorization provides for the use of the ASPE logos featuring "Supporter" or "Friend Of." The use of the ASPE "Supporter" or "Friend Of" Logo shall be permitted from the time of such support to extend for a period of twelve (12) months from the effective date of the advertisement or support.
- Companies or organizations that advertise or sponsor special event publications or functions at ASPE events such as the ASPE Convention and Exposition and the ASPE Technical Symposium shall be authorized to use the special event Convention and Exposition and Technical Symposium ASPE logos featuring "Supporter" or "Sponsor" and the specific name of the event. The use of the ASPE "Supporter" or "Sponsor" Logo shall be permitted from the time of such sponsorship/support to extend for a period of twelve (12) months from the effective date of the event.

#### **REPRODUCTION AND USE OF THE ASPE LOGO**

The ASPE logo shall not be reproduced or used unless it is clearly designated to be a trademark of the Society, shown by TM, or its Service Mark registration, shown by either ® or ©, is indicated.

#### **ALTERATION OF SOCIETY LOGO**

The ASPE logo must be used as shown and shall not be altered in any way to denote the Society known as the American Society of Plumbing Engineers or any affiliation with the Society. Use of the elements of the logo to denote or otherwise show affiliation with the Society is not permitted in accordance with the rights granted to ASPE by the registration of the Service Mark on the Principle Register of the United States Patent Office.

## BOARD POLICY: FINANCE AUTHORITY TO EXECUTIVE DIRECTOR

(Approved October 26, 2005)

1. The Board of Directors shall oversee the finances and operations of the Society via the budget, the monthly financial reports, and the year-end audit.

With this policy, the budget rules. Once a budget has been established, it shall drive the approved expenses of the Society. If the Executive Director discovers over-expenditures, the Board is to be notified immediately. To the extent the Executive Director can control the budget to the bottom line, it would be acceptable to “move” monies around from account to account to maintain the budget to the bottom line, subject to a magnitude test such that no individual amount changed exceeds \$10,000. Major budget reallocations in excess of \$10,001 shall require Board authorization.

The Board of Directors shall be notified of all adjustments/modifications within 30 days of such adjustment/modification.

2. The ASPE Board of Directors shall receive a financial report each month (for the previous month’s result and YTD summary) consisting of a minimum of a detailed Balance Sheet and a Profit & Loss Statement that to the extent possible shall include budget information.
3. The Executive Director shall be authorized to collect revenues and expend monies in accordance with the annual budget.

With this policy, once the budget is approved, the Executive Director shall expend the monies in concert with achieving the stated revenues. To that end, the Executive Director shall have the authority to write all necessary checks, regardless of size, as long as tagged to a budgeted amount. This includes such expenditures made on behalf of the Convention and Exposition and all operations of the Society including staff salaries, as long as such expenses are stated clearly within the budget that has been approved and adopted by the Board of Directors. Likewise, salaries for staff are stated in the budget with a “backup” account showing specific salary details.

4. The ASPE Board of Directors does hereby authorize the Executive Director (on behalf of the ASPE President) to enter into agreements and contracts on behalf of the Society as long as such expenditures are part of the budget and/or otherwise approved by the Board of Directors and/or part of the normal operations of the Society including annual and biennial events (e.g., Technical Symposium, Convention, Expo).

Regarding the regular operations and events of the Society, the Executive Director shall be required to provide the Board with copies of all contracts or agreements that have been agreed to or entered.

As part of this process, the board and/or the President and Treasurer shall be informed of each step taken by the Executive Director prior to the signing of any agreement or contract (e.g., agreed-to hotel rates for sleeping rooms, leasing of convention centers, purchase of unique products/services).

The Executive Director shall be required to have majority board approval for all expenditures and all agreements and contracts not included under item 3. It shall require a board vote to authorize the Executive Director to enter into any expenditures, agreements, or contracts on behalf of the Society for such items that are not in the approved budget, capital expenditures not otherwise shown within the budget, and all other major contracts that do not include regularly scheduled events of the Society (e.g., Technical Symposium, Convention, Expo) such as telephone systems, major electronic and computer purchases, and products and services outside the regular operations of the Society (e.g., Career Center).

All items under this section 4 shall require board authorization of the product/service as well as authorization for the Executive Director to sign on behalf of the Society.

5. The Executive Director is hereby authorized to act on behalf of the Society in the capacity of an official of the Society subject to the limitations specified herein.
6. It shall be the obligation of the Treasurer to visit the ASPE Office once each quarter to review the financial books and records. The Treasurer shall be required to provide a report to the ASPE Board of Directors advising of adherence to this policy and an overview of the financial condition of the Society independent from any of the Executive Director reports.

# PUBLICATION REPRINT POLICY

(Adopted January 10, 1998)

The American Society of Plumbing Engineers (ASPE) encourages the widest possible distribution of ASPE's research information and publications. ASPE maintains a comprehensive publishing program, led by the *Plumbing Engineering Design Handbook*, the basic reference text of the plumbing engineering and design profession. The ASPE technical publication program is designed to provide books and manuals about the accepted practices and design criteria used in the field of plumbing engineering and to provide new and innovative solutions to engineering problems.

Each publication produced by ASPE is available for reprinting in its entirety or as individual chapters or sections. In addition, special reprinting arrangements may be made when a publication is to be translated into a language other than English.

## BOOK AND MANUAL PUBLICATION REPRINTS

All requests for the right to reprint ASPE technical materials must be made in writing and addressed to the Executive Director, American Society of Plumbing Engineers, at the Society office.

All permissions shall be conditioned on a specific number of printed copies of the material. Printing of publication copies in excess of the original authorization shall require additional permission from ASPE.

Requests for reprint rights must be made on organization letterhead and should include material describing the requesting organization and information on the organization's publication experience. Information that should be covered in the reprint request includes:

- The relationship of the requesting organization to the plumbing engineering and design profession
- The expected benefit(s), if any, to the requesting organization and reason for reprint of material
- The expected benefit(s), if any, to ASPE and its members
- Any affiliation of the requesting organization with other plumbing engineering or related engineering organizations
- The proposed method of reproduction and estimated number of printed copies to be produced
- The intended audience
- The expected number of copies to be distributed—the number to be given away and the number to be sold
- A timeline for the translation and preparation work and a publication schedule
- The expected publication cost(s) and distribution price(s) of the finished product
- Whether there will be advertising by any manufacturing or other organization or other marketing material permitted and/or sold for inclusion in the printed publication
- The proposed honorarium and publication cost sharing to ASPE

All requests shall be considered by the ASPE Board of Directors at its next regularly scheduled meeting. All reprint rights shall be evaluated by the Board under the following guidelines:

- The overall merit of the project and the direct and indirect benefit to the plumbing engineering and design profession and to ASPE
- That the project does not constitute a conflict of interest to ASPE or its officers, members, or staff
- That the project will not reflect discredit on ASPE or become a source of criticism or embarrassment to ASPE or its officers, members, or employees
- That the project does not require the spending of ASPE funds
- That the project will provide to ASPE some income or material gain from materials, products, or services produced or owned by ASPE or for services rendered by an ASPE employee

Specific conditions for permission to reprint ASPE materials or information include:

- That the issuing of permission to translate or reprint will not constitute a violation of, or conflict with, United States copyright laws
- That the issuing of permission to translate or reprint will not provide any current or future conflict or questions regarding ASPE's ownership rights to any of the material
- That the requesting organization provides a written and notarized statement recognizing and attesting to the fact that all material provided by ASPE remains the sole property of ASPE
- ASPE shall determine and provide the original source material to be used for the reprint and the material shall not be altered without prior written approval.
- The original publication material, including the inside and outside front cover, title page(s), copyright page, ASPE information pages, bibliographies, references, and all technical material must be included in the original publication page order. In addition, all page footers, headers, folios, and other original material unique to the specific publication must be



incorporated as in the original publication.

- The requesting organization shall be solely responsible for all production, publication, marketing, and distribution expenses.
- ASPE shall receive an electronic copy and a minimum of 50 copies of any printed materials of any reprinted material or translated documents and shall retain all rights thereto.

## **PLUMBING ENGINEERING DESIGN HANDBOOK REPRINTS**

Permission to reprint an entire volume of the ASPE *Plumbing Engineering Design Handbook* or a specific *Plumbing Engineering Design Handbook* chapter may be granted by ASPE in only two (2) situations:

1. A *Plumbing Engineering Design Handbook* volume or *Plumbing Engineering Design Handbook* chapter will be translated into a language other than English
2. An advertiser in either a *Plumbing Engineering Design Handbook* volume or *Plumbing Engineering Design Handbook* chapter wants to distribute specific material to a wider audience than is currently available through the standard ASPE distribution channels

All requests for the right to reprint ASPE technical materials must be made in writing and addressed to the Executive Director, American Society of Plumbing Engineers, at the Society office.

All permissions shall be conditioned on the reproduction of a specific number of printed copies of the material. Printing of publication copies in excess of the original authorization shall require additional permission from ASPE.

### **REPRINT CONDITIONS AND CONSIDERATIONS UNIQUE TO THE PLUMBING ENGINEERING DESIGN HANDBOOK**

- Any company or organization may request reprint rights to any Plumbing Engineering Design Handbook volume or chapter. However, reprint preference will be given to advertisers in the original volume or chapter.
- Advertisements present in the original Plumbing Engineering Design Handbook volume or chapter are not required to be reproduced. (Advertiser fees cover only the original number of printed and distributed copies.)
- Authorized reprints may incorporate whatever advertising copy or material is desired by the requesting organization. However, inclusion of all advertising materials shall require the permission of the ASPE Board of Directors. All advertising copy is required to be at the end of the technical material of a reprinted Plumbing Engineering Design Handbook chapter or at the end of a Plumbing Engineering Design Handbook volume or at the end of a chapter within a Plumbing Engineering Design Handbook volume. Advertising copy and materials may not be placed within the pages of, or otherwise interfere with, the technical material.
- Authorized reprints may be “wrapped” in a single-sheet, two-sided advertising wrapper.
- The original Plumbing Engineering Design Handbook volume or Plumbing Engineering Design Handbook chapter inside and outside front cover, title page(s), copyright page, ASPE information pages, bibliographies, references, and all technical material must be included in the original publication page order. In addition, all page footers, headers, folios, and other original material unique to the specific publication must be incorporated as in the original publication.
- The technical material in a Plumbing Engineering Design Handbook volume or a chapter of a Plumbing Engineering Design Handbook volume must be reproduced in its entirety and may not be altered in any manner.
- The Plumbing Engineering Design Handbook volume or Plumbing Engineering Design Handbook chapter reprint may only be reproduced from an authorized computerized copy of the appropriate material.
- The requesting organization shall be solely responsible for all production, publication, marketing, and distribution expenses.
- ASPE shall receive an electronic copy and a minimum of 50 copies of any printed materials of any reprinted material or translated documents and shall retain all rights thereto.

## **BOOKS AND MANUALS**

### **LANGUAGE TRANSLATIONS AND REPRINTS IN FOREIGN COUNTRIES**

To provide the greatest possible distribution of plumbing engineering and design technical information, ASPE encourages the translation of its materials into languages other than the English used in all ASPE publications.

All requests for the right to reprint or to translate and print ASPE technical materials in a country other than the United States must be made in writing and addressed to the Executive Director, American Society of Plumbing Engineers, at the Society office.

All permissions shall be conditioned on the reproduction of a specific number of printed copies of the material. Printing of publication copies in excess of the original authorization shall require additional permission from ASPE.

Requests for translation rights and printing rights must be made on requesting organization letterhead and should include material describing the requesting organization and information on the organization’s publication experience. Information that should be covered in the translation and reprint request includes:

- The relationship of the requesting organization to the plumbing engineer and design profession
- The expected benefit(s), if any, to the requesting organization and reason for republication of material
- The expected benefit(s), if any, to ASPE and its members
- Any affiliation of the requesting organization with other plumbing engineering or related engineering organizations
- The proposed method of reproduction and estimated number of printed copies to be produced
- The intended audience
- The expected number of copies to be distributed—the number to be given away and the number to be sold
- A timeline for the translation and preparation work and a publication schedule
- The expected publication cost(s) and distribution price(s) of the finished product
- Whether advertising by any manufacturing or other organization or other marketing material will be permitted and/or sold for inclusion in the printed publication
- The proposed honorarium and publication cost sharing to ASPE

All requests shall be considered by the ASPE Board of Directors at its next regularly scheduled meeting. All translation and foreign reprint rights shall be evaluated by the Board under the following guidelines:

- The overall merit of the project and the direct and indirect benefit to the plumbing engineering and design profession and to ASPE
- That the project does not constitute a conflict of interest to ASPE or its officers, members, or staff
- That the project will not reflect discredit on ASPE or become a source of criticism or embarrassment to ASPE or its officers, members, or employees
- That the project does not require the spending of ASPE funds
- That the project will provide to ASPE some income or material gain from materials, products, or services produced or owned by ASPE, or for services rendered by an ASPE employee

Specific conditions for permission to translate and reprint ASPE materials or information include:

- That the issuing of permission to translate or reprint will not constitute a violation of, or conflict with, United States copyright laws or the laws of the country in which the translated material will be published
- That the issuing of permission to translate or reprint will not provide any current or future conflict or questions regarding ASPE's ownership rights to any of the material
- That the country in which the publication shall be printed and/or distributed is a signatory of the International Copyright Treaty, or has copyright reciprocity with the United States, or has internationally recognized and accepted copyright laws
- That the requesting organization provides a written and notarized statement recognizing and attesting to the fact that all material provided by ASPE remains the sole property of ASPE
- That the requesting organization shall apply for copyright in ASPE's name and provide to ASPE proof of issuance (In the event the requesting organization's country does not have sufficient or acceptable copyright protections for ASPE, the requesting organization may be required to post an advance deposit or bond with ASPE.)
- That the requesting organization shall provide a statement of publication indemnification to ASPE and a certificate of liability insurance with ASPE named as a co-insured
- ASPE shall determine and provide the original source material to be used for the reprint, which may not be altered in any manner. ASPE will normally provide a computerized copy of the material utilizing the most common and universal software document formats.
- The original publication material, including the inside and outside front cover, title page(s), copyright page (modified for any additional copyrights), ASPE information pages, bibliographies, references, and all technical material must be included in the original publication page order. In addition, all page footers, headers, folios, and other original material unique to the specific publication must be incorporated as in the original publication.
- The requesting organization shall be solely responsible for all production, publication, marketing, and distribution expenses.
- ASPE shall receive an electronic copy, in any standardized word processing or page makeup format and a minimum of 50 copies of any printed materials and of any reprinted material or translated documents and shall retain all rights thereto.

## **PUBLICATION REPRINT POLICY INCOME REQUIREMENT GUIDELINES**

(Adopted January 10, 1998)

The American Society of Plumbing Engineers (ASPE) Board of Directors may waive any honoraria or other payment requirements in the event it determines that the translation or reprint of technical material is in the best interests of ASPE and its members.

## PLUMBING ENGINEERING DESIGN HANDBOOK REPRINTS

The technical material in a *Plumbing Engineering Design Handbook* chapter, a chapter of a *Plumbing Engineering Design Handbook* volume, or a complete *Plumbing Engineering Design Handbook* volume must be reproduced in its entirety, without alteration, with the exception of advertising.

- For reprints that are to include advertising or a sponsorship designation and that will be distributed on a complimentary basis, the minimum reprint fee shall be \$2,500 per each twelve (12) pages, or portions thereof, of reproduced material.
- For reprints that are to include advertising or a sponsorship designation and that are to be sold, the minimum reprint fee shall be \$2,500 per each twelve (12) pages, or portions thereof, of reproduced material. In addition, ASPE shall receive a minimum royalty of 20% of the per-copy price for each book sold. Royalty payments and a distribution and inventory reconciliation shall be provided by the reprinting organization to ASPE on a biannual basis.
- For reprints that will not include advertising or a sponsorship designation and that will be distributed on a complimentary basis, the minimum reprint fee shall be \$2,500 per each twelve (12) pages, or portions thereof, of reproduced material.
- For reprints that will not include advertising or a sponsorship designation and that are to be sold, ASPE shall receive a minimum royalty of 20% of the per-copy price for each book sold. Royalty payments and a distribution and inventory reconciliation shall be provided by the reprinting organization to ASPE on a biannual basis.

The initial fee shall permit the reprinting of 5,000 copies of the approved publication. Additional reprints may be approved by ASPE, subject to additional fees. (All prices are as of January 1998 and subject to change without notice.)

## BOOK AND MANUAL REPRINTS

The technical material in an ASPE book or manual must be reproduced in its entirety, without alteration.

- For reprints that are to include advertising or a sponsorship designation and that will be distributed on a complimentary basis, the minimum fee shall be \$2,500 per each fifty (50) pages, or portions thereof, of reproduced material. In addition, ASPE shall receive a minimum royalty of 20% of all gross income from the sale of advertising or sponsorship space.
- For reprints that are to include advertising or a sponsorship designation and that are to be sold, the minimum reprint fee shall be \$2,500 per each fifty (50) pages, or portions thereof, of reproduced material. In addition, ASPE shall receive a minimum royalty of 20% of all gross income from the sale of advertising or sponsorship space and a minimum royalty of 20% of the per-copy price for each book sold. Royalty payments and a distribution and inventory reconciliation shall be provided by the reprinting organization to ASPE on a biannual basis.
- For reprints that will not include advertising or a sponsorship designation and that will be distributed on a complimentary basis, the minimum reprint fee shall be \$2,500 per each fifty (50) pages, or portions thereof, of reproduced material.
- For reprints that will not include advertising or a sponsorship designation and that are to be sold, ASPE shall receive a minimum royalty of 20% of the per-copy price for each book sold. Royalty payments and a distribution and inventory reconciliation shall be provided by the reprinting organization to ASPE on a biannual basis.

The initial fee shall permit the reprinting of 5,000 copies of the approved publication. Additional reprints may be approved by ASPE, subject to additional fees.

## INVOLVEMENT OF PLUMBING ENGINEERS ON PLUMBING CODE COMMITTEES

(Adopted July 21, 2001)

The American Society of Plumbing Engineers recognizes that many states and local jurisdictions have Code Committees that evaluate the plumbing code for adoption within the governmental unit. ASPE urges state and local jurisdictions to have voting representation on their plumbing code committee by a plumbing design professional active in the design of plumbing systems.

If required by law, the representation by a plumbing design professional active in the design of plumbing should be identified as a permanent seat on the committee responsible for the review and adoption of the plumbing code. State legislators should modify their legislation accordingly.

A plumbing design professional active in the design of plumbing systems has a strong working knowledge of plumbing code requirements. Their education and training places a plumbing design professional in the unique position of being able to assist in the understanding of the engineering principles.

# POLICY ON PUBLIC RELATIONS AND LEGISLATIVE ACTIVISM

(Adopted April 16, 2004)

## PUBLIC RELATIONS

The American Society of Plumbing Engineers urges each member of the Society to participate fully, using his/her expertise and knowledge as a professional plumbing engineer and designer, in public relations, public recognition, professional activities, and relationship to or involvement with any individual, company, or organization connected to or otherwise related to the plumbing profession, for the promotion and advancement of the Society and for the recognition and promotion of its certification program, Certified in Plumbing Design (CPD).

Henceforth, the Society and the Chapters shall pursue an aggressive, visible, and voluble public relations and public recognition program of the profession and its activities at the local, state, and federal levels, on behalf of plumbing engineering science and design and the Society's CPD certification program.

The Society shall be available to provide the necessary resources to enable the Chapters to carry forward Society policy and official public relation activities utilizing video, voice, printed materials, and institutional advertising campaigns and events.

- The recognition of the Society and its Chapters regarding plumbing engineering and design as a professional discipline of endeavor rests on the ability of its members to be involved in the public and private promotion, support, and recognition of the profession of Plumbing Engineering and Design and for the promotion, support, and recognition of the Certified in Plumbing Design certification.
- Society, Chapter, and member promotion and support of the profession and programs shall be held in an environment of professional excellence and shall hold to the highest standards of ethical propriety and be unencumbered by restrictions of prejudice, intimidation, or personal preference. Engineering science and professional knowledge and expertise shall not be used to promote or endorse an individual or specific product, service, or company except as such products or services shall be considered a class or group for purposes of plumbing engineering and design specifications.
- The Society and Chapters shall be a forum for the exploration of education, professional development, knowledge, concepts, and ideas. The testing of limits for validity and relevance is expected. Diversity of opinion within a common commitment to the Society and the Chapter in the pursuit of legislative agendas to promote the profession and the CPD certification program is expected and shall be fully supported by the Society.
- The Society and Chapter shall remain free from the advocacy of any particular ideas, products, or services except that the individual shall be free to pursue information and knowledge and shall maintain the respect, the rights, and the dignity of others.
- The individual Society member or Chapter may not speak as one voice on behalf of the Society. Official statements of Society policy and legislative initiatives may be instituted or expressed only by a majority of the ASPE Board of Directors.
- The Society and Chapters shall provide a forum for the investigation of plumbing engineering science and design and the exploration of diverse thoughts and opinions.
- The Society and Chapters shall have the responsibility for providing advocacy of the plumbing engineering and design profession and the CPD certification program.
- The Society and Chapters shall provide knowledge, information, and expertise in its pursuit of the promotion and support of the profession.

## OBJECTIVES AND GOALS

- To promote awareness by the Society and the Chapters of the profession of plumbing engineering and design
- To promote awareness by the Society and the Chapters of the Certified in Plumbing Design certification program
- To promote awareness of the Society and the Chapters in public and private arenas
- To actively promote an understanding of the profession of plumbing engineering and design
- To promote awareness by the Society and the Chapters of services, programs, and resources available regarding the plumbing engineering and design profession
- To stimulate public and private interest in the profession of plumbing engineering and design
- To stimulate public and private interest in the American Society of Plumbing Engineers and its Chapters
- To develop public and private understanding and support for the plumbing engineering and design profession

## RESPONSIBILITIES FOR ACHIEVEMENT

ASPE staff shall:

- Initiate a regular flow of communication, evaluation, and feedback methods, as appropriate to the situation, to the Chapters and to local, state, and national media
- Develop annually, specific goals for programs, services, and organized activities to promote the Society, the Chapters,

and the profession

- Maintain contact with Chapters and local, state, and national media
- Develop and distribute to Chapters and local, state, and national media information packets and news releases regarding the profession and the CPD certification program
- Endeavor to highlight, spotlight, and otherwise be represented in local, state, and national media on a regular basis
- Prepare and implement a public and private awareness program of the profession, the certification program, and the Society and the Chapters
- Prepare promotional materials, brochures, and other relevant literature for distribution to public and private enterprises
- Establish and maintain mutual lines of communication, understanding, acceptance, and cooperation between the Society, the Chapters, and the membership
- Provide a systematic review of media mentions, notations, or other recognition of the profession, the Society, the Chapters, and the CPD program and distribute such information to the membership
- Respond promptly to requests for information
- Coordinate the release of Society information
- Provide regular briefings and material to the local, state, and national media

## LEGISLATIVE ACTIVISM

The American Society of Plumbing Engineers urges each member of the Society to participate fully, using his/her expertise and knowledge as a professional plumbing engineer and designer, in public relations, public recognition, professional activities, and relationship to or involvement with any individual, company, or organization connected to or otherwise related to the plumbing profession, for the creation, development, or modification of plumbing-related codes, legislative activities, the advancement of the plumbing profession, and recognition of the Certified in Plumbing Design (CPD) certification.

Henceforth, the Society and the Chapters shall pursue aggressive, visible, and voluble code and legislative activities, at the local, state, and federal levels, on behalf of plumbing engineering science and design and the Society's CPD certification program.

The Society shall be available to provide the necessary resources to enable the Chapters to carry forward Society policy and official legislative activities.

- The integrity of a Society and its Chapters rests on the ability of its members to be involved in the area of code development, code modification, code creation, and for legislative activities at the local and state level to provide its knowledge and expertise in the recognition of the profession of Plumbing Engineering and Design and for the promotion and recognition of the Certified in Plumbing Design certification.
- Society, Chapter, and member legislative activity shall be held in an environment of professional excellence and shall hold to the highest standards of ethical propriety and be unencumbered by restrictions of prejudice, intimidation, or personal preference. Engineering science and professional knowledge and expertise shall not be used to promote or endorse an individual or specific product, service, or company except as such products or services shall be considered a class or group for purposes of plumbing engineering and design specifications.
- The Society and Chapters shall be a forum for the exploration of education, professional development, knowledge, concepts, and ideas. The testing of limits for validity and relevance is expected. Diversity of opinion within a common commitment to the Society and the Chapter in the pursuit of legislative agendas to promote the profession and the CPD certification program is expected and shall be fully supported by the Society.
- The Society and Chapter shall remain free from the advocacy of any particular ideas, products, or services except that the individual shall be free to pursue information and knowledge and shall maintain the respect, the rights and dignity of others.
- The individual Society member or Chapter may not speak as one voice on behalf of the Society. Official statements of Society policy and legislative initiatives may be instituted or expressed only by a majority of the ASPE Board of Directors.
- The Society and Chapters shall provide a forum for the investigation of plumbing engineering science and design and the exploration of diverse thoughts and opinions.
- The Society and Chapters shall be the responsibility for providing advocacy of the plumbing engineering and design profession and the CPD certification program.
- The Society and Chapters shall provide knowledge, information and expertise in its pursuit of code and legislative activities. However, neither shall be permitted or provide advocacy or support for political individuals or entities or specific products or services. Permitted activities include:
  - a. Acceptance of speaking invitations limited to and regarding the individual's knowledge and expertise as a professional in the field
  - b. Acceptance of speaking invitations on behalf of Society policy when permission is granted by the ASPE Board of Directors

## COMMERCIALISM IN PUBLICATIONS AND PRESENTATIONS

All forms of commercialism and/or the use of proprietary information shall be prohibited from use or reference in all ASPE technical publications and Convention, technical Symposia, and seminar programs, as well as chapter technical programs (with the exception of paid-for advertising).

For purposes of ASPE publications and presentations, commercialism shall be defined to be the use of, or inclusion of, any written, verbal, or visual materials or information that endorses, recommends or otherwise references, directly or by implication, any organization, product or service that might be perceived to be for the promotion or commercial advantage of an organization, product or service. [The term organization shall include: companies, universities, consulting firms, manufacturers, manufacturer representatives, contracting agencies, research agencies (including industry-sponsored, for-profit and nonprofit research agencies), government agencies and government-sponsored agencies.]

### PROHIBITED

- Prohibited illustrative and visual materials in publications and presentations include: corporate names, specific or unique product names, copyrighted or trademark plumbing-engineering or plumbing-manufacturing related names or identities, trade names, trade associations, logos, commercial products and services (including computer programs and other software) or any other readily recognized identifiers. References prohibited in the body text of publications and presentations may appear in reference lists, bibliographies, and footnotes only when such references are necessary to the understanding of technical data and information (e.g., use of standards and materials in the public domain).
- No publication or presentation shall have any implication or inference of ASPE approval or endorsement for any organization, product, or service.
- No written materials that include corporate names; specific or unique product names; copyrighted or trademark plumbing-engineering or plumbing-manufacturing related names or identities; trade names; logos or commercial products and services catalogs; or copies of presentations or papers, or any portions thereof; recommendations; opinions or other information may be handed out at the ASPE Convention, technical Symposia, or seminars without the express, written consent of ASPE.

### PERMITTED

- The use of corporate names, specific or unique product names, copyrighted or trademark plumbing-engineering or plumbing-manufacturing related names or identities, trade names, trade associations, logos, commercial products and services or any other readily recognized identifiers shall be permitted in publications or presentations when approved in writing by the society.
- Corporate sales, marketing and technical materials may be placed on the table provided in the rear of the presentation room just prior to the start of a presentation and may be so referenced by the presenter. All material must be removed immediately following the presentation.
- Specific references to government or plumbing-engineering related standards or codes and ASPE technical information shall be permitted (e.g., the Uniform Plumbing Code and International Plumbing Code).
- The name(s) of editor(s), author(s) and presenter(s) and the issue date(s) shall be prominently listed or otherwise displayed in conjunction with the materials being published or presented. Organization affiliation, and related logos may be permitted to accompany the name listing, when such listings will not otherwise violate the ASPE policy statement on commercialism, the final decision for which shall be subject to the sole discretion of ASPE.

### RIGHT TO REVIEW MATERIALS AND PRESENTATIONS

The ASPE Board of Directors, Convention Program Committee or the Technical Symposium Program Committee shall have the right to review all presentation materials and papers, prior to their acceptance and use, to ensure conformity with the ASPE policy statement on commercialism. Any material declared to be unsuitable or objectionable shall be removed by the presenter from the presentation or publication materials.

Furthermore, any moderator, speaker or other presenter of material at an ASPE Convention, Technical Symposium or seminar may be interrupted during his or her presentation and asked to modify or cease a presentation because of unacceptable or objectionable material.

### RIGHT TO REFUSE PUBLICATION

ASPE reserves the right to refuse publication of any materials or to have certain materials presented at its Conventions, technical Symposia or seminars, at any time.

### NO EXCEPTIONS

Exceptions to the above stated policy shall require the written approval of the ASPE Convention or Technical Symposium Committee Chair with all such approvals ratified by the ASPE Board of Directors.

### AUTHOR OR SPEAKER AGREEMENT

I have read, understand and agree to abide by the ASPE statement on commercialism.

---

*Name (Please Print)*

*Signature*

*Date*

- c. The providing of professional knowledge and expertise regarding issues and activities as long as such activities are clearly stated as not being the official position of the Society
- d. The distribution of literature in support of engineering science, professional knowledge and expertise, and official positions of the Society

Prohibited activities include:

- a. Any indication of an official position of the Society except as permitted by written permission of the ASPE Board of Directors
- b. The stating of personal views and positions as being official Society policy without the written permission of the ASPE Board of Directors
- c. The use of the Society's name, logo, or other references except as provided by written permission of the ASPE Board of Directors
- d. The use of Society or Chapter resources for personal aggrandizement, personal agendas, or an individual's personal views
- e. The use of Society or Chapter resources for distribution of non-sanctioned literature

In the event it is unclear as to whether a code or legislative support or activity is permitted as an official position of the Society or Chapter, the individual will seek an official determination from the ASPE Board of Directors.

## **SOCIETY CONFLICT OF INTEREST STATEMENT AND POLICY**

*For the Board of Directors, all Society and chapter-elected and appointed officers, and all other agents acting for or on behalf of the Society. (Adopted January 10, 1998)*

In accepting a position of leadership with the American Society of Plumbing Engineers (ASPE), Society Board members, chapter officers, elected or appointed officers, elected or appointed committee members, appointed liaisons, or any other agent acting for or on behalf of the Society hereby agrees not to enter into any activity, venture, enterprise, project, undertaking, or affiliation with other organizations, including volunteer organizations, that may directly or indirectly conflict or otherwise be in opposition with the mission, goals, objectives, Bylaws, or other purposes or interests of the American Society of Plumbing Engineers, or where compensation is contingent on or as a result of the individual's position with the Society, or where the individual will be realizing a material gain or otherwise benefiting as a result of his or her affiliation with the Society.

Society Board members, chapter officers, elected or appointed officers, elected or appointed committee members, appointed liaisons, or any other agent acting for or on behalf of the Society may come into possession of, have access to, or otherwise have knowledge of private, confidential, or otherwise restricted and undisclosed data, information, or similar materials that are to be considered the exclusive property of, and under the control and domain of, ASPE. Under no circumstances may the possession, access, or knowledge of such data, information, or materials be divulged to any other person or organization, whether a member, officer, or agent of ASPE, nor used for any individual or organization's gain, or for any other purposes or interests that in any way may damage, harm, impair, injure, be a detriment to, or otherwise have a negative effect or impact on ASPE, the Society Board of Directors, chapter officers, elected or appointed officers, elected or appointed committee members, appointed liaisons, Society staff, ASPE members, or any other agent acting for or on behalf of the Society.

ASPE Board members, chapter officers, elected or appointed officers, elected or appointed committee members, appointed liaisons, or any other agents acting for or on behalf of the Society shall not receive any monetary, in-kind, or similar benefits from any Society business, service, activity, or event. ASPE Board members shall not be permitted to participate in Society product or service giveaways or prize drawings (e.g., prize drawings at the biennial Convention and Exposition) and shall not participate or receive goods or services as a result of the sponsorship of new members.

Society Board members, chapter officers, elected or appointed officers, elected or appointed committee members, or any other agent acting for or on behalf of the Society shall not receive any personal benefit, monetary or otherwise, from any product or service offered by the Society, may not receive any compensation that is contingent on or a result of his/her position with the Society, may not realize a material gain or otherwise benefit as a result of his/her affiliation with the Society, and may not use his/her position with the Society or permit his/her affiliation with the Society to be used to promote or market any services, publications, products, or businesses.

## SOCIETY STATEMENT OF POLICY FOR THE USE OF ASPE.ORG

ASPE.org is the Internet site for the American Society of Plumbing Engineers and can be accessed via any Internet portal using the domain name [aspe.org](http://aspe.org).

Chapters and all other users of ASPE.org should know and understand that using the Internet in a proper manner (as defined by the overall Internet community) can be very unclear and confusing. ASPE's goal is to help the chapters and other users of ASPE.org to use the Internet most efficiently and effectively.

Although it is not ASPE's goal to punish any chapter or other user of the ASPE.org for not fully understanding how the Internet works, ASPE reserves the right to cancel the privileges to use ASPE.org by any chapter or other user who is determined to be purposefully and reportedly abusing the system.

### ACCEPTABLE USE

All chapters and other users agree to abide by the following rules and procedures governing ASPE.org and agree that, upon failure to comply with the rules and procedures, ASPE will have the right to terminate their account or access to ASPE.org.

- A chapter or other user will not send mass, unsolicited electronic mail. "Mass, unsolicited electronic mail" is defined as any electronic mail sent to a group of electronic mail addresses, where the recipients have not specifically requested information or a response.
- A chapter or other user will not post commercial advertisements to other ASPE.org chapters, users, or newsgroups unless the chapter, user, or newsgroup specifically states in its FAQ (Frequently Asked Questions) that advertisements are permissible.
- A chapter or other user will not use ASPE.org for any unlawful purpose, including but not limited to online gambling; transmission, posting, or downloading of pornography; intentional spreading of computer viruses; unlawful entry into public or private computer systems including ASPE.org's own network infrastructure; trafficking in stolen goods, credit card codes, drugs, or any other violation of federal or state law.
- A chapter or other user will not engage in any activity that unreasonably burdens ASPE.org's system resources. ASPE reserves the right to interrupt and terminate any chapter or other user account immediately and without notice if such account restricts or prohibits other [ASPE.org](http://ASPE.org) chapters or users from accessing ASPE.org.

### STATEMENT OF ACCOUNTABILITY AND RESPONSIBILITY

Each chapter is an entity operating independently from the Society; therefore, all chapter communications and publications are the responsibility of the Chapter Board of Directors. Due to the independent aspect of a chapter, all chapter communications and publications are required to carry the statement "Chapters are not authorized to speak for the Society." This statement must be prominently displayed on all Chapter communications and publications.

This policy may not be waived by any Society officer, Society staff member, or any region or chapter officer; any granted waiver must be by the express written authorization of the Society Board of Directors and so noted in the Board minutes.

### LIMITATION ON LIABILITY AND INDEMNITY

By using Aspe.org, a chapter or other user agrees that ASPE will not be responsible for any direct, indirect, consequential, special, or punitive damages or losses a chapter or other user may incur in connection with Aspe.org or any of the data or other materials transmitted through or residing on the ASPE.org system, even if ASPE has been advised of the possibility of such damage or loss. In addition, a chapter or other user agrees to defend and indemnify ASPE and hold ASPE harmless from and against any and all claims, proceedings, damages, injuries, liabilities, losses, costs, and expenses (including reasonable attorneys' fees) relating to any acts by a chapter or other user for materials or information transmitted by a chapter or other user in connection with ASPE.org leading wholly or partially to claims against ASPE or its system by other users or third parties.

### PRIVACY

In the event ASPE provides private electronic mailboxes or mail services to a chapter, member, or other user, although ASPE will endeavor to protect the privacy of all chapters and other user's electronic mail, ASPE does not warrant or guarantee the privacy of that mail. ASPE strongly recommends that, wherever possible, a chapter or other user employ his/her own encryption algorithms to protect the privacy of personal, business, or other sensitive messages.

### OWNERSHIP OF MATERIALS

A chapter or other user may upload, download, transmit, and redistribute public domain materials. However, a chapter or other user is solely responsible for determining if all such materials meet acceptable use requirements and are within the public domain. A chapter or other user agrees not to violate any copyright, trademark, patent, or other legally protected interest by uploading,



downloading, or distributing copyright, trademark, patent, or other protected material through the Aspe.org system without the prior written consent of the owner of that material.

## CAUTION

The Internet community contains a wide variety of information that is accessible to all users. Some information that is available contains profanity and/or sexually explicit language and/or images that may not be suitable for viewing by sensitive individuals and minors.

## NOTICE

ASPE reserves the right, upon published notice on Aspe.org to the chapter's or to any other user's electronic mail account or postal address, to modify the terms and conditions of the ASPE policy regarding the use of Aspe.org. By using Aspe.org, chapters and all other users agree to the terms and conditions specified herein.

## SOCIETY POLICY ON THE PUBLISHING AND SALE OF MEMBERS' NAMES

The names and positions of the Society's Board of Directors, chapter officers, and committee Chairs are considered to be public information and are supplied on a limited basis and only by specific request; however, these names are not published for general distribution or otherwise sold as a mailing list. The Society does not, as a general rule, publish or otherwise sell the names of its members.

The names of committee members and chapter officers are published as special rosters and distributed only to the Board of Directors, committee members, and chapter officers. These rosters, as a general rule, are not available to, or sold to, any individual outside of the ASPE membership.

The Society does not publish a general membership directory. However, a chapter is permitted to publish the names of its affiliated members in a directory, with or without advertisement, for distribution to its members. Only the names of the chapter members may be published by a chapter; the chapter is not permitted to publish or incorporate in its directory the names of non-affiliated members, which include the names of committee members or another chapter's officers.

The Society does not make its member names or contact information available (on a regular basis) to any individual or group with two exceptions:

1. Patron exhibitors of the Exposition, as a condition of the Patron program, are permitted to purchase the complete ASPE membership list on a one-time use basis in the year of the biennial Convention for distribution of promotional materials regarding their exhibit. (Membership contact information is not made available directly to any individual or organization. All distributions of material must be conducted through ASPE's bonded distribution company.) However, all promotional material is required to publicize the Convention or the Exposition and must be submitted to the Society office for prior review and approval.
2. The Society will exchange mailing lists with other plumbing-engineering related or similar organizations for promotional efforts of mutual benefit to the membership of the organizations. Examples of organizations with which list exchanges have been made include ASHRAE and PHCC-NA.

No other distribution of the Society membership contact information is permitted.

## ASPE POLICY STATEMENT FOR CODE LIAISONS

(Adopted July 13, 1998)

Code Liaisons shall represent ASPE as follows:

- The Code Liaison may only represent the Society, and identify his/herself as doing so, if he/she is the appointed individual for that particular code body. If the individual is not the appointed Liaison, then he/she may not identify him/herself as an official ASPE spokesperson. (However, Code Liaisons must be cognizant that they may be perceived as speaking for ASPE due to their status in the Society.)
- The opinions to be discussed by the Code Liaisons are to be the opinions, as issued by the Legislative Committee, that have been reviewed and approved by the Society Board of Directors. Code Liaisons shall promote only the views of the Legislative Committee on each subject. The ASPE Liaison is expected to completely support, including any testimony given, ASPE policy.

- Code Liaisons may not speak on behalf of the Society or issue any statement that may be construed to be the opinion or policy unless the opinion or policy has been previously approved by the Society Board of Directors and the Code Liaison has received a direct, positive written direction from the Board. Code Liaisons who personally choose to speak on, or give opinions on, any issues or discussions must identify and state that the opinions or statements given are the Liaison's personal comments and that the comments do not necessarily reflect the opinions or policies of the Society.
- If the Code Liaison cannot attend the meetings(s) he/she is appointed to, he/she must contact the Society Vice President, Legislative as soon as possible (minimum two weeks) prior to the meeting.
- The Code Liaison shall forward copies of the proposed code amendments and other pertinent information to the Society Vice President, Legislative for distribution to the Legislative Committee as soon as possible after it is received.
- If the Code Liaison has a potential conflict of interest with an item on a code hearing agenda, the Code Liaison must contact the Society Vice President, Legislative prior to the meeting, during the commenting period, for appropriate measures to be taken to deal with the potential conflict of interest.
- The Code Liaisons shall submit to the Legislative Committee a written report on code meetings within thirty (30) days after the conclusion of the meeting.

Information discussed at the Legislative Committee meetings may be confidential in nature and, as such, it is necessary this discussion and information remain within the Legislative Committee structure. Any discussions regarding the information provided at the meetings can only reflect the final decisions of the Legislative Committee (as approved by the Society Board of Directors) regarding code modification recommendations.

## **GENERAL SOCIETY POLICY APPROVED BY THE ASPE BOARD**

### **A SINGLE MODEL PLUMBING CODE**

(Adopted October 30, 1999)

The American Society of Plumbing Engineers supports the creation and implementation of a single model plumbing code and its utilization, without significant modifications, by municipal, state, and other governmental agencies. For the future, ASPE endorses the evolution of a single model plumbing code into a cohesive world plumbing code.

Plumbing codes set the minimum standards to which plumbing systems are designed and installed. The proliferation of municipal, state, and other government codes increases the costs of engineering and installing plumbing systems.

Although plumbing code regulations vary, the engineering principles behind the design of plumbing systems are predictable and constant. A single, mandated model plumbing code would establish the proper minimum standards and requirements for the design and installation of plumbing systems, would eliminate inconsistencies among multiple and competing codes, and reduce the likelihood for errors and omissions.

As a benefit to the plumbing industry and the public and to avoid the proliferation of additional competing model plumbing codes and organizations, ASPE strongly urges and challenges the current competing model plumbing code organizations to establish a single homogeneous model plumbing code.

## **SPECIAL POLICY OF ASPE BOARD OF DIRECTORS**

### **REIMBURSEMENT OF UNPAID PAST DUES REBATES**

(Adopted April 18, 2009)

Regarding Remaining Chapter Dues Rebates Accumulated Prior to 2009:

As of the end of October 31, 2009, any chapter that has any remaining dues rebate amounts remaining unpaid from the period March 2003 through May 31, 2006, will no longer be offered any opportunities by the Society to utilize any remaining dues rebates in exchange for sponsorships for advertising in ASPE publications or attending ASPE events or activities (e.g., Convention, Technical Symposium). As of this policy date, all programs for sponsorships in exchange for dues rebates are permanently ended. Each year, the number of additional services that must be provided to entice any additional dues rebates became too expensive in the actual costs to the Society for providing the necessary services to continue the program.

All chapters with a remaining balance in their Chapter's previous Dues Rebate account shall hereby receive all remaining balances as follows: Starting as of January 1, 2012, the remaining dues rebate amount will be divided by the number 300, which shall represent the amount of the chapter's remaining dues rebate amount that shall be paid to the chapter every month over a period of 25 years from the date stated above.

There will be no exceptions regarding any exchanges of such dues rebate amounts for any recognitions, sponsorships, or other exchange of services with the Society. All payments shall be included with the Chapter's normal monthly dues rebate as calculated each month from the total dues amounts received from the members of that chapter.

## **SOCIETY TRAVEL REIMBURSEMENT POLICY**

The Board of Directors, chapter officers, staff, Society members, committee members, appointed liaisons, speakers, guests and Society agents shall be reimbursed for all preapproved travel expenditures incurred while traveling on behalf of the Society or otherwise conducting sanctioned, official Society business.

Society board members are to, whenever possible, attend all board functions and meals that are provided by ASPE.

### **REIMBURSABLE EXPENDITURES**

Receipts for all transportation and lodging are required before reimbursement for these items will be made. When itemizing expenditures, any single amount shown in excess of \$10 requires a receipt, or if multiple expenditures have occurred (e.g., multiple taxis; more than one meal event, such as breakfast, lunch, and dinner), they must be itemized in detail. Receipts must list the names of all parties involved in the expenses noted on the receipt.

The Society does not reimburse for the travel expenses of an individual's spouse or significant other unless noted below or preapproved by the President or Executive Director/CEO.

All requests for travel expense reimbursement are to be submitted on a current ASPE Expense Report– Reimbursement Statement.

### **AIR TRANSPORTATION**

All travel incurred on behalf of the Society shall be reimbursed. As appropriate, advance purchase discounts will be incorporated into the permitted reimbursement amount.

Prior travel approval by the Board of Directors, President, or Executive Director is required for reimbursement to be made for reasonably priced transportation in excess of the lowest price carrier or routing available. However, in no event will the Society reimburse expenditures for other than standard/economy coach-class travel.

### **PERSONAL AUTOMOBILE**

Use of a personal automobile for travel, including use as a connector to planes, buses, or trains, and for the conduct of official Society business shall be reimbursed at the current IRS allowable rate.

Personal automobile travel in lieu of air travel is permissible. However, unless prior approval has been obtained, in no event shall the Society reimburse personal automobile travel for an amount in excess of the cost for the lowest price air carrier and routing, incorporating discounts for advance ticket purchase. Generally, reimbursement will be based upon the method with the lesser cost in total time and total expense attributable to a particular trip.

### **CONNECTOR TRAVEL**

Reimbursement shall be made for the cost of taxis or other local travel options when used as connectors to planes, buses, trains, or sleeping accommodations or to conduct official Society business. Tips are reimbursable up to fifteen (15) percent of the amount of the fare.

### **RENTAL AUTOMOBILE**

Use of a rental automobile in lieu of air travel is permissible. However, unless prior approval has been obtained, in no event shall the Society reimburse rental automobile travel for an amount in excess of the cost for the lowest-price air carrier and routing, incorporating discounts for advance ticket purchase. Generally, reimbursement will be based on the method with the lesser cost in total time and total expense attributable to a particular trip.

Rental of an automobile for use in connector travel to planes, buses, trains, or sleeping accommodations or to conduct preapproved official Society business is permissible only when such rental costs can be shown to be of lesser expense in total time and total cost than available alternative transportation options.

## **PARKING, TOLLS, AND RELATED EXPENSES**

Reimbursement shall be made for the cost of parking a personal or rental vehicle(s) when the vehicles have been used in lieu of other modes of transportation, such as air transportation or connector travel. Similarly, reimbursement shall be made for other associated expenses related to the use of personal or rental vehicles, such as tolls, gas or oil for rental vehicles, or airport parking.

However, reimbursement for the combination of personal automobile use mileage, tolls, parking fees, and other related expenses shall be limited to an amount not to exceed the cost for the lowest-price alternative travel options. Generally, reimbursement will be based on the method with the lesser cost in total time and total expense attributable to a particular trip. Receipts are to be provided for all expenses to be reimbursed.

## **FOOD AND DRINK**

Reimbursement shall be made for the cost of subsistence in the form of food and non-alcoholic drink when the expense is incurred during the conduct of official Society business, including related travel days. A maximum reimbursement amount of \$50 (US) per day is allowed for food and drink expenses. This rate is to be reviewed each year by the Society Board at their January meeting. Receipts are required for any single amount in excess of \$10. For multiple expenditures shown as a single amount, such as total food usage in a single day, individual receipts or additional detail itemization is required in lieu of receipts. All receipts are to list the names for all parties involved in the expenses noted on the receipt.

Any group meal (board of directors, staff, committee, etc.) expense reimbursement shall be only for food and non-alcoholic drink consumed during a regular and expected meal event; no reimbursement shall be made for receptions, or the like. The expense report must include names and affiliations of persons included in the group meal. Reimbursement for alcoholic beverages during a meal event will not be provided without prior approval by the President or Executive Director/CEO.

The Society will not pay for any additional guests/spouses of the individual member unless preapproved by the President or Executive Director/CEO prior to the event.

## **INCIDENTALS**

Reimbursement for incidental expenses while traveling and conducting official Society business is limited as follows:

- **Personal Use of Telephone:** Reimbursement will be made for up to one reasonable and customary-length, personal, long-distance telephone call to a family member or a friend, for each night spent away from home. Overseas calls are prohibited except when the Society business is being conducted abroad.
- **Internet/Wi-Fi Charges:** Reimbursement will be made for Internet/Wi-Fi hotel charges for each night spent away from home.
- **Clothing Care:** In general, there shall be no reimbursement for expenses incurred with the usual and customary requirements for the care and maintenance of personal articles of clothing and apparel except in the event of an emergency.
- **Personal Goods and Services:** There shall be no reimbursement made for any expenses incurred for personal needs, goods, or services such as clothing, giftware, flowers, magazines, movies, or the like.
- **Personal Care and Grooming Products and Services:** There shall be no reimbursement made for any expenses incurred for personal grooming services such as hair care and massage or personal care products or services (e.g., toothbrushes, toothpaste).

## **GRATUITIES**

Reimbursement shall be made for customary, normal, and usual tips and gratuities that are made to travel personnel, hotel personnel, food and beverage servers, and other related service personnel who provide goods or services that render a benefit to the ASPE traveler or have a direct impact on the goods or services that are to be rendered to or on behalf of ASPE. Representative travel and other related service personnel that often receive gratuities include baggage handlers, hotel entrance and bell persons, housekeeping personnel when providing service for a suite or extra guest services, and other related personnel. A suggested guideline for customary and normal gratuities are as follows: airport baggage handling, \$1–2 per bag or box; hotel entrance and bell persons, \$1–2 per bag or box (note: entrance and bell persons do share gratuities at most hotels); extra services by entrance door personnel, \$1–2; housekeepers, \$1–2 per night; food and beverage, 12–15% of total expenditure (note: excluding taxes), 20% for extraordinary service. The renting of baggage carts or other travel aids may be substituted and otherwise included as a gratuity when personal services are not used or available.

Special or extraordinary tips or gratuities made to service personnel on behalf of ASPE are subject to the approval of the President. Expenses that may be reimbursed include meeting setup personnel providing special or emergency services, banquet or catering personnel providing special or emergency services, other meeting-related service personnel providing special or emergency services.

## **BUSINESS GOODS AND SERVICES**

Reimbursement shall be made only for incidentals and business-related goods and services when such expenditures have been

incurred during the conduct of official Society business and are deemed to be reasonable, customary, and expected expenses for the conducted business. All reimbursement for business goods and services are subject to the approval of the President or the Executive Director. Expenses that may be reimbursed include conference calls and document copying.

### **ENTERTAINMENT AND RECREATION**

Reimbursement shall be made only for entertainment and recreation-related goods and services when such expenditures have been incurred during the conduct of official Society business and are deemed to be reasonable, customary, and expected expenses for the conducted business. All reimbursement for entertainment and recreational goods and services must be preapproved by the President. Expenses that may be reimbursed include event tickets and equipment rental and use fees.

### **SPOUSE OR SIGNIFICANT OTHER TRAVEL**

The Society does not reimburse the travel expenses of spouses or significant others of Directors, chapter officers, staff, Society members, or Society agents, except as otherwise specified herein or when such travel is in the best interest of the Society and has been approved in advance by the President. The Society shall reimburse the travel expenses of the spouses of Directors and the Executive Director/CEO for up to one (1) official Society business-related trips per year provided the trip is preapproved by the President or Executive Director/CEO. Official Society business shall be defined as travel taken on behalf of the Society for official business purposes, such as attending the biennial Convention, attending the biennial Technical Symposium, attending a regional meeting, or attending to other similar Society business. Spouse travel reimbursement shall be limited to the best available, advance purchase airfare and in no event may exceed the airfare of the individual traveling on official Society business and the additional cost, if any, for an additional person staying in the Society traveler's sleeping-room accommodation. Spouses traveling with Directors, chapter officers, staff, or Society members may be invited to attend, when appropriate, official ASPE functions, the costs of which shall be borne by the Society.

### **TRAVEL ADVANCES**

Travel advances are prepayment for expenses expected to be incurred while conducting official ASPE business. Travel (cash) advances for sanctioned travel are available to Directors, chapter officers, staff, and Society members with the prior approval of the President. All requests for a travel advance must be in writing, referencing the dates and travel for which the advance is being requested, and should be received at the ASPE office no earlier than forty-five (45) days prior to the first travel date. The amount of the requested travel advance must be reasonable for the specified travel and is subject to final adjustment by the Executive Director. (Travel advances are not available for staff air transportation.)

Following completion of a trip, all cash advances must be reconciled within fifteen (15) working days after the travel is completed on the ASPE Expense Report–Reimbursement Statement, and any travel advance not used must be returned by check or money order at the same time.

The receipt of additional travel advances is subject to the prompt reconciliation of outstanding advances. Excessive outstanding unreconciled travel advances will result in the denial of any further advances until such time as reconciliation is completed. The Society reserves the right to collect unreconciled staff travel advances through payroll deduction or reduction in the amounts owed to the affected individual.

### **SPECIAL ARRANGEMENTS**

Reimbursement for anyone that wants to make special arrangements for expenses normally arranged by Society, such as hotel accommodations, must advise Society they are making the special arrangements and the individual is responsible for paying for the full amount of the accommodations. The individual can then submit the part of the expenses covered by Society on the approved expense reimbursement form. Society will not pay for the additional accommodations with the expectation that the individual will reimburse Society following the event.

### **EXPENDITURE REIMBURSEMENT**

All requests for travel expense reimbursement are to be submitted on a current ASPE Expense Report– Reimbursement Statement. Any travel advance received for the specified travel must be shown and reconciled with valid and permitted expenses. The traveler should return any unused or unreconciled travel advances or reimburse ASPE for any personal expenses by attaching a check or money order, payable to ASPE, to the expense report.

The respective committee chair shall first approve all committee members' expenses and expense reports. The President shall approve the expenses and expense reports of all Board Directors and the Executive Director. The Director of Finance will be responsible to review for accuracy and adherence to travel policies of all expense reports submitted to the ASPE for reimbursement.

Reimbursement payments will be issued within ten (10) business days following the receipt of all properly authorized expense forms



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# EXPENSE REPORT REIMBURSEMENT STATEMENT

REV 7-22

Use for Travel after 1/1/18 only

Name: \_\_\_\_\_ To: \_\_\_\_\_  
 Destination: \_\_\_\_\_ Dates: From: \_\_\_\_\_ To: \_\_\_\_\_  
 Purpose of Travel: \_\_\_\_\_ Authorized By: \_\_\_\_\_

Daily Expenses: Original receipts or invoices are REQUIRED for any item exceeding \$10.00.																	
Date	Hotel (incl taxes)		Meals		Transportation			Miscellaneous			Total Expense		Portion of Total Expenses to be Reimbursed to Traveler				
	Amount		Amt	Total	Mileage	Type	Amt	Daily Total	Type	Amt	Explanation	Amt		Type	Amt	Daily Total	
	0.00	Brkfst					0.00										
		Lunch					0.00										
		Dinner		0.00			0.00								0.00	0.00	
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	0.00	Brkfst					0.00										
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	0.00	Brkfst					0.00										
		Lunch					0.00										
		Dinner		0.00			0.00								0.00	0.00	
<b>TOTALS</b>	<b>0.00</b>			<b>0.00</b>			<b>0.00</b>					<b>0.00</b>			<b>0.00</b>	<b>0.00</b>	
												<b>Less: Travel Advances</b>					
												<b>Less: Personal Expenses</b>					
												<b>Total Owed ASPE</b>				<b>0.00</b>	
												<b>Total Owed Traveler</b>				<b>0.00</b>	

I certify that these charges, incurred by me in pursuance of an authorized Society assignment, are correct and proper.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

City, State: \_\_\_\_\_ Zip: \_\_\_\_\_

Make checks payable to: \_\_\_\_\_

Account #: \_\_\_\_\_

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

and receipts. ASPE reserves the right to delay payment or withhold expense reimbursements pending receipt and approval of an official report of activities for which travel, or other expenditures are authorized. ASPE reserves the right to reject any portion or all of an expense report for which prior authorization for travel or an expenditure was not received, which exceeds normal acceptable expenses, which is incomplete, or which, in the sole judgment of ASPE, is not an approved expense.

The Executive Director/CEO is authorized to develop alternate policies or supplement this travel policy for the reimbursement of Directors, chapter officers, staff, Society members, or Society agents where the terms of a state, federal, or other organization grant, or contract preclude reimbursement of expenses as set forth herein. Furthermore, the Executive Director/CEO shall be authorized to make adjustments to certain reimbursable allowance amounts, such as mileage allowance and food and beverage allowance, in accordance with Internal Revenue Service guideline.

## THE SOCIETY OFFICE

### OFFICE OPERATIONS

The official Society office operating hours are 8:00 a.m. through 5:00 p.m. (Central Time), five days a week (Monday through Friday). (Note: Due to some flexible schedules to accommodate staff, not all staff are available at the same times.) The office is closed only on the Society’s official observed holiday schedule, which includes New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the Friday following Thanksgiving Day, and Christmas Day. In addition, staff are permitted two (2) personal days.

### ASPE OFFICE CONTACT INFORMATION

**Telephone:** (847) 296-0002 **E-mail:** info@aspe.org **Website:** www.aspe.org  
**Mail:** 6400 Shafer Court, Suite 350, Rosemont, IL 60018

## ASPE STAFF

The Executive Director is the paid Chief Executive Officer of the Society and is responsible for the management and operations of the Society office and the Society’s programs and services. The staff consists of full-time and part-time technical, financial, management, and administrative personnel under the direction of the Executive Director.

### CURRENT STAFF MEMBERS

Position	Name	Phone Ext.	E-mail address
Executive Director/CEO	Billy Smith, FASPE	222	bsmith@aspe.org
Director of Information Technology/Bookstore Manager	Rich Albrecht	224	ralbrecht@aspe.org
Sr. Director of Affiliate Relations & Education	Brian Henry	235	bhenry@aspe.org
Director of Communications & Publications	Gretchen Pienta	226	gpienta@aspe.org
Managing Director - Director of Meetings	Cliff Reis	225	creis@aspe.org
Manager of Education & Certification	Nichole O’Connor	229	noconnor@aspe.org
Manager of Membership	Racquel Rodriguez	223	rrodriguez@aspe.org
Membership & Chapter Meeting Coordinator	Lisa Gonzalez	200	lgonzalez@aspe.org
Manager of Graphics & Website Design	Nadine Schmitt	237	nschmitt@aspe.org

### STAFF STATUS AND EMPLOYMENT

The Society’s personnel policies are governed by a Board of Directors-approved *Employee Manual*. All employees of the Society are subject to the following.

#### EMPLOYMENT AT WILL

All employees of the Society are employed “at will.” This means that both the employee and the Society are free to terminate the employment relationship at its discretion at any time, with or without notice and with or without cause. No supervisor, officer, or other Society representative has the authority to alter this relationship, and an employee may never interpret any such person’s remarks as a warranty of continued employment for any period of time, specified or not. An employee’s at-will status may only be changed when done in writing and signed by the Executive Director (or by the President, in the absence of an Executive Director).

## **EQUAL OPPORTUNITY**

The American Society of Plumbing Engineers (ASPE) is committed to conducting its employment practices in keeping with the standards of fairness set by local, state, and federal equal opportunity statutes. The Executive Director has specific responsibility for ensuring that all personnel actions—advertising, recruitment, hiring, training, promotions, transfers, layoffs, or terminations—be carried out without regard to race, color, creed, sex, sexual orientation, age, national origin, ancestry, religion, veteran status, political affiliation, physical or mental disability, physical handicap, medical condition, marital status, or other protected basis. Employment decisions will be based on merit and business needs with the emphasis on experience, good performance, the ability to do the job, and rewards for those who contribute to the Society’s growth and success.

## **SOCIETY STAFF DESCRIPTIONS**

The Society’s professional staff includes the following:

### **EXECUTIVE DIRECTOR/CEO**

The Executive Director is the paid Chief Executive Officer of the Society and is responsible for the management and operations of the Society office and the Society’s programs and services. Also has overall responsibility for the financial management and administration of the Society, including funding investments, accounting processes, financial reports, budgeting, inventory control, supplies and equipment, and insurance programs. Provides support for the Society Treasurer.

### **MANAGING DIRECTOR - DIRECTOR OF MEETINGS**

The Managing Director is responsible for advising and assisting in the overall management of ASPE’s programs and activities, and has the ability to represent the association in the absence of the Executive Director. Also responsible for planning two major biennial meetings, quarterly board meetings, and annual committee meetings.

### **MANAGER OF MEMBERSHIP**

The Manager of Membership has overall responsibility for and oversees the maintenance and operations of membership records and services. Coordinates applications for membership and for advancements in membership classification; works with the Vice President, Membership on membership programs and services; prepares and distributes annual dues statements and follow-up letters for the retention of non-paid members; prepares “drop lists” of non-paid members and purges non-paid members from Society membership lists; on a monthly basis. Also works with Vice President, Membership and Membership Committee for the retention and recruitment of Society members.

### **DIRECTOR OF COMMUNICATIONS & PUBLICATIONS**

The Director of Communications & Publications is responsible for overseeing and producing all publications published by the Society, including but not limited to *Plumbing Engineering Design Handbooks* and all other technical handbooks. Serves as Editor of the Society’s news website/e-newsletter, ASPE Pipeline. Responsible for the Society’s public relations, social media, and marketing. Also responsible for overseeing the Society’s standards-development program.

### **SR. DIRECTOR OF AFFILIATE RELATIONS & EDUCATION**

The Director of Affiliate Relations is responsible for advertising sales and marketing for “ASPE Pipeline” e-newsletter, and manufacturer-sponsored ASPE webinars and workshops. Also involved in sales and marketing for the ASPE Convention and Exposition and ASPE Technical Symposium sponsorship packages. As the Director of Education, responsible for the overall management of ASPE’s educational initiatives including workshops, online education products, courses, and certification programs.

### **DIRECTOR OF IT**

The Director of Information Technology handles all website-related projects, including programming, designing pages, and updates; performs custom programming and upkeep of the membership database; and is in charge of all network-, software-, and hardware-related items. Also serves as the Bookstore Manager, in charge of online store order fulfillment.

### **MEMBERSHIP COORDINATOR**

The Membership Coordinator assists the Manager of Membership in all areas of membership programs and services, with specific responsibility for membership records, dues billing, membership reports, mailing lists, and membership cards and certificates. Also provides administrative support to ASPE Vice President, Membership.

### **MEETINGS COORDINATOR**

The Meetings Coordinator assists the Director of Meetings in all areas of meeting planning, including board meetings and the Conventions and Technical Symposiums.

### **MANAGER OF EDUCATION & CERTIFICATION**

The Manager of Education & Certification responsibilities encompass activities and events related to the educational programs



of the Society. Assists in planning, operation, creation, implementation, and other related areas of education programs, events, functions, and training, as well as the Society’s certification program.

**MANAGER OF GRAPHICS & WEBSITE DESIGN**

The Graphic Designer is responsible for the design of communication material for both print and digital marketing; creates and maintains web pages within ASPE’s website; manages the design and “look” of ASPE’s biennial convention and exposition and symposium. Also advises society chapters in the maintenance of their individual websites, while supplying marketing material requested for special chapter events.

**MEMBERSHIP RETENTION ASSISTANT**

The membership retention assistant is responsible to the Director of Membership & Meetings for carrying out membership service functions including, but not limited to, calling on past and current members of the society, assist with collecting dues payment, emailing payment receipts, and managing the monthly invoice process.

**SOCIETY PROGRAM RESPONSIBILITIES**

<u>PROGRAM/SERVICE</u>	<u>RESPONSIBLE STAFF/OFFICER/CHAIR</u>
ASPE Policy	Executive Director/CEO/President
ASPE Pipeline	Director of Communications & Publications
Board Relations	Executive Director/CEO/President
Bylaws	Executive Director/CEO/President
Certification	Sr. Director of Affiliate Relations & Education/Manager of Education & Certification/Executive Director/CEO/President
Chapter Dues Rebates	Manager of Membership/Executive Director/CEO
Chapter Policies	Executive Director/CEO/President
Chapter Annual Reports	Executive Director/CEO/Region Directors/Treasurer
Chapter Liaison/Affairs	Executive Director/CEO/Region Directors
Chapter Rosters	Manager of Membership
Chapter Finances	Executive Director/CEO/Treasurer
Codes and Standards	Sr. Director of Technical & Regulatory Affairs/Executive Director/CEO/VP Legislative
Committee Rosters	Manager of Membership
Continuing Education Units	Sr. Director of Affiliate Relations & Education/Manager of Education & Certification/Executive Director/CEO/VP Education/VP Technical
Convention: Business Meeting	Executive Director/CEO/President
Convention: General	Managing Director-Director of Meetings/Sr. Director of Affiliate Relations & Education/Manager of Graphics & Website Design/Convention Co-Chairs
Convention: Technical Sessions	Sr. Director of Affiliate Relations & Education/Manager of Education & Certification/Executive Director/CEO/VP Education/VP Technical/Convention Co-Chairs
Convention: Registration	Manager of Membership
PEDH Delivery and Orders	Manager of Membership
PEDH	Director of Communications & Publications/Manager of Graphics & Website Design/VP Technical
Design Standards Program	Sr. Director of Technical & Regulatory Affairs/Director of Communications & Publications/Executive Director/CEO/VP Legislative/Main Committee Chair
Education Programs	Director of Affiliate Relations & Education/Manager of Education & Certification/Executive Director/CEO/VP Education
Finances	Executive Director/CEO/Treasurer
Website	Director of IT/Manager of Graphics & Website Design/Executive Director/CEO
Legislative Issues	Sr. Director of Technical & Regulatory Affairs/Executive Director/CEO/VP Legislative
Long-Range Planning	Executive Director/CEO/President/Long-Range Planning Committee Chair
Mailing Lists	Manager of Membership/Executive Director/CEO
Meetings Planning	Managing Director-Director of Meetings/Executive Director/CEO
Member Relations	Manager of Membership/Executive Director/CEO/President/VP Membership
Membership Information	Manager of Membership
Membership Policy	Manager of Membership/Executive Director/CEO/VP Membership
Membership Records	Manager of Membership
Online Education	Sr. Director of Affiliate Relations & Education/Manager of Education & Certification/Executive

	Director/CEO/VP Education
Public Relations	Sr. Director of Communications & Publications/Manager of Graphics & Website Design/Executive Director/CEO/President
Publications	Sr. Director of Communications & Publications/Manager of Graphics & Website Design/VP Technical
Region Meeting	Membership Coordinator/Manager of Graphics & Website Design/Executive Director/CEO/President/Region Directors
Region Structures	Region Directors
Research Foundation	Executive Director/CEO/President/Foundation President
Steele Scholarship	Manager of Membership/VP Education
Tax Filing Requirements	Executive Director/CEO/Treasurer
Technical Handbooks	Director of Communications & Publications/Manager of Graphics & Website Design/VP Technical
Technical Information	VP Technical
Tech Symposium: General	Managing Director-Director of Meetings/Sr. Director of Affiliate Relations & Education/Manager of Graphics & Website Design/Executive Director/CEO/Tech Symposium Chair
Tech Symposium: Technical Sessions	Sr. Director of Affiliate Relations & Education/Manager of Education & Certification/Executive Director/CEO/VP Education/Tech Symposium Chair
Webinars	Sr. Director of Affiliate Relations & Education/Manager of Education & Certification/Executive Director/CEO/VP Education

## CHAPTER AWARD OF MERIT

The Chapter Award of Merit was established by the Board of Directors to recognize superior Chapter accomplishment. The Award is presented by the Society Board of Directors at the Convention in even-numbered years and at the Technical Symposium in odd-numbered years.

The criteria for the Chapter Award of Merit was initially developed by the Society Board of Directors on January 8, 1983 and the format was adopted on April 9, 1983. It was then amended on October 26, 2005 and again on July 1, 2015.

The Chapter Award of Merit provides criteria and a format by which a Chapter's performance can be evaluated and recognized on an annual basis. There are now four (4) prerequisites and four (4) categories (Chapter Activity, Education, Financial Aid and Plumbing Engineering Awareness) that the Chapter will be measured against to determine if they qualify for the award.

To receive the Chapter Award of Merit, a Chapter must meet all four (4) prerequisites, earn a minimum number of points in each of the four (4) categories and achieve at least a minimum of total points as displayed below:

The minimum total points for the award are as follows:

- "A" Chapter: 65 Points
- "B" Chapter: 80 Points
- "C" Chapter: 95 Points

The minimum number of points that a Chapter must earn in each of the four (4) individual categories is as follows:

- Chapter Activity Category: 30 points minimum
- Education Category: "A" Chapter – 5 points minimum, "B/C" Chapter – 10 points minimum
- Financial Aid Category: No minimum required
- Plumbing Engineering Awareness Category: "A" Chapter – 15 points minimum, "B/C" – 25 points minimum

The Chapter Award of Merit evaluation period begins on July 1st and ends on June 30th.

### PREREQUISITES

1. The Chapter must sponsor a minimum of 9 technical meetings a year. In-lieu of the monthly meetings, a Chapter can offer 12 hours of membership/technical meetings over one year's time at a minimum in accordance with Chapter 4, Meetings.
2. The Chapter must submit a monthly newsletter or any other regular membership communication to their Region Director within 30 days of publication in accordance with Chapter 9, Monthly Reports.
3. The Chapter must submit the final Annual Report and originally signed Treasurer's Report no later than 30 days after the close of the Society's fiscal year (June 30th) in accordance with Chapter 2 Bylaw 14.6, Renewal of Chapter's Charter.
4. The Chapter must submit program and speaker evaluation forms for the monthly technical programs within 30 days of the presentation to the Region Director and the Societies Manager of Education & Certification.

## CHAPTER ACTIVITY CATEGORY

(Chapters are required to earn a minimum 30 out of 75 possible points in the Chapter Activity Category.)

### MEMBERSHIP GROWTH

Points are earned for maintaining the membership status quo. Additional points will be credited for membership growth.

Points can be earned in this category based on the following:

- Status quo (0 percent growth) = 5 points
- 0.1 to 3 percent growth = 10 points
- 3.1 to 6.5 percent growth = 15 points
- 6.6 to 9.9 percent growth = 20 points
- 10 percent growth and over = 25 points

The formula for calculating percentage growth is:

$$[(\text{Membership this year} / \text{Membership last year}) - 1] \times 100 = \text{Percentage Growth}$$

Definitions:

Membership this year = Total Chapter membership in good standing on June 30 (this year);

Membership last year = Total Chapter membership in good standing on June 30 (last year)

A Chapter that loses members due to chartering a new ASPE Chapter will have its “starting membership” (baseline) reduced by the number of members lost to the new Chapter for purposes of computing points in this category.

A maximum of 25 points may be earned in this category.

### ATTENDANCE AT REGIONAL MEETINGS

In accordance with Society Bylaw Article 9 Regional Organization, the Regional Meeting should be attended by the Region Director and one Chapter representative at a minimum from each Chapter in the Region. Each Chapter’s representative should be the Chapter President, but any Full member designated by the Chapter Board may be the representative.

A Chapter will earn 25 points for a Chapter representative’s attendance at the regional meeting.

A Chapter can earn additional points in this category if both the incoming and outgoing Presidents attend the meeting. In the event that the current President was reelected, then both the President and any other Full member designated by the Chapter Board must attend the meeting to be eligible for these additional points.

A Chapter will earn an additional 5 points in this category if two Chapter Officers attend the meeting.

### MEMBERSHIP ON SOCIETY-LEVEL COMMITTEE

The active participation by a Chapter member on a Society level Committee will earn points for the Chapter.

Each Chapter member serving on a Society level Committee will earn 5 points for the Chapter. A maximum of 5 points may be earned for each Society Committee. (Points are limited to one Chapter member per committee.)

A maximum of 20 points may be earned in this category.

## EDUCATION CATEGORY

(Chapters are required to earn “A” Chapter – 5 points minimum, “B/C” Chapter – 10 points minimum out of 85 possible points in the Education Category.)

### SUPPLEMENTAL CHAPTER TECHNICAL MEETINGS

Supplemental Chapter technical meetings are defined to be a scheduled meeting having a technical speaker, a panel addressing a technical topic, or a technical exposition (e.g., product show, tradeshow). Activities that are excluded from this definition include Chapter social events such as golf outings, picnics, holiday parties, etc. Each supplemental technical meeting above and beyond the minimum number of required Chapter meetings that is one hour in length minimum earns 5 points.

A maximum of 20 points may be earned in this category.

### TECHNICAL SEMINARS

Points will be earned by a chapter for sponsored technical seminars (CPD/CPDT exam preparation or some other Plumbing related technical session) that are in addition to the regularly scheduled monthly Chapter technical presentations as noted in the Prerequisites

above. Eligible seminars must be at least two (2) hours in length and the Region Director must be notified in advance of the seminar. Each technical seminar two hours in length or longer will earn 5 points in this category.

A maximum of 15 points may be earned in this category.

#### **JOINT PRESENTATIONS**

A Chapter will earn five (5) points for Chapter participation with other plumbing/piping industry related organizations in joint technical presentations/seminars.

A maximum of 15 points may be earned in this category.

#### **ADDITIONAL CHAPTER PUBLICATIONS**

The Chapter will earn points for each additional Chapter publication other than a newsletter, such as a membership roster, compilation of state or local code reviews, etc. that is sent to the Chapter membership and for which a copy is received by the Region Director. Additional Chapter publications must be received by the Region Director no later than the conclusion of the Region Meeting to be eligible for points in this category. A Chapter will earn 1 point for each additional publication.

A maximum of 15 points may be earned in this category.

#### **NON-STANDARD PROGRAM / HUMANITARIAN INITIATIVES**

A Chapter may earn additional points for a special non-standard plumbing engineering related program / humanitarian initiative conducted by the Chapter.

A “non-standard plumbing engineering related program/humanitarian initiative” is defined to be an educational program or initiative that is not normally conducted as a regular event or activity such as a tour of a local facility to see how the plumbing related systems were designed/operated or participation in a Habitat for Humanity or similar type agency project. To be eligible for points in this category, the Chapter must notify the Region Director in advance of this activity and confirm the proposed program/initiative is eligible for points. A Chapter will earn 5 points for each non-standard/humanitarian, preapproved program/initiative.

A maximum of 20 points may be earned in this category.

#### **FINANCIAL AID CATEGORY**

(Chapters are not required to earn any points in the Financial Aid Category but if they voluntarily choose to donate to the ASPE Education and Research Foundation, or their local charity then they will earn points for those donations.)

#### **DONATIONS TO THE ASPE EDUCATION AND RESEARCH FOUNDATION**

The Chapter will earn points for donations made by both the Chapter and its members to the Education and Research Foundation between the period of July 1st and June 30th. Each one-dollar average donation per Chapter member earns 2 points.

The formula for calculating the average dollar donation per Chapter member is:

$$\frac{\text{Chapter donation} + \text{Chapter Member donations}}{\text{Total Chapter Members as of June 30th this year}} = \text{One-dollar average donation per member}$$

$$\text{One-dollar average donation per Chapter member} \times 2 = \text{points earned in this category}$$

A maximum of 25 points may be earned in this category.

#### **DONATIONS TO THE ASPE EDUCATION FUND**

The Chapter will earn points for donations made by both the Chapter and its members to the ASPE Education Fund between the period of July 1st and June 30th. Each one-dollar average donation per Chapter member earns 2 points.

The formula for calculating the one-dollar average donation per Chapter member is:  $\frac{\text{Chapter donation} + \text{Chapter Member donations}}{\text{Total Chapter Members as of June 30th this year}} = \text{One dollar average donation per member}$

Example:  $(\text{Total Money Collected}/\text{Members}) * 2 = \text{Total Points}$ . A maximum of 25 points may be earned in this category may be earned in this category.

#### **CHARITABLE DONATIONS**

The Chapter will earn points for each one-dollar average donation made by the Chapter or each one-person volunteer hour of

service by the Chapter's members to a local, national, or international recognized nonprofit charitable organization (e.g., Red Cross, American Cancer Fund, local nonprofit charity, etc.) between the period of July 1st and June 30th. Each one-dollar average donation per Chapter member or each one-person volunteer hour of service earns one-half (1/2) point. The formula for calculating the one-dollar average donation per Chapter member is:

$$\frac{\text{Chapter donation (\$)}}{\text{Total Chapter Members as of June 30th this year}} = \text{One dollar average donation per Chapter member}$$

One-dollar average donation per Chapter member x 1/2 = points earned in this category

The formula for calculating the average volunteer hours of service per Chapter member is:

$$\frac{\text{Total Chapter volunteer hours of service}}{\text{Total Chapter Members as of June 30th this year}} = \text{Average volunteer hours per Chapter member}$$

Average volunteer hours of service per Chapter member x 1/2 = points earned in this category

A maximum of 10 points may be earned in this category.

### **PLUMBING ENGINEERING AWARENESS CATEGORY**

(Chapters are required to earn "A" Chapter – 15 points minimum, "B/C" Chapter – 25 points minimum out of 130 points in the Plumbing Engineering Awareness Category.)

#### **PEER NETWORKING**

A Chapter will earn points for presentations on the benefits of ASPE membership to the local engineering firms. The Chapter must submit a sign-in sheet that includes the name and address of the firms visited along with a list of those non-ASPE member employees in attendance including their contact information and email addresses. This information must be received by the Societies Director of Membership and Region Director no later than 30 days after the presentation to the firm to be eligible for points in this category. A Chapter will earn 10 points for each firm visited.

A maximum of 40 points can be earned in this category.

#### **ENGINEERS WEEK / WORLD PLUMBING DAY**

A Chapter will earn points for participation in Engineers Week and/or World Plumbing Day. The Chapter may either present the Society prepared PowerPoint presentation on plumbing engineering to a local school or participate in some other type of activity at a local school that can be documented. To earn points in this category, the presentation must take place during Engineers Week or on World Plumbing Day only. The Chapter shall submit proof of participation to the Region Director within 30 days of participation.

The Chapter will earn 10 points for each event that they attended and actively participated in.

A maximum of 30 points can be earned in this category.

#### **SCHOOL OUTREACH PROGRAM**

A Chapter will earn points for presentations to local schools about careers in the plumbing engineering profession. The Chapter can present the Society prepared PowerPoint presentation on plumbing engineering or any other type of presentation on plumbing engineering that is appropriate. To earn points in this category, the presentation must take place at any time of the year except during Engineers Week or on World Plumbing Day. Chapters are encouraged to visit and present to a different school each time on a quarterly basis.

The Chapter will earn 10 points for each time they present to a school provided they submit proof of the activity to the Region Director within 30 days of the event.

A maximum of 40 points can be earned in this category.

#### **MENTORSHIP PROGRAM**

A Chapter will earn points by offering a mentorship program geared towards teaching individuals on a one-to-one basis on the aspects of plumbing design, construction administration, project management and leadership techniques on a regular basis.

The Chapter will earn 1 point for each contact hour between the mentor and mentee that is documented and submitted to the Region Director at the end of each quarter along with a brief description of the activities and the names, contact information and email addresses of the mentor and mentee. All participants must sign and date the document confirming participation in this program.

A maximum of 20 points can be earned in this category.

## KENNETH G. WENTINK COLLEGE OF FELLOWS

### HISTORY

In 2008, The ASPE board of Directors established the College of Fellows Program to honor members of the Society who have made significant and exceptional contributions to the plumbing engineering and design profession, the Society and to the plumbing industry. The program would be called the "Kenneth G. Wentink College of Fellows."

When the initial candidates were inaugurated the Board of Directors selected members from the College of Fellows to serve as the Fellows Committee (hereinafter called the Committee) to manage the process of selecting future Fellows, in addition to the selection of the Committee Chair.

To avoid any hint of impropriety or undue pressures, complete responsibility for the operation of the program was given to the Committee by a unanimous vote of the Board of Directors. However, the Board of Director's will maintain their executive power over the Committee to make sure the purpose and goals of the program are met. The Committee Chair shall serve as the Liaison to the Board of Directors.

### STAFF INVOLVEMENT

The Executive Director/CEO will appoint an individual, preferably with membership knowledge, to assist the Committee with administrative help. These administrative tasks include, but are not limited to, the following:

- a. Receipt of applications
- b. Verification of membership status, years of service, and sanctions
- c. Verification of all items deemed as necessary or established by the Committee
- d. Conduct follow-up with the nominator
- e. Forward completed application packets to the Committee for review
- f. Prepare correspondence

While not a voting member, the staff member will be considered an integral part of the Committee. They are expected to serve as the liaison between the Committee and the Executive Director/CEO.

### FELLOWS COMMITTEE

The Committee is responsible for the operation of the College of Fellows Program. Primary responsibilities include, but are not limited to, the following:

- a. Developing procedures
- b. Establish candidate's eligibility requirements
- c. Initiating guidelines for candidate evaluation.

The Committee will meet at the ASPE Biennial Convention and Exposition and as necessary to review procedures and operations, discuss proposed changes and to elect members of the Committee. Proposed changes to the program may be submitted at any time to the Committee Chair. However, no changes shall be made without 2/3 majority vote of approval by the current Committee members in attendance.

### FELLOWS COMMITTEE SELECTION

The Committee consists of nine members who are elected by members of the current Committee. The term of office is 4 years. However, multiple terms will be allowed. Members serving on the Committee must be members of the College of Fellows and members in good standing with the Society.

Any member of the College of Fellows may nominate another member as a candidate for a Committee position. Nominations will be accepted 6 months prior to or at the Committee meeting to be held at ASPE's Biennial Convention and Exposition. Election will be by a 2/3 vote of approval by the Committee members in attendance.

The Committee will elect the chair by a majority vote of the Committee members in attendance and voting. Vacancies occurring during a members' term will be filled by the Chair's recommendation and subsequent approval by a simple majority vote of the Committee members in attendance. In the event the Committee chair is unable to continue to serve, the staff liaison or the Executive Director/CEO shall notify the Committee members and shall facilitate a Committee meeting at the earliest possible date, to elect a new chair. The election of a new chair will be by a 2/3 majority vote of the Committee members in attendance, but in no case fewer than 6 members of the Committee.

In accordance with the Society bylaws, a Committee member may be removed by 2/3 vote of the Committee members in attendance.

## CANDIDATE SELECTION

Any member of ASPE, in good standing, may nominate a candidate. However, members who hold privileged positions (including, but not necessarily limited to, members of the Society Board of Directors or Officers) shall not use their titles or make reference to their privileged position. If a member of the Committee nominates a candidate, they shall recuse themselves from participating in the evaluation of that candidate.

By January 1st of a convention year, each candidate nominated must have been a member of ASPE in good standing for a minimum of either 20 consecutive years or a minimum of 25 accumulative years with a minimum of 15 consecutive years and has made a significant and exceptional contribution to the Chapter(s) as well as the Society.

While preference will be given to those who have obtained either a PE or CPD, others meeting criteria outlined in the Fellows Committee Evaluation Categories will be considered. It is the policy of the Committee to limit the number of inductees to not more than approximately 10 per the biennial cycle.

Selection of candidates to be inducted into the College of Fellows shall be made by the Committee with no “automatic” selection permitted.

## RESPONSIBILITY OF NOMINATORS

The nominator shall be responsible for completing all necessary paperwork in accordance with criteria established by the Committee and for the submission of the nominator packet to the society office on or before January 31st of ASPE’s Biennial Convention and Exposition year; no extensions shall be granted. Note: The nominator will be notified, in a timely manner, by Society staff of incomplete packets. Revisions or amendments to incomplete packets must be received prior to the January 31st deadline. Incomplete packets will not be forwarded to or be reviewed by the Committee.

A nominator may begin the nomination process for a candidate at any time within the ASPE’s Biennial Convention and Exposition cycle. However, a packet may not be submitted to Society prior to 7 months before the January 31st submission deadline date of ASPE’s Biennial Convention and Exposition year.

Information that is required of the nominator includes the candidate’s application and a total of three letters of reference in which one should be from a current member of the College of Fellows. Letters of reference shall be no more than two (2) pages in length and include ample detail to support and demonstrate that the candidate meets the criteria of the three selected categories in the candidate’s nomination form. These categories shall be clearly identified with detailed and concise supporting data.

Current Committee members, Society Executive Director or members of the Society Board of Directors shall not provide reference letters for any candidate.

Nominators and reference providers may only support one candidate per the biennial cycle. The nominator shall be responsible to confirming that all reference letter providers are providing letters of support for only one candidate per cycle. Therefore, it is incumbent on the nominator to appropriately and adequately commit their support for the candidate. Should a candidate be rejected because of an inadequate packet, the candidate may either be resubmitted prior to the January 31st deadline or be resubmitted in the next biennial cycle. If a candidate is not selected based on not meeting the criteria, they may be an eligible nominee for the ensuing biennial cycle. If not selected for a second time, the candidate will not be considered in the future.

## FELLOWS COMMITTEE EVALUATION CATEGORIES

The Committee will use criteria outlined in the following categories when rating the candidate.

### 1. Leadership in the Plumbing Engineering and Design Profession (Note: This is mandatory for each candidate)

Significant and exceptional contributions to the plumbing engineering and design profession, including leadership in Society and chapter activities, receiving peer distinction, including honors and awards or other recognition regarding specific contribution to the plumbing engineering and design profession and the plumbing industry.

Leadership will be indicative by individual’s service to the Society and its chapters. Individual must have served for the betterment of the Society at the national and/or chapter level. Should be or have been active in chapter committees performing community service or for the advancement of the chapter; should have been a Chapter board member not less than four years and/or should have been in service in a Society’s national committee that advanced the goals and objectives of the Society. Service on the Society Board of Directors will have significant relevance for consideration.

### 2. Plumbing Engineering and Design

Acknowledged leadership in the engineering and design of plumbing systems considered to be of special and/or unique significances. The level of significances may be derived from one or more of the following:

- a. Scale of the accomplishment
- b. Uniqueness of the accomplishment
- c. Degree to which the technology or state of the art of the plumbing engineering and design is advanced
- d. The quantity, quality and/or utility of designs produced

Any direct or ancillary value to the Society due to the product, system, or facility also shall be considered. If the work is part of a group effort, it must be shown that the candidate was a driving force, key participant, or recognized leader of the group and that their role significantly contributed to the success of the overall effort.

### **3. Plumbing Industry Product or Service Application**

Acknowledged contribution(s) within the plumbing industry to the engineering, operations, design, or research identifying a technical need and assisting in conversion to an engineered or technical product benefiting the plumbing industry and the needs of plumbing engineers and designers.

Individual should be an acknowledged expert in the engineering and technical aspects of the product or service and should show a high degree of dedication to educating both plumbing engineers and designers and the plumbing industry's technical workforce in the benefits, use, and application of the product or service.

Individual may be selected based on advancing the technology or state of the art for plumbing engineers and designers or through the introduction of the product or service into a new area of application or making a major improvement in existing technology.

### **4. Research and Development**

Generally accepted as having made a noteworthy invention, discovery, or advancement in the technology or state of the art for plumbing engineers and designers or the plumbing industry's technical workforce. Acceptable evidence of such may be by publication in industry publications, widely distributed technical materials, receipt of patents, or having products or processes available for use in the marketplace.

The accomplishment can be a single contribution of extreme importance or for an accumulation of smaller contributions that have led to the development of a body of knowledge in a field of plumbing and design practices.

### **5. Education**

Recognized contributions to the development and implementation of new and innovative technical or academic programs. Demonstrated leadership role in the creation of technical presentations for plumbing engineering and designers (including curriculum development), presentation of technical material (including formal or informal education), exploration of new concepts, and utilization and dissemination of research.

Providing documentation that candidate has recognition (formal or informal) from students and colleagues as an outstanding presenter of technical material. Providing documentation that candidate has an established national or international reputation as speaker/presenter, writer/author, or recognition as a researcher.

### **6. Leadership in the Industry**

An executive or top-level manager who has achieved national or international prominence as a recognized leader and spokesperson for the plumbing engineering and design profession or plumbing industry. The individual should have a documented history of major accomplishments that have contributed to the growth and success of a company, product or service.

### **7. Plumbing Codes and Standards**

Recognized by peers as having extraordinary technical knowledge in the activity of plumbing codes and standards. At one time will have served on the Society's Legislative Committee. Must have utilized his/her knowledge to further the activity of the plumbing engineering profession and the plumbing industry in developing new codes or standards, in making significant revisions to existing ones, in initiating important procedural changes for the acceptance of new codes or the changing of existing codes or standards. Shall be recognized by peers as a futurist, promoting, coordinating, and developing modifications to increase the efficiency and effectiveness of codes or standards by adapting them for accepted and practical engineered science and integration of new and emerging technologies. Minimum of 10 years of active service on codes and standards committees. In all committee work has demonstrated exemplary dedication to protection of the public safety and to the convenience of consumers.

### **8. Political Statesmanship**

A candidate must have local, national, or international recognition as a leader for promoting engineering and design or the plumbing industry. Evidence of such recognition would be letters, speeches, articles, testimony, and/or sponsored codes or legislation, and promoting the technology, science, and benefits of plumbing engineering and design.



Individual with a history of promoting plumbing engineering and design through work in community public service and who has raised public awareness of the plumbing engineering and design in meeting societal needs will have documented significant relevance for consideration.

#### **COMMITTEE RATING OF CANDIDATE**

Rating of the candidate shall consider the criteria listed amongst the eight Committee Evaluation Categories and limited to the three categories stated in the candidate's application, and inclusive of the mandatory category #1. A rating will be provided by each committee member by using criteria established by the Committee.

#### **NOMINATOR AND CANDIDATE NOTIFICATION**

When the review process is complete, and the committee has determined the inductees; the chair of the Committee will notify the nominator and the candidate of the action taken by the Committee. If the candidate is inducted, the notification shall request that the announcement of the honor be reserved for the inductee ceremony.

In addition, a press release will be prepared by the staff assigned personnel and will be submitted to appropriate publications.

#### **INDUCTION CEREMONY**

An induction ceremony will be conducted at the ASPE Biennial Convention and Exposition. The inductees will be presented with a Plaque and Lapel Pin to signify the honor. A College of Fellows ring is available to the inductee at their expense.

Those inducted that are unable to attend, will be presented with plaque and lapel pin through their Chapter at the next scheduled Chapter meeting.

# CHAPTER 2

## Bylaws

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### ARTICLE 1 - ORGANIZATION

- 1.1 Name:** This mutual benefit nonprofit corporation duly organized under the Corporation Laws of the State of California shall be known by the name of American Society of Plumbing Engineers (ASPE) and is hereafter called the "Society."
- 1.2 Purpose:** The objects of the Society shall be:
- To further the interests of the members through the development of their technical expertise, and to enable them to better perform the responsibilities of their positions.
  - To improve the profession of plumbing engineering and thereby benefit the general public.
  - To assist in solving professional problems among the engineering community as such problems affect the profession and the general public.
  - To promote research in the field of plumbing engineering, and to extend the body of professional knowledge and expertise.
  - To facilitate the exchange of information throughout the professional practices and responsibility, statistical research, governmental regulations, standards and/or certifications, standardized methods of keeping book and records, and related topics of interest to members.
  - To advance the general scientific interest and education of the plumbing engineering profession, to inculcate the desire for scientific advancement in the field among members of this Society, and to provide appropriate recognition of significant accomplishments in this area.
  - To foster greater cooperation and understanding between the members of the Society and the plumbing officials and other related professionals with whom they interact.
  - To encourage participation by members on such public interest bodies as code committees and standards committees.
  - To establish, register, and gain public acceptance of a Society certification mark indicating a specific degree of professional expertise.
  - To sponsor an engineering course of study.
- 1.3 Bylaws:** The Society shall be governed by these Bylaws and any amendments thereto. Procedures not specifically mentioned herein shall be determined by resolution of the Society Board of Directors (and hereafter referred to as the Board unless another Board, such as Chapter, is referenced) provided such resolution does not conflict with these Bylaws.
- 1.4 Stationery:** Official stationery of the Society shall be used only for its official business, and then only by its officers, directors, committee members, and members of the Society's staff.
- 1.5 Offices:** The Society shall maintain offices in a location that is in the best interests of, and which shall best advance the mission and goals of the Society. The Board of Directors shall present a proposed relocation of the Society office for ratification by the delegates at the Convention.

### ARTICLE 2 - MEMBERSHIP

- 2.1 Qualifications:** The Society shall be open to any individual involved and/or having a special interest in the design, specification, manufacturing or drawing of plumbing systems.
- 2.2 Membership Categories:** Members shall be assigned a membership category by the Society Vice President, Membership based on the following category criteria:
- (a) **Full Member:** Eight (8) years of experience in plumbing engineering or related engineering field, a minimum of four (4) years of which must have been in a position of responsibility for the engineering and/or design of plumbing systems or components.

A maximum of four (4) years of experience may be waived by the Society Vice President, Membership for: (a) Education: one-half (1/2) year for each completed year in a curriculum related to plumbing engineering; (b) Engineering Registration: four (4) years for Professional Engineer registration in a field that includes plumbing engineering; (c) CPD certification: two (2) years.

- (b) **Associate Member:** Any individual involved within the discipline of Plumbing Engineering and Design that does not meet the requirements of any other membership category. Members in this category who meet the requirements of any other category may apply for a membership category change.
- (c) **Affiliate Member:** Any individual involved in producing or marketing a plumbing product who does not meet the qualifications or requirements for membership in any other grade.
- (d) **Presidential Member:** The outgoing President of the Society shall become a Presidential Member upon installation of a successor and shall retain all rights, privileges, and responsibilities of a Full Member.
- (e) **Student Member:** Any individual attending a recognized university, college, community college, vocational, or technical trade school full time or part time in a curriculum related to plumbing design. Student Members are considered to be an introductory level to the Society. Student membership shall be limited to five (5) years after which time the membership shall be upgraded to an applicable membership classification as deemed appropriate by the Society. Other member classifications shall not be permitted to downgrade to a Student Member classification.
- (f) **Retired Member:** Any member who has been a member in good standing for a minimum of twenty (20) years who has reached the age of sixty-five (65) years and is no longer active in the profession may apply for a membership category change from their current membership category to Retired Member. Members in this category will not be eligible to serve as a Society officer and will receive at their request Plumbing Engineering Design Handbook materials electronically and shall pay substantially reduced annual dues.
- (g) **Honorary Member:** The Board of Directors may recommend, upon its own initiative or when so requested by the two-thirds (2/3) majority vote of a chapter's membership, Honorary Membership for anyone deemed worthy by action or contribution to the Society or the plumbing profession. Such recommendations shall be ratified by a two-thirds (2/3) majority vote of delegates at the Society's Convention. Proposed recommendations shall be presented to the delegates forty-five (45) days prior to the Society's Convention.
- (h) **Life Member:** Society, after nomination, shall grant upon verification of credentials, Life Membership status to any retired person who has been a Member in good standing for a minimum of 25 accumulated years. All rights and privileges of one's membership shall also apply to this membership category, except that Life Members shall not be required to pay annual dues and shall not receive Plumbing Engineering Design Handbook materials.
- (i) **Multiple Chapter Member:** Any member of a Chapter may apply for membership in multiple Chapters. The member must designate what Chapter will be his/her "Home" Chapter. The member can only serve as a Convention Delegate for is/her "Home" Chapter. As determined by the Board of Directors, some restrictions may apply, such as assisting multiple Chapters Board of Directors as needed.

**2.3 Rights, Privileges, and Limitations:** The rights and privileges of a member shall be personal and shall not be delegated or transferred. Any member may attend meetings, participate in any and all discussions, or serve on any committee in any capacity except as specifically precluded hereinafter.

A member may choose to be an at-large member and not attached to any existing chapter.

All rights, title, and interest of a member in the Society and its property shall cease on the termination of the membership by death, resignation, or otherwise, and shall vest in the Society.

**2.4 Application:** An applicant for membership shall submit an application to the Society on a current form approved by the Board of Directors.

**2.5 Admission:** Approval of an application shall be by the Society Vice President, Membership.

**2.6 Nonpayment of Dues:** Membership of any member who shall fail to pay the annual dues after being duly notified by the Society with three reminders and/or invoices in the three months prior to the member's anniversary date shall expire on the **member's anniversary date, and all membership privileges shall thereupon cease.**

**2.7 Reinstatement:** An expired or withdrawn membership may be reinstated, including original membership number, by the Board of Directors at any time if all the member's dues are paid in full from and after the date of expiration.

**2.8 Removal:** A member may be subject to removal for actions not in the best interest of the Society. These actions include but are not necessarily limited to a conviction of a felony or a crime of moral turpitude, actions unbecoming of a member or a violation of ASPE's Code of Conduct or Code of Ethics. The Board shall take action as prescribed in Section 2.8C.

- A. **Region Director:** Chapter Presidents may, by two-thirds (2/3) vote of the Presidents within the Region, submit a petition to the Board stating reasons why a Region Director should be removed. The Board shall take action as prescribed in Section 2.8C. A Region Director is automatically removed if their permanent residence moves outside the geographic boundaries of the Region.
- B. **Society or Chapter Board Officer:** A Society or Chapter Board Officer may, by two-thirds (2/3) vote of the respective officers thereof, remove an officer for failure to attend regularly scheduled meetings or to perform the duties of the

office they hold. In the event there is sufficient evidence for removal of the member for other reasons as prescribed in Section 2.8 Removal, Preferment of Charges will be prepared, and the Board would proceed as prescribed in Section 2.8C.

- C. The Board shall review petitions or information received, to determine if sufficient evidence validates removal of a member. If such evidence exists, the Board shall by two-thirds (2/3) vote of the respective officers thereof vote to remove the member. The Board shall prepare a Preferment of Charges along with 30-day notice stating the time and place of a confidential hearing (sent by registered mail) in front of an impartial panel appointed by the Board. Should the Board determine that insufficient evidence exists for removal; the Board may elect to resolve the issue through censure or other appropriate action. Once Preferment of Charges has been issued the issue is decided by the panel and is final.

Panel member selection:

- ONE (1) Member from each Region. The members shall elect a Panel Chairman.
- Society Board (or Staff) members are not eligible to serve on the Panel.
- Chapter Board members or members involved in the preparation of a petition to remove a member are not eligible to serve on the panel.
- Panel Members will be required to sign a confidentiality agreement.

Vacancies on the Board, caused by this process, shall be filled in accordance with Section 5.5: Vacancies.

- 2.9 Transferring:** A member in good standing may transfer to another chapter or to member-at-large status by making written request to the Society Vice President, Membership.
- 2.10 Member Category Change:** Any member may request a membership change by submitting an application to do so. Applications are available through the Society Office.

## ARTICLE 3 - DUES

- 3.1 Annual Dues:** Annual dues for each membership classification shall be set by a two-thirds (2/3) majority of the full Board of Directors and shall be made available on the ASPE website and identified on the application for membership.
- 3.2 Payment of Dues:** Dues shall be submitted to the Society on or before each member's anniversary date (defined to be the date the member was accepted into the Society) for deposit in the Society's account.
- 3.3 Military Service:** A member in good standing who enters full-time active duty in the Armed Forces of the country in which the member resides shall be exempt from all dues for the length of the military service.
- 3.4 Disbursements:** At the end of each month the Treasurer shall authorize the Society Director of Finance to forward to each chapter 20% of all monies received from dues of members attached to that chapter except that dues received from multiple chapter members will be set at 47 1/2% of dues that apply to the members membership classification. Chapter dues rebate will be adjusted, as determined by the Board of Directors, to provide adequate funds to support the additional member. Dues of members not attached to any existing chapter shall be totally disbursed to the Society's treasury.

## ARTICLE 4 - CONVENTION

- 4.1 Time:** At a minimum of once every two (2) years, in the even number years, a Convention of delegates shall be held. The exact date and time of the Business Meeting shall be set by the Board of Directors.
- In the event of extraordinary circumstances such that an ASPE Business Meeting is unable to be conducted, the Board of Directors shall proceed with a mail ballot or other suitable and secure voting method of the delegates to conduct the necessary business of the Society.
- 4.2 Place and Notification:** The place for the Convention shall be chosen by the ASPE Board of Directors a minimum of two (2) and not more than six (6) years prior to the established date. The Board of Directors shall be required to give a minimum notice of 180 days to the membership, chapter officers, and elected delegates upon the need for a supplemental ASPE Business Meeting. The Board shall be required to communicate, annually, to the membership the schedule of future Convention locations.
- 4.3 Purpose:** The major purpose of the Convention shall be to hold an ASPE Business Meeting whereby the official business of the Society shall be conducted, to elect directors and officers, conduct lawful business as may be brought before the elected delegates, and act on proposed amendments to these Bylaws.
- In the event the Board deems it necessary such as in the event of extraordinary circumstances such that a Convention is unable to be conducted, the Board may convene a special supplemental ASPE Business Meeting or institute other voting ballots of the delegates to conduct business vital to the interests of the Society due to such events as changes in local, state, or federal laws or regulations that may affect the conduct of the business of the Society or its membership.
- 4.4 Business:** All questions of business conducted by the Board of Directors at any ASPE Business Meeting shall be decided by a majority of the delegates qualified to vote and present at said meetings. In the event of extraordinary circumstances, a

mail ballot or other suitable and secure voting method of the delegates is required to conduct the business of the Society, all questions of business shall be decided by a majority of delegates qualified to vote and returning a ballot. The President or presiding officer shall only vote in case of a tie.

It shall be required that a minimum of twenty-five (25) percent of the total number of delegate ballots in accordance with Section 4.8 of these bylaws be properly executed for a vote to be considered valid. In the event a vote is ruled to be null and void, a second ballot shall be made available within fifteen (15) days of such determination. Additional ballots shall be at the discretion of the majority vote of the ASPE Board of Directors.

**4.5 Voting:** Voting for officers shall be by secret written ballot or other suitable and secure voting method as determined by the chair, except in such case where there is but one candidate for an office, that office may be elected by acclamation. All other business shall be voted upon in accordance with standard parliamentary procedures. Voting tabulation results shall be shared with the delegation for all ballots.

In the event a mail ballot or other suitable and secure voting method is required to conduct the business of the Society, ballots shall be prepared and posted by the Society office and be made available to current delegates and shall include instructions indicating the final return date and that the contents are an official ballot and are confidential.

In the event an alternate suitable and secure voting and tabulation method of the delegates is required, all such arrangements shall be reviewed and approved by the ASPE Board of Directors and the Nominating Committee.

The ballot results shall be tabulated by a third-party service. All ballot tabulations shall be provided within fifteen (15) days of the published official candidate ballot return date to ASPE Board of Directors and Nominating Committee. The ballot results shall be distributed to all chapters within thirty (30) days of the tabulation of votes and the results published to the entire membership in the next issue of the Society magazine or other appropriate communication to the Society membership.

**4.6 Selection of Delegates:** All delegates shall be Members in good standing. Each chapter shall be represented at the Convention by the number of delegates specified in Schedule 1. Delegates should consist of the chapter's President, the chair or member of the Technical Committee, and the chair or member of the Legislative Committee.

Term of office for delegates shall expire upon next election of delegates. Delegates may not vote by proxy. Delegates may be removed from office by a two-thirds (2/3) vote of the chapter membership, subject to the procedures detailed in Section 2.9.

The number of delegates of each chapter shall be determined by the total number of members (excluding Student members) in good standing in the chapter, as of June 30th of the Convention year as specified in Schedule 1.

In addition to the above-stated delegates, Presidential Members and one member of the ASPE Education and Research Foundation Board of Directors shall be entitled to attend the Convention and vote and speak on all items as delegates-at-large.

**Schedule 1**  
**Chapter Members, Officers, and Delegates**  
(as of 10/30/2016)

Chapter Category <sup>1</sup>	Number of Total Members (excluding students)	Elected Chapter Officers and Qualifications (minimum)	Number of Delegates	Delegate Qualifications
A	20-30	1. President <sup>2</sup> 2. Vice President, Technical/Legislative <sup>2</sup> 3. Vice President, Membership <sup>2</sup> 4. Secretary and/or Treasurer <sup>2</sup>	3	Any member type (except Student)
B	31-90	1. President <sup>2</sup> 2. Vice President, Technical <sup>2</sup> 3. Vice President, Legislative <sup>2</sup> 4. Vice President, Membership <sup>2</sup> 5. Secretary and/or Treasurer <sup>2</sup>	3 for first 30 total members (excluding students); 1 per each additional 30 total members or fraction thereof (excluding students)	Any member type (except Student)
C	91+	1. President <sup>2</sup> 2. Vice President, Technical <sup>2</sup> 3. Vice President, Legislative <sup>2</sup> 4. Vice President, Membership <sup>2</sup> 5. Treasurer <sup>2</sup> 6. Administrative Secretary <sup>2</sup> 7. Corresponding Secretary <sup>2</sup>	4 for first 90 total members (excluding students); 1 additional for each 40 total members or fraction thereof (excluding students)	Any other member type (except Student)
<sup>1</sup> Chapter category may not change other than at the time of election of officers. <sup>2</sup> Shall be any member in good standing				

Any member without a chapter affiliation shall have the right to vote for a delegate to the Society Convention through the chapter nearest their place of residence or work, either by attending said election or by written ballot, provided they shall

notify said chapter of their intent to vote at its election of delegates no later than March 1st of any Convention year. Any such member not affiliated with a chapter may also notify Society headquarters by March 1st of any Convention year and shall thereupon be assigned by the Society to the chapter nearest their place of residence or work, following which they shall have the right to vote at the subsequent election of delegates held by such chapter.

- 4.7 Voting Power:** Each chapter delegate shall have one (1) vote; each member of the Board of Directors shall have one (1) vote; and each Presidential Member shall have one (1) vote, except the President or the presiding officer who shall only vote in case of a tie.
- 4.8 Quorum:** A quorum to do business shall consist of a minimum of twenty-five (25) percent of the total number of delegates.
- 4.9 Finance:** The Board of Directors shall establish the official delegate travel-related allowance, and inform the chapters, no later than sixty (60) days prior to an ASPE Business Meeting. The Board-approved delegate allowance, with the exception of the delegate representing the Education and Research Foundation, and operating expenses of the Convention and the Board of Directors shall be paid out of the treasury. The amount of Convention expenses of the delegates to be borne by the chapters shall be determined and paid for by the chapter represented by said members.
- For a chapter to be eligible for the receipt of the delegate allowance, delegates shall attend and participate in all official delegate meetings and gatherings (e.g., a meeting or gathering that incorporates an attendance verification procedure such as a roll call). The amount of the delegate allowance to be paid to a chapter for an individual delegate shall be reduced in a proportionate amount to the number of absences of the delegate to the total number of official delegate meetings and gatherings and deducted from the chapter's next dues rebate disbursement. However, in cases of extenuating circumstances, a delegate or chapter may make application to the Board of Directors for a special exception and appropriate Board action.
- 4.10 Business Meeting Minutes:** The Board of Directors shall approve the minutes of an ASPE Business Meeting and shall issue a copy to each chapter within ninety (90) days after the closing of the business meeting.

## ARTICLE 5 - OFFICERS

**5.1 Officers:** The officers of this Society shall be:

- President
- Vice President, Technical
- Vice President, Education
- Vice President, Legislative
- Vice President, Membership
- Vice President, Affiliate
- Secretary (ex-officio, non-voting — see Article 7, Section 7.2)
- Treasurer
- Region 1 Director
- Region 2 Director
- Region 3 Director
- Region 4 Director
- Region 5 Director

All elective officers, except for Region Directors and the Vice President, Affiliate, shall be Full Members in good standing, holding either the Professional Engineer (PE) license or the Certified in Plumbing Design (CPD) certification, and have been active members in good standing for a continuous period of not less than the immediately preceding twelve (12) months.

All Region Directors shall be Full Members in good standing of a chapter within the region he or she is serving and shall have held a position(s) as a chapter officer for not less than four (4) years.

The Vice President, Affiliate, shall be a Full Member or an Affiliate Member in good standing for not less than four (4) years.

**5.2 Election and Term of Office:** All officers, except for Region Directors, shall be elected at the Convention, on an at-large basis by all delegates. Region Directors shall be elected at the Convention by a majority of the chapters comprising the appropriate region, whereby each chapter is given one vote. All officers shall be elected for a term of two (2) years.

Each officer shall hold office until a successor shall be installed or until the officer shall resign or shall be removed or otherwise disqualified to serve.

All candidates for office shall be required to complete and submit an application indicating candidates' interest; a statement of inclinations, interests, and affiliations; participate in interview process and a complete biographical record.

Officers shall take office immediately upon installation following election.

No President shall serve more than two terms consecutively.

**5.3 Removal:** See Article 2 – Membership – 2.8: Removal.

**5.4 One Vote Per Board Member:** Each elected member of the Board of Directors shall only be permitted to have one (1) vote as a member of the Board of Directors regardless of the number of officer positions any one individual may hold on the Board of Directors.

**5.5 Vacancies:** A vacancy occurring in the office of President shall be filled by the succession thereto of the next elective officer in line as herein stated. A vacancy occurring in the other elective offices may be filled by Presidential appointment, with Board approval, for the remainder of the unexpired term.

Succession of Officers in order to the position of President:

- Vice President Technical
- Vice President Education
- Vice President Legislative
- Vice President Membership
- Treasurer

**5.6 Duties of the Officers:**

- (a) **President:** It shall be the duty of the President to preside at all Conventions; to call all special meetings of the Board of Directors, and to serve as chair of the Board of Directors; to administer the affairs of the Society in conformity with these Bylaws; to appoint all committees not otherwise provided for and to serve as ex-officio member of such committees except the Nominating Committee; and to perform such other duties as their office may require. The President shall submit the proposed budget for the next fiscal year to the Board of Directors on or before May 1st of the current fiscal year. The approved budget shall be used by the Treasurer and the Board for allocations of funds for the appropriate fiscal year.
- (b) **Vice President, Technical:** In the absence of the President, the Vice President, Technical shall perform all the duties of the President, and when so acting shall have all the powers of, and be subject to all the restrictions of, the President. The Vice President, Technical shall also be responsible for planning, organizing, and directing the technical activities of the Society.
- (c) **Vice President, Education:** The VP, Education shall be responsible for educational and professional development programs.
- (d) **Vice President, Legislative:** The VP, Legislative shall be responsible for all activities pertaining to codes or ordinances as they pertain to this Society.
- (e) **Vice President, Membership:** The VP, Membership shall be responsible for recruiting new members, approving new member applications, planning all membership activities, and maintaining a file on Society members.
- (f) **Vice President, Affiliate:** The VP, Affiliate shall be responsible for all activities pertaining to the representation of the Affiliate Members and other duties as directed by the President.
- (g) **Executive Director/CEO Secretary:** The Secretary shall be responsible for keeping minutes of the Convention and Board of Directors meetings and all intra-Society correspondence. This officer shall be responsible for notifying each member of the Board of Directors and/or chapters of all meetings or official activities at least seven (7) days prior thereto, setting forth therein the time, place, and program. The Secretary shall distribute to each Board member copies of the minutes of all Board meetings including all reports made to the Board within fifteen (15) days following each Board Meeting.
- (h) **Treasurer:** The Treasurer shall be the Chief Financial Officer of the Society, and shall be responsible for the collection and disbursement of all Society monies.
- (i) **Region 1 Director:** The Region 1 Director shall be responsible for overseeing the activities within the Region and other duties as directed by the President.
- (j) **Region 2 Director:** The Region 2 Director shall be responsible for overseeing the activities within the Region and other duties as directed by the President.
- (k) **Region 3 Director:** The Region 3 Director shall be responsible for overseeing the activities within the Region and other duties as directed by the President.
- (l) **Region 4 Director:** The Region 4 Director shall be responsible for overseeing the activities within the Region and other duties as directed by the President.
- (m) **Region 5 Director:** The Region 5 Director shall be responsible for overseeing the activities within the Region and other duties as directed by the President.

## ARTICLE 6 - BOARD OF DIRECTORS

**6.1 Members:** The Board of Directors shall consist of the twelve (12) elected officers and one (1) ex-officio non-voting member, per Article 5 – Officers, Section 5.1 Officers: establishes the authorized Directors.

- 6.2 Meetings:** The Board of Directors shall meet on written notice at least twice a year and shall require that each Board member be present at the designated meeting location. The meeting place shall be designated by resolution of the Board of Directors or the Society President (and hereafter referred to as President unless reference is being made to a Chapter President). Special meetings may be called by a majority of the Board of Directors. Special meetings of the Board of Directors shall not require that all Board members be present at a designated meeting location. Special meetings may be held utilizing telecommunications, electronics, or other technologies designed for group participation. Special meetings shall be subject to all requirements of a regular Board meeting including the maintaining of official minutes.
- 6.3 Purpose:** Subject to limitations of these Bylaws and of the Corporation Law of the State of California, the Board of Directors shall have charge of all business affairs and shall consider all matters concerning the welfare of this Society.
- 6.4 Quorum:** Two-thirds (2/3) of the Board of Directors shall constitute a quorum necessary for the transaction of business. Members unable to attend the meeting may designate any other Board member to present material to the Board for consideration, and if necessary for a quorum, a vote may be obtained by the use of telecommunications, electronics, or other technologies designed for group participation.
- 6.5 Agenda:** The subject matter and detailed agenda for regular Board meetings shall be mailed or delivered by telecommunication or electronic means to all directors fourteen (14) days prior to said meeting. The subject matter and detailed agenda for special Board meetings shall be mailed or delivered by telecommunications or electronics to all directors not later than five (5) days prior to said meeting.
- 6.6 Appointments:** The Board of Directors may authorize the appointment or employment of such persons as the business of the Society may require, each of whom shall function for such period, have such authority, and perform such duties as are provided by these Bylaws and as the Board of Directors may from time to time determine and direct.
- 6.7 Chapter Operations Manual:** The Board of Directors shall publish and distribute a Chapter Operations Manual, to establish appropriate policies and procedures for chapter operations.

## ARTICLE 7 - EXECUTIVE DIRECTOR

- 7.1 Employment and Function:** The Executive Director shall be retained by the Board of Directors, who shall fix salary, term of employment, and other conditions. The Board of Directors may remove the Executive Director from office by a vote of two-thirds (2/3) of the Board. The Executive Director shall employ all such professional and clerical staff necessary to carry out the business of the Society, as authorized by the Board of Directors.
- 7.2 Description:** The Executive Director shall be the chief executive and principal operating officer of the society and shall have general supervision, direction and control of the affairs and business of the Society, subject to the direction and control of the Board of Directors. The Executive Director may sign, thereunto authorized by the Board of Directors, all contracts, leases, deeds and other instruments. He/she shall be an ex-officio non-voting member of the Board of Directors, shall attend all meetings of the Board of Directors and shall participate in their deliberations.

The Executive Director shall act as the Secretary and as such shall be a non-voting member of the Board of Directors. The Executive Director shall also serve as an ex-officio member, unless otherwise stipulated, of all committees, boards, and councils established by the Board of Directors.

In the official position as the Secretary of the Society, the Executive Director shall be responsible for keeping minutes of the Society Business meetings, the Board of Directors meetings and all intra-Society correspondence. As Secretary and officer of the society, the Executive Director shall be responsible for notifying each member of the Board of Directors and/or chapters of all meetings or official activities at least seven (7) days prior thereto, setting forth therein the time, place and program. The Secretary shall distribute to each Board member copies of the minutes of all Board meetings including all reports made to the Board within fifteen (15) days following each board meeting.

When issues related to the employment of the Executive Director are to be discussed, the Executive Director shall absent himself or herself at the request of the Chair.

## ARTICLE 8 - INDEMNIFICATION

- 8.1 Indemnification:** Each person who is a director, officer, or employee of the Society at the effective date of this amendment, or who prior thereto has been or subsequent thereto shall be, such a director, officer, or employee shall be indemnified by the Society against liabilities incurred as a result of and expenses (including attorney fees) reasonably sustained in the defense, or in the compromise or settlement of any civil, criminal, or other action, suit, or proceedings, by or in behalf of whomsoever brought, to which such person may be a party or in which they may otherwise be involved by reason of their being or having been a director, officer, or employee of the Society, provided, however, that:
- (a) In the event of final adjudication of such action, suit, or proceeding, such person shall not be adjudged liable for negligence or misconduct in the performance of duty or, if so adjudged, the court shall find, upon submission of the question to it, that such negligence or misconduct did not relate to matters of sufficient consequence to warrant the withholding of the indemnity herein provided; or
  - (b) In the event that such action, suit, or proceeding is compromised or settled before final adjudication thereof,



independent counsel shall find either that such person acted without negligence and that their action did not constitute misconduct in the performance of duty or that any negligence or consequence to warrant the withholding of the indemnity provided herein.

- 8.2 Rightful Heirs:** The foregoing rights of indemnification shall, in the case of the death of a director, officer, or employee, inure to the benefit of their heirs and their estate.

## ARTICLE 9 - REGIONAL ORGANIZATION

- 9.1 Regional Areas:** The geographic area of the Society shall be divided into regional areas by the Board of Directors.
- 9.2 Regional Meetings:** Each region shall hold a Regional Meeting at least once each year scheduled in the spring. The Regional Meeting should be attended by the Region Director and the chapter representative from each chapter in the region. Each chapter representative should be Chapter President, but any Full Member designated by the chapter board may be the representative. The representative's reasonable travel expenses should be paid by the chapter.
- The Regional Meeting shall be chaired by the Region Director. In the absence of the Region Director, a representative from the Board of Directors or ASPE staff member shall chair the meeting, or in their absence, the representatives present, and voting shall select, from their number, a chairman pro tem to conduct said meeting.
- Action shall be taken by vote. Each chapter shall have one vote, and the Region Director shall have one vote, except when chairing the meeting, when they shall vote only in the event of a tie vote.
- 9.3 Joint Regional Meetings:** There shall be a Joint Regional Meeting held every second year at the ASPE Convention. This meeting shall be chaired by the Society President, and held for the purpose of amending the Chapter Operations Manual. Each chapter shall have a chapter representative. Action shall be taken in accordance with procedures specified in Section 9.2.
- 9.4 Region Director:** Requirements and responsibilities for the position of Region Director are outlined in Article 5 – Officers. Should a Region Director not be elected at a Convention Business Meeting, the incoming President shall appoint an eligible member to the Board as prescribed in Article 5, Section 5.5: Vacancies.
- 9.5 Removal:** See Article 2 – MEMBERSHIP – 2.8: Removal.

## ARTICLE 10 - COMMITTEES

- 10.1 General:** Committees of the Society shall consist of standing committees and special committees.
- 10.2 Appointment:** Unless otherwise provided herewith, the President shall appoint committee chairs or create special committees. All committee appointments shall be published in the Society's publication or through other electronic means, within one hundred twenty (120) days after the close of the Convention.
- 10.3 Consultants:** The President may appoint any person or persons to serve in a consulting capacity to any standing or special committee. Any fees or expense reimbursement must be specifically authorized in advance by the Board.
- 10.4 Qualifications:** The Board of Directors shall prescribe the qualifications and approve the members of all standing committees.
- 10.5 Standing Committees:** The standing committees shall meet as often as practical and shall be as follows:
- |   |               |                 |
|---|---------------|-----------------|
| - Technical & Research                                  | - Legislative | - Credentialing |
| - Long-Range Planning                                   | - Membership  | - Bylaws        |
| - Finance   | - Nominating  | - Education     |
| - Publications and Plumbing Engineering Design Handbook |               |                 |
- The President may from time to time appoint other, special committees as may be necessary.
- 10.6 Technical and Research:** The Technical and Research Committee shall formulate a program to advance the technical skills, qualifications, and proficiency of the members of the Society and provide for appropriate research in the field of plumbing engineering.
- The Technical and Research Committee shall form the basis of the Plumbing Engineering Design Handbook Committee. It shall assist the Society's periodical publication editors in the preparation and assimilation of materials. It shall work to initiate research projects aimed at improving the science of plumbing.
- 10.7 Legislative:** The Legislative Committee shall assemble information and material to be used to clarify or resolve matters pertaining to codes, ordinances, or legislation. The Legislative Committee shall provide its advisory services to chapters, other associations, or government agencies involved in writing or enacting codes and legislation.
- 10.8 Membership:** The Membership Committee shall aid the Society and the chapters in the retention and recruiting of new members. The committee shall review and comment on all retention and recruitment materials to be used by the Society; shall help plan local, regional, and national membership recruitment drives; and shall be responsible for the preparation and maintenance of a chapter membership retention and recruitment program.

- 10.9 Publications and Plumbing Engineering Design Handbook:** The Publications and Plumbing Engineering Design Handbook Committee shall be responsible for coordinating the material to be published in ASPE publications and the Plumbing Engineering Design Handbook.
- 10.10 Education:** The Education Committee shall include members representing each region and shall formulate a curriculum and other educational programs of the Society. The Education Committee shall also take responsibility for the educational programs for the Convention and Technical Symposium.
- 10.11 Long-Range Planning:** The Long-Range Planning Committee shall make the necessary studies to prepare for, and recommend to the Board of Directors, long-range planning on the aims and activities of the Society which in the opinion of the committee would affect the future welfare and growth of the Society.
- 10.12 Bylaws:** The Bylaws Committee shall consist of full members representing each region and shall be responsible for review of the Bylaws of the Society and any proposed amendments for accuracy, completeness, and coordination with other sections of the Bylaws and proposed amendments. The committee submits a report to the Board with recommendations.
- 10.13 Finance:** The Finance Committee shall recommend fiscal policy, preparation of annual budget, establish investment objectives, and perform long-range fiscal planning.
- 10.14 Nominating:** The Nominating Committee shall consist of the chair, who shall be the immediate Past President, or the most immediate Past President available, willing, and able to serve, and seven (7) additional members, two (2) of whom shall be appointed by the President with the majority approval of the Board of Directors and who shall be representative of the membership type distribution of the Society members and the remainder shall be elected by the chapter presidents or their official representatives, at the first Chapter Presidents Region Meeting subsequent to the Convention. All committee members shall, with the exception of an at-large representative and an affiliate representative, have experience as a member of an ASPE chapter board of directors or the ASPE Board of Directors or as a region chair or other significant Society leadership position. The committee shall serve for a period of two (2) years.

For all board officers, the committee shall prepare the official candidate ballot which includes the name of all applicants that meet the qualifications for the position they are seeking.

The Nominating Committee shall oversee the preparation and submittal of the material for each individual chosen, shall attest to the accuracy of the information provided, perform an interview and shall prepare a summary biography for distribution to the membership and the delegates not later than sixty (60) days prior to the date of the election.

Nothing in this bylaw shall exclude additional candidates being nominated from the floor or petitioning the committee for inclusion as a candidate. All nominations from the floor shall require a second and a positive vote to include the candidate of at least twenty-five (25) delegates; written petitions for inclusion on the official candidate ballot shall require a minimum of fifty (50) Full or Associate Member signatures.

All nominees from the floor for candidates to the Board of Directors shall be required to provide the Nominating Committee, at the time of nomination from the floor, with the same required material as any other candidates for office in accordance with bylaw section 5.2, Election and Term of Office. Specifically he/she shall be required to complete and submit an application indicating candidates' interest; a letter or other correspondence indicating approval of family and employer to undertake the requirements of a member to the Board of Directors, a statement of inclinations, interests, and affiliations; and a complete biographical record with photograph. The Nominating Committee shall verify the submitted material, perform an interview, and advise the delegation if the candidate can be considered as an official candidate for the nominated office. In the event the committee accepts that the candidate from the floor as an official candidate for the nominated office, the individual shall be responsible for and be required to have enough copies of all his/her candidate materials available for each delegate. All required information shall only be delivered to the Head Teller of the business meeting for distribution to the delegates; candidates may not distribute material to delegates.

Members of the Nominating Committee shall not be permitted to be candidates for office to the Board of Directors.

The reasonable travel expenses of the representative to the Nominating Committee shall be borne by the Society.

- 10.15 Credentialing:** The Credentialing Committee shall be responsible for overseeing all activities and events related to the Society's Credentialed offerings including but not limited to the Certified in Plumbing Design program, Certified in Plumbing Design Technician program and Green Plumbing Design program.
- 10.16 Reports:** All standing and special committees shall submit to the Board of Directors annual reports of their activities and shall submit progress reports at other times on request of the President.
- 10.17 Proceedings:** Each committee's actions, proceedings, findings, conclusions, and reports shall be subject to the direction and review of the Board of Directors, and the Board of Directors may take such steps or see that such steps are taken by the committees as may be appropriate to comply with the Bylaws and to make effective any resolution adopted by the Society or any resolution, rule, or directive of the Board of Directors.
- 10.18 Distribution:** Each committee's report shall be made available electronically to each delegate at the convention and, as requested, to each member in good standing.

## ARTICLE 11 - BANKING AND DISBURSEMENT

- 11.1 Banking:** All funds shall be regularly deposited in the name of the Society in a nationally recognized bank.
- 11.2 Disbursements:** The Executive Director/CEO and/or the Board of Directors shall authorize expenditures of the Society which shall be paid by check, and all checks must be signed by two (2) of the following: Director of Finance, Executive Director/CEO, President, or Treasurer, except that in event two (2) of the above signatures cannot be obtained due to illness or protracted absence for a period of at least thirty (30) days, any of the remaining members of the Board of Directors may sign. The Board of Directors may establish an office account, from which the Executive Director shall disburse funds necessary for the normal operation of the Society. The Treasurer shall review all payments.
- 11.3 Contracts, How Executed:** Any and all contracts which may be executed in the name of the Society shall be in such form as is consistent with law and with the Articles of Incorporation and shall be authorized by the Board of Directors. All contracts authorized by the Board shall be signed by at least one (1) authorized officer of the Society.
- 11.4 Compensation:** The Board of Directors, as such, shall not receive salaries or wages for their services, provided, however, that nothing herein contained shall be construed to preclude reimbursement of any officer or committee member for any necessary expense incurred on behalf of the Society when first authorized by the Board of Directors.
- 11.5 Compensation of Others:** The Board of Directors is hereby empowered to disburse such funds as may be deemed necessary to compensate personnel for services rendered on behalf of the Society.

## ARTICLE 12 - FINANCES

- 12.1 Accounting Period:** The fiscal year and annual accounting period for the Society shall end on June 30th of each year.
- 12.2 Annual Audit:** The Director of Finance shall cause to be prepared for each fiscal year a complete accounting report. The reports shall be reviewed by a Certified Public Accountant and submitted to the chapters by the following September. An audited report, prepared by a Certified Public Accountant, shall be submitted to the Board of Directors, and reported to the delegates at each Convention, and a summary report shall be prepared for the membership.
- 12.3 Inspection of Books:** Each member of the Society shall have the right to inspect any and all books of the Society in accordance with sections 3003, 3004, and 3005, of the Corporation Code of the State of California.

## ARTICLE 13 - SOCIETY PUBLICATIONS

- 13.1 Society Publications:** The Board of Directors and Director of Publication & Standards shall oversee the publication of the Society's periodical publications. All expenses incurred as well as profits made by the sale of advertising in these, or any other publications, shall belong to the Society.
- 13.2 Chapter Publications:** Each chapter is authorized to publish a chapter newsletter and/or website and/or create a chapter page on social media outlets. All newsletters, websites, and social media pages disseminated by the chapter shall state clearly and conspicuously on the front page thereof the following: "Chapters are not authorized to speak for the Society." Chapters shall not publish any information or opinions that are detrimental to the Society or that besmirch another industry entity/individual. If found, such language shall be removed immediately. Expenses for chapter newsletters, websites, and social media pages shall be paid by the chapter.

## ARTICLE 14 - CHAPTERS

- 14.1 Petition for Charter:** Charters shall be granted only on formal petition of twenty (20) or more members in good standing. Signatures must include a minimum of eleven (11) Full Members or Associate Members in one locale who have been affiliated with the Society for at least three (3) months and have at least three (3) monthly meetings prior to submitting an application to the Society office.
- 14.2 Action of Petitions:** The Society office shall, upon receipt of the petition for a charter with the information as above described, notify the Board of Directors that the petitioning members have complied with the prerequisites for charter. The Board of Directors will then act upon the petition.
- 14.3 Issuance of Chapter Charter:** The President or another member of the Board shall officiate at the presentation of the charter.
- 14.4 Chapter Category:** Each chapter shall, at the time it is chartered, designate its chapter category in accordance with Article 4 – Convention – Section 4.6 – Schedule 1. A chapter's category is updated only at the time of the annual election of chapter officers. The new chapter category determination must be submitted as part of the chapter's Annual Report in accordance with the Chapter Operations Manual.
- 14.5 Chapter Officers:** Each chapter, in accordance to its designated chapter category, shall be required to have the minimum number of chapter officers, with the requisite membership qualifications, as specified in Bylaw Schedule 1.
- 14.6 Renewal of Chapter's Charter:** The Board of Directors shall grant a renewal of charter to each chapter that furnishes a

satisfactory Annual Report of its activities, membership, and finances to the Society. An Annual Report shall be considered satisfactory upon its review, approval, and acceptance by seventy-five percent (75%) of the Board of Directors. Chapters shall be required to submit the Annual Report at the Regional Meeting, but in no event later than thirty (30) days after the close of the Society's fiscal year. Seventy-five percent (75%) of the Board of Directors approval of a chapter's Annual Report shall be required for a chapter to receive a dues rebate, send delegates to the ASPE biennial Convention, or otherwise be considered in good standing and able to receive Society benefits and participate in Society activities.

- 14.7 Modification of the Chapter Operations Manual:** Proposed changes to the Chapter Operations Manual shall be presented to the chapters for consideration at the next Joint Regional Meeting, and shall be submitted to the Society office in typewritten form no later than ninety (90) days prior to the Joint Regional Meetings. The Society office shall submit same to the chapters within thirty (30) days of receipt of proposal. Approval by two-thirds (2/3) of all Chapter Representatives shall be required for enactment. All approved changes shall be distributed by the Board of Directors with the next set of revisions to the ASPE Policy & Operations Manual.
- 14.8 Chapter Termination:** Chapter properties and funds shall automatically revert to Society ownership in event said chapter shall, for any reason, cease to function.
- 14.9 Satellites of Chapters:** Satellites may be sponsored for formation by existing chapters. Satellites will be recognized only after solicitation to the Society office by the sponsoring chapter or after the submission of a formal petition for formation by eight (8) Members in good standing in one locale who have been members of the Society for at least three (3) months. Satellites shall be under the jurisdiction of a chartered chapter. All representation to the Society for the satellites shall be provided by and through the sponsoring chapter.
- 14.10 Actions of Petitions:** The Society office, upon receipt of the Petition for Formation of a Satellite with the information described above, shall notify the Board of Directors of the petition for formation. The Board of Directors will then act upon the petition.
- 14.11** The sponsoring chapter of a satellite shall, as a part of its Annual Report, submit a detailed report of the satellite's activities, including meetings, membership, and financial information.
- 14.12** The satellite shall consist of a minimum of eight (8) members of ASPE. There shall be a minimum of three (3) officers, consisting of a President/Vice President, Legislative, a Vice President, Technical/Vice President, Membership, and a Treasurer/Secretary. Officers shall be any member in good standing.

## ARTICLE 15 - ADOPTION AND AMENDMENTS

- 15.1 Adoption:** All members and chapters shall affirm adherence to these Bylaws.
- 15.2 Amendments:** Any member may propose amendments to the Bylaws. Proposed amendments must be submitted and received by the Society office in typewritten or electronic form no later than one hundred twenty (120) days prior to the Convention Business Meeting. The Society's office shall submit the same to the delegates no later than forty-five (45) days prior to the Convention Business Meeting. Revisions shall be made available to the delegates no later than ten (10) days prior to the Convention and Business Meeting.

In the event the above "cut-off" dates occur on a Saturday, Sunday or national holiday, the date shall be the first business day preceding the 120th and 45th days.

Delegate-approved Amendments shall not become effective until the close of the Business Meeting held in accordance with the Bylaws.

Any proposed Bylaws change may be amended from the floor for the purpose of clarification or elimination of conflict if such amendment does not violate the spirit or intent of the proposed Bylaws amendment.

Such Bylaws amendments must be approved under the provisions of Section 15.3.

At each revision of the Bylaws, the front page shall indicate the date of the last Convention and Articles renumbered as required.

- 15.3 Mail Ballots or Other Suitable and Secure Voting Method:** All Bylaw mail ballots shall be printed and posted by the Society office and mailed to current selected delegates and shall include a special marked return envelope indicating the final return date and that the contents are an official ballot and not to be opened.

In the event another suitable and secure voting method is to be used, preparations for the method shall be available for review and notice of method and access shall be communicated to current selected delegates. Within thirty (30) days of delegate notification, the alternative voting method shall become operational and all delegates so notified. Delegates shall have thirty (30) days to register their vote using the alternate suitable and secure voting method.

The Board shall select a Bylaw Ballot Tabulation Committee consisting of a chairperson and a minimum of five (5) members, all of whom shall be ASPE members in good standing representing each Region and/or other representation of the membership. The chairperson of the committee shall be the most immediate Past President available, willing and able to serve; additional committee members shall be named as representatives of membership constituencies. All ballot counting shall be conducted at the Society office within fifteen (15) days of the published final ballot return date. The ballot results

shall be distributed to all Chapters within thirty (30) to sixty (60) days of the tabulation of votes and the results published to the entire membership in the next Society magazine or other appropriate communication to the Society membership.

- 15.4 **Voting:** A quorum of delegates as specified in Section 4.8 of these bylaws shall be required for any votes at an ASPE Business Meeting. An affirmative vote of three-fourths ( $\frac{3}{4}$ ) of the delegates present and voting at an ASPE Business Meeting of three-fourths ( $\frac{3}{4}$ ) of the delegates voting and returning the mail ballot or voting by or other suitable and secure voting method shall be necessary for the adoption of an amendment.
- 15.5 **Preservation of Ballots:** The ballots shall be preserved by the Board of Directors and turned over to the succeeding Board of Directors for destruction.
- 15.6 **Local Option:** Nothing in these Articles shall be construed to hinder the chapter from making arrangements for such items as meeting nights, meeting programs, social functions, and other consideration of strictly local interest and concern, provided they do not nullify, negate, or contravene any Article contained in these Bylaws, further provided the chapter shall assume financial responsibility for such arrangements.
- 15.7 **Renumbering:** The Board of Directors may, by two-thirds ( $\frac{2}{3}$ ) vote, renumber existing Articles or Sections of these Bylaws, provided such renumbering does not in any way change the intent of these Bylaws.

## ARTICLE 16 - GENERAL

- 16.1 **Rules of Order:** Roberts Rules of Order last revise shall be the authority on all points pertaining to procedures at meetings not covered by these Bylaws.

END OF BYLAWS

# CHAPTER 3

## Chapter Formation & Dissolution

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### ORGANIZATION ACTIVITIES

#### REASONABLE-DISTANCE TEST

Those who are interested in promoting a new ASPE chapter do not have to, initially at least, be members of ASPE or, if they are ASPE members, be located in the geographical area of the proposed chapter-to-be. However, to form a new chapter, at least 20 members in good standing, must be within a reasonable distance of the proposed chapter. (There is no specific definition of reasonable distance in terms of miles; rather, it involves the willingness of individuals to travel to a location to participate in ASPE activities. A good rule of thumb is 100 miles, or 2 hours driving time.) Reference Society Bylaws, Article 14.1, Petition for Charter, which lists all requirements for a new chapter.

If 20 ASPE members in good standing are not within the necessary distance or willing to participate, and the potential for getting the requisite number of members is not immediately apparent, the interested parties may wish to consider becoming a satellite of an existing chapter located elsewhere, until such time as interest and potential membership prospects strengthen.

#### KNOW THE SOCIETY BYLAWS, POLICIES, AND PROCEDURES

Those promoting the new chapter should be familiar with ASPE's mission, goals, and objectives, Bylaws, and the *Policy & Operations Manual* before attempting to develop a new chapter. Since at least 20 members in good standing are required to form a new chapter, the first task is to recruit ASPE members who will be at-large members (or members of the chapter sponsoring a satellite) until the chapter is officially chartered. Promotion techniques vary; however, experience has shown that it will take several persons, working as a team, for promotion efforts and activities to be successful. In addition, successful efforts typically involve members or interested individuals representing multiple membership categories.

It is recommended that chapter organization leadership consider forming a satellite chapter if an existing ASPE chapter is willing to provide the organizational and financial support required to successfully create a functioning Chapter. However, it is not a requirement that a satellite be formed prior to a full chapter.

#### SOCIETY CONTACT AND CHAPTER INTEREST QUESTIONNAIRE

Once the initial promotion action team (i.e., the group that will do the membership promotional work) has been assembled, the Society office should be contacted and notified of the interest and activity on behalf of the proposed chapter. The Region Director, Society's Membership Coordinators, Executive Director, and Vice President, Membership will prove to be invaluable resources. The office will be able to:

- Identify potential members for the new chapter (current or past at-large members in the geographic area or members of other chapters located in the immediate vicinity of the proposed chapter)
- Explain and define the steps involved in forming a new chapter
- Provide supplies and materials to help with promotional efforts
- Furnish contacts and access to members who can help or have previously established chapters
- Provide a Policy & Operations Manual and membership information and materials

A special-interest form/questionnaire, which can be found at the end of this section, has been developed for those involved in the early stages of chapter formation. The questionnaire's completion and return to the Society office is a requirement of the chapter formation process. The questionnaire provides important information to the Society's Board of Directors regarding the potential interest in forming a chapter and, as it is completed, will help formulate, focus, and strengthen the efforts needed for the future

chapter's creation. The questionnaire is required and is a great start to initiating the process of a new chapter. When completed, the questionnaire should be returned to the Society office.

### **VISIT BY SOCIETY BOARD OF DIRECTORS**

In the early stages of the chapter formation process and following the establishment of a liaison with the Society office, the visit of a Society officer should be scheduled. It is usual for the Region Director (or another Society officer, Vice President Membership, or a member of the Membership Committee) to meet with the proposed chapter's organizing committee, to discuss the required and specific steps in the chapter formation process, especially the recruitment of members.

### **ORGANIZATION MEETING**

It is common for society to have identified an "Ambassador" who tends to take a leadership role in establishing operations in a new potential chapter area. Often times, working with the Ambassador, the Regional Director, VP Membership, or another ASPE Chapter Leader will coordinate regional meetings in the proposed location. These meetings are scheduled at consistent times and communicated to potential members of the new chapter. After several meetings when the Ambassador feels comfortable with the available support and confident in the ability to have enough members to form a chapter, an organizational meeting shall be scheduled. As soon as twenty (20) members in good standing have pledged to be the nucleus of the proposed chapter's formation, the first formal meeting of the proposed chapter, the organization meeting, should be scheduled. To improve the success potential of the proposed chapter, all members and potential members (including engineers, designers, governmental agencies, manufacturer's representatives, and contractors) should be contacted and urged to attend.

The organization meeting should be publicized well in advance, with promotional coverage in all consulting-engineering offices, A/E offices, governmental design agencies, code agencies, manufacturers and manufacturer representatives, and contracting firms within a one hundred (100) mile radius. A member of the Society's Board of Directors will be present at the meeting to speak and to answer questions.

### **THE FIRST INTERIM GENERAL MEETING**

The first interim general meeting should have two (2) purposes:

1. To familiarize potential members with ASPE
2. To elect an interim Board of Directors

The first general meeting, as with all chapter meetings, should have a prepared agenda, and minutes should be kept.

### **THE PROCESS**

The first interim meeting of the proposed chapter, as do all chapter meetings, requires a Chair. For an established chapter, the Chair would be the Interim Chapter President. As this is the first meeting of the proposed chapter and official chapter officers are lacking, one of the individuals involved with the chapter formation process should take on the position of Chair. This individual will be the temporary Chair until such time as a President of an interim Board of Directors has been elected.

### **TEMPORARY CHAIR**

The temporary Chair should:

- Appoint someone to be temporary Administrative Secretary to take the minutes of the first interim general meeting.
- Make arrangements to register all the attendees. A sign-in sheet may be utilized at the entrance or passed from person to person in the audience. Each attendee should be asked to provide his/her name, address, telephone numbers, e-mail address, and business affiliation. The initial registration information will form the basis for an initial mailing list for the proposed chapter.
- If the first meeting is a dinner (luncheon) meeting, make arrangements for dinner (luncheon) ticket sales prior to the meeting and at the entrance.
- Make arrangements for one of the individuals involved with the chapter formation process to give a brief talk about the Society, review the information provided by the Society's officer during the organizational meeting, and discuss the projected plans and goals envisioned by the chapter formation team. A question-and-answer period should follow the presentation, and Society information materials and membership applications should be distributed to any individuals expressing interest.
- Chair the election of an interim Chapter Board of Directors immediately following the chapter formation presentation. The interim chapter officers to be elected should include the President; Vice President, Technical; Vice President, Legislative; Vice President, Membership; Treasurer; and Secretary. Some of these positions may be combined on a temporary basis.

### **ELECTING AN INTERIM CHAPTER BOARD OF DIRECTORS**

The nominees and voters for the interim Chapter Board of Directors must be in compliance with the Society Bylaws.

The election process should start with the highest interim chapter officer, the President. After the election of the interim Board President, the temporary Chair should immediately turn the Chair over to the interim President. The interim President will preside over the remainder of the first general meeting as Chair.

Immediately following election of the interim President, the election should continue for each successive office. Following this procedure for the election of the interim chapter officers will permit unsuccessful candidates to be available for nomination to another office.

### **FOLLOWING THE ELECTIONS**

After the elections, if there is no new business, the first general meeting should be adjourned.

The interim President should:

- Announce to the audience the date, time, and place of the next meeting.
- Acquire the attendee registration or sign-in list to be used as the basis for invitations to the next meeting and other future correspondence.

The interim Administrative Secretary should:

- Transmit a copy of the first general meeting minutes and attendance list to the Regional Director and Society office.

### **FIRST INTERIM CHAPTER BOARD MEETING**

As soon as possible following the first general meeting, the interim Chapter President should arrange for and preside over the first interim Chapter Board of Directors meeting.

#### **MEETING AGENDA**

The items to be discussed at the first interim Chapter Board of Directors meeting should include:

- Reviewing the Society Bylaws and the ASPE Policy & Operations Manual to formally establish the responsibility of each interim chapter officer
- Selecting the date, time, and place for the next four (4) chapter general meetings. (The interim Chapter President manages and chairs all Chapter Board of Directors and general meetings.)
- Selecting a temporary Chapter Newsletter Editor who will be able to work closely with the interim Board and attend interim Board and general chapter meetings
- Selecting a Chapter Historian to record the chapter's history and maintain the historical records of the chapter
- Establishing a membership promotion and recruitment program to be managed by the interim Vice President, Membership
- Organizing general meeting technical presentation topics and speakers for the next four (4) monthly meetings. The technical topics that are chosen should be of the greatest general interest for a majority of the attendees. The interim Chapter Vice President, Technical manages the technical presentation.

Technical presentations must be non-proprietary, and it is the Vice President, Technicals responsibility to be sure that this is conveyed to, and understood by, the speakers. The Chapter may wish to adopt its own version of the Society's Statement and Policy on Commercialism in Publications and Presentations for each speaker to sign prior to the presentation. (This policy statement can be found in Chapter 1.)

Technical presentation speakers should be chosen for their subject-matter knowledge and presentation abilities. The interim Vice President, Technical should review each speaker's material prior to presentation before the membership.

Here are a few examples for general-interest technical presentation topics may include water supply systems, waste and vent systems, water hammer, sewage treatment, hydro-pneumatic tank systems, plumbing specifications, swimming pools, medical gas systems, venting of gas-fired systems, fire protection systems, water filtration, temperature control, fixture-support methods, domestic water-heating design, and coordination with code officials.

### **SECOND INTERIM GENERAL MEETING**

The interim Chapter President presides over the second general meeting. Minutes should be kept of the meeting and should be submitted along with the sign-in sheet to the sponsoring chapter (if appropriate) and the Society office. A chapter meeting may include four (4) distinct parts to it:

1. Social hour, tabletop display
2. Attendee introductions, guest introductions, dinner
3. Chapter business meeting
4. Technical presentation/speaker



## SECOND INTERIM BOARD MEETING

The items to be discussed at the second interim Board meeting should include:

- Evaluation of the results and status of the chapter formation process
- Updating membership recruitment plans and promotion activities and reviewing upcoming general meeting agendas and technical presentations. If necessary, create plans for taking corrective measures to improve activities and events.
- Reviewing the material and information required under the Bylaws for submission to the Society office for chartering and establishing a process and responsibilities to accumulate needed materials
- Preparing the Petition for Charter form and scheduling times and events at which signatures can be collected from qualified members. Only Full and Associate Members who have been Society members for a minimum of 90 days are eligible to sign the Petition for Charter. The Petition for Charter form, found at the back of this section, is required for formal Society Board action.
- Preparing the Petition of Support form and scheduling times and events at which signatures can be collected from qualified members. Affiliate and Special Members, and all other members not qualified to sign the Petition for Charter, are eligible to sign the Petition of Support. The Petition of Support, found at the back of this section, is a voluntary form. However, an interim chapter is advised to present this material, along with the Petition for Charter as a show of interest and support to the Society Board of Directors.
- Other interim chapter business may be conducted as required

Minutes should be kept of the meeting and submitted to the sponsoring chapter (if appropriate) and the Society office.

## THIRD AND SUBSEQUENT INTERIM GENERAL MEETINGS

All future chapter interim general meetings should be conducted in a manner similar to the second interim general meeting.

## THIRD AND SUBSEQUENT INTERIM BOARD MEETINGS

Conduct all future interim Board meetings in a manner similar to the second interim board meeting.

## FIRST PERMANENT BOARD OF DIRECTORS

After the third general meeting, the interim Chapter Board shall arrange for the election of the first permanent Board of Directors. The election procedure must comply with the Bylaws and the *ASPE Policy & Operations Manual*. The first permanent Chapter Board of Directors and the chapter officers' terms shall be effective immediately upon presentation and signing of the charter.

## CHAPTER PRELIMINARIES

When the Ambassador and local interim chapter leadership are comfortable, the interim Board of Directors should accomplish the following interim chapter preliminaries.

## THE FEDERAL ID NUMBER

All ASPE chapters (and interim chapters, if collecting and banking money) are required to obtain a Federal ID number (known as an Employer Identification number) to conduct business operations and to qualify for the ASPE group exemption nonprofit status granted by the Internal Revenue Service (IRS).

### TAX EXEMPT

ASPE, the organization, is a nonprofit 501(c)(6) society. With the IRS nonprofit status, the chapter, in the same manner as ASPE, will be exempt from taxation for all related-purposes income (e.g., dues, product shows, Convention income, etc.). Each chapter is a separate entity that operates under the auspices of an ASPE charter. However, each chapter must have its own Federal ID number. Moreover, each chapter must be individually registered at both the federal and state levels to be properly exempt from taxation on its income—the ASPE organization exemptions are not automatically extended to its chapters, nor may the chapters properly use ASPE's identification or registration numbers.

### GETTING A NUMBER

Getting a Federal ID number is a simple process and requires only that a chapter officer, preferably the President or Treasurer, complete and send in a form SS-4, or applying online at <https://irs.gov-taxnumber.com/non-profit-application/>. ASPE's Director of Finance and the Executive Director are available to help with the process. The obtaining of a Federal ID Number is a free service provided by the IRS. Chapter leadership should avoid firms offering to facilitate the process for a fee. Once the application is submitted your chapter's Federal Tax IS/EIN number will be mailed to you.

### GROUP NONPROFIT STATUS

When ASPE receives the chapter's Federal ID number, ASPE will file with the Internal Revenue Service an amended group exemption for a nonprofit 501(c)(6) society.

## STATE REGISTRATION

Once the chapter has its Federal Identification number and the federal nonprofit group exemption is granted, ASPE will work with the chapter to properly register the chapter and the exemption in the appropriate state. Be aware, however, that every state has different regulations and fee requirements.

## INCOME TAXES (PER UNITED STATES)

Nonprofit organizations are exempt from taxes on all income received that is related to their exempt purpose and \$1,000 of income (gross) received as related to non-exempt purposes. However, a nonprofit organization that earns in excess of \$50,000 gross income has a federal and state paperwork requirement and must file federal tax form 990-EZ or 990. There is no taxation on this income, only a filing or paperwork requirement. Most states follow the federal guidelines.

Based on each chapter's June 30th financial report, a determination will be made as to whether the chapter is required to file any federal or state tax forms. If so, the Society will work with the chapter to prepare and file the necessary paperwork. The deadline for the federal 990 tax form is November 15th.

Chapters in other countries must follow the appropriate tax requirements.

## RELATED VERSUS UNRELATED BUSINESS INCOME

What will fall under the umbrella of unrelated business income is not always clear. For example, advertising income is clearly stated in the federal tax code as being unrelated business income. A tradeshow is considered related business, and thus the income is not taxable. In certain instances, it is possible for a chapter's golf outing to be considered business related. The Society has some guidelines listing the general products and services performed by a chapter and whether they will be considered related or unrelated activities.

## INSTRUCTIONS FOR FILLING IN FEDERAL FORM SS-4

Form SS-4 has been partially completed with information typical for most chapters. The remaining information must be filled in by the Chapter President or Chapter Secretary/Treasurer. This form is simply a request for a Taxpayer Identification number, nothing more. (Do not be put off by the form title "Application for Employer Identification Number;" this is the standard federal form for an identification number.)

The signing block at the bottom of the form has an "X" at each place that must be filled in. Items that need to be filled in are name and title of person filling in form (please print); signature of the person filling in the form; a business telephone number (generally a daytime telephone number); and a fax number, if there is one. If there is no fax number, leave this area blank.

The IRS has online submissions available for the SS-4. This can be found at [irs.gov/pub/irs-pdf/fss4.pdf](https://irs.gov/pub/irs-pdf/fss4.pdf). There are many companies who try to provide this service for a fee. It is not necessary to obtain a tax ID number if the chapter only uses the forms found on [irs.gov](https://irs.gov). The process is free.

**Each chapter must fill in section 1, sections 3 through 7; section 10; and the signing blocks at the bottom.**

1. Enter the official chapter name as chartered by ASPE (or the interim chapter name). This is the same name that will be used for the nonprofit group exemption filing.
3. Enter the name of either the Chapter President or the Secretary/Treasurer (President's name preferred).
4. a. Enter the mailing address for the person who is named in item 3. It is highly recommended that the chapter create a permanent mailing address at a local Post Office, UPS Store, or similar service that can receive packages.  
b. Enter the city, state, and zip code for the address in 4a.
5. a. Enter a chapter mailing address if different from the address in item 4a.  
b. Enter the city, state, and zip code for the address in 5a.
6. Enter the county and state of the chapter's location.
7. Enter the Chapter President's name and provide his/her Social Security number. (The President is the principal officer of the chapter.) Note: The Social Security number will not have any future use regarding the ID number. It is required so that the IRS can check that the applicant is a valid U.S. citizen.
8. Enter the date the chapter was chartered or the starting date of chapter formation in item 11.

**Application for Employer Identification Number**  
(For use by employers, corporations, partnerships, trusts, estates, churches, government agencies, Indian tribal entities, certain individuals, and others.)  
▶ Go to [www.irs.gov/FormSS4](http://www.irs.gov/FormSS4) for instructions and the latest information.  
▶ See separate instructions for each line. ▶ Keep a copy for your records.

OMB No. 1545-0003

EIN

<b>Type or print clearly.</b>	<b>1</b> Legal name of entity (or individual) for whom the EIN is being requested		
	<b>2</b> Trade name of business (if different from name on line 1) N/A	<b>3</b> Executor, administrator, trustee, "care of" name	
	<b>4a</b> Mailing address (room, apt., suite no. and street, or P.O. box)	<b>5a</b> Street address (if different) (Don't enter a P.O. box.)	
	<b>4b</b> City, state, and ZIP code (if foreign, see instructions)	<b>5b</b> City, state, and ZIP code (if foreign, see instructions)	
	<b>6</b> County and state where principal business is located		
	<b>7a</b> Name of responsible party	<b>7b</b> SSN, ITIN, or EIN	
<b>8a</b> Is this application for a limited liability company (LLC) (or a foreign equivalent)? <input type="checkbox"/> Yes <input type="checkbox"/> No		<b>8b</b> If 8a is "Yes," enter the number of LLC members . . . . . ▶	
<b>8c</b> If 8a is "Yes," was the LLC organized in the United States? . . . . . <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>9a Type of entity</b> (check only one box). <b>Caution:</b> If 8a is "Yes," see the instructions for the correct box to check.			
<input type="checkbox"/> Sole proprietor (SSN) _____		<input type="checkbox"/> Estate (SSN of decedent) _____	
<input type="checkbox"/> Partnership		<input type="checkbox"/> Plan administrator (TIN) _____	
<input type="checkbox"/> Corporation (enter form number to be filed) ▶ _____		<input type="checkbox"/> Trust (TIN of grantor) _____	
<input type="checkbox"/> Personal service corporation		<input type="checkbox"/> Military/National Guard <input type="checkbox"/> State/local government	
<input type="checkbox"/> Church or church-controlled organization		<input type="checkbox"/> Farmers' cooperative <input type="checkbox"/> Federal government	
<input checked="" type="checkbox"/> Other nonprofit organization (specify) ▶ <b>Business League</b>		<input type="checkbox"/> REMIC <input type="checkbox"/> Indian tribal governments/enterprises	
<input type="checkbox"/> Other (specify) ▶ _____		Group Exemption Number (GEN) if any ▶ <b>8130</b>	
<b>9b</b> If a corporation, name the state or foreign country (if applicable) where incorporated	State	Foreign country	
<b>10 Reason for applying</b> (check only one box)			
<input type="checkbox"/> Started new business (specify type) ▶ _____		<input type="checkbox"/> Banking purpose (specify purpose) ▶ _____	
<input type="checkbox"/> Hired employees (Check the box and see line 13.)		<input type="checkbox"/> Changed type of organization (specify new type) ▶ _____	
<input type="checkbox"/> Compliance with IRS withholding regulations		<input type="checkbox"/> Purchased going business	
<input checked="" type="checkbox"/> Other (specify) ▶ <b>Need Federal ID#</b>		<input type="checkbox"/> Created a trust (specify type) ▶ _____	
<input type="checkbox"/> Created a pension plan (specify type) ▶ _____			
<b>11</b> Date business started or acquired (month, day, year). See instructions.		<b>12</b> Closing month of accounting year <b>June</b>	
<b>13</b> Highest number of employees expected in the next 12 months (enter -0- if none). If no employees expected, skip line 14.		<b>14</b> If you expect your employment tax liability to be \$1,000 or less in a full calendar year <b>and</b> want to file Form 944 annually instead of Forms 941 quarterly, check here. (Your employment tax liability generally will be \$1,000 or less if you expect to pay \$5,000 or less in total wages.) If you don't check this box, you must file Form 941 for every quarter. <input type="checkbox"/>	
Agricultural <b>0</b>	Household <b>0</b>	Other <b>0</b>	
<b>15</b> First date wages or annuities were paid (month, day, year). <b>Note:</b> If applicant is a withholding agent, enter date income will first be paid to nonresident alien (month, day, year) . . . . . ▶ <b>N/A</b>			
<b>16</b> Check <b>one</b> box that best describes the principal activity of your business.			
<input type="checkbox"/> Construction <input type="checkbox"/> Rental & leasing <input type="checkbox"/> Transportation & warehousing		<input type="checkbox"/> Health care & social assistance <input type="checkbox"/> Wholesale-agent/broker	
<input type="checkbox"/> Real estate <input type="checkbox"/> Manufacturing <input type="checkbox"/> Finance & insurance		<input type="checkbox"/> Accommodation & food service <input type="checkbox"/> Wholesale-other <input type="checkbox"/> Retail	
<input checked="" type="checkbox"/> Other (specify) ▶ <b>Non-profit organization: Education</b>			
<b>17</b> Indicate principal line of merchandise sold, specific construction work done, products produced, or services provided. <b>Non-profit organization: Education</b>			
<b>18</b> Has the applicant entity shown on line 1 ever applied for and received an EIN? <input type="checkbox"/> Yes <input type="checkbox"/> No If "Yes," write previous EIN here ▶ _____			
<b>Third Party Designee</b>	Complete this section <b>only</b> if you want to authorize the named individual to receive the entity's EIN and answer questions about the completion of this form.		
	Designee's name	Designee's telephone number (include area code)	
	Address and ZIP code	Designee's fax number (include area code)	
Under penalties of perjury, I declare that I have examined this application, and to the best of my knowledge and belief, it is true, correct, and complete.			Applicant's telephone number (include area code)
Name and title (type or print clearly) ▶ _____			Applicant's fax number (include area code)
Signature ▶ _____		Date ▶ _____	

### **ESTABLISHING A BANK ACCOUNT**

If necessary, the interim Treasurer should write the Society office to request an interim chapter loan to establish a chapter bank account. By Approval of the Society Board of Directors, The Society may provide a gift of up to \$1,000 to a newly formed Chapter or Satellite to help support the new Chapter.

However, the interim chapter must have a Federal Identification number to open a business account at a local bank. As an intermediate step, the interim Treasurer, with the interim Board's approval, may opt to open an interim chapter bank account utilizing his/her Social Security number until a Federal ID number is attained. In this instance, the interim Board of Directors should be aware that, legally, all money deposited in the account could be construed to belong to the holder of the Social Security number and all interest earnings are taxable income to the individual.

### **ARRANGING A PERMANENT MAILING ADDRESS**

The interim Corresponding Secretary should arrange for a permanent mailing address for the proposed chapter. Because chapter officers change on a regular basis, many chapters use a post office box as the permanent address.

### **COMPILING A CHAPTER MAILING LIST**

The interim Corresponding Secretary should compile a mailing list of all members and potential members. This compilation should be coordinated with the interim Newsletter Editor.

### **PUBLISHING AN INTERIM CHAPTER NEWSLETTER**

The interim Newsletter Editor, with the Corresponding Secretary's help, should publish and distribute the newsletter to all members, potential members, and other interested parties at least ten (10) days before the second general interim chapter meeting. The newsletter should include articles on the elected interim Board of Directors, the date, time, place, and agenda of the next general meeting, social matters, and committee assignments. A copy of every interim chapter newsletter must be sent to the sponsoring chapter (if appropriate), the Society office, and corresponding Region Director.

## **PETITIONING FOR CHARTER**

Upon the completion of the third general meeting, the interim Chapter Board of Directors should finalize the accumulation of all material necessary to complete the chartering process. The interim Chapter Board is well advised to carefully review the Bylaws and the *ASPE Policy & Operations Manual* to validate the necessary requirements and proposed information and material submission. An incomplete submission may cause unnecessary delays. The Region Director and the Society office are always available for advice and assistance.

### **SUBMITTING CHARTER MATERIAL TO THE SOCIETY OFFICE**

When it feels ready, the interim Board should send all petitions, forms, and supporting material to the Society office.

#### **PETITION FOR CHARTER**

This Petition is the interim Chapter Board's official request to the ASPE Board of Directors for an ASPE charter. The Petition for Charter must be submitted for a chapter to be considered for a charter.

The Petition for Charter must be signed by at least 20 members in good standing of ASPE. Only individuals who have been Society members for a minimum of 90 days are qualified and eligible to sign the petition. A sample Petition for Charter form is included at the end of this section. Reference Society Bylaws, Article 14.1, Petition for Charter, which lists all requirements for a new chapter.

#### **ADVANCE TECHNICAL PROGRAM PLAN AND SCHEDULE**

The Society Board of Directors recognizes that considerable time and effort was given to the technical program planning of the general meetings prior to chartering. In an effort to ensure the continuity and quality of the technical program presentations at the new chapter's future general meetings, the interim Chapter Board of Directors must include, as supplemental material with the Petition for Charter, a schedule of future topics and suggested presenters that covers the remaining meeting dates for the current year and suggested topics for the following year.

### **SOCIETY BOARD ACTION**

The Society Board of Directors meets on a quarterly basis. Although the Board may review the chapter petition request and materials and take a mail ballot to verify its intention to charter the chapter, so a new chapter is able to participate in an upcoming Society event (e.g., a regional meeting), the official chartering of a chapter requires action at an official ASPE Board of Directors meeting.

The Society Board of Directors will review the submitted material, and upon its approval, the proposed chapter will be notified that a charter will be granted.

## CHARTER PRESENTATION

When the interim Chapter Board is notified that the Society Board of Directors has granted a charter, it should begin to make arrangements for a charter presentation. If possible, the charter will be presented at the next regularly scheduled general meeting. However, following the appropriate ASPE Board meeting, if possible, the Society President will be scheduled for the chapter's charter presentation program (often scheduled to be an evening dinner affair). Because of scheduling conflicts, please be flexible in proposing a date for the charter presentation.

Often, in addition to the President, the Region Director, Executive Director, and other Society Board members may elect to attend the charter presentation. The charter presentation and ceremony generally require an allotted time of 15 to 20 minutes.

### A MILESTONE EVENT

The chartering of a chapter is an important milestone and a once-in-a-lifetime event for the chapter. Spouses, friends, principals of local engineering firms, local dignitaries, and, of course, potential members should be invited. The chartering should be the highlight event of the meeting; therefore, the regular meeting program should be short and nontechnical in nature. Picture-taking during the event should be arranged by the Interim Chapter Board in conjunction with the Historian. Pictures should be sent to the Society office for possible publication. In addition, the chapter Newsletter Editor should prepare an article to accompany the pictures that describes the event.

## CHAPTER FORMATION SAMPLE TIMELINE

Days	Activity	Performed by
0	Start organization effort; form organizing committee	Member/Committee
7–10	Plan organization campaign; communicate with ASPE Vice President, Membership; begin membership recruitment <sup>1</sup> ; promote organizational meeting (as early as possible); make arrangements for organization meeting	Organization Committee
30–60	Organization meeting (include ASPE Vice President, Membership if he/she has not met with committee earlier)	Organization Committee
60–90	First interim general meeting; elect interim Board of Directors	Organization Committee
65–115	Interim board meeting; plan second and third interim general meetings; plan ongoing membership campaign <sup>1</sup> ; open bank account; establish permanent mail address; count qualified members to sign Petition for Charter; assess need for heavy membership promotion <sup>1</sup>	Interim President and Board
90–120	Second interim general meeting	Interim Board
100–130	Second interim board meeting	Interim Board
120–150	Third interim general meeting; finalize Petition for Charter	Interim Board
121–151	Send Petition for Charter to ASPE office	Interim Board
	Verify petition and signatures; send petition to ASPE Vice President, Membership for approval; submit petition to ASPE Board for formal approval vote; prepare official charter and gavel	ASPE Staff
130–160	Third interim board meeting; plan charter night meeting	Interim Board
150–180	Charter night meeting	Interim Board
	Presentation of new Chapter Charter	ASPE President
	Elect Chapter Board of Directors	Chapter Members
	Contact ASPE office for inclusion in group IRS nonprofit status	Chapter President

1. ASPE Bylaws - Reference Society Bylaws, Article 14.1, Petition for Charter, which lists all requirements for a new chapter.





## CREATING A SATELLITE OF A CHAPTER

The formation of a Satellite Chapter is a great way to create a Chapter that may not currently have enough members to start a full chapter. A Chapter Board of Directors must agree to the formation of the satellite and, in fact, be the sponsor of the new entity. Satellites shall be under the jurisdiction of a chartered chapter. All representation to the Society for the satellite shall be provided by and through the sponsoring chapter.

Those who are interested in establishing a satellite of an ASPE chapter do not have to, initially at least, be members of ASPE or, if they are ASPE members, be located in the geographical area of the proposed satellite-to-be. However, to form a satellite of a chapter, at least eight (8) members in good standing are required within a reasonable distance of the proposed satellite. (There is no specific definition of reasonable distance in terms of miles; rather, it involves the willingness of individuals to travel to a location to participate in ASPE activities.) Reference Society Bylaws, Article 14.9, Satellites of Chapters, which lists all requirements for a satellite chapter.

### SOCIETY HELP

Once the initial promotion action team (i.e., the group that will do the membership promotional work) has been assembled, the Society office should be contacted and notified of the interest and activity on behalf of the proposed satellite of a chapter. The Society's Membership Coordinator, Executive Director, and Vice President, Membership will prove to be invaluable resources. The office will be able to:

- Identify potential members for the proposed satellite (current or past at-large members in the geographic area or members of other chapters located in the immediate vicinity of the proposed satellite)
- Explain and define the steps involved in forming a satellite
- Provide supplies and materials to help with promotional efforts
- Furnish contacts and access to members who can help or have previously established a satellite or a chapter

### KNOW THE SOCIETY BYLAWS, POLICIES, AND PROCEDURES

Those promoting a satellite of a chapter should be familiar with ASPE's mission, goals, and objectives, Bylaws, and the *Policy & Operations Manual* before attempting to develop a satellite. Reference Society Bylaws, Article 14.9, Satellites of Chapters, which lists all requirements for a satellite chapter. The formation of a satellite is very similar to that of a new chapter. Refer to the earlier sections on "Creating A Chapter" for more details on the process. Once an ambassador has been identified, the first task is to recruit ASPE members who are at-large members (or members of the chapter who wish to form, and become an active participant and a sponsor of, the satellite). Promotion techniques vary; however, experience has shown that it will take several persons, working as a team, for promotion efforts and activities to be successful.

### RECOGNITION OF A NEW SATELLITE

Satellites will be recognized only after solicitation to the Society office by the sponsoring chapter or after the submission of a formal Petition for Formation by eight (8) or more members in good standing. Refer to Article 14.9, Satellites of Chapters, which lists all requirements for a satellite chapter.

A Petition of Support form should also be completed and submitted. This is a voluntary form that shows interest and support of the sponsoring chapter membership. A Petition of Support can be found at the end of this section.

The Society office, upon receipt of the Petition for Formation of a Satellite will notify the Society Board of Directors. The Society Board of Directors will then act upon the petition.

### TRANSITION FROM SATELLITE TO FULL ASPE CHAPTER

An established satellite chapter may at the request of the satellite President and approval by the Society Board of Directors convert from a satellite to a Full Chapter. If the satellite has been operating for a minimum of 1 year and has gained enough membership support, the Chapter may complete and submit the Petition to Charter. The completed Petition to Charter must be submitted to the Society Office accompanied by its current Chapter Board of Directors. Upon receipt at the society office, the Society Board of Directors shall act upon the petition.

It is recommended that the chapter leadership work with the Regional Director and Society staff to coordinate and make certain that all requirements of a Full Chapter are in place prior to submission of Petition to society office.

### NEW SATELLITE OPERATIONS

Immediately following the establishment of a satellite of a chapter, the Satellite President should contact the Society office to receive a copy of the *ASPE Policy & Operations Manual* and membership information and materials.



The sponsoring chapter of a satellite is required, as a part of its annual report, to submit a detailed report of the satellite's activities, including meetings, membership, and financial information. A satellite's annual report is required to be included as part of the sponsoring chapter's annual report and submitted to the Society office.

### **SATELLITE OFFICERS**

A satellite is required to have a minimum of three (3) officers, consisting of a President/Vice President, Legislative; a Vice President, Technical/Vice President, Membership; and a Treasurer/Secretary. Reference Society Bylaws, Article 14.9, Satellites of Chapters, which lists all requirements for a satellite chapter, officers as well as Schedule 1, Article 4.6, Selection of Delegates.

### **SATELLITE MEMBERSHIP**

A satellite remains a part of, and is the responsibility of, the sponsoring chapter. All existing members of the sponsoring chapter wishing to affiliate with the satellite are required to remain members of the sponsoring chapter until such time as the satellite petitions to become an independent chapter and the ASPE Board of Directors charters the satellite as a new chapter. At-large members or members of other chapters desiring to affiliate with the satellite must request a transfer of membership to the sponsoring chapter.

All members of a satellite are officially members of the sponsoring chapter and are included for that chapter when membership dues rebates and delegate representation for the Convention are calculated. Members of satellites retain the full rights and privileges of membership in the sponsoring chapter as established by the ASPE Bylaws.

### **SATELLITE DUES REBATE FUNDS**

The satellite of a chapter may request from the chapter to have the dues rebate amount associated with its membership be paid to the satellite. The chapter must request, in writing to the Society, that the dues rebate amount that is associated with the satellite be paid directly to the satellite and no longer be included in the chapter dues rebate.

### **FIDUCIARY RESPONSIBILITY**

A satellite of a chapter may, with the approval of the sponsoring chapter, obtain its own bank account for conducting business. However, as with any business operation, the satellite must obtain its own Federal ID number. It is illegal for a satellite to use the sponsoring chapter's or the Society's identification numbers. Information on obtaining this number can be found earlier in this chapter of the *ASPE Policy & Operations Manual*.

### **SUBMISSION OF SATELLITE REQUEST FOR CHARTER**

When proposed satellite and sponsor chapter are ready to move to chartering of satellite, the sponsor chapter president or designate should compile all signed petitions to charter and petitions to support a charter forms, sponsor chapter meeting minutes where sponsor chapter board of directors approved to support the satellite, and meeting minutes from the interim board of proposed satellite chapter acknowledging the intent to become a chartered satellite. It is advised that the sponsor chapter prepare a cover letter or include in their board meeting minutes language similar to example below as part of their submission to society. All documents shall be provided to the Regional Director for submission to Society office.

Example Sponsor Chapter Language for Support of Satellite:

*The \_\_\_\_\_ Chapter (Sponsor) Board of Directors hereby sponsors the \_\_\_\_\_ satellite. The Board has voted at an official Board meeting, and the majority of the Directors has agreed to the establishment of this satellite and understands and agrees to oversee the maintenance of the required records, including activities, meetings, membership and financial information, and shall include these records as part of the required chapter's annual report.*

*We the sponsor chapter, do hereby submit to the ASPE Board of Directors documentation of the new satellite chapter activities, meeting minute notes, interim satellite leadership slate, and all petitions for and in support of chartering the new satellite chapter.*

*Signed by Chapter President and dated.*

## THE PETITION FOR SATELLITE FORMATION

*(The Petition for a Satellite of a chapter should be in the following format, or the petitioners may use this form.)*

The Petition for a Satellite of a Chapter must be signed by at least 8 members in good standing of ASPE. Only individuals who have been society members for a minimum of 90 days are qualified and eligible to sign this petition. *(Use additional sheets as needed.)* Reference Society Bylaws, Article 14.9, Satellites of Charters, which lists all requirements for a satellite chapter.

**TO:** American Society of Plumbing Engineers  
Attention: Society Board of Directors  
6400 Shafer Court, Suite 350, Rosemont, IL 60018

**SUBJECT:** Petition to establish a Satellite of a Chapter  
Satellite Name: \_\_\_\_\_  
of \_\_\_\_\_ Chapter  
(Chapter Name)

The following individuals, being members in good standing of the American Society of Plumbing Engineers, hereby petition for the establishment of the new Satellite Chapter. Signatories agree to be transferred into newly formed chapter once chartered.

Petitioner's Name (Print)	Petitioner's Signature	Membership Type	Membership #
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____
7. _____	_____	_____	_____
8. _____	_____	_____	_____
9. _____	_____	_____	_____
10. _____	_____	_____	_____
11. _____	_____	_____	_____
12. _____	_____	_____	_____

Presented to the ASPE Board of Directors by: \_\_\_\_\_  
Print Name (Interim Chapter President) Signature

Satellite Chapter Federal ID Number: \_\_\_\_\_

## THE PETITION FOR SUPPORT OF A SATELLITE

*(The Petition for Support of a Satellite should be in the following format, or the petitioners may use this form.)*

The Petition for Support of the Creation of a Satellite of a Chapter may be signed by as many Governmental, Special, Affiliate and Student Members of ASPE as possible. *(Use additional sheets as needed.)*

**TO:** American Society of Plumbing Engineers  
Attention: Society Board of Directors  
6400 Shafer Court, Suite 350, Rosemont, IL 60018

**SUBJECT:** Petition to establish a Satellite of a Chapter.  
Satellite Name: \_\_\_\_\_ of  
\_\_\_\_\_ Sponsoring Chapter  
(Chapter Name)

The following individuals, being members in good standing of the American Society of Plumbing Engineers, hereby petition for a Charter of this \_\_\_\_\_ satellite chapter of the American Society of Plumbing Engineers.

Petitioner's Name (Print)	Petitioner's Signature	Membership Type	Membership #
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____
7. _____	_____	_____	_____
8. _____	_____	_____	_____
9. _____	_____	_____	_____
10. _____	_____	_____	_____
11. _____	_____	_____	_____
12. _____	_____	_____	_____
13. _____	_____	_____	_____
14. _____	_____	_____	_____
15. _____	_____	_____	_____
16. _____	_____	_____	_____
17. _____	_____	_____	_____
18. _____	_____	_____	_____
19. _____	_____	_____	_____
20. _____	_____	_____	_____

Presented to the ASPE Board of Directors by: \_\_\_\_\_  
Print Name (Sponsoring Chapter President) Signature

## CREATING A STUDENT CHAPTER

Chapters that have a sufficient number of student members to start a chapter should consider forming a student chapter. A Chapter Board of Directors must agree to the formation of the chapter and, in fact, be the sponsor of the new entity. Student chapters shall be under the jurisdiction of a chartered chapter. All representation to the Society for the student chapter shall be provided by and through the sponsoring chapter.

In addition, the College/University should have a professor assigned to be the advisor to the group; the Chapter should also assign their AYP Liaison to be the link between the student chapter and the ASPE Chapter.

Those who are interested in establishing a student chapter do not have to, initially at least, be members of ASPE. However, to form a student chapter, at least five (5) members in good standing, holding the student member status from the same college/university, must be within a reasonable distance of the sponsoring chapter (there is no specific definition of reasonable distance in terms of miles; rather, it involves the willingness of individuals to travel to a location to participate in ASPE student activities.)

Also, those promoting a student chapter should be familiar with ASPE's mission, goals, and objectives, Bylaws, and the Policy & Operations Manual before attempting to develop a student chapter.

### SOCIETY HELP

Once the initial promotion action team (i.e., the group that will do the membership promotional work) has been assembled, the Society office should be contacted and notified of the interest and activity on behalf of the proposed student chapter. The Society's membership department will prove to be an invaluable resource. The office will be able to:

- Explain and define the steps involved in forming a student chapter
- Provide supplies and materials to help with promotional efforts
- Furnish contacts and access to members who can help or have previously established a student chapter

### RECOGNITION OF NEW STUDENT CHAPTER

Student chapters will be recognized only after solicitation to the Society office by the sponsoring chapter or after the submission of a formal Petition for Formation by five (5) or more student members, from the same university, who have been members of the Society for at least 60 days.

The College/University will also have to submit a student chapter letter of support, that is required before the student chapter becomes official; in addition, the letter should reflect that the student chapter will be in compliance with ASPE Bylaws and P&O Manual.

The Society office, upon receipt of the Petition for Formation of a student chapter and the Student Chapter Letter of Support, will notify the Society Board of Directors. The Society Board of Directors will then act upon the petition.

### STUDENT CHAPTER OPERATIONS

Immediately following the establishment of a student chapter, the student chapter President should contact the Society office to receive copies of membership information and materials.

The sponsoring chapter of a student chapter is required, as a part of its annual report, to submit a detailed report of the student chapters activities, including meetings, membership, and financial information.

The Student Chapter can design their own meeting requirements but will count on the sponsoring chapter to provide guidance in establishing monthly agenda's and/or technical presentations; this can be done in combination with the ASPE Chapter monthly meetings or can be done separately

### STUDENT CHAPTER OFFICERS

A student chapter is required to have only a student chapter president. However, it will be left to the discretion of the President if he wants to appoint duties to the members of the student chapter or as the chapter grows in size, appoint them to specific student chapter board positions.

### STUDENT CHAPTER MEMBERSHIP

A student chapter remains part of, and is the responsibility of, the sponsoring chapter. All existing members of the sponsoring chapter wishing to affiliate with the student chapter are required to remain members of the sponsoring chapter until such time as

the student chapter petitions to become an independent chapter and the ASPE Board of Directors charters the student chapter as a new chapter.

All members of a student chapter are officially members of the sponsoring chapter and are included when membership dues rebates are calculated. Members of student chapters retain the full rights and privileges of membership in the sponsoring chapter as established by the ASPE Bylaws.

#### **STUDENT CHAPTER FINANCIAL SUPPORT**

The sponsoring chapter should offer financial support to the student chapter; or assist their student chapter in various fundraising activities.

#### **STUDENT CHAPTER LEGAL STRUCTURE**

For financial updating purposes, the student chapter is an internal unit of the sponsoring chapter. Its revenue and expense should appear on Tax Form 990 of the sponsoring chapter.

## THE PETITION FOR STUDENT CHAPTER FORMATION

*(The Petition for a Student Chapter of a Chartered Chapter should be in the following format or the petitioners may use this form.)*

The Petition for a Student Chapter of a Chartered Chapter must be signed by at least five (5) student members of ASPE. Only individuals who have been society members for a minimum of 60 days are qualified and eligible to sign this petition.  
*(Use additional sheets as needed.)*

**TO:** American Society of Plumbing Engineers  
Attention: Society Board of Directors  
6400 Shafer Court, Suite 350, Rosemont, IL 60018

**SUBJECT:** Petition to establish a Student Chapter  
Student Chapter Name: \_\_\_\_\_  
of \_\_\_\_\_ Chapter  
(Chapter Name)

The following individuals, being student members of the American Society of Plumbing Engineers, hereby petition for the establishment of a new Student Chapter of the American Society of Plumbing Engineers.

Petitioner's Name (Print)	Petitioner's Signature	Membership Type	Membership #
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____
7. _____	_____	_____	_____
8. _____	_____	_____	_____
9. _____	_____	_____	_____
10. _____	_____	_____	_____
11. _____	_____	_____	_____
12. _____	_____	_____	_____
13. _____	_____	_____	_____

Presented to the ASPE Board of Directors by: \_\_\_\_\_  
Print Name, (Sponsoring Chapter President) Signature

Student Chapter President: \_\_\_\_\_

## CHAPTER IN SUSPENSION

The ASPE Board of Directors shall have the right to reject a request for dissolution from a chapter that has not submitted the necessary forms and has not had a vote wherein a majority of the members have voted for such dissolution.

### CHAPTER REQUEST TO BE IN SUSPENSION

In lieu of a chapter dissolution petition, the chapter may directly contact the ASPE Board of Directors, in writing, and request to be a chapter in suspension without having to file a petition of dissolution.

### CHAPTER WARD OF SOCIETY

The ASPE Board of Directors may direct a chapter that is not able to meet the requirements of rechartering to be established as a ward of the Society. A chapter that is a ward of the Society shall be considered a chapter in suspension and shall not have to meet the normal requirements for rechartering as a chapter for an established period. During this period, the chapter shall retain its right to be a chartered chapter of ASPE upon its ability to once again meet the necessary chapter rechartering requirements.

A chapter may be designated as a chapter in suspension by a majority vote of the ASPE Board of Directors at any official board of directors meeting. The time period allowed for a designated chapter in suspension shall not exceed twelve (12) concurrent months.

At the end of the allowed time period, the chapter in suspension shall be required to be renewed by the board of directors by a majority vote.

At each renewal period, the board of directors shall have the option to officially uncharter the chapter and designate it to be officially dissolved.

### DURING THE CHAPTER-IN-SUSPENSION PERIOD

The chapter is permitted to have a minimum of one and a maximum of three officers that could act in the capacity of the president, vice president, technical, vice president, membership, etc. The purpose of the officers is to provide a continued legitimacy to the chapter until such time as a new board of directors can be constituted.

The chapter officers would be appointed by the ASPE Board of Directors as an interim appointment. The ASPE Board shall have the right to appoint any member type it deems best able to perform the duties of the interim officers.

The chapter would continue to have members assigned to it.

The chapter would continue to accrue dues rebates. The ASPE Board shall determine whether such monies were to be held by the Society for the chapter or sent to the interim chapter officers.

The chapter would be exempt from a majority of the requirements for maintaining a chapter and becoming rechartered over this time period, except as follows:

- The interim officers shall be required to provide a quarterly report to the ASPE Board regarding what steps have been taken and other progress toward becoming a rechartered chapter.
- The interim officers shall be required to provide a quarterly financial accounting report to the ASPE Board for all monies held by the chapter directly.
- The interim officers shall attempt, in good faith, to have one chapter meeting each quarter (but shall not be required to have such meeting). All chapter members shall receive notification of such meeting. To the extent possible, a technical program will be the focus of the meeting. The interim officers shall be granted the right to have such technical presentations sponsored by and completely under the direction of a manufacturer or manufacturer's representative, without regard to non-proprietary requirements.
- The interim officers shall, once a year during each chapter-in-suspension period, attempt to have an official chapter meeting for the purpose of electing a full slate of officers and attempting to reconstitute itself as a chartered chapter.

The chapter would be in suspension with the Region Director as the chapter overseer.

The chapter would be permitted to have a maximum of one delegate at the Convention in a non-voting capacity. This delegate would be provided with a standard delegate travel-related allowance and would have access to the chapter funds held by the Society or in the chapter treasury subject to the discretion of the Region Director.

## DISSOLUTION OF A CHAPTER

The dissolution of a chapter is a serious event and accordingly shall occur in a parallel manner to a request for a charter.

### PETITION FOR DISSOLUTION OF CHARTER

Prior to any movement to proceed with the dissolution of a chapter, the chapter Board of Directors shall be required to notify the ASPE Board of Directors not less than 90 days prior to any attempt at such action and submit a Petition of Intent of Dissolution signed by a minimum of twenty (20) full and associate members or 75 percent of the then-current membership as listed on the ASPE chapter roster of members (all membership types excluding student members). Upon receipt of a Petition of Dissolution, the ASPE Board of Directors may request a special meeting of the membership prior to the setting of a vote for dissolution meeting.

### PROCEDURE

The Chapter Board of Directors shall give a minimum of two written notices to the chapter roster of members informing them of the intention to vote for the dissolution of the Chapter.

The Board of Directors shall call a special meeting of the chapter membership whose express purpose shall be to vote on the dissolution of the chapter. The first notice shall be sent no less than 60 days prior to the scheduled date of the meeting and shall include the location and time of the meeting. The second notice shall be sent no less than 30 days prior to the meeting.

So, all members have an ability to voice their intentions and to vote, any member unable to attend the dissolution voting meeting shall be able to request, and the chapter secretary shall supply, an absentee ballot. The ballot shall be returned to the chapter secretary, who shall retain such ballots until the meeting date and then shall vote said ballots as intended.

A vote of dissolution shall require the participation of two-thirds ( $\frac{2}{3}$ ) of the total chapter membership voting in-person or by proxy ballot. Of those voting, a majority shall be required for a chapter to be dissolved and de-chartered.

All ballots shall be retained.

### CHAPTER DISSOLUTION

Upon completion of the vote of the membership as specified herein, the Chapter Board of Directors shall send the Vote to Dissolve form to the ASPE Board of Directors indicating the majority of the chapter membership approving the dissolution of the Chapter. Along with the Vote to Dissolve form a check for any remaining amount of funds in the Chapter Treasury and all ballots collected from the dissolution vote shall be sent to the ASPE Office to the attention of the Executive Director.

The ASPE Board of Directors will review all the dissolution materials at its next regularly scheduled meeting.

A letter officially informing all the chapter's members of the dissolution of the chapter shall be sent by the ASPE President. All former members of the chapter shall be immediately changed in chapter assignment to at-large status and shall be given the opportunity to transfer to another chapter of their choice.





## VOTE TO DISSOLVE A CHAPTER

**TO:** American Society of Plumbing Engineers  
Attention: Society Board of Directors  
6400 Shafer Court, Suite 350, Rosemont, IL 60018

**SUBJECT:** Formal Dissolution of a Chapter \_\_\_\_\_  
Chapter Name

Let it be known that the membership of the (*Chapter Name*)\_\_\_\_\_ Chapter, did hereby follow the policies and procedures for proper dissolution and de-chartering of its chapter.

1. The Petition of Dissolution was sent to the ASPE Board of Directors on: \_\_\_\_\_. A copy is attached.
2. The first notice calling a meeting of the chapter's membership, indicating date, time and place was sent to the chapter membership on: \_\_\_\_\_. A copy of the notice is attached.
3. The second notice calling a meeting of the chapter's membership, indicating date, time and place was sent to the chapter membership on: \_\_\_\_\_. A copy of the notice is attached.
4. The meeting to officially dissolve the chapter was held on: \_\_\_\_\_. A copy of the roster of attendees is attached.
5. At the meeting called for the purpose of dissolution of the chapter there were present, in-person or absentee ballots held by the chapter secretary of two-thirds of the chapter membership. A majority of those present and voting (including absentee ballots) have approved the dissolution of the \_\_\_\_\_ Chapter. All ballots are attached.
6. In accordance with ASPE policies and procedures for the dissolution of a chapter, all remaining funds are hereby turned over to the Society in accordance to with ASPE Bylaws. A check for the remaining balance is attached.
7. In accordance with ASPE policies and procedures for the dissolution of a chapter, all chapter members have been informed that their chapter affiliation will be adjusted to reflect At-Large, or each may request to be affiliated with any other chapter of the Society.

Presented to the ASPE Board of Directors by: \_\_\_\_\_  
Print Name Signature

Chapter President: \_\_\_\_\_ Chapter Name: \_\_\_\_\_

NOTICE: *The form must be submitted after a successful vote of dissolution.*

# CHAPTER 4

## Chapter Operations Manual

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A chapter is an independent local, regional, or state organization comprised of ASPE members and is the Society's first line and closest contact organization with the member. The chapters are organized into regions (see Chapter 1), which as a whole constitute ASPE.

The chapter is operated by a Board of Directors consisting of officers elected annually or biennially by the chapter's members, at the chapter's Election of Officers meeting in the month of May.

### MEETINGS

The chapter, or satellite of a chapter, is required to hold a minimum of nine (9) monthly membership meetings each year. In lieu of nine (9) monthly meetings, membership/technical meetings totaling 12 hours over one year's time may be held. Local Boards of Directors shall meet a minimum of nine (9) times per year. The monthly meeting generally includes a technical program and the chapter business meeting.

#### CHAPTER ELECTION OF OFFICERS MEETINGS

Officer election meetings shall be held in the month of May for the purpose of electing chapter officers and transacting such other business as may regularly come before the chapter.

#### SPECIAL CHAPTER MEETINGS

A special meeting may be called at the discretion of a majority of the Chapter Board of Directors for any lawful purpose, other than the transaction of regular business, provided that due and timely notice (14 days) thereof has been given to the membership in writing.

### CHAPTER CATEGORY

The Chapter Board of Directors shall determine the chapter category in accordance with the Bylaws Schedule 1 and check off the category on the annual report.

### VOTING AND ELECTIONS

Election of officers will be decided by a majority and shall be by secret ballot. If a candidate is running unopposed, a majority vote may be taken visual by show of hand, vocal by voice vote, or by proclamation.

### CHAPTER OFFICERS

The officers, as shown in Article 4, Schedule 1 of the Bylaws, shall be elected for a term of one (1) or two (2) years as voted by the chapter membership at the chapter's Election of Officers meeting held in May.

The officers of the Chapter shall be in accordance with Schedule 1 of the Bylaws. The President shall not serve more than a total of 4 (four) consecutive years. All elective officers must be members in good standing. Officers shall take office on June 30th following the election. The retiring officers shall complete and transfer all records to the new officers and have the new officers become familiar with the *ASPE Policy & Operations Manual* by June 30th of that year. The outgoing officers, working with the new officers, shall be responsible for completing the annual reports. The outgoing President shall be responsible for the timely submittal of the annual report.

Upon the election of new officers, all previous chapter Board of Directors officer terms shall continue until June 30th and until the Chapter officers' roster of the annual report has been approved by the Society Board of Directors. The Chapter officers' roster shall be submitted to the Society and the Region Director by May 31st.

The annual report is due to the Society no later than June 30th. The annual Treasurer's Report is due no later than July 15th to the Society with signatures of both the incoming and outgoing Chapter Presidents and Chapter Treasurers. The annual report with original signatures is required. Electronic or facsimile signatures is acceptable.

All officers shall perform the duties of the office as described in Chapter 6: "Chapter Leadership" of the *ASPE Policy & Operations Manual*.

### **APPOINTED OFFICIALS**

After elections, the President shall appoint chapter officials (i.e., committee chairs) as indicated in the *ASPE Policy & Operations Manual*. All appointed officials shall perform the duties of the office as described in Chapter 6: "Chapter Leadership" of the *ASPE Policy & Operations Manual*.

### **VACANCIES**

A vacancy occurring in the office of the President shall be filled by the Vice President, Technical. A vacancy occurring in other elective offices shall be filled by presidential appointment for the remainder of the unexpired term.

### **PETITION FOR REMOVAL**

Any member having reason to suspect a chapter officer or officers of conduct detrimental to the stated purposes and goals of the Society may file a petition, signed by at least ten (10) other members, with the appropriate Region Director stating all charges against said party or parties. Upon receipt of such a petition, the Region Director shall take immediate action to determine the validity of the charges. The Region Director shall prepare a report with recommendations to the Society's Board of Directors within 15 days from receipt of the petition. The Society Board of Directors shall take immediate action confirming the validity of the charges and then take such action as deemed necessary within the framework of this document and the ASPE Bylaws. All Chapter officers must be members in good standing, or they will be immediately removed from the office by the Region Director.

## **CHAPTER BOARD OF DIRECTORS**

The Chapter Board of Directors shall meet at least once a month but, at its discretion, may elect to suspend a maximum of four (4) meetings a year. The meeting place shall be designated by resolution of the Chapter Board of Directors or the Chapter President. Meetings may be conducted via conference call or video conference. All meeting minutes shall be documented and published to the Board of Directors.

Subject to limitations of this document and the ASPE Bylaws, the Chapter Board of Directors shall have charge of all business affairs and shall consider all matters concerning the welfare of the chapter.

A majority of officers shall constitute a quorum necessary for the transaction of business.

## **CHAPTER COMMITTEES**

Each chapter shall have, as a minimum, the standing committees as described in Chapter 8: "Committees and Appointments" of the *ASPE Policy & Operations Manual*.

The Chapter President shall appoint other such committees as deemed necessary.

## **CHAPTER BANKING AND DISBURSEMENTS**

### **BANKING**

All chapter funds shall be regularly deposited in a federally insured bank in the name of the chapter and utilizing the chapter's Federal ID number [Employer Identification number (EIN)].

Chapters shall follow the laws of the country in which they are located.

### **DISBURSEMENTS**

All lawful expenses of the chapter shall be paid by check and all checks must be signed by at least two chapter officers, one being the Chapter Treasurer and the second signature to be either the Chapter President or the Chapter Administrative Secretary, except that in the event two (2) of the above signatures cannot be obtained owing to illness or protracted absence of a period of at least thirty (30) days, any two (2) of the remaining members of the Board of Directors may sign. (It should be noted that many banks will not acknowledge signatures that are not on the record signature card.)

## CHAPTER FINANCES

### ACCOUNTING PERIOD

The fiscal year for the chapter shall be July 1 through June 30 of each year.

The Treasurer shall submit, in an approved form, at the chapter annual meeting a complete report of the books and records, which shall be unanimously approved by the Board of Directors and signed by the past and present Presidents and Treasurers. The original report with original signatures must be submitted to the Region Director by July 15th of the effective year. The Region Director must submit these reports to the Society office by July 30th. The report shall include the finances of any Satellites to the Chapter sponsored by the chapter.

### INSPECTION OF BOOKS

Each member of the chapter, as well as members of the Society's Board of Directors, shall have the right to inspect any and all books of the chapter in accordance with the Bylaws.

### LOCAL OPTIONS

Nothing in this document shall be construed to hinder the chapter from making arrangements for such items as meeting nights, meeting programs, social functions and other considerations of strictly local interest and concern, provided they do not nullify, negate or contravene any Article contained in this document, in the ASPE Bylaws, or in federal, state or local regulations, further provided the chapter shall assume financial and legal responsibility for such arrangements.

## CHAPTER DUES REBATE

As specified in the Bylaws, ASPE rebates to the chapters 20 percent of dues received from members of that chapter. In actual operation, the system is as follows:

Each month, dues received from chapter members for the previous month, are computed for each chapter. The total dues received from members of a chapter is multiplied by the 20% factor to determine the amount of dues rebate due to each chapter, and an electronic disbursement, check, or other disbursement is sent to that Chapter. The disbursement that is sent each month represents the dues rebates for the close of the previous month. (June dues rebates are for the total dues collected in the month of May, July rebates for the month of June, etc.) Each chapter receives the dues rebates for the equivalent of one years dues collection.

Chapters sponsoring Satellites shall pay to each of its Satellites a fair share of dues rebate monies disbursed from Society. The share shall be based on a percentage calculated by taking the number of chapter members affiliated with the Satellite and dividing by the total number of chapter members.

### ANNUAL REPORT REQUIREMENT

Each chapter is required to submit, each year, an annual report of the chapter's activities during the year. (See sample Annual Report form in Chapter 7: "Chapter and Satellite Reports" of the *ASPE Policy & Operations Manual*.) Until this annual report is submitted and approved by the ASPE Board, dues rebate funds are withheld (starting with the September rebate check and subsequent checks until the annual report is properly submitted and approved). Upon approval of the annual report, any and all such withheld rebate funds are disbursed to the chapter. As a part of the Annual Report, the Chapter shall report on the activities of any Satellite to a Chapter sponsored by the Chapter.

## END OF THE OFFICIAL CHAPTER OPERATIONS MANUAL.

LAST MODIFIED: OCTOBER 31, 2010

Changes and modifications to the Chapter Operations Manual requires a Joint Chapter Region Meeting to be held at the Biennial Convention in accordance with the ASPE Bylaws, section 14.7, "Modification of the Chapter Operations Manual," as follows:

Proposed changes to the Chapter Operations Manual shall be presented to the chapters for consideration at the next joint regional meeting and shall be submitted to the Society office in typewritten form no later than 90 days prior to the joint regional meetings. The Society office shall submit same to the chapters within 30 days of receipt of proposal. Approval by two thirds ( $\frac{2}{3}$ ) of all Chapter Representatives shall be required for enactment. All approved changes shall be distributed by the Board of Directors with the next set of revisions to the *ASPE Policy & Operations Manual*.

# CHAPTER 5

## Chapter Operations Guidelines

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### CHAPTER MEETINGS

The Chapter, or Satellite of a Chapter, is required to hold a minimum of nine (9) monthly membership meetings each year. In lieu of nine (9) monthly meetings, membership/technical meetings totaling 12 hours over one year's time may be held. Chapter Boards of Directors shall meet a minimum of nine (9) times per year. The monthly meeting generally includes a technical program and the chapter business meeting.

The monthly technical program should augment or enhance the plumbing engineering and design profession. Typical technical programs shall be non-proprietary in nature and include a presentation, seminar, workshop, or off-site technical tour. A chapter or satellite of a chapter can offer Continuing Education Units (CEUs) for its technical programs. A digital Chapter Program Evaluation form is available on the ASPE website, [aspe.org](https://aspe.org) to assist in establishing CEU-approved programs for your chapters. Chapter Program Evaluation forms shall be submitted within 30 days of the qualifying program.

The business meeting portion of the monthly membership meeting should report on the health and welfare of the chapter and the Society and include other items of general interest to the membership. A general business-meeting format may include the following:

- Roll call of members and guests present (a sign-in sheet is the preferred method)
- Secretary's report: A synopsis of the previous meeting's minutes and previous Board of Directors' meeting minutes
- President's report: Items of interest affecting the chapter or Society business to be passed on to the membership (e.g., actions of the Chapter or the Society Board of Directors)
- Committee reports: Reports only need be made as necessary and as appropriate
- Specific chapter business and membership decisions
  - a. Chapter elections, as necessary or required
  - b. Election of Delegates, as necessary or required
  - c. Specific business and policies; e.g., motions (see below)
- Announcements; e.g., date, time, and place of next meeting or social function

### MINUTES

It is recommended that meeting minutes be kept from each Chapter business meeting by the Administrative Secretary. (The Chapter President may appoint someone to take the minutes in the absence of the Administrative Secretary; e.g., the Corresponding Secretary.) Business meeting minutes should, at a minimum, record:

- The date, time, and place of the meeting
- The number of members present and if a quorum is present if voting takes place (include sign-in sheet)
- What decisions were made and how they were achieved (e.g., consensus, President's direction, membership vote)
- What actions were, or are to be, taken. An action items list (who was directed to do what and when) should be maintained and reviewed at each business meeting.
- References to major points of discussion. The official record should provide a full description of each item that is discussed and a characterization of the conclusions. When characterizing a discussion, it is not necessary, and generally not good record keeping, to relate exactly who said what. A summary is the acceptable form for the official record. Negative or derogatory comments, no matter what the reference, should never be included in an official record.

The official Chapter records should not include any reference to proprietary products and should not include any reference to a specific engineering firm, contractor, manufacturer, manufacturer's representative or a representative firm—especially in association with negative or derogatory comments.

## **SOCIETY WEBSITE UPDATING**

The Corresponding Secretary shall be responsible for providing the Society with all information regarding chapter officers and their contact information, the site of its monthly meeting, and any changes to its chapter website address on a quarterly basis. Updates shall be made on the Society website. If your chapter does not have a Corresponding Secretary, then it is recommended that the Administrative Secretary or Secretary fill this role.

## **ROBERT'S RULES OF ORDER**

In accordance with the Bylaws, the conduct and procedures of meetings of the Society are to be held in accordance with *Robert's Rules of Order*, last revised. It is the responsibility of the Chapter President to become familiar with *Robert's Rules of Order*.

It is recommended that each chapter obtain a copy of *Robert's Rules of Order*. This document contains a considerable amount of excellent information on the procedures of meetings and the contents of minutes. (A condensed version of *Robert's Rules of Order* for ASPE Chapters is available to Chapter Officers on the ASPE website under the Officers section.)

## **CONDUCTING BUSINESS**

### **WHO MAY VOTE**

In accordance with this chapter of the *Policy & Operations Manual*, all members of a chapter, or a satellite of a chapter, in good standing are entitled to vote at a chapter meeting. For the official business of a chapter to be conducted by a vote, or for any vote to be official, a quorum must be present. The Society Board of Directors suggests that a quorum be defined as 5 percent of a chapter's membership, or a minimum of five (5) members—whichever is greater—who are entitled to vote; i.e., Chapter members or Members At-Large (see below) in good standing.

The Society Bylaws provide Members At-Large (members without chapter affiliation) the right to vote for Delegates to the Society Convention at the ASPE Chapter nearest their place of residence or work by attendance or written ballot (see ASPE Bylaws).

### **MOTIONS**

Any chapter member entitled to vote may make a motion for consideration and membership vote. However, for any motion to be valid for further consideration, the motion must be seconded by a different member, who also must be entitled to vote. (Unless a motion has a second, the motion is considered to have failed and cannot be opened for discussion or vote.)

### **MEMBERSHIP DISCUSSION**

Prior to the voting for any valid, seconded motion, the meeting Chair (appointed by the President) must call for and allow discussion of the motion. Discussion continues until all members' concerns have been responded to and the discussion has ended, or it is stopped when and if a member, entitled to vote, "calls the question." When there is a call for the question, and a second, all further discussion is immediately suspended, and the entitled membership votes on whether or not to call the question—that is, to stop further discussion and take the official vote on the motion being discussed. If the entitled membership votes "yes," the question must be called (the motion must be voted on).

## **VOTING PROCEDURES**

At the conclusion of the discussion on a motion or after the close of the question, the Chair will call for the vote. The four (4) basic voting mechanisms for a chapter meeting are a voice vote, a show of hands, a written ballot, or an electronic vote. The Chair will advise the assembly of the type of vote that will be taken. However, the assembly has the right to direct the Chair as to the type of vote it wants taken.

### **VOICE VOTE**

In the simplest form, the Chair will ask for a voice vote. The Chair first will ask for all those present and entitled to vote who are in favor of the motion to signify their approval by responding "aye;" the Chair will then follow by asking all those opposed to so signify by responding "nay." If the Chair determines that there is an obvious "aye" or "nay" majority indicated by the voice vote, the Chair will declare the motion to have either passed or failed.

In the event the Chair is unable to definitively determine the outcome of a voice vote, the Chair may call for a second voice response or may advise the assembly of an alternate voting method (i.e., show of hands, written ballot, or electronic vote).

### **SHOW OF HANDS**

If the Chair determines that there is no clearly determined majority voice vote, or as an alternative to the voice vote, the Chair will ask for a "division of the house," that is, a show of hands. In the simplest form of the hand vote, the Chair will first ask for all those present and entitled to vote who are in favor of the motion to signify their approval by raising one hand, and a tally of the raised

hands will then be taken. The Chair will then follow by asking all those opposed to so signify by raising one hand, and another tally will be taken. When using a show of hands as the voting mechanism, at least two (2) people should be used to count hands, with each counter taking a separate tally of the hands showing.

### **WRITTEN BALLOT**

The written ballot, also called a secret ballot, often requires the Chair to provide additional directions to the voters. In its basic form, the Chair will instruct all those present and entitled to vote who are in favor of the motion to signify their approval by writing the word “yes” and all those opposed to so signify by writing the word “no” on the ballot paper, folding it, and passing the paper to the nearest aisle for collection. (Alternately, a paper ballot may be prepared in advance so that the voters need only check the preferred box.) When using a written ballot as the voting mechanism, at least two (2) people should be used to collect and count the ballots. Two (2) counts of the ballots should be made, with the tally results reported, in writing, to the Chair.

Although a written ballot may be used at any time, it traditionally is used only for those votes that are both critical and sensitive, such as a contested election for office.

### **MEETING ANNOUNCEMENTS**

The date, time, and place for every chapter meeting should be announced to the membership with as much advance notice as possible. The preferred solution is to publish a complete, annual meeting schedule in the chapter’s newsletter or website every month. In addition, each upcoming meeting should have a separate, featured announcement in the chapter’s newsletter or website immediately preceding the meeting (including date, time, and location of the meeting). To improve meeting attendance, it is important to provide the membership with as much advance notice as possible. (Some chapters use a telephone committee to call or email blast members to encourage attendance or to obtain an estimate of those members expected to attend a meeting.)

## **CHAPTER LIABILITY**

Whether it knows it or not, and whether it wants to be or not, every business organization, including ASPE chapters, is exposed to a certain amount of potential liability on a daily basis. However, the liability exposure for a chapter is relatively small, and with a little caution and some chapter officer awareness, what little exposure exists can be minimized.

For a chapter, the four (4) major areas of potential liability are meetings, trade shows or expositions (product shows, tabletop displays), social events, and publications.

### **COMMON-SENSE RULES**

Regardless of the potential liability, some general common-sense rules should always be followed.

- Never verbally, or in writing, denigrate, disparage, or attack another person, company, organization, product, or service.
- Do not make any verbal or written value judgments or comments, especially negative ones, about a person, company, organization, product, or service.
- Do not refer to, or name, specific products or brand names, especially in publications or written records.
- Do not copy or use photographs or artwork that have not been approved by the originator in writing.
- Never refer to a person, company, organization, product, or service in a negative manner or with derogatory language.
- Never conduct business in places that would place members or their guests at risk.

### **INSURANCE PROTECTION FOR CHAPTERS**

Insurance does not, in and of itself, offer a chapter any liability protection. Rather, the value of insurance is to offer some relief from the excessive costs of mounting a legal defense and the potentially crippling effects of a monetary judgment. Every chapter should consider purchasing some amount of liability insurance. (Consult with an insurance agent regarding proper policy limits.) Generally, the types of risk the chapter should insure against include the following.

#### **GENERAL LIABILITY**

This coverage is for the possibility that someone is hurt while attending a chapter sanctioned meeting, trade show, exposition, or other chapter event (e.g., picnic), although, for example, there is relatively little exposure to a chapter hosting a dinner meeting held in a restaurant.

#### **CONTENTS, FIRE, AND THEFT PROTECTION**

This coverage is for the possibility that equipment, possessions, important papers, or other materials and supplies are damaged or stolen. A chapter should, at a minimum, have this basic insurance to protect its materials and equipment, regardless of the location of the items. Do not assume that a homeowner’s policy offers the necessary protection for the materials and equipment of the chapter. Typically it does not, and a separate business policy is required.



### **TRADE SHOW GENERAL LIABILITY**

This coverage is for the possibility that an exhibitor or an attendee is hurt or otherwise injured while attending or participating in a chapter event. This specific insurance pertains to trade shows (product shows, tabletop displays, and the like) where there is a significant liability exposure. A commercial facility will typically carry insurance to protect itself but will not have coverage extending to the show producer or management (the chapter). Often, a facility (e.g., exhibit hall, hotel) will require the chapter to provide proof of insurance coverage before it will lease the space or permit a show to occur.

Most chapter expositions and trade shows (product shows) are significant revenue producers. Regardless, insurance is a cost of doing business and is the one expenditure a chapter cannot afford to be without. The cost for tradeshow general liability insurance is a function of the size of the show, number of exhibitors, show-floor activities, and the number of expected attendees. For the typical chapter event, insurance coverage would be minimal.

### **TRADE SHOW OR EVENT INCOME PROTECTION**

This coverage is for the possibility that an exhibition, trade show, or other event is canceled due to circumstances beyond the control of the managing organization. This insurance can be extremely expensive, and its cost is a function of revenue and expenditure expectations. Unless an event is a major revenue producer, the loss of which would create havoc or otherwise undermine the continued existence of the organization, few organizations contract for this type of insurance.

### **HOST LIQUOR INSURANCE**

This coverage is for the possibility that an attendee is hurt, on or off the premises, during or after attending a hosted chapter event at which alcoholic beverages were served. If an event is part of a chapter's program (where the chapter is understood to be the sponsor or instigator of the event), regardless of whether the chapter is providing the beverages at no cost or the attendee is paying (also known as a cash bar), the activity is termed a "hosted event," and the chapter is at risk.

Although all facilities are required to have host liquor liability insurance, the chapter also should have this coverage. This insurance is very inexpensive, (depending on the size and number of attendees) and is usually added as a rider to a general liability insurance policy.

### **PUBLICATION AND LIBEL LIABILITY INSURANCE**

This is a specialty insurance for organizations that have significant publishing programs. Although a chapter has very limited liability in this area, much depends on the content of the chapter newsletter and any other publication efforts.

This insurance usually can be added, is very inexpensive, and added as a rider to a chapter's general liability insurance policy.

Copyright and plagiarism coverage is often not included as part of a general publication insurance policy and may need to be purchased separately. Every effort should be made to avoid this in all chapter correspondence including newsletters and advertisements.

### **DIRECTORS' AND OFFICERS' LIABILITY INSURANCE**

This is specialty insurance for organizations that have provided indemnification to their officers. Generally, this insurance provides for the defense of the organization's directors and officers in cases of negligence and malfeasance. This insurance can be very expensive and is not recommended, or required, for the typical chapter.

### **INSURANCE PROTECTION FOR SATELLITES OF CHAPTERS**

Since a satellite is the responsibility of a chapter, it is up to the chapter to be sure the satellite chapters activities and events are protected by the chapter's insurance policy. Depending on available resources, at some point the chapter may request or require a satellite to obtain the necessary insurance protection on its own. However, it generally is less expensive to include a satellite, utilizing an umbrella policy or insurance rider under a chapter's insurance coverage.

### **INSURANCE PROTECTION FOR THE SOCIETY**

The Society provides all of the above types of liability insurance coverage for all of its programs and events, and a chapter is covered under the Society's insurance policies whenever an event is a chapter/Society collaboration (e.g., Technical Symposium, Convention, Exposition). In general, the Society's liability insurance does not cover chapter programs and events. A chapter is independently liable and, therefore, responsible for providing the necessary insurance.

# CHAPTER 6

## Chapter Leadership

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### CHAPTER OFFICERS

The chapter officers are the leaders within their respective Chapters, therefore it is mandatory that they maintain their membership status in good standing. In the event a chapter officer does not retain their status as a member in good standing, or the chapter officers change such that chapter officers become in violation of Schedule 1 of the Bylaws, the chapter dues rebates shall immediately be suspended until such time as the chapter comes into compliance with the Bylaws and the policies and procedures of the Society.

#### CHAPTER PRESIDENT

The office of President is the highest officer position in the ASPE chapter structure. The Chapter President is the leader of the chapter and has the responsibility for providing the chapter's guidance during their term of office. The Chapter President is responsible for:

- Organizing and managing an orderly, controlled, and informative chapter meeting, which will instill confidence and maintain the interest of current and potential chapter members
- Establishing the dates of, organizing, managing, and chairing the monthly meetings of the Chapter Board of Directors
- Calling emergency Board or chapter meetings or creating work sessions when it is deemed to be in the best interests of the chapter
- Appointing chapter Committee Chairs, appointing/approving committee members, and assigning special responsibilities to individual members
- Maintaining awareness of, and interest in, chapter activities. The President must judge when presidential intervention is required on behalf of the chapter's best interests.
- Sustaining interest in, and monitoring the progress of, chapter committees. Committee results and reports may ultimately affect the direction of the chapter and should be confirmed by a consensus of the assigned individuals.
- Accepting invitations to represent the chapter at other professional society functions, responding to speaking requests from schools or other organizations, and replying to public and private communications media. Proper exposure, visibility, credibility, and overall public relations are important for the Society to be recognized as an effective, viable, and professional organization. (A Chapter President does not, and may not, speak for the Society; they do however speak on behalf of the chapter.)
- Supporting the growth and continuation of the ASPE Education and Research Foundation. Regular funding from the chapters is an important element of funding for the Education and Research Foundation.
- Creating and preserving chapter meeting excellence. The Chapter President is the keeper of details and remembers the little things. For example, at chapter meetings the President:
  - a. Introduces new and potential members
  - b. Introduces first-time attendees and guests
  - c. Provides head-table identification placards
  - d. Recognizes past Presidents and Society officers in attendance
  - e. Recognizes individual achievements by members
  - f. Calls for moments of silence for deceased members
  - g. Announces milestones or special awards
  - h. Keeps members informed of chapter and Society activities
  - i. Displays the chapter's ASPE banner
  - j. Displays chapter awards from the Society at social functions
  - k. Curtails long speeches
  - l. Provides table centerpieces and gives them away at the end

- m. Provides a favor, small gift, or Certificate of Appreciation for guests
- n. Produces a memento-sized program
- o. Supplies place-cards
- p. Promotes the Ambassador program and coordinates with the Chapter VPM to choose a Chapter Ambassador or Ambassadors
- q. Maintains social media presence for the chapter
- Knowing the eligible activities that qualify and can be credited toward the Chapter Award of Merit program; verifying the chapter's monthly credit standing with the Society.
- Initiating, scheduling, controlling, and producing the chapter's annual report. The chapter annual report is a vital communication link with the Society and is the trigger for the renewal of the chapter's charter and the release of the membership dues rebate monies. The chapter, through its Board of Directors, should retain a copy of the annual report. Proper delivery of the annual report can be ensured by entering all data in the Chapter Annual Report system on the ASPE website.
- Maintaining and distributing the monthly newsletter or blog—the chapter's most valuable member-communication vehicle. The newsletter/blog offers the Chapter President an important distribution mechanism for chapter and Society information. The newsletter/blog offers valuable opportunities for increasing the visibility of ASPE, so newsletter distribution should be extended beyond the membership to include engineers, architects, contractors, inspectors, sales representatives, vendors, plant managers, other professionals, and professional-society chapters. Ensure that copies of the newsletter are distributed to the Society office, Region Director, and other regional chapters.
- Being cognizant of, and agreeing to support, the Society Bylaws and the policies and procedures of ASPE as established in the *Policy and Operations Manual*.
- Setting the tone for the chapter. If the President exudes confidence and optimism, the chapter will remain upbeat and forward moving. If the President is constantly complaining or expresses pessimism, the chapter membership may follow suit.
- Attending annual Chapter Presidents Region Meetings and/or Leadership Summit representing the chapter.
- Representing the chapter at ASPE's biennial Convention as the lead delegate. The President ensures that the delegate list is completed and sent to the Society in a timely manner. (The delegate list is the trigger required to receive delegate travel monies.)
- Writing articles for the Chapter newsletter/blog.
- Promotes the biennial Technical Symposium and encourages chapter members to attend.

The Chapter President should be innovative, unafraid of change, and continually striving to improve upon previous years' successes.

Each new Chapter President will be contacted by, and is expected to build an ongoing relationship with the Region Director, an important communication link between the chapter and the Society Board of Directors. The Region Director provides an invaluable service and is chapter-oriented; maintaining a monthly check-in with all chapters. He/she has an accumulation of Society information and chapter know-how, knows the answers to possible chapter situations, and acts as the chapters' spokesperson with the Society Board of Directors.

## VICE PRESIDENT, TECHNICAL

The Chapter Vice President, Technical is responsible for the planning, organizing, and directing of all technical activities and events of the chapter, which includes:

- Arranging the technical presentations for chapter meetings, including:
  - a. Establishing the technical presentations' subject matter (Vice President, Legislative may assist with appropriate topics)
  - b. Identifying and engaging technical speakers or webinars
  - c. Ensuring that technical presentations are non-proprietary in nature, even if that means the presentation must be halted
- Working with the Society Technical and Research Committee as needed for local or Society interests concerning technical matters
- Participating in the Society's Technical and Research Council (all Chapter Vice Presidents, Technical are members), including attendance at Council meetings held biennially at the ASPE Convention
- Submitting monthly meeting Chapter Program Evaluation Forms (form is available on Chapter Officers area of the ASPE website) to the Society for general distribution within 30 days of the monthly meeting.
- Preparing appropriate sections of the chapter's annual report
- Writing articles for the Chapter newsletter/blog
- Encouraging presenters to have their presentations approved for CEU/PDH credits
- Working with the Society to maintain and add to the database of technical presentations

The Vice President, Technical is the second highest-ranking officer of the chapter and must be familiar with the responsibilities of

the President, including familiarity with the Society Bylaws, policies, and procedures as established in the *Policy and Operations Manual*. In the absence of the Chapter President (e.g., illness, travel), the Vice President, Technical is responsible for acting in the capacity, and carrying out the duties, of the Chapter President.

In the event the Chapter President steps down from their role, or is removed from their role, the Chapter Vice President Technical shall assume all duties of the Chapter President until such time the chapter can hold an election for the next Board of Directors.

### **VICE PRESIDENT, LEGISLATIVE**

The Chapter Vice President, Legislative is responsible for:

- Planning and implementing chapter programs and projects relating to codes, ordinances, and municipal or state regulations that affect the membership
- Working with the Society's Vice President, Legislative and Legislative Committee, and providing chapter membership viewpoints for national-level codes, ordinances, regulations, and standards
- Acting as the liaison with code-writing and regulatory organizations and agencies, as necessary and desirable for the chapter's membership
- Reporting local code or legislative activities to the Chapter Board of Directors and to the Society office
- Participating in the Society's Legislative Council (all Chapter Vice Presidents, Legislative are members), including attendance at Council meetings held at the biennial ASPE Convention
- Preparing appropriate sections of the chapter's annual report
- Writing articles for the Chapter newsletter/blog

### **VICE PRESIDENT, MEMBERSHIP**

The Chapter Vice President, Membership is the membership administrator of the chapter. The Vice President, Membership, is responsible for:

- Maintaining an accurate roster of the chapter's members and notifying the Society of any discrepancies seen in the End of Month (EOM) roster provided by the Society
- Except when membership applications are submitted online, reviewing for completion, accuracy, and proper classification, applications for membership and applications for advancement of membership; also ensures that the appropriate fees and dues amounts are submitted with applications
- Working with the Society's Vice President, Membership, Membership Committee, and Manager of Membership, as necessary
- Establish a membership tracking system, including:
  - a. Planning and implementing membership recruitment programs
  - b. Membership retention
  - c. Implement a Chapter Ambassador program (coordinate with Chapter President)
  - d. Review Society monthly membership reports and proactively contact members on Final Notice & Revoke list
- Participating in the Society's Membership Council (all Chapter Vice Presidents, Membership are members), including attendance at council meetings held at the biennial ASPE Convention
- Preparing appropriate sections of the chapter's annual report
- Writing articles for the Chapter newsletter/blog

The Chapter Vice President, Membership also may be responsible for the planning, organizing, and conducting of all chapter social events.

### **TREASURER**

The Chapter Treasurer is the chief financial officer of the chapter. The Treasurer is responsible for:

- Collecting chapter funds and depositing monies received by the chapter (e.g., dues rebates, meeting fees, sponsorship monies)
- Disbursing chapter funds and paying chapter bills
- Overseeing chapter finances
- Maintaining chapter financial records
- Reporting, periodically, to the Board and to the chapter on the state of the chapter's finances
- Submitting quarterly financial reports to the Society office via the Chapter Administrative Secretary
- Preparing the financial report sections of the chapter's annual report
- Submitting/preparing any federal/state required tax returns/forms

### **ADMINISTRATIVE SECRETARY**

The Chapter Administrative Secretary is the record keeper for the chapter. The Administrative Secretary is responsible for the internal records of the chapter (i.e., records of chapter business), which includes:

- Keeping minutes of Board meetings, minutes of general membership meetings, attendance records, etc.
- Transmitting the required monthly reports to the ASPE office, including:
  - a. Board meeting minutes
  - b. General membership meeting minutes
  - c. Meeting attendance lists (sign-in lists)
  - d. Treasurer’s reports (prepared by the Treasurer)
  - e. Chapter newsletter or link to blog (prepared by the Newsletter Editor)
  - f. Technical Committee report (when applicable)
  - g. Education Committee report (when applicable)
  - h. Legislative Committee report (when applicable)

The Administrative Secretary, while not responsible for preparing all of these reports, is responsible for seeing that they are submitted, in a timely manner, to the Society office. The Administrative Secretary is responsible for preparing the appropriate section of the chapter’s annual report.

Required reports, such as the chapter and Board meeting minutes, and the Vice President, Technical, Vice President, Legislative, and Vice President, Membership reports may be published as part of the chapter newsletter/blog, which is an acceptable alternative to submitting the reports to the Society office.

### **CORRESPONDING SECRETARY**

The Corresponding Secretary is responsible for all intra-chapter correspondence and for communication with the Society office, which includes:

- Maintaining the chapter’s mailing list of members
- Working with the Vice President, Membership to maintain the chapter’s membership records
- Preparing, in conjunction with the Vice President, Membership, the official membership roster of the chapter and assist Vice President Membership in contacting members on Final Notice list
- Assisting with the mailing/emailing of the chapter’s newsletter or posting of the chapter’s blog
- Providing updated chapter information regarding officers, contact information, and meeting location to the Society
- Maintaining a link for the chapter’s website with the Society’s website

The Corresponding Secretary is responsible for preparing the appropriate section of the chapter’s annual report.

### **CHAPTER AYP LIAISON TO THE BOARD**

The volunteer’s responsibilities include:

- Collaborate with the chapter Vic-President, Membership to engage current members and potential engineers/designers
- Facilitate discussions about the industry as a young engineer, designer or affiliate
- Greet and network with AYP members at chapter functions with the Vice-President, Membership and/or the chapter Ambassador
- Target colleges in your area and inquire about starting an ASPE student chapter
- Provide updates to the local chapter Board of Directors regarding AYP activities
- Keep in direct contact with the Society-appointed AYP liaison to the Board and Region AYP Liaison.

The AYP Committee is looking for your help in recruiting a volunteer from each chapter to be the AYP liaison and help with the goals set forth by the AYP leaders. The ideal volunteer should meet the AYP criteria and be a current member of Society.

### **APPOINTED CHAPTER OFFICERS**

The Chapter President shall, in addition to the elected officers, have the right to appoint certain chapter officers, with the approval of the Chapter Board of Directors, for the good of the chapter.

All appointed positions except for the Newsletter Editor and Webmaster must be members in good standing. Appointed officers may include the following

#### **NEWSLETTER EDITOR**

The Newsletter Editor shall be responsible for the collection, preparation, and production of all material to be included in the chapter newsletter/blog. They also assist the Corresponding Secretary with the mailing of the chapter’s newsletter. (The publication of a monthly newsletter or blog is required of all chapters.)

#### **CHAPTER EDUCATION COMMITTEE CHAIR**

The Education Committee Chair shall be responsible for:

- Establishing, coordinating, and implementing the program of the chapter’s Education Committee
- Recommending Education Committee member appointments to the Chapter President
- Organizing and motivating the Chapter Education Committee
- Preparing regular reports to the Chapter Board of Directors and to the membership

## **BOARD OF GOVERNORS**

Although it is optional, it is highly recommended that a chapter establish a Board of Governors. The Board of Governors should consist of a minimum of three (3) members and be comprised of Chapter Past Presidents. The most recent Past President should serve as the Board’s Chair. Each new Past President would replace the longest-serving member of the Board of Governors.

A Board of Governors is created to provide a confident and stable image of continuity during the annual changes to the chapter’s Board of Directors and officers. In addition, a Board of Governors is able to provide general assistance to the incumbent Board of Directors:

- Assist with long-range chapter planning
- Provide assistance to Chapter Board members
- Provide assistance in the technical programs

The Board of Governors, working under the aegis of the Chapter Board of Directors, should be granted special rights and privileges so that it may maintain a workable and active participation within the chapter.

The Board of Governors should also be considered for participation as Chapter Ambassadors.

## **INSTALLATION OF CHAPTER OFFICERS**

The following sample script may be used to install the chapter’s new officers. Chapter officer installation traditionally occurs at a chapter’s Officer Installation Night program, held immediately following, or shortly after, chapter officer elections.

Traditionally, the chapter installing officer will be either the outgoing Chapter President or the most immediate chapter Past President available and able to perform the installation. The Chapter President may request a visiting dignitary, such as a Region Director or a Society officer, to perform the officer installation. The chapter officer installation immediately follows the outgoing Chapter President’s remarks.

### **SAMPLE SCRIPT FOR INSTALLING OFFICERS**

“It is now my privilege to install the (Name of Chapter) chapter officers for the coming year. Members of the (Year) (Name of Chapter) Chapter Board of Directors, please step forward when I call your name.

- President (Name of incoming Chapter President)
- Vice President, Technical (Name of incoming Chapter Vice President, Technical)
- Vice President, Legislative (Name of incoming Chapter Vice President, Legislative)
- Vice President, Membership (Name of incoming Chapter Vice President, Membership)
- Treasurer (Name of incoming Chapter Treasurer)
- Administrative Secretary (Name of incoming Chapter Administrative Secretary)
- Corresponding Secretary (Name of incoming Chapter Corresponding Secretary)
- Include any additional elected officer positions in a similar manner

“Officers-elect: I will now read the ASPE Chapter Officer Pledge of Installation. As soon as I have finished reading the statement, please signify your acceptance by responding, ‘I Do.’

“Do you pledge to faithfully perform your duties as an officer of the American Society of Plumbing Engineers (Name of Chapter) Chapter Board of Directors, in accordance with the Society Bylaws and its policies and procedures, to maintain the ethics of a chapter and Society officer, and to commit yourself to uphold the principles and carry out the mission and goals of the chapter and the Society, to the best of your ability?

“Please signify your acceptance by responding, ‘I Do.’

“In my capacity as Installing Officer, I hereby install each of you as officers of the American Society of Plumbing Engineers (Name of Chapter) Chapter Board of Directors.

“Congratulations!”

# CHAPTER 7

## Chapter & Satellite Reports

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Each ASPE chapter and satellite of a chapter has a responsibility to communicate with the Society officers on a regular basis. Part of this communication process is the requirement for each chapter and satellite of a chapter (to be included with sponsoring chapter's report) to regularly submit a monthly report and a chapter annual report to the Society. These reports are distributed to the appropriate Society officers and the Region Director, who have the responsibility of monitoring the health, activities, and progress of each chapter as well as overseeing membership satisfaction and continued professional excellence.

### MONTHLY REPORTS

The chapter is required to submit the following items:

- Chapter Program Evaluation:
  - Online submission via the [aspe.org](https://aspe.org) website for each technical event
  - Information will include: attendance numbers
  - Evaluation of the speaker/presenter
- Monthly treasurer's report shall be provided to the Society Treasurer elect ([aspetres@aspe.org](mailto:aspetres@aspe.org)) as well as Regional Director
- Monthly chapter report of Regional Director ([asperXdirector@aspe.org](mailto:asperXdirector@aspe.org), X=1-5, depending on region)
- Minutes from chapter board meeting
- Copy of the chapter's monthly newsletter or any other regular membership communication (such as Facebook, LinkedIn, online blog, etc.)
- Minutes of any special Chapter Board or general membership meeting
- Copy of any chapter committee's meeting minutes or monthly reports as submitted by the Committee Chair
- Copy of all chapter correspondence that pertains to the Society's business, programs, or services
- Copy of any report of special material sent to the chapter membership (e.g., Chapter Membership Directory, special code or legislative report)
- Copy of any other special or regular report produced in the filing month

A chapter may incorporate regular monthly committee reports into its regular monthly newsletter, Facebook page, LinkedIn page, online blog, etc.

### SATELLITE OF A CHAPTER REPORTS

A satellite of a chapter is required to submit all of the same reports and forms the Society requires of a chapter. However, the forms are to be submitted directly to the chapter and Regional Director. It is the chapter's responsibility to include the information regarding its satellite(s) as part of its reports to the Society office. A satellite may use the chapter forms in this section by checking the appropriate box on the front of each form.

### CHAPTER ANNUAL REPORT

The chapter annual report is required by the Society Bylaws to be submitted to the Society office as required by Bylaw 14.6. The Board has greatly simplified the annual report. The Board and the Region Directors require that the chapters submit their annual reports on the official Society online "End Of Year" reporting system.

### ANNUAL REPORT OBJECTIVES

- Provide a comprehensive record of chapter activities during the preceding year.

- Standardize the chapter reporting process to the Society.
- Provide the Society Board of Directors with the material required for review and approval for the annual renewal of the chapter charter. Charter renewal is required for a chapter to qualify for, and receive, the quarterly dues rebates, and to have delegate representation at the biennial ASPE Convention.
- Provide the necessary information for establishing eligibility for and granting the Chapter Award of Merit.

## **ANNUAL REPORT RESPONSIBILITY**

The current Chapter President has overall responsibility for the preparation and submittal of the chapter annual report. Each chapter officer is responsible for assisting the Chapter President with the information necessary for his/her respective portion in the preparation of the chapter annual report document.

## **ANNUAL REPORT PREPARATION**

All chapter officers should familiarize themselves with the basic chapter annual report form to provide the necessary information to the Chapter President who is responsible for filing the chapter annual report in a timely manner. Region Directors shall provide a reminder of the due date no less than thirty (30) days prior to the regional meeting, except for the Treasurer’s report, which is to be submitted by July 15th (to finalize the financial books and records for the close of the fiscal year as of June 30).

All chapter officer reports have been combined so only one form is required for the chapter annual report. There is a separate form for the Chapter financial report. The chapter annual report form is to be completed online, and all parts of the form require response.

The digital submittal of the form using the online annual report form will serve, and be accepted, as a signed submittal.

## **ANNUAL REPORT DISTRIBUTION**

Both the main chapter annual report and the Treasurer’s report are required to be prepared.

## **ANNUAL REPORT FORMAT**

The chapter annual report shall consist of the following sections:

- Incoming Chapter Officers
- Chapter Annual Activities
- Chapter Award of Merit
- Treasurer’s report in digital format, utilizing the Society’s Excel spreadsheet (uploaded as a PDF copy on Society’s online “End Of Year” reporting system).
- Copies of Chapter’s federal and state tax filing forms

(Note: Chapter annual report and Treasurer’s report shall be submitted utilizing Society’s online “End Of Year” reporting system.)

## **ADDITIONAL NOTES TO THE TREASURER’S REPORT**

- Reporting dates are the accounting period July 1 to June 30.
- Income and expenditure categories are generalized. Add, modify, delete, and adjust the categories to meet chapter’s reporting needs.
- Ensure that both the current and outgoing Treasurer and the President have signed this report (for the past year and the current year).
- Double-check the figures—mathematical mistakes are the primary cause for approval of the annual report to be delayed.
- Ensure that the correct tax identification number is included on the Treasurer’s report.
- Note: The beginning cash-on-hand balance must match the ending cash-on-hand balance from the previous year’s report.
- The Treasurer’s report is designed to help the chapter file IRS tax form 990T or 990EZ for unrelated business income, if required.

## **CHAPTER OFFICERS ROSTER**

The chapter officers roster should be coordinated and submitted with the chapter annual report. New chapter officer rosters are due at the end of May. Electronic chapter officer rosters completed within the online “End Of Year” reporting system are now acceptable as part of the annual reporting process.

## **CHAPTER FEDERAL AND STATE TAX FILINGS**

The chapter treasurer should be sure to include copies of the submitted chapter’s federal and, if appropriate, state tax filings.



## SAMPLE CHAPTER NEWSLETTER CONTENT

### MEETING NOTICE

- Date: (Month, Day, Year)  
Place: (Give directions; show map)  
Agenda: (Adjust times for luncheon or dinner event)  
Social Hour: List social hour start time. (Describe: e.g., 2-for-1 drinks, hors d'oeuvres, free beer!)  
Lunch or Dinner: List lunch or dinner start time. (Provide cost, show menu, especially if there's a choice)  
Meeting: List meeting start time.  
Speaker: List program start time. (Provide approximate program length)  
Meeting: Describe the upcoming membership meeting. Create curiosity!
  - Get member attention: Current industry, Society or chapter concerns, upcoming Society programs, fee changes, program changes
  - Create controversy: Code changes, Bylaw changes, election of officers, policy or procedural votesProgram: Describe the upcoming technical program. Build interest!
  - Summarize the technical topic
  - Provide speaker credentials
  - Indicate any current controversies, upcoming legislation, state or local regulations; showcase new technology
  - Describe (and have) related equipment or tabletop displayReservations: Describe method of meeting reservation confirmation.  
Contact Person: Provide the name, email address and phone number of the person to contact for more information or to make reservations.

### PRIOR MEETING

Summarize the last meeting and technical program. Highlight major interest items and feature individuals when possible. (Everyone likes to see his/her name in print.) Include pictures when possible. Make members feel as though they missed something important.

### FUTURE MEETINGS

Start generating interest in future meetings as early as possible. Provide the meeting schedule and locations (if different from the regular, known place) and start promoting technical subjects, speakers, and meeting controversies (if appropriate).

### NEW MEMBERS

Provide a regular place to list new members. If space permits, include a short biography and a picture.

### CHAPTER OFFICER MESSAGES AND REPORTS

Each officer should have a regular space reserved to provide an ongoing report of chapter and Society activities, upcoming issues, and the resolution to previous concerns. An officer need only write a paragraph or two in each issue; the key is to show activity and visibility and to build credibility and interest. At a minimum, the officers who should have a regular report include the President; Vice President, Technical; Vice President, Legislative; and Vice President, Membership.

### SPECIAL NOTICES

A regular column that provides items of special interest to the membership will be much appreciated. Code contact information, new licensing requirements, CEU credit requirements, upcoming deadlines, new code and legislative initiatives, specific engineering data, special technical seminars and workshops, and the like are all of interest to plumbing engineers, designers and associated industry members.

### CONTACT INFORMATION

Include the names and communication links for appropriate contacts regarding chapter membership, events, and activities. At a minimum, contact information for the President, Newsletter Editor, and Vice President, Membership should be included. Show their e-mail address.

### COPYRIGHTED CONTENT

Chapters are cautioned to be careful NOT to include any copyrighted content (pictures, articles, etc.) in newsletters without express written consent of the content creator. Copyright is an automatic right and does not require the author to file special paperwork. Copyright does not apply to works in the public domain; words, names, slogans or short phrases (those may have protection in trademark law); blank forms; works that are not original; and government works. If in doubt, do NOT use downloaded content.

## CHAPTER CORRESPONDENCE

### GENERAL CORRESPONDENCE PROCEDURE

**Business Practices:** All chapter correspondence shall be prepared in accordance with standard business practices and follow standard business procedures. Chapter letterhead should be used for all official chapter correspondence. Use of the ASPE logo must conform to ASPE's guidelines as detailed in Chapter 1 of the *ASPE Policy & Operations Manual* and in ASPE's Logo Usage and Guidelines, dated July 1, 2013.

**Society Business Correspondence—Copies to the Office:** A copy of all chapter correspondence to the Society Board, Society officers, and Society committees shall be sent to the Society office for inclusion in the files, unless the original correspondence was sent to the Society office for direct distribution.

### CHAPTER BUSINESS-COMMUNICATION MATERIALS

Each chapter is responsible for designing and printing its own organization identification and business-oriented materials, such as stationery/letterhead, envelopes, business cards, business forms, and other chapter business-communication materials.

### PRINTED CHAPTER MATERIALS—REQUIREMENTS

All chapter material must clearly indicate the name of the chapter whenever the ASPE logo, acronym ASPE, or the full name American Society of Plumbing Engineers is used.

### CHAPTERS NOT AUTHORIZED...

All printed chapter material incorporating the ASPE logo or using the acronym ASPE or the full Society name American Society of Plumbing Engineers must prominently include and display the statement "Chapters are not authorized to speak for the Society."


## SOCIETY STATIONERY AND OTHER PRINTED MATERIAL

The only ASPE members authorized to use Society letterhead and other printed Society business materials are the Society Board of Directors and such other Society officers, chairs, or staff as authorized by the Board. Individuals authorized to use Society letterhead shall not use their company's or personal letterhead for official Society matters.

Chapter officers are not authorized to use Society letterhead or other printed Society business materials and are to use chapter business materials and letterhead for correspondence and other chapter business.

### SAMPLE CHAPTER LETTERHEAD

A chapter is free to design whatever style letterhead and other materials it wants. (However, the ASPE logo must be used as shown and may not be modified.) The following is a sample of the basic requirements for chapter letterhead (size reduced to fit page).

	American Society of Plumbing Engineers <i>Chapters are not authorized to speak for the Society</i>
	ALABAMA Chapter Chapter Street Address   City, State, Zip Telephone Number   E-mail address

# CHAPTER 8

## Society Committees

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### **SOCIETY STANDING COMMITTEES, SPECIAL COMMITTEES, SUBCOMMITTEES, AND WORKING GROUPS**

Society committees are appointed to perform specified duties in a specific area of Society interest and consist of standing committees (required by ASPE Bylaws), special committees, subcommittees, and working groups. Committee and Working Group Chairs are appointed by the Society President and are responsible for the conduct of the committee's or working group's business. The Board of Directors shall prescribe the qualifications and approve the members of all standing committees, special committees, subcommittees, and working groups. The President may create special committees, subcommittees, and working groups as may be necessary.

All committee and working group members are required to submit a committee member application and a conflict of interest statement (found later in this section).

A standing committee, special committee, subcommittee, or working group is commonly defined as “a person or group of persons appointed to perform some service or function, as to investigate, report on, or act upon a particular matter” of interest to the Society.

Society standing committees, special committees, subcommittees, and working groups consist of volunteer ASPE members (except the Affiliate Advisory Committee, which may include nonmember exhibitors who showcase their products / services at the biennial Exposition). These standing committees, special committees, subcommittees, and working groups have been created to promote the profession of plumbing engineering through the development of technical data, to provide for the education of engineering students, plumbing engineers and designers, to provide input into code writing and legislation, to increase Society membership, and to perform various other specific duties related to ASPE programs, projects and initiatives.

#### **APPOINTMENT OF SOCIETY STANDING, SPECIAL, SUB COMMITTEES AND WORKING GROUP CHAIRS**

Committees and Working Groups of the Society shall consist of standing committees, as defined by the Bylaws, and special committees, subcommittees, and working groups. Unless otherwise provided herewith, the Society's President shall appoint standing committee Chairs or create special committees (Bylaw section 10.2), subcommittees, and working groups as required.

#### **CHAIR RESPONSIBILITIES**

- Reach out to respective committee (standing committee, special committee, subcommittee, or working group) to determine dates and times for meetings or calls.
- Work with the members to establish material for meeting or call agendas.
- Prepare applicable agenda and distribute in advance of actual meeting or call for review.
- Prepare minutes from all meetings or calls.
- Request that all members assist in preparing minutes by taking notes.
- Once completed, distribute meeting or call minutes to members as soon as possible.
- Interact with the members on a regular basis in addition to meetings or calls.
- Assist members in the efforts to achieve all goals established by providing input and support of said initiatives.
- Prepare and distribute applicable reports to the Society President.
- Perform other functions as may be required by the Society President or Board of Directors.

#### **TO BE A CANDIDATE FOR A COMMITTEE OR WORKING GROUP**

To be considered to serve on a Society committee or working group, interested candidates must make their intentions known to the Society President, any other Society Board Member or the current Chair of the committee or Working Group and be willing

to fulfill the duties of a Committee or Working Group member. This includes but is not limited to participating regularly in Committee or Working Group conference calls, attending Committee or Working Group meetings at the Technical Symposium and the Convention (provided the Committee or Working Group Member is attending these biennial events) completing assigned tasks in a timely fashion to keep Committee or Working Group initiatives and projects moving.

### **THE PROCESS**

The Society President shall appoint person or persons to serve in a consulting capacity to any Society standing or special committee (Bylaw section 10.3), subcommittee or working group.

The Society's Board of Directors shall prescribe the qualifications for committee or working group members. The Society standing committee or working group chairs nominate committee or working group members for approval by the Society's Board of Directors (Bylaw section 10.4).

The Society President shall appoint the chair of standing committees, special committees, subcommittees, and working groups.

### **SOCIETY COMMITTEE AND WORKING GROUP REPORTS**

The Society's standing, special, sub committees, and working group, Chair shall provide minutes of each meeting to the Society President and Executive Director / CEO within thirty (30) days of each committee or working group meeting. ASPE may withhold or delay expense reimbursement to the chair and/or the committee or working group members until the committee or working group minutes have been submitted to the Society President and Executive Director / CEO.

Meeting Minutes are required for use by the Society committee or working group chairs to maintain tasks / assignments, an up to date list of Committee or working group members, and their contact information.

### **SOCIETY STANDING COMMITTEES**

The Society Bylaws identify twelve (12) standing committees. These standing committees are to consider functional matters and to advise the Society's Board of Directors on matters directly related to each standing committee's purpose. All standing committees shall report to the Society Board of Directors quarterly.

### **TECHNICAL AND RESEARCH COMMITTEE**

The Society Technical and Research Committee shall formulate programs to advance the technical skills, qualifications, and proficiency of the members of the Society, provide for appropriate research in the field of plumbing engineering, oversee the accumulation and dissemination of technical information, and coordinate the Society's cooperative technical efforts with related plumbing-engineering organizations.

#### **Committee Composition and Responsibilities**

- The committee shall report to the Society Board of Directors, through the Society Vice President, Technical.
- The Society's Vice President, Technical shall nominate potential candidates for the position of the Chair of the Technical and Research Committee, who is then appointed by the Society President.
- The committee shall be comprised of at least the Society's Vice President, Technical; the Society's Director of Publications and Standards and two (2) at-large members representing each of the ASPE regions—one of which shall be the Chair. The Society's Executive Director / CEO shall serve as an advisor to the committee. The Technical and Research Committee shall be responsible for the administration of the Society's technical programs.
- The Technical and Research Committee shall assist the Society's Vice President, Technical and the Society Board of Directors in the short and long-range planning of the technical programs, publications, information collection and dissemination, and other technical aspects of the Society.
- The committee shall be responsible for the review of technical issues of concern to the Society Board of Directors, review and implementation of technical programs, review of available research data for inclusion in ASPE publications, and writing and/or reviewing all official Society technical publications.
- The Chair of the committee shall prepare an annual report to be disseminated to the Society Board of Directors and to the Technical Council at the biennial Convention.

#### **Committee Operations and Procedures**

- The Technical and Research Committee shall meet at least quarterly via conference call and at least once annually, at the Convention and Technical Symposium.
- Policies and directives issued by the Technical and Research Committee shall be in writing, to the President and the Society Board of Directors. The Society Board of Directors shall determine which policies and directives should be implemented, published, or issued.
- The committee shall act as a technical resource to the Society's Vice President, Technical; Vice President, Education; Vice

President, Legislative; the Vice President Technical Council; and the Society's Director of Publications and Standards.

- The Chair of the Committee shall report to the Society Board of Directors and to the Vice President Technical Council quarterly and at the biennial Convention and Technical Symposium.
- The Technical and Research Committee shall review and edit the technical publications of the Society. It shall also assist the Society's Director of Publications and Standards in the review, preparation, and assimilation of technical materials prior to publication.

### **LEGISLATIVE COMMITTEE**

The Society Legislative Committee shall assemble information and material to be used to clarify or resolve matters pertaining to codes, ordinances, and legislation. The Legislative Committee shall provide its advisory services to chapters, other associations, and government agencies involved in writing or enacting codes and legislation.

#### **Committee Composition and Responsibilities**

- The committee shall report to the Society Board of Directors, reporting through the Vice President, Legislative.
- The Society's Vice President, Legislative shall nominate potential candidates for the position of the Chair of the Legislative Committee, who is then appointed by the Society President.
- The committee is comprised of the Chair, the Society's Vice President, Legislative; the Society's Executive Director / CEO, Society's code liaisons; and one (1) at-large member, representing each of the ASPE regions, who are members of the engineering community and whose expertise would enhance the quality of the Society's legislative efforts.
- The committee shall plan and administer the Society's code and legislative programs.
- The Legislative Committee shall review all model plumbing code changes and comment on them where appropriate.
- The committee shall stay apprised of code and legislative activities as they may affect the Society and its membership.

#### **Committee Operations and Procedures**

The Legislative Committee is to work with the chapters and state, national, and model code groups and authorities toward uniformity, simplification, and clarification of codes. The committee shall:

- The Legislative Committee shall meet at least quarterly via conference call and annually, at the biennial Convention and Technical Symposium.
- Policies, position statements, and directives issued by the Legislative Committee in writing, to the Society President and Society Board of Directors. The Society Board of Directors shall determine which policies, position statements, and directives should be implemented, published, or issued.
- Clarify controversial or confusing portions of codes by sending questionnaires to various governmental entities on topics that, in the past, have caused problems or were not clear. Replies are to be published and distributed among the Society members.
- Review suggestions for code changes emanating from the Society's members or chapters. Membership questionnaires may be used to provide clarification and consensus. In proposing code changes, the committee's/Society's intent should be to include engineering principles and to improve conditions for the public benefit. The Society shall strive to achieve a uniform code interpretation among administrative authorities.
- Appoint Society and committee members to serve on state government and code organization committees. Plumbing engineers are able to contribute constructive advice and information to assist administrative authorities and industry organizations in developing mutually effective codes.
- Maintain liaisons with all code bodies and organizations to provide engineering input into the decision-making process and to review proposed code changes before they are adopted.

### **MEMBERSHIP COMMITTEE**

The Society Membership Committee shall aid the chapters and the Society in the recruiting of new and the retention of existing members.

#### **Committee Composition and Responsibilities**

- The committee shall report to the Society's Board of Directors, through the Vice President, Membership.
- The Society's Vice President, Membership shall nominate potential candidates for the position of the Chair of the Membership Committee, who is then appointed by the Society President.
- The committee is comprised of the Chair and at least the Society's Vice President, Membership and two (2) members representing each of the ASPE regions—one of which shall be the Chair. The Society's Executive Director / CEO shall serve as an advisor to the committee.
- The Region representatives shall be drawn as follows: one (1) from the Affiliate membership of the region and one (1) from all other membership categories.
- The committee's membership may be selected from nominations submitted to the Society's Board of Directors from the committee chair, who in turn shall solicit nominations from the regional chairs.
- The primary function of the committee shall be the retention and recruitment of Society members.

### **Committee Operations and Procedures**

- The Membership Committee shall meet quarterly via conference call and once annually, at the biennial Convention and Technical Symposium and as needed via conference call.
- Policies and directives issued by the Membership Committee shall be in writing, to the President and the Society Board of Directors. The Society Board of Directors shall determine which policies and directives should be implemented, published, or issued.
- The committee shall assist the chapters and the Society through the development of programs that are intended to improve membership retention and increase membership and attendance at chapter meetings.

### **EDUCATION COMMITTEE**

The purpose of the Education Committee is to formulate a curriculum for educational programs that are presented at the biennial Technical Symposium and Convention. In addition, they shall develop technical topics for all educational programs for the Society.

#### **Committee Composition and Responsibilities**

- The committee shall report to the Society Board of Directors, through the Vice President, Education.
- The Society's Vice President, Education shall nominate potential candidates for the position of the Chair of the Education Committee, who is then appointed by the Society President.
- The Committee is comprised of the Chair including the Society Vice President, Education; the Society's Manager of Education & Certification, Technical Symposium Chairs; Convention Chairs; and at least one (1) member representing each of the ASPE regions. The Society's Executive Director / CEO shall serve as an advisor to the committee.
- The Education Committee shall:
  - a. Assist in the development of educational programs.
  - b. Assist in establishing plumbing-engineering course outlines.
- The Education Committee shall review:
  - a. Educational issues of concern and bring them to the attention of the Society Board of Directors
  - b. Educational programs and seminars
- The Education Committee shall assist the Society's Vice President, Education and the Society Board of Directors in formulating short and long-range educational planning for the Society.
- The committee shall call upon recognized professional educators and technical advisors as necessary to meet the committee's goals and objectives.

### **Committee Operations and Procedures**

- The Education Committee shall meet via conference call quarterly and least once annually, at the Convention and the Technical Symposium
- Policies and directives issued by the Education Committee shall be in writing, to the Society President and the Society Board of Directors. The Society Board of Directors shall determine which policies and directives should be implemented, published, or issued.
- The committee shall act as a educational resource to the Society's Vice President, Education; the Vice President Technical Council; and the Society's Manager of Education & Certification.
- The Chair of the Committee shall report to the ASPE Board of Directors and to the Vice President Technical Council at each biennial Convention.

### **CONVENTION AND EXPOSITION COMMITTEE**

The Convention and Exposition Committee shall be responsible for planning the Society's biennial Conventions and coordinating the Convention and the Exposition.

#### **Committee Composition and Responsibilities**

- The committee shall report to the Society Board of Directors through the Society's Vice President, Education and the Education Committee.
- The Convention and Exposition Committee shall consist of the Convention Chair; the Convention Vice-Chair; the Society's Vice President, Education; the Society's Vice President, Technical; the Society's Manager of Education & Certification, and members of the engineering community whose expertise would enhance the quality of the education and professional development programming. The Society's Executive Director / CEO shall serve as an advisor to the committee.
- Policies and directives issued by the Convention and Exposition Committee shall be in writing, to the President and Society Board of Directors. The Society Board of Directors shall determine which policies and directives should be implemented, published, or issued.

### **Committee Operations and Procedures**

- The committee shall issue a call for presentations and papers to the membership, professional educators, and other members

of the engineering community.

- The Convention and Exposition Committee shall prepare a list of proposed seminars and workshops to the Vice President, Education and the Education Committee for review and approval.
- The committee shall review the proposed scheduling and planning of the Convention programming, review speaker information and their presentations.
- The committee shall call upon recognized professional educators and technical advisors as necessary to meet the committee's goals and objectives.

#### **TECHNICAL SYMPOSIUM COMMITTEE**

The Technical Symposium Committee shall be responsible for planning the Society's Technical Symposia and coordinating with the local chapter (if appropriate) for the contiguous conduct of the chapter's regular annual technical exposition.

##### **Committee Composition and Responsibilities**

- The committee shall report to the Society Board of Directors, through the Society's Vice President, Education and the Education Committee.
- The Technical Symposium Committee shall consist of the Chair; the Society's Vice President, Education; the Society's Vice President, Technical; the Society's Manager of Education & Certification and members of the engineering community whose expertise would enhance the quality of the educational and professional development programming. The Society's Executive Director / CEO shall serve as an advisor to the committee.
- Policies and directives issued by the Technical Symposium Committee shall be in writing, to the Education Committee, the Society Board of Directors. The Society Board of Directors shall determine which policies and directives should be implemented, published, or issued.

##### **Committee Operations and Procedures**

- The committee shall issue a call for presentations and papers to the membership, professional educators, and other members of the engineering community.
- The Technical Symposium Committee shall prepare a list of proposed seminars and workshops to the Vice President, Education and the Education Committee for review and approval.
- The committee shall review the proposed scheduling and planning of the Technical Symposium programming, review speaker information and their presentations.
- The committee shall call upon recognized professional educators and technical advisors as necessary to meet the Technical Symposium Committee's goals and objectives.

#### **PLUMBING ENGINEERING DESIGN HANDBOOK COMMITTEE**

The *Plumbing Engineering Design Handbook* Committee shall be responsible for coordinating *and reviewing for technical accuracy* the material to be published in the *Plumbing Engineering Design Handbooks*.

##### **Committee Operations and Procedures**

- At least two years prior to the Volume being revised, Staff and the Board of Directors shall start looking for a volunteer to Chair the committee.
- The Committee Chair shall find volunteers within his/her Chapter or local industry to revise each chapter in the book. The Chair shall be the primary liaison between Staff and the volunteer editors.
- The Committee Chair shall establish deadlines under the guidance of Staff to ensure that all chapters are revised in a timely manner.
- Volunteer editors shall review the copy, graphics, and tables in the chapter to which they were assigned to ensure that all are accurate and up-to-date. They also shall add any new information and remove any outdated information.
- After the edits have been incorporated into the text and reviewed by the Technical & Research Committee, the Committee Chair and volunteer editors shall double-check the proof to ensure that it is correct and to make any final revisions.

#### **LONG-RANGE PLANNING COMMITTEE**

The Long-Range Planning Committee shall make the necessary studies and prepare for the Society Board of Directors long-range planning, recommending goals, objectives, and activities for the Society that, in the opinion of the committee, would affect the future welfare and growth of the Society.

##### **Committee Composition and Responsibilities**

- The Long-Range Planning Committee Chair shall be appointed by the President with the approval of the Society Board of Directors. The committee shall be comprised, minimally, of the following ASPE members: a Society Past President, one member of the current Board of Directors, one Region Director, and at least one (1) member from each of the ASPE regions—one of which will be the appointed Chair.
- The committee shall develop, revise, and be responsible for implementation of the Society's long-range plan.

## **Committee Operations and Procedures**

The committee's long-range plan objectives shall include the integration of:

- Program Goals and Objectives—This plan shall include defining the overall goals and specific objectives regarding the termination, expansion, enhancement, and creation of membership programs, products, services, and activities. The general direction of the Society should be examined within the context of a five (5) year period. Program objectives must include the appropriate consideration of the effects on the Society's resources, including financial, staff, facilities, technology, volunteer manpower, and asset creation and deletion.
- Implementation Strategy and Action Plan—This plan shall include a strategy for the implementation of the termination, expansion, enhancement, and creation of membership and other programs, services, and activities, including a specific action plan for each defined objective.
- Resource Access, Availability, and Allocation—This plan shall include an examination and evaluation of alternative resource allocations, including the development of strategic alliances. Each program and activity should be evaluated in terms of the creation, generation, and depletion of available Society resources. Programs, services, and activities must be viewed in terms of the current and immediate foreseeable framework of Society finances and operations, but also may be examined considering a futurist concept of a growing, evolving, and dynamic organization.
- Long-Range Plan Report—This report shall include specific recommendations that have been prioritized depending on feasibility, need, and importance to the Society's membership and the availability of Society resources.

## **BYLAWS COMMITTEE**

The Bylaws Committee shall be responsible for the review of the Bylaws of the Society, proposal of changes to the Society Board of Directors, and review of amendments and comments proposed by the membership. The committee shall consist of a Chair and other Society members, including one (1) representative from each of the Society's regions, appointed by the Society President with the approval of the Society Board of Directors.

### **Committee Operations and Procedures**

- One-hundred twenty (120) days prior to the biennial Convention, the Bylaws Chair (and, as directed, the Society staff) shall collect and collate Society Bylaws amendments proposed by the membership and the Society Board of Directors. A complete set of all proposed amendments shall be distributed to each member of the Bylaws Committee and to the Society's Board of Directors.
- Not later than forty-five (45) days prior to the biennial Convention, the Society's Executive Director / CEO shall distribute the proposed Bylaw amendments, with the Bylaws Committee and the Society Board of Director's recommendations, to Chapter Presidents for distribution to chapter Business Meeting Delegates. The Bylaw amendments shall be published by the Society utilizing electronic media for distribution to ASPE members in accordance with the Society Bylaws.

## **FINANCE COMMITTEE**

The Finance Committee shall recommend fiscal policy, prepare the draft annual budget, establish investment objectives, and perform long-range fiscal planning. The committee is comprised of the Society Executive Director / CEO; Society President; Society Vice President, Technical; Society Treasurer at a minimum. The Society President may appoint one additional Society Board member to the Committee at their discretion.

## **NOMINATING COMMITTEE**

The Nominating Committee shall be responsible for reviewing the list of candidates that submitted an application and prepare the official candidate ballot that is to be presented to the membership at the biennial Business Meeting. The official candidate ballot shall include the names of all applicants that meet the qualifications for the position they are seeking per the requirements of the Society's Bylaws.

### **Committee Composition and Responsibilities**

- The Nominating Committee consists of five members minimum: one member elected by each of the Society's regions (at the regional President's meeting immediately following each Convention).
- The Nominating Committee Chair shall be the most recent Past Society President willing, able, and available to serve.
- Nominating Committee members may not run for Society office in the years they are serving on the committee.
- The Nominating Committee shall solicit candidates for each elected Society position and review all applications for every Board position.
- The Committee shall interview all candidates to determine if they are qualified to hold the Board position that they are seeking. If the Committee does not feel the candidate is qualified to hold the position they are interested in, they may recommend that the candidate run for a different position.
- Based on the information gathered during the interview process of each candidate, the Committee shall prepare the official candidate ballot which includes the names of all applicants that meet the qualifications for the position they are seeking.
- The Chair of the Nominating Committee shall present the official candidate ballot to the Delegates at the biennial Business Meeting.



## **CREDENTIALING COMMITTEE**

(During the 2018 Convention & Expo, held in Atlanta, Georgia, the delegates voted for the *Certified Plumbing Design Committee* name to be changed to the *Credentialing Committee*.)

The committee shall be responsible for the design, maintenance, implementation, processes, and procedures of testing, certifying, and re certifying program for plumbing engineers and designers. In addition, they shall oversee any outside resource that may be used to validate the test, its policies, and the test results.

### **Composition and Responsibilities**

- The Credentialing Committee shall consist of a Chair who is appointed the Society President, at a minimum. The Society President may appoint additional Committee members at their discretion.
- The committee shall be under the direction of the Society's President.
- Policies, procedures, modifications, changes, suggestions, and directives that are issued by the Credentialing Committee shall be in writing, to the Society President and the Society Board of Directors. The Society Board of Directors shall determine which policies, procedures, modifications, changes, suggestions, and directives should be implemented, published, or issued.
- Compiling and editing of examinations, test questions, and answers, statistical evaluations, and related material shall be done under the direction of the Chair.
- The committee shall periodically formulate, design, and create or modify the applications and material necessary for the direct implementation and conduct of the CPD Examination.
- The committee shall periodically formulate the material necessary for the direct implementation and conduct an audit of individuals holding and applying for the recertification of the Certified in Plumbing Design designation.
- The committee shall be responsible for helping determine the method of the selection of the random individuals for a CPD recertification audit.
- Compiling, writing, and editing of all materials related to the implementation and conduct of the CPD audit shall be done under the direction of the committee.
- Policies, procedures, directives, schedules, and materials formulated for the implementation and conduct of the CPD audit by the committee for issuance shall be recommended, in writing, to the Society President and Board of Directors. The Society Board of Directors shall determine which policies, procedures, directives, schedules, and material should be implemented, published, or issued.
- The committee shall be responsible for the implementation and conduct of the CPD audit including but not limited to preparation of recertification applications and materials; overseeing the distribution and collection of recertification applications; coordination, collection, review, and examination of recertification and audit support documentation; direct liaison with randomly selected recertification audit candidates; approval and/or disapproval of recertification applications; establishment of an appeal process and review and necessary actions due to appeals; and all functions, operations, and administration related to the audit of recertification for the CPD designation.
- The Credentialing Committee shall report, in writing, no less than annually, to the President and the Society Board of Directors the activity status, which shall incorporate a updated interim report of all current and future projects, programs, and work assignments of its Committee members.
- The Society's Vice President, Technical; Vice President, Education; and Society's Manager of Education & Certification serve as advisors to the committee.
- All Committee members and advisors with the exception of Staff and any outside resources the Committee shall employ shall be a CPD and/or a PE.

### **Committee Operations and Procedures**

- The committee shall systematically review, and modify the CPD Examination, examination applications, preparation materials (including the CPD Review Manual and related forms, eligibility requirements for all aspects of the CPD Examination and CPD program, schedule and location for the implementation and conduct of the CPD Examination.
- The committee shall, on an annual basis, review the results and comments received from the examination, evaluate the current and future projects and programs, and work assignments of its outside resources.
- The committee shall be responsible, with ASPE staff assistance, for the proper preparation of all materials subject to publication including artwork, tables, and graphs for printing, including necessary permissions for all its outside resources.
- The committee shall review, prepare, and recommend the schedule, materials, process for selecting, and number of random individuals for the implementation and conduct of the CPD recertification audit. They shall also prepare, review, and update CPD recertification audit requirements and materials.
- The final issuance of all schedules, materials, and selection processes related to the implementation and conduct of the CPD recertification audit and the number of random individuals to be selected for audit shall be subject to the approval of the Society's Board of Directors. All implementation and conduct of the CPD recertification audit shall be under the direction of the Society's Board of Directors. The committee shall systematically review and prepare, for recommendation

to the Society's Board of Directors, minimum requirements for the programs, requirements, and related materials for the CPD Examination and the certification and recertification of the CPD designation.

- The final issuance of all materials and recommendations shall be under the direction of the Society's Board of Directors.
- Neither the chair or any committee member shall make, or have cause to make, any report or announcement, interim, final, or as an update, verbal or written, regarding the policies, procedures, activities, and materials of the committee or its outside resources without the approval of the Society's Board of Directors.
- The Chair and members and any other individual involved, directly or peripherally, with the preparation of questions or any other material related to the CPD Examination, shall agree to and be required to take and sign a pledge of confidentiality regarding all CPD Examination questions and related material, whether such questions and material are used or only considered. The Chair, each member of the Committee or any other individual involved, directly or peripherally, with the preparation of questions or any other material related to the CPD Examination shall agree to not teach, instruct, provide help, provide material, or otherwise be involved in any service or product that could be construed to be related to the CPD Examination or any examination preparation materials.

## **SPECIAL COMMITTEES**

### **AYP COMMITTEE**

The ASPE Young Professionals (AYP) Committee shall be responsible for the special interest group of active members 35 years and younger. The AYP Committee shall provide assistance with recruiting and on boarding AYP liaisons to the chapter board of directors, assisting with National Engineers Week and World Plumbing Day outreach, organizing the biennial AYP leadership academy, and annual networking events. Committee members are to be 35 years or younger and active members of the Society.

### **WOA COMMITTEE**

The core mission of the Women of ASPE (WOA) is to engage, retain and advance women in the plumbing design industry, through education, leadership development and networking opportunities. The WOA is committed to bringing together women and assisting them to achieve their professional and personal goals.

## **SUBCOMMITTEES**

Neither the Chair or any committee member shall make, or have cause to make, any report or announcement, interim, final, or as an update, verbal or written, regarding the policies, procedures, activities, and materials of the committee without the approval of the Society's Board of Directors.

### **CPD REVIEW MANUAL SUBCOMMITTEE**

The *CPD Review Manual* Subcommittee shall be under the jurisdiction of the CPD Committee and the CPD Committee Chair.

#### **Subcommittee Composition and Responsibilities**

- The subcommittee shall consist of the CPD Committee Chair; Society Vice President, Technical and members of the engineering community whose expertise would enhance the writing and implementation of a manual for use as a study guide for the CPD Examination. The subcommittee Chair shall be nominated by the CPD Committee Chair, shall be a member of the CPD Committee, and shall be appointed by the Society President. Subcommittee members shall be a CPD and/or a PE.
- The subcommittee shall formulate, design, and create or modify the CPD Review Manual. Work shall include communicating with the CPD Committee, and any other professional engineering organizations or individuals who would enhance or improve the study material available for the CPD Examination.
- The Society's Vice President, Education; Society's Manager of Education & Certification; and members of the CPD Committee shall serve as advisors to this subcommittee.
- The subcommittee shall be under the direction of the CPD Committee Chair.
- Policies, procedures, directives, and other materials formulated by the CPD Review Manual Subcommittee for issuance shall be in writing to the CPD Committee, who shall forward these policies and directives, with their recommendations, to the President and the Society Board of Directors. The Society Board of Directors shall determine which policies and directives should be implemented, published, or issued.
- Compiling, writing, and editing of all study material related to the CPD Examination shall be done under the direction of the subcommittee Chair and the CPD Committee Chair.

#### **Subcommittee Operations and Procedures**

- The subcommittee shall systematically prepare, review, and update the CPD Examination study guides and preparation materials. These materials shall include artwork, tables, and graphs for printing, including necessary permissions.
- The subcommittee shall systematically review, prepare, and recommend to the CPD Committee additional preparation and instructional materials that would help individuals in the taking and passing or in how-to instruction of the CPD Examination.

- Final examination study materials shall be sent to the CPD Committee for final approval.
- The final issuance of materials and recommendations shall be under the direction of the Society's Board of Directors.
- Neither the subcommittee Chair or any subcommittee member make, or have cause to make, any report or announcement, interim, final, or as an update, verbal or written, regarding the policies, procedures, activities, and materials of the committee or its subcommittees without the approval of the Society's Board of Directors.
- The subcommittee members and any other individual involved, directly or peripherally related to the CPD Examination, shall agree to and be required to take and sign a pledge of confidentiality regarding all CPD Examination questions and related material, whether such questions and material are used or only considered. The CPD Committee Chair, each member of the subcommittee or any other individual involved, directly or peripherally, with the preparation of questions or any other material related to the CPD Examination shall agree not to teach, instruct, provide help, provide material, or otherwise be involved in any service or product that could be construed to be related to the CPD Examination or any examination preparation materials.

## WORKING GROUPS

### PROFESSIONAL ENGINEER WORKING GROUP

The purpose of the Professional Engineer Working Group is to educate the State Licensing Boards across the United States on the complexity of plumbing systems in today's world and the role that the Plumbing Engineer plays in designing these systems to protect the public's health and safety. The goal is to achieve a Plumbing option within the Mechanical Engineering Principles and Practice Exam that is offered by the National Council of Examiners for Engineering and Surveying (NCEES).

The PE Working Group and the Chair shall provide the membership with options for obtaining recognition for plumbing engineering as a separate engineering discipline.

#### Working Group Composition and Responsibilities

- The working group shall consist of the Chair, Society President, CPD Committee Chair, the Society's Grants Manager, and members of the engineering community whose expertise would help achieve the goal of obtaining recognition for plumbing engineering as a separate engineering discipline. The Chair shall be appointed by the Society President. Working group members shall be a CPD and/or a PE.
- The working group shall formulate options for obtaining registration of plumbing engineers. Work shall include communicating with national professional-engineering registration organizations for the purpose of implementing a recognized discipline for plumbing engineers.
- Policies, procedures, and directives formulated by the working group for issuance shall be in writing to the Society President and the Society Board of Directors. The Society Board of Directors shall determine which policies and directives should be implemented, published, or issued.
- The Society's Vice President, Technical, Society's Vice President, Education, and members of the CPD Committee shall serve as advisors to this committee.

#### Working Group Operations and Procedures

- The working group shall systematically communicate and work with the Society's chapters and with national and international engineering-related organizations to:
  - a. Encourage and ultimately provide recognition of plumbing engineering as a separate engineering discipline, including the programs and preparation materials necessary for creating a plumbing engineering-related discipline within the current professional engineer registration.
  - b. Designated state plumbing related legislation or codes.
  - c. Provide support materials, programs, and other preparation materials to help Society chapters promote the Society's quest for registration of the plumbing engineering discipline within designated state plumbing-related legislation or codes.
- The working group shall systematically review, prepare, and recommend strategies and modifications to the program and the eligibility and the sitting requirements to local, state, and national professional engineering recognition programs and other engineering-related recognition programs, certifications, and designations.
- All attempts and promotion of the plumbing engineering discipline, including the issuance of program recommendations, modifications, and proposed materials shall be under the direction of the Society's Board of Directors.

## SOCIETY COUNCILS

Society Councils represent the major functional areas noted and report to the Society and Chapter officer Board of Director positions. Chapter Vice President for each of the functional areas are comprised of the members of each council, which is chaired by the related Society Vice President for that function area.

The three Society Councils are as follows.

### **TECHNICAL AND RESEARCH COUNCIL**

The Society's Vice President, Technical shall be Chair of the Technical and Research Council. The Council shall consist of the Chair; the Society Vice President, Education; the Vice President, Technical of each chapter; members of the Technical and Research Committee; and other members of the engineering community that have an interest in this Council.

#### **Council Responsibilities**

- The Council shall keep close track of chapter technical activities and shall advise the Technical and Research Committee; Society Vice President, Technical; and Society Vice President, Education as to the technical activities of the chapters.
- The Council shall be responsible for the implementation and administration of Society technical programs on the chapter level.
- The Council shall report to the Society Board of Directors.

#### **Council Operations and Procedures**

- The Council shall meet once biennially, at the biennial Convention.
- The Council shall develop ideas for future chapter technical activities.
- The Technical and Research Committee Chair, Society's Vice President, Technical and Society's Vice President, Education shall lead the council meeting at the Convention.

### **LEGISLATIVE COUNCIL**

The Society's Vice President, Legislative shall be the Chair of the Legislative Council. The Council shall consist of the Chair; the Society's Executive Director / CEO; the Vice President, Legislative of each chapter; members of the Legislative Committee; and other members of the engineering community that have an interest in this Council.

#### **Council Responsibilities**

- The Council shall keep close track of chapter legislative activities and shall advise the Legislative Committee, Society Vice President, Legislative and Executive Director / CEO as to the legislative activities of the chapters.
- The Council shall report to the Society Board of Directors.

#### **Council Operations and Procedures**

- The Council shall meet once biennially, at the biennial Convention.
- The Council shall notify the Society of any code and legislative activities that may affect the Society and the membership.
- The Legislative Committee Chair and the Society's Vice President, Legislative shall lead the Council meeting at the Convention.

### **MEMBERSHIP COUNCIL**

The Society's Vice President, Membership shall be the Chair of the Membership Council. The Council shall consist of the Chair; the Vice President, Membership of each chapter; members of the Membership Committee; and other members of the engineering community that have an interest in this Council.

#### **Council Responsibilities**

- The Council shall keep close track of chapter membership activities and shall advise the Membership Committee and the Society Vice President, Membership as to the membership activities of the chapters.
- The Council shall promote expansion of Society membership in close cooperation with the Society office and the Membership Committee.
- The Council shall report to the Society Board of Directors.

#### **Council Operations and Procedures**

- The Council shall meet once biennially, at the biennial Convention.
- The Council shall oversee membership retention and recruitment programs of the Society and the chapters.
- The Membership Committee Chair and the Society's Vice President, Membership shall lead the Council meeting at the Convention.

## **SOCIETY APPOINTMENTS**

In addition to the Society's standing committees, special committees, subcommittees, and working groups, the Society also has special positions for which members of the Society are asked to provide a specific service or function. Unless otherwise provided herewith, the Society President shall make all such appointments.

### **PARLIAMENTARIAN**

The Parliamentarian shall preside at the official Business Meeting of the Society at the biennial Convention at the discretion of the Society President, providing guidance relating to proper procedures in accordance with the latest edition of *Roberts Rules of Order*.

The Parliamentarian shall provide guidance when requested by the Society Board of Directors, as well as the Bylaws Committee, relating to the proposition of Bylaw amendments at the biennial Business Meeting of the Society.

## **SOCIETY CODE LIAISONS**

Although not a code-writing organization, the Society is considered the plumbing system technical analysis and information expert and is the plumbing consultant to all the model code-writing groups. ASPE's representatives to the code-writing organizations are the Society's Code Liaisons.

### **Liaison Authority**

- The Code Liaisons are appointed as needed by the Society's President, at the recommendation of the Society Vice President, Legislative to represent the Society at a specific code hearing
- The Code Liaisons require a working knowledge of the codes, the code-writing and revision process, and related activities.

### **Liaison Responsibilities**

- Attending the meeting(s) as directed by the Society President
- Reporting meeting proceedings to the Society's Vice President Legislative and the Legislative Committee within thirty (30) days of the meeting.
- Monitoring proposed code changes and reporting the changes that could affect the plumbing industry, before adoption, to the Society's Vice President, Legislative and the Legislative Committee
- Conveying the Society's opinion on issues of concern and proposed code changes to the model codes and other applicable authorities.
- Providing expert testimony and answering code-related questions to the model code bodies, legislative bodies or other authorities having jurisdiction based on the Society's position or, if not available, on sound engineering judgment. These testimonies and answers shall be reported within fifteen (15) days to the Society's Vice President, Legislative and the Legislative Committee.

### **Liaison Operations**

Code Liaisons' reports will be distributed to the Legislative Committee and Chapter Vice Presidents, Legislative, and as appropriate, to the membership by the Society's Vice President, Legislative. Liaisons' reports shall be prepared as needed as code changes develop to monitor and evaluate how the actions taken by one code group may affect the industry and the other code bodies, influence the code decision-making process, or affect the health and welfare of the public. Code Liaisons should:

- Be familiar with the actions taken by the other code bodies
- Confer with the Society's Vice President, Legislative to assist in the development of actions required
- Use the Society Legislative Committee to monitor the actions of the code bodies, discuss proposed amendments, formulate suggestions for ASPE's response, and assist in the implementation of actions approved by the Society.
- Provide reports as necessary to the Society's Vice President Legislative

## **ASPE POLICY STATEMENT FOR CODE LIAISONS**

(Adopted July 13, 1998)

Code Liaisons shall represent ASPE as follows:

- The Code Liaison may only represent the Society and identify themselves as doing so if they are the appointed individual for that particular code body. If the individual is not the appointed Liaison, then they may not identify themselves as an official ASPE spokesperson. (However, Code Liaisons must be cognizant that they may be perceived as speaking for ASPE due to their status in the Society.)
- The opinions to be discussed by the Code Liaisons are to be the opinions as issued by the Legislative Committee that have been reviewed and approved by the Society Board of Directors. Code Liaisons shall promote only the views of the Legislative Committee on each subject. The ASPE Code Liaison is expected to completely support, including any testimony given, ASPE policy.
- Code Liaisons may not speak on behalf of the Society or issue any statement that may be construed to be the opinion or policy unless the opinion or policy has been previously approved by the Society Board of Directors and the Code Liaison has received a direct, positive written direction from the Board.
- Code Liaisons who personally choose to speak on or give opinions on any issues or discussions must identify and state that the opinions or statements given are the Liaison's personal comments and that the comments do not necessarily reflect the opinions or policies of the Society.
- If the Code Liaison cannot attend the meetings(s) they are appointed to, then they must contact the Society Vice President, Legislative as soon as possible (two weeks minimum) prior to the meeting.
- The Code Liaison shall forward copies of the proposed code amendments and other pertinent information to the Society Vice President, Legislative for distribution to the Legislative Committee as soon as possible after it is received.
- If the Code Liaison has a potential conflict of interest with an item on a code hearing agenda, the Code Liaison must contact the Society Vice President, Legislative prior to the meeting, during the commenting period, for appropriate measures to

be taken to deal with the potential conflict of interest.

- The Code Liaisons shall submit to the Legislative Committee a written report on code meetings within thirty (30) days after the conclusion of the meeting.

Information discussed at the Legislative Committee meetings may be confidential in nature, and as such, this discussion and information must remain within the Legislative Committee structure. Any discussions regarding the information provided at the meetings can reflect only the final decisions of the Legislative Committee (as approved by the Society Board of Directors) with regard to code modification recommendations.

## **CONVENTION AND EXPOSITION CHAIR**

The Convention Chair is an important team member along with ASPE Staff for the overall success of the ASPE Convention and Exposition. The Chair oversees the programming, logistics, and coordination of the Convention and Exposition. The Chair is responsible for maintaining liaisons and building the relationships and coalitions with the Society staff, Board of Directors, Chapter Host Committee, Affiliate Advisory Committee, and hired show management necessary for the successful operation of the Convention and Exposition.

The Convention and Exposition Chair is appointed by the Society's President and reports to the Society's President and the Society Board of Directors.

### **Chair Responsibilities**

- Establishes agendas for, Convention Committee meetings, Host Committee meetings, and Convention coordination meetings
- Establishes the Convention theme with the Executive Director / CEO and Vice President, Education for Board approval
- Serves as a member of the ASPE Affiliate Advisory Committee
- Functions as the spokesperson for the Convention and Exposition
- Establishes, implements, and oversees pre-show, on-site, and post-Convention communication linkages
- Assists the Vice President, Education, Vice President, Technical and Staff pre-show, on-site, and post-Convention technical programming (e.g., call for presentations and papers, CEU credits, etc.)
- Assists in Convention program scheduling
- Assists the Executive Director / CEO with the coordination and overseeing of Convention events, activities, vendors and agents, and on-site Convention offices and logistics
- Communicates with the Chapter Host Committee and hired tradeshow managers
- Performs other functions as may be required by the Executive Director / CEO, Staff, Society President or Board of Directors

## **REGIONAL SOCIETY APPOINTMENTS**

### **REGIONAL AFFILIATE LIAISON**

The Regional Affiliate Liaison is appointed by both the Region Director and the Society VP Affiliate.

The Regional Affiliate Liaison shall communicate with and assist the Society Vice President, Affiliate relating to issues of interest to Society Affiliate members.

### **Appointee's Responsibilities**

- Disseminates information from the Society Vice President, Affiliate to Chapter Affiliate Liaisons
- Communicates on behalf of the Chapter Affiliate Liaisons with the Society Vice President, Affiliate
- Writes articles on a regular basis and as requested by the Region Director, for publication in the chapter newsletters
- Communicate Region and Chapter activities with the Society Director of Affiliate Relations via a bi-monthly conference call

## **PRESIDENT-APPOINTED SOCIETY SPECIAL COMMITTEES, SUBCOMMITTEES, AND WORKING GROUPS**

The Society's President shall appoint special committee, subcommittee, and working group Chairs or create special committees, subcommittees, or working groups (Bylaw section 10.2).

### **TO BE A CANDIDATE FOR A SPECIAL COMMITTEE, SUBCOMMITTEE, OR WORKING GROUP**

To be considered to serve on a Society special committee, subcommittee, or working group, interested candidates must contact the Society President and voice their interest in being a candidate for a special committee, subcommittee, or working group.

### **The Process**

The Society President may appoint any person or persons to serve in a consulting capacity to any special committee, subcommittee, or working group.

The Society Special Committee, Subcommittee, and Working Group Chairs shall nominate special committee, subcommittee, or working group members.

The Society President shall appoint the Special Committee Chair, Subcommittee Chair, Working Group Chair, and members of all special committees, , subcommittees, and working groups, and the Society's Board of Directors shall approve such members.

## **ASPE ADVISORY BOARD OF GOVERNORS**

The ASPE Advisory Board of Governors shall be a resource for the Society Board of Directors. The members of the Advisory Board shall be accessible to the Board regarding issues of Society continuity and explanations of acceptance or rejection of past issues or recommendations. The Advisory Board shall provide assistance, advice, and recommendations to a Society's Board of Directors' inquiry or request for guidance. The Advisory Board, individually or as a whole, may in confidence provide assistance and advice to the Society Board or the President.

### **Advisory Board Composition**

- The Advisory Board shall be responsible to the Society Board of Directors, reporting to and through the Society President.
- The voting members of the Advisory Board shall be comprised of the five (5) most immediate Society Past Presidents willing, able, and available to serve and one ex-officio member, the Society President.
- The Chair shall be the most recent Society Past President willing, able, and available to serve on the Advisory Board.
- One Advisory Board member shall be appointed to and serve as the Advisory Board Liaison to the Long-Range Planning Committee.
- The Advisory Board shall automatically be reconstituted immediately following the election of a new Society President at the biennial Convention.

### **Advisory Board Responsibilities**

- Provide recommendations regarding specific or controversial Society and chapter issues
- Assist the Society Board in analysis, evaluation, and allocation of required resources for new or proposed Society programs
- Promote and nurture resources for the maintenance, enhancement, and expansion of Society programs
- Upon request by a Region Director, assist in the maintenance, growth, nourishment, and sustenance of a chapter
- Upon request by a Region Director, furnish assistance to chapter leaders, provide leadership training and skills enhancement, and instruct and advise new chapter officers
- Provide assistance and recommendations to the Society Board regarding programs, problems, concerns, or communications
- Assist the Society Board in establishing and implementing future avenues of volunteer and leadership opportunities for the membership
- Establish venues and endeavors to strengthen the Society and to retain and expand the membership
- Evaluate available information, materials, programs, and activities and recommend changes, modifications, and additions to provide improved and additional Society value to the membership
- Upon request, facilitate and improve the outreach of ASPE into the world plumbing community
- Upon request, act in the capacity as Society a spokesperson to promote the Society and make presentations at domestic and international venues to promote the Society

### **Advisory Board Operations and Procedures**

- The Advisory Board shall meet at the biennial Convention and Symposium and shall communicate and conduct committee business on a regular basis, via conference calls or e-mail.
- The Advisory Board shall, in consultation with the Society's President, make suggestions, respond to inquiries, and recommend policies and directives, in writing, to the Society Board of Directors. The Board shall determine which suggestions, inquiry responses, or policies and directives shall be approved and implemented, published, or issued.
- The Chair of the Advisory Board shall be required to submit to the Society Board of Directors the following reports:
  - a. A report of Advisory Board meetings, activities, or communications. This report shall be submitted to the Advisory Board members and the Society Board within thirty (30) days of each event.
- The Advisory Board Chair and/or the entire Advisory Board shall, at the discretion of the Society Board, meet with the Board at the biennial Convention or Symposium to provide an in-person communication of its activities, concerns, and recommendations.
- The Advisory Board shall be required to operate within the Society's established fiscal-year budget for this program.
- Advisory Board members shall be reimbursed for expenses in accordance with the established budget. Expense reimbursement to all Advisory Board members is subject to the timely submittal and acceptance of the required reports by the Advisory Board Chair.

## **AFFILIATE ADVISORY COMMITTEE**

The President appoints the Affiliate Advisory Committee Chair.

## **Committee Composition**

- The Society Vice President, Affiliate is typically appointed to be the Chair of the Affiliate Advisory Committee.
- The committee shall consist of the Chair, and Society Affiliate Members. Each committee participant must be a Society Member.

## **Committee Responsibilities and Convention and Exposition Procedures**

- Coordinate exhibitor activities with the Convention Chair and Executive Director / CEO
- Develop and maintain Standards of Professional Conduct for Exhibitors
- Recommend policies and procedures for the ASPE Exposition and exhibitors for approval by the Society Board of Directors
- Develop and maintain policies and procedures for the ASPE Exposition.
- Recommend promotional selling and marketing points regarding the quality of the ASPE attendee: specifying engineers/designers
- Establish procedures for continuing communication with exhibitors and help coordinate with the Director of Affiliate Relations, Director of Meetings, Executive Directors, and trade show management.
- Recommend appropriate Exposition opening ceremonies and other Exposition floor activities (e.g., complimentary lunches, scheduled attendee refreshment breaks, prize drawing activities, patron program, attendee activities on Exposition floor, etc.)
- Ensure that all exhibitor functions are coordinated with other Convention activities
- Oversee and manage exhibitor pre- and post-Exposition review-and-comment sessions; prepare summary and recommendations for the Society's Board of Directors action
- Additional responsibilities of assisting Society in the review of the Affiliate Sponsorship Program, Pipeline Advertising, and any other Affiliate related activities.

## **MAIN DESIGN STANDARDS COMMITTEE**

(Approved by the ASPE Board of Directors January 18, 2003)

When the ASPE Board of Directors approved the creation of a Main Design Standards Committee, the committee was to be a Presidential Appointment Committee. When the committee was fully operational, the Board would then seek the necessary bylaw modification to have the committee become a standing committee of the Society.

It is the Board's intention to have the design standards developed as consensus standards in accordance with ANSI. The consensus process requires a balanced committee operating under procedures that allow the full participation by all interested parties.

Following are the procedures for use by the Main Design Standards Committee and Working Groups. Directions include organizing staff and administering their activities associated with the development and maintenance of ASPE design standards.

Overall supervision of design standards activity shall be assigned to the Main Design Standards Committee. Responsibility for the supervision of standards activities within specific areas is assigned to the Working Groups.

The scope of the Main Design Standards Committee's supervisory responsibilities with respect to design standards development and maintenance includes:

- Approving and discharging Working Group personnel
- Assessing the need for standards activities
- Ensuring that approved procedures are in effect in all Working Groups
- Ensuring that Working Groups are providing due process
- Providing a forum for hearing appeals of Main Design Standards Committee actions or inactions
- Approving for ASPE all standards and accreditation criteria developed by Working Groups under their jurisdiction based on assurance that the design standard or criteria was developed under procedures meeting the criteria for American National Standards

The goals of these procedures are to:

- Provide timeliness of actions, such as the development of standards, revisions, and responses to inquiries
- Accomplish development with minimal cost

These procedures maintain the following three key attributes of ASPE design standards:

1. The products, documents and responses are technically correct
2. The process produces consensus documents
3. Due process is maintained



## **PROCEDURES FOR ASPE DESIGN STANDARDS DEVELOPMENT**

### **1 SCOPE**

Standards developed under these procedures are intended to cover plumbing system design related to safety, health, design, construction, maintenance, performance, or operation. There is no intended limitation of scope based on any one specific form of application or use (e.g., commercial, residential, healthcare, etc.). These procedures are developed and maintained in a manner to be consistent with the American National Standards Institute (ANSI) *Essential Requirements: Due process requirements for American National Standards*.

### **2 CHARTER OF MAIN DESIGN STANDARDS COMMITTEE**

- 2.1** The establishment of a Main Design Standards Committee shall be the responsibility of the ASPE Board of Directors (Board).
- 2.2** Except when otherwise recommended by the Main Design Standards Committee and approved by the Board, the standards developed by the Main Design Standards Committee are intended to be submitted to ANSI to become American National Standards.

### **3 ORGANIZATION**

#### **3.1 ASPE Board of Directors**

**3.1.1** The Board is the governing body responsible for the oversight of the ASPE standards development process.

**3.1.2** The Board, at a minimum, has the following oversight responsibilities:

- (a) Chartering the Main Design Standards Committee
- (b) Providing direction to the Main Design Standards Committee concerning potential new standards projects

#### **3.2 Main Design Standards Committee**

**3.2.1** The Main Design Standards Committee is the consensus body responsible for the review and approval of all ASPE plumbing system design standards.

**3.2.2** The Main Design Standards Committee shall be permitted to establish at its discretion subordinate Working Groups to assist it in the discharge of its duties.

**3.2.3** When Working Groups are required, they shall be established by a majority vote of the Main Design Standards Committee. When such groups engage in drafting proposed standards or parts of standards, individuals having substantial knowledge of the subject of the proposed standard shall be included. Working Group members need not be members of the Main Design Standards Committee. Although Working Groups do not ordinarily constitute a consensus-making group, they should have representatives from the various interests whenever possible. Subordinate groups are advisory to the Main Design Standards Committee.

**3.2.4** When deemed necessary to preserve the integrity of the standards process and/or to protect the interests of ASPE, the Main Design Standards Committee may take any administrative action necessary to fulfill its oversight obligations. Actions may include actions resulting from an appeal decision and delay or suspension of a Working Group action, including revisions to standards. Such actions are subject to the due process provisions established by the Main Design Standards Committee.

**3.2.5** The Main Design Standards Committee, under the direction of the Board, shall have supervision of the standards activities of ASPE. Such supervision includes:

- (a) Approval of, revision to, reaffirmations of, and withdrawal of standards
- (b) Approval of, and revision to, the charter of Working Groups
- (c) Removal of Main Design Standards Committee members who do not fulfill their duties
- (d) Disbandment of a Working Group

**3.2.6** The ASPE Vice President, Legislative shall serve as a member of the Main Design Standards Committee. The ASPE Vice President, Legislative shall be the liaison between the ASPE Board of Directors and the Main Design Standards Committee.

### **4 PARTICIPATION AND COMMITTEE MEMBERSHIP**

**4.1** Participation in the standards process is open to all persons who are directly and materially affected by the activity in question. Participation may be through membership on the Main Design Standards Committee, Working Groups, or through public comment. Voting membership on the Main Design Standards Committee is not conditional upon membership in ASPE, nor unreasonably restricted on the basis of technical qualifications or other such requirements. At the discretion of the Board, a fee may be charged to voting members to help support the development process; however, if such a fee is requested, it shall be in an amount that does not create an undue barrier to participation.

**4.2** The membership of the Main Design Standards Committee shall consist of specified numbers of individual members as deemed necessary and adequate by the Main Design Standards Committee Chair.

**4.3** Members are individuals with a concern and willingness to participate in work within the charter of the Main Design Standards Committee and/or Working Group and are expected to serve for a term of not less than one year and not to exceed three consecutive terms unless prior authorization from the Chair is granted. Selection shall include consideration of the business interest of the employer who supports the member's committee participation, as well as the type of experience or expertise the individual brings to the committee. The Chair of the Main Design Standards Committee is responsible for reviewing applications from interested parties and approving or disapproving their membership on the Main Design Standards Committee. Chairs of Working Groups are responsible for reviewing the applications of interested parties and approving or disapproving their membership on the respective Working Group. In their committee activities, these members participate, including voting, as individuals rather than as representatives of their employer or of any other organization. Members are eligible for reappointment. Membership in ASPE is not required to be considered for membership on the Main Design Standards Committee or a Working Group.

#### **4.4** Classification of Members

Members of the Main Design Standards Committee and Working Groups shall be classified in accordance with the business interests of their primary source of support for committee participation. The classification assigned to members shall require the approval of the Chair of the Main Design Standards Committee. The members on the Main Design Standards Committee and Working Groups dealing with design standards shall be classified in accordance with their major interests from among the following categories, as appropriate:

- (a) Engineer/Designer: those who are responsible for designing and specifying plumbing systems for commercial, industrial, and residential facilities
- (b) Producer: those directly concerned with the production or distribution of the product or service involved, including industry associations representing producers or distributors, or those receiving substantial support from a producer directly concerned
- (c) User: those who use the product or service involved, or those who receive substantial support from a user directly concerned, but are not involved with its production or distribution, e.g.:
  - User-Consumer: a person using goods and services rather than producing or selling them, when the committee's activity deals with a consumer product such as a water heater
  - User-Industrial: the industrial user of a product, where the committee's activity deals with an industrial product such as refrigerant chemicals
  - User-Government: the representative of a government agency, where the committee's activity is likely to be used as the basis for government agency procurement such as for the design or performance testing of building systems or equipment
  - User-Labor: a representative of labor, where the committee's activity deals with worker products used in the workplace or with the workplace environment
- (d) General Interest: those who have interests other than those described above and may include consulting engineers or employees of appropriate government agencies, nationally recognized testing laboratories or educational institutions, and codes-oriented individuals

#### **4.5** Balance

**4.5.1** A goal of the membership selection process for the Main Design Standards Committee is to have a balance of interests, with interests being defined by the classification system provided in these Procedures. To help in ensuring balance, not more than one-third of the membership shall come from any single category.

**4.5.2** At least annually, the Main Design Standards Committee Chair shall review the membership categories represented, and if new membership is required to maintain balance, a public notice is sent out electronically via the ASPE newsletter and on the ASPE website requesting membership applications.

**4.5.3** Balance is not a requirement for Working Groups.

#### **4.6** Alternates

Representation of an absent member may be by an alternate from the same interest classification as the member represented. An alternate is a person selected by a member of the committee to attend the meetings and act for him/her during an absence. Such selections, if intended to serve for one or more consecutive meetings or if intended to vote in place of the member on standards actions, shall be subject to acceptance by the Main Design Standards Committee. An alternate has all of the privileges of a member during the period of his/her service in this capacity. Such service by an alternate automatically terminates on request of the member, on the member's return from absence, or when the member is no longer on the committee.

**4.7** Working Groups may, with the approval of the Main Design Standards Committee Chair, add to or subtract from the list of members.

- 4.8** The duty of each member is to give thorough consideration to each subject brought before them for action, to vote on approval or disapproval of each proposal, to contribute his/her expertise in the preparation of standards, to advise on membership on the committee and subordinate groups, and to assist generally in carrying out the functions of the committee. Such duties shall be carried out by attendance at meetings, by correspondence, and by telephone, teleconference, or other electronic means.
- 4.9** Main Design Standards Committee and Working Group member rosters shall be available to interested parties upon request. The rosters shall include the member's name, affiliation, and assigned classification.
- 5** **MAIN DESIGN STANDARDS COMMITTEES OFFICERS AND THEIR DUTIES**
- 5.1** Term of office shall be three years with a six-year maximum unless prior authorization is provided by the Board.
- 5.2** The officers of the Main Design Standards Committee shall be as follows:
- (a) Chair
  - (b) One or more Vice Chair
  - (c) Secretary
- 5.3** Chair and Vice Chair
- 5.3.1** Each term of office of the Chair shall not exceed three years unless prior authorization is provided by the Board.
- 5.3.2** The Chair and Vice Chair shall preferably be registered Professional Engineers and/or Certified in Plumbing Design (CPD) and ASPE members in good standing.
- 5.3.3** The Chair shall be appointed by the Board President and subject to confirmation of the Board and the Main Design Standards Committee.
- 5.3.4** The Vice Chair shall be appointed by the Chair and subject to confirmation of the Main Design Standards Committee.
- 5.4** The Secretary shall be appointed by the Chair, subject to confirmation of the Main Design Standards Committee.
- 5.5** Duties of the Officers
- 5.5.1** The Chair shall:
- (a) Be the executive officer of the committee, preside at meetings, and perform duties customarily associated with such office;
  - (b) Review the performance of committee members periodically to determine whether each member is faithfully carrying out their duties (any member not faithfully performing their duties shall be reported to the Main Design Standards Committee); and
  - (c) Ensure that the standards process is not dominated by any single interest category, individual, or organization. Dominance means a position or exercise of dominant authority, leadership, or influence by reason of superior leverage, strength, or representation to the exclusion of fair and equitable consideration of other viewpoints. Only written or electronic communications from directly interested parties alleging that dominance has occurred will be considered by the Chair.
- 5.5.2** The Vice Chair, in the absence of the Chair, shall fulfill the duties of the Chair's office and shall perform other duties as may be assigned by the Chair.
- 5.5.3** The Secretary shall:
- (a) Record and distribute agendas and minutes of all meetings of the committee to members.
  - (b) Receive and maintain all documents relative to the Main Design Standards Committee and its subordinate groups.
  - (c) Distribute and receive proposals for standards actions.
  - (d) Record votes.
  - (e) Correspond with interfacing organizations or individuals in the name of the committee.
  - (f) In the absence of the Chair and Vice Chair at a meeting of the committee, take the chair for the purpose of nomination and selection of a Chair pro tem, who shall then preside at that meeting; and
  - (g) Perform other duties as requested by the Chair.
- 5.5.4** The Main Design Standards Committee may remove an ineffective Chair or Vice Chair and appoint a successor. The individual removed from office shall be permitted to appeal the action of the Main Design Standards Committee to the Board.
- 6** **DUTIES OF THE MAIN STANDARDS COMMITTEE**
- 6.1** The Main Design Standards Committee shall:
- (a) Develop standards within its charter.
  - (b) Maintain standards within its charter (at a minimum, each standard shall be reaffirmed, revised, or withdrawn within five years after its approval).

- (c) Achieve a consensus in accordance with these Procedures for the action proposed on a standard.
- (d) Ensure that duplication of standards or conflict with other standards is minimized through the utilization of national and international standard development networks; and
- (e) Approve interpretations of standards.

## **6.2 Meetings**

- 6.2.1** Meetings or electronic conferences shall be held as determined by the Main Design Standards Committee or the Chair on behalf of the committee. Teleconference meetings are encouraged to minimize travel and reduce the time it takes to complete actions.
- 6.2.2** When meetings involve standards actions, public participation shall be provided through open meetings. Members of the public shall be permitted to express their views on items being discussed but shall not have voting privileges. However, a portion of a meeting may be in executive session when considering subjects such as litigation and other administrative matters. At least 30 days prior to the scheduled date of a meeting, notice shall be provided on the ASPE website and through the ASPE electronic newsletter to provide opportunity for interested parties to consider attendance.
- 6.2.3** At meetings, a quorum shall consist of at least 50% of the Main Design Standards Committee membership eligible to vote. In the absence of a quorum, the minutes of the meeting and any voted action shall be subject to approval by a ballot of the membership. Main Design Standards Committee members not in attendance and not represented by an alternate shall be provided the opportunity to vote on all standards actions either prior to the meeting or following the meeting.

## **7 WORKING GROUP OFFICERS AND THEIR DUTIES**

- 7.1** Terms of the office shall be three years with a six-year maximum unless prior authorization is received from the Main Design Standards Committee Chair.
- 7.2** The officers of the Working Group shall be as follows:
  - (a) Chair
  - (b) One or more Vice Chair
  - (c) Secretary
- 7.3** Chair and Vice Chair
- 7.3.1** Each term of office of the Chair and Vice Chair shall not exceed three years unless prior authorization is received from the Main Design Standards Committee Chair.
- 7.3.2** The Chair and Vice Chair shall preferably be registered Professional Engineers and/or CPDs and ASPE members in good standing.
- 7.3.3** The Chair and Vice Chair shall be appointed by the Main Design Standards Committee Chair.
- 7.4** The Secretary shall be appointed by the Working Group Chair.
- 7.5** Duties of the Officers
- 7.5.1** The Chair shall:
  - (a) Be the executive officer of the Working Group, preside at meetings, and perform duties customarily associated with such office; and
  - (b) Review the performance of Working Group members periodically to determine whether each member is faithfully carrying out their duties. Any member not faithfully performing their duties shall be reported to the Main Design Standards Committee.
- 7.5.2** The Vice Chair, in the absence of the Chair, shall fulfill the duties of the Chair's office and shall perform other duties as may be assigned by the Chair.
- 7.5.3** The Secretary shall:
  - (a) Record and distribute agendas and minutes of all meetings to members of the Working Group.
  - (b) Receive and maintain all documents relative to the Working Group and its subordinate groups.
  - (c) Record votes.
  - (d) Correspond with interfacing organizations or individuals in the name of the Working Group.
  - (e) In the absence of the Chair and Vice Chair at a meeting of the Working Group, the Secretary shall take the chair for the purpose of nomination and selection of a Chair pro tem, who shall then preside at that meeting; and
  - (f) Perform other duties as requested by the Chair.
- 7.5.4** The Main Design Standards Committee may remove an ineffective Chair or Vice Chair and appoint a successor. The individual removed from office shall be permitted to appeal the action of the Main Design Standards Committee to the Board.

## **8 DUTIES OF THE WORKING GROUP**

### **8.1** The Working Group shall:

- (a) Develop draft standard proposals within its charter as directed by the Main Design Standards Committee.
- (b) Achieve a majority acceptance of proposed standards prior to submittal to the Main Design Standards Committee; and
- (c) Provide guidance to the Main Design Standards Committee on interpretations of the standards.

### **8.2** Meetings

**8.2.1** Meetings or electronic conferences shall be held as determined by the Working Group or the Chair on behalf of the Working Group. Teleconference meetings are encouraged to minimize travel and reduce the time it takes to complete actions.

**8.2.2** Meetings shall be open to interested members of the public, and the public shall be permitted to express their views on items being discussed but shall not have voting privileges. However, a portion of a meeting may be in executive session when considering subjects such as litigation and other administrative matters.

**8.2.3** At meetings, a quorum shall consist of at least 50% of the Working Group membership eligible to vote. In the absence of a quorum, the minutes of the meeting and any voted action shall be subject to approval by a ballot of the membership.

**8.2.4** When submitting recommendations to the Main Design Standards Committee, the Secretary of the Working Group shall provide, in addition to the document under consideration, a tally of the Working Group vote along with a summary of any unresolved comments received from Working Group members or through public comment.

## **9 MAIN DESIGN STANDARDS COMMITTEE ACTIONS**

### **9.1** Committee actions are of two types:

- (a) Providing positions on proposed standards actions
- (b) Approval of personnel and administrative items or actions relating to policy or ASPE position

### **9.2** Voting Obligations

Each member or alternate shall exercise his/her voting privilege within the prescribed time limits. An alternate's vote shall be counted only if the member's vote is not recorded. When a member and the alternate fail repeatedly to vote when due, or consistently abstain from voting, the member's appointment shall be subject to termination by the Main Design Standards Committee. The individual may appeal such action.

### **9.3** Providing Positions on Documents Submitted for Review

#### **9.3.1** Voting Options

A member will be provided the following options for submitting their position on a given standards action:

- (a) Affirmative
- (b) Affirmative with comment (comments of a substantive nature provided with this position will not be considered)
- (c) Negative with comment
- (d) Abstention

The ballot accompanying the proposed standard action shall clearly state the following:

- (a) General description of proposed action
- (b) Closing date
- (c) Voting options
- (d) The following statement: Negative votes must be accompanied by comments related to the proposed action and votes unaccompanied by such comments will be recorded as "negative without comment."

#### **9.3.2** Consensus

Consensus of the Main Design Standards Committee is achieved when a majority of the committee has cast a vote (counting abstentions) and at least two-thirds of those voting approve the proposed standards action. Abstentions, negative ballots received without comment, and negative votes not related to the proposed action shall not be considered in determining the two-thirds requirement.

The two-thirds consensus requirement covers all standards actions, including revisions, reaffirmations, approvals, and withdrawals.

#### **9.3.3** Voting Procedure

- (a) All members of the Committee shall have an opportunity to vote. When recorded votes are taken at meetings, members who are absent shall be given the opportunity to vote before or after the meeting.

- (b) Votes may be obtained by letter, fax, recorded votes at meetings, or electronic means.
- (c) Voting periods shall be closed upon receipt of all responses but not later than four weeks after the date of issue unless the committee or the Chair extends the voting period. Closing dates earlier than four weeks may be established by the Chair based on deadline dates.
- (d) Votes received by the Secretary after the voting period will not be considered unless an extension of the period has been established by the Chair. At the close of the voting period, the Secretary shall submit a complete voting tally to the Main Design Standards Committee.
- (e) Any substantive change made in a proposed standard shall be recirculated to the Main Design Standards Committee with a two-week period given in which the members shall have the opportunity to respond, reaffirm, or change their vote.
- (f) Comments received that are not related to the proposal under consideration are documented and considered in the same manner as the submittal of a new proposal. The submitter of the comments shall be notified in writing (including electronic communication) of the decision as well as a description of how the comment will be handled.
- (g) A vote of a member may not be changed without written documentation from the submitter of the vote. Records shall be maintained of evidence regarding any change of an original vote.
- (h) Negatives accompanied by comment shall not be dismissed based on the following: not providing alternative language or a remedy to the negative vote; comments related to potential conflict or duplication; or comments of a procedural or philosophical nature.

#### **9.3.4 Unresolved Negative Votes and Public Comments**

- (a) The Main Design Standards Committee shall attempt to resolve all negative votes and comments received through public review.
- (b) Within 60 days following consideration of each comment, the commenter shall be advised in writing (including electronic communication) of the consideration of the comment(s), the action(s) taken or reason(s) why the comment(s) could not be resolved, and notification of their right to appeal to the Main Design Standards Committee. The commenter shall be informed that if they do not respond with a continuing objection by a specified date (two weeks from the date of the letter), the comment(s) will be considered resolved.
- (c) Within 60 days following consideration of each negative vote, the objector shall be advised in writing (including electronic communication) of the consideration of the vote, the action(s) taken or reason(s) why the vote could not be resolved, and notification of their right to appeal to the Main Design Standards Committee. The objector shall be given the option to change their negative vote to affirmative or affirmative with comment, or to retain the negative vote. The objector shall be given two weeks from the date of the letter to respond. If the objector does not respond, their negative vote will be recorded as their final vote.
- (d) After the specified date has passed, all unresolved negative votes and comments, along with attempts at resolution, shall be recirculated to members of the Main Design Standards Committee who will have the opportunity to respond, reaffirm, or change their vote within two weeks.

#### **9.4 Approval of Personnel and Administrative Items**

Approval of personnel and administrative items or actions relating to policy or ASPE position may be approved by majority recorded vote of the committee or at committee meetings provided a quorum is present. A quorum shall consist of at least 50% of the Main Design Standards Committee membership eligible to vote. Approval of motions during a meeting shall be by at least a majority vote of the members voting; however, the Chair may rule that a motion has not passed even if a majority vote has been cast. The reason for such ruling shall be that a consensus of opinion was not achieved.

### **10 PUBLIC REVIEW**

#### **10.1 Project Initiation**

**10.1.1** At least 60 days prior to initiating action to create, revise, reaffirm, or withdraw a standard, a public notice shall be sent to known directly and materially affected interests by posting on the ASPE website and through the ASPE electronic newsletter; additional means of notice may be considered depending on the nature of the proposed action. The notice shall include a clear and meaningful description of the purpose of the proposed activity and shall identify a readily available source for further information.

**10.1.2** When the decision to initiate a new project to develop or revise a standard intended for adoption as an American National Standard has been made, notification shall be transmitted to ANSI using the Project Initiation Notification System (PINS) form, or its equivalent, for announcement in Standards Action.

**10.1.3** If written comments are received within 30 days from the public notice date and/or PINS announcement in Standards

Action that assert a proposed standard duplicates or conflicts with an existing standard or a candidate standard, ASPE will work with the applicable standards developer to attempt to work out a solution to the suggested duplication or conflict in a manner complying with Clause 2.5 of the ANSI Essential Requirements.

## **10.2 Standards Actions**

- 10.2.1** All proposed draft standards shall be announced in the ASPE newsletter, issuance of an ASPE press release, and posted on the ASPE website for public review. If the proposal is intended to be submitted to ANSI for approval, it shall also be announced in ANSI Standards Action via a BSR-8 online form. This may be conducted concurrently with Main Design Standards Committee voting or following Main Design Standards Committee voting.
- 10.2.2** The Main Design Standards Committee may supplement the public review by having a proposed standard sent to group(s) or individual(s) known to have an interest in the scope and purpose of the proposed standard.
- 10.2.3** The Main Design Standards Committee may supplement the public review with public hearings addressing the scope and provisions of standards.
- 10.2.4** Substantive changes approved by the Main Design Standards Committee shall be subject to public review in accordance with these Procedures.
- 10.2.5** Comments received that are not related to the proposal under consideration are documented and considered in the same manner as the submittal of a new proposal. The submitter of the comments shall be notified in writing (including electronic communication) of the decision as well as a description of how the comment will be handled.

## **11 APPROVAL**

- 11.1** The Main Design Standards Committee Chair shall take the appropriate action to attest that these Procedures have been followed and that the requirements set forth in these Procedures have been met prior to approving the publication of a standard. Evidence of consensus shall be documented by the Secretary and placed on file in the standards development records.

### **11.2 American National Standard Approval**

When the Main Design Standards Committee has completed all requirements for approval of a standards action, the proposal shall be submitted to ANSI for approval in accordance with the *ANSI Essential Requirements*.

## **12 APPEALS**

- 12.1** Any procedural action or inaction of a Main Design Standards Committee relating to a standard promulgated by the Main Design Standards Committee may be appealed by any individual, company, or organization. The appeals procedures of the Main Design Standards Committee and the procedures of the Board are available from ASPE upon request.
- 12.2** Procedures for appeal to the Main Design Standards Committee shall be as follows:
  - 12.2.1** Written notice of intent to appeal may be filed with the Secretary of the Main Design Standards Committee after the final voting results have been reported to the Main Design Standards Committee. If the notice of intent to appeal is filed within 20 working days after reporting of the final action, followed within 10 additional working days by the detailed objection or appeal statement, the item in question will not proceed pending a hearing on the appeal. Appeals received 30 days following the action will not be considered. Appeals of inactions may be filed at any time.
  - 12.2.2** If an appeal is filed within the specified time frame, the Main Design Standards Committee Chair and ASPE staff shall attempt to resolve the appeal informally via conference call with the appellant.
  - 12.2.3** If the appeal cannot be resolved informally, the Main Design Standards Committee Chair shall arrange a hearing panel consisting of three members of the Main Design Standards Committee appointed by the Chair on a date mutually agreeable to all parties. Such hearing shall be held within 90 days of the filing of the objection. The appellant shall have the right to review the hearing panel members and request a replacement for just cause such as bias, conflict of interest, etc.
  - 12.2.4** The appellant, the Main Design Standards Committee, and others concerned shall be notified of the hearing at least 15 working days in advance of the date set for hearing the appeal.
  - 12.2.5** The Main Design Standards Committee or hearing panel shall take action with respect to the appeal in accordance with the voting requirements stated in 9.3.2. The Secretary of the Main Design Standards Committee shall notify the appellant, the Chair of the Main Design Standards Committee, and others concerned of the committee or hearing panel decision in writing within seven days of the date of the hearing.
- 12.3** Appeal to the Board
  - 12.3.1** If the Main Design Standards Committee's decision remains objectionable to any party concerned with the action based on procedural issues only, a request for an appeal based on matters relating to procedural due process may be submitted to the Board. The Board does not process appeal requests based on a technical concern.
  - 12.3.2** For any subsequent appeal to the Board, written notice of intent to appeal must be filed with the Secretary of the Board within 10 working days after the date of distribution of the originating Main Design Standards Committee's response to

the appeal. Thereafter, the procedures of the Board shall apply. The ASPE Board of Directors is the final level of appeal relating to standards matters within ASPE.

### **13 STANDARDS INTERPRETATIONS**

The Main Design Standards Committee is the sole body having the authority to issue interpretations of ASPE standards. Requests for interpretations shall be in writing and submitted to the Chair of the Main Design Standards Committee. Formal interpretations of the Standard shall be issued in writing based on the consensus requirements for the Main Design Standards Committee. At the discretion of the Chair, the Working Group responsible for the standard may be requested to provide a recommendation to the Main Design Standards Committee for consideration. Interpretations shall be limited to explanation or clarification of the standard.

### **14 PATENT POLICY**

There is no objection in principle to incorporating terms into standards that include the use of an essential patent claim (one whose use would be required for compliance with that standard) if it is considered that technical reasons justify this approach.

Participants in the ASPE/ANSI standards development process are encouraged to bring patents with claims believed to be essential to the attention of ASPE.

If ASPE receives a notice that a proposed American National Standard (ANS) or an approved ANS may require the use of such a patent claim, the following shall occur:

#### **14.1 Statement from Patent Holder**

The Main Design Standards Committee Secretary shall receive from the patent holder or a party authorized to make assurances on its behalf, in written or electronic form, either:

- (a) assurance in the form of a general disclaimer to the effect that such party does not hold and does not currently intend holding any essential patent claim(s); or
- (b) assurance that a license to such essential patent claim(s) will be made available to applicants desiring to utilize the license for the purpose of implementing the standard either:
  - i. under reasonable terms and conditions that are demonstrably free of any unfair discrimination; or
  - ii. without compensation and under reasonable terms and conditions that are demonstrably free of any unfair discrimination.

Such assurance shall indicate that the patent holder (or third party authorized to make assurances on its behalf) will include in any documents transferring ownership of patents subject to the assurance, provisions sufficient to ensure that the commitments in the assurance are binding on the transferee, and that the transferee will similarly include appropriate provisions in the event of future transfers with the goal of binding each successor-in-interest.

The assurance shall also indicate that it is intended to be binding on successors-in-interest regardless of whether such provisions are included in the relevant transfer documents.

#### **14.2 Record of Statement**

A record of the patent holder's statement shall be retained in the ASPE files, and if the standard is an American National Standard, ANSI shall be provided a copy of the statement.

#### **14.3 Notice**

When the Main Design Standards Committee Secretary receives from a patent holder the assurance set forth in 14.1.b above, the standard shall include a note substantially as follows:

NOTE – The user's attention is called to the possibility that compliance with this standard may require use of an invention covered by patent rights. By publication of this standard, no position is taken with respect to the validity of any such claim(s) or of any patent rights in connection therewith. If a patent holder has filed a statement of willingness to grant a license under these rights on reasonable and nondiscriminatory terms and conditions to applicants desiring to obtain such a license, then details may be obtained from the standards developer.

### **15 COMMERCIAL TERMS AND CONDITIONS**

ASPE will comply with Clause 3.2 of the ANSI *Essential Requirements*.

### **16 METRIC POLICY**

The standards will use the SI or metric system as the primary means for showing metrics, with the English system being provided parenthetically. The Main Design Standards Committee, at its discretion, may utilize the English system as the primary metric system in cases where the English system is the commonly used system for the plumbing systems covered under the scope of the standard.



## 17 **NORMATIVE AND INFORMATIVE SECTIONS**

Sections of the standard that are considered requirements for compliance to the standard shall be labeled as “normative” sections. Sections of the standard that are solely intended for general information shall be labeled as “informative.”

## 18 **ROBERT’S RULES**

On questions of parliamentary procedure not covered in these operating rules, Robert’s Rules of Order shall be used.

## 19 **RECORDS**

Records shall be retained for a minimum of five years or until approval of the subsequent revision or reaffirmation of the complete standard, whichever is longer. Records will be retained for five years from the date of withdrawal of a document. At a minimum, the records shall contain the following:

- (a) Main Design Standards Committee meeting summaries
- (b) Main Design Standards Committee and Working Group rosters
- (c) Returned ballots and comments
- (d) Public review comments
- (e) Documentation associated with changed ballots
- (f) Draft proposals considered by the Main Design Standards Committee and submitted for public review
- (g) Documentation associated with appeal actions, including the original appeal and appeal results
- (h) Other documentation considered critical for the verification of compliance with these procedures
- (i) Interpretations of standards
- (j) Patent holder statements (note: patent holder statements are to remain on file until the time the reference in the standard is removed)

## 20 **ANTITRUST POLICY**

American National Standards shall be developed in accordance with applicable antitrust and competition laws, and meetings amongst competitors to develop American National Standards are to be conducted in accordance with these laws.

## 21 **AMENDMENTS**

Amendments to these procedures require the approval of the Main Design Standards Committee. Any amendments to these procedures will be submitted to ANSI for acceptance in accordance with their criteria for acceptance of revisions to the accredited procedures.

## 22 **DISCONTINUANCE OF A STANDARDS PROJECT**

The ASPE Board of Directors and/or staff may decide to abandon the processing of a proposed new or revised American National Standard or portion thereof at its own discretion and without a vote of the Main Design Standards Committee.

ASPE will notify ANSI immediately of such actions for announcement in Standards Action.

## **COMMITTEE APPLICATION**

An application for the Design Standards Committee can be found in the end of this chapter.

## **INTERNATIONAL DEVELOPMENT COMMITTEE**

(Approved by the ASPE Board of Directors April 16, 2004)

The ASPE International Development Committee is a special President-appointed committee that will work with the Membership Committee and assist the Society Board of Directors on behalf of the Society in the development of criteria for the implementation and creation of international chapters, the development and growth of international membership, the creation of necessary governance modifications to provide for current membership equivalences utilizing standards of practice and professional qualifications throughout the international workplace, and international exposure and recognition of the Society.

### **Committee Composition**

- The International Development Committee shall report to the Society Board of Directors, through the President.
- The Chair of the International Development Committee shall be appointed by the Society President.
- The voting members of the committee shall be comprised of twelve members:
  - a. Five shall be international representatives of any membership category representing significant Society membership areas.
  - b. Five shall be of any membership category representing the Chapters and Regions. One member shall be chosen from each of the ASPE regions.
  - c. There shall be two ex-officio members: the Society President and the Society Executive Director/CEO.
  - d. The Chair of the committee shall be chosen from among the ten voting members of the committee.
  - e. A Region Chair representing the international membership shall be chosen from among the ten voting members of the committee

- Committee members shall be required to complete the ASPE Committee Interest, Selection, and Conflict of Interest forms.

#### **Committee Responsibilities**

- Work closely with Membership Committee to develop guidelines for the establishment of Overseas ASPE Chapters or similar organization structure.
- Create recommendations for any necessary changes to policies, procedures, operations, and Bylaws to provide for adjustments to membership and chapter requirements for the creation of overseas chapters.
- Provide a process and implementation plan to build a chapter or like organizational structure for overseas members.
- Provide motivation, stimulus, and recommendations for the development of international programs.
- Promote and nurture relationships with existing international organizations and code bodies.
- Develop a strategy for the promotion, distribution, and sale of ASPE technical materials to a broad spectrum of engineering, design, contractor, and installer professionals for the international market.
- Promote ASPE involvement with international universities and colleges.
- Promote ASPE in the international arena to engineering firms and manufacturers of plumbing products doing business overseas.
- Promote ASPE to overseas engineers and related organizations.
- Create specific materials necessary to recruit international membership.
- Develop and implement a membership recruitment program for overseas membership.

#### **Committee Operation and Procedures**

- The International Development Committee shall meet at the biennial Convention and Symposium and shall communicate and conduct committee business on a regular basis, via conference calls, e-mail, or some other suitable format.
- The Chair of the committee shall submit through the Society President an outline of proposed annual activities and associated budget request.
- The International Development Committee shall, in consultation with the Society's President and Executive Director / CEO, make suggestions, respond to inquiries, and send policies and directives, in writing, to the Society Board of Directors. The Society Board shall determine which suggestions, inquiry responses, or policies and directives shall be approved and implemented, published, or issued.
- The committee shall be required to operate within the Society's established fiscal-year budget for this program.
- The Chair of the International Development Committee shall be required to submit to the Society Board of Directors the following reports:
  - a. An annual report of the committee's communications, meetings and activities. This report must be submitted to the Society Board prior to the biennial Convention and Symposium.
  - b. A report of committee meetings, activities, or communications. This report shall be submitted to the International Development Committee members and the Society Board of Directors within thirty (30) days of each event.
- The International Development Committee chair and/or the entire International Development Committee shall, at the discretion of the Society Board, meet with the Society Board at the biennial Convention or Symposia to provide an in-person communication of its activities, concerns, and recommendations.
- International Development Committee members shall be reimbursed for expenses in accordance with the established budget. Expense reimbursement to all committee members is subject to the timely submittal and acceptance of the required reports by the committee chair.

## **CHAPTER COMMITTEES**

The committee structure of the chapter committees is similar to that of the Society committees.

Chapter committees shall consist of standing committees (permanent committees) and special committees. Unless otherwise provided herewith, the Chapter's President shall appoint committee Chairs or create special committees (see Chapter 6 of the *ASPE Policy & Operations Manual*).

The Chapter's President shall nominate the Chair and members of all special committees, and the Chapter Board of Directors shall approve such members.

The chapter standing committee Chairs shall nominate committee members for approval by the Chapter Board of Directors.

### **CHAPTER COMMITTEE REPORTS**

The chapter standing committees shall provide minutes of each meeting to the Chapter's Board of Directors within thirty (30) days of each committee meeting.

The Committee Report form, found at the back of this chapter of the ASPE Policy and Operations Manual, is intended for the reporting purposes of Society Committee Chairs however, the chapters may decide to use this form for reporting to the Chapter Board of Directors.

## **CHAPTER STANDING COMMITTEES**

The chapter standing committees are divided into six (6) specific categories to correspond with the major functions of the officers of the chapter.

### **CHAPTER TECHNICAL COMMITTEE**

The Chapter Vice President, Technical shall be the Chair of the Chapter's Technical Committee and shall be a member of the Society's Technical and Research Council. The Committee should consist of at least four (4) members, including the Chair and the Chapter Education Committee Chair, who are nominated by the Chapter Technical Committee Chair and approved by the Chapter Board of Directors.

#### **Committee Responsibilities and Procedures**

- Plan and administer the chapter's technical activities and programs. The chapter meetings' technical programs and seminars shall be non-proprietary in content, which must be ensured by the chapter's Technical Committee. Trade names and proprietary literature shall not be used wherever practical. The committee shall submit an evaluation of each chapter technical program to the Society office for proper dissemination.
- Cooperate with the Society's Technical and Research Committee and the Society's Technical and Research Council to conform with the Society's overall policies and standards.
- Meet as often as practical, and minutes of meetings shall be submitted to the Chapter Board of Directors for distribution to appropriate parties.
- If the chapter does not have an Education Committee, it shall be the responsibility of the chapter's Technical Committee to provide education and professional development services and programs.

### **CHAPTER EDUCATION COMMITTEE**

The President of each chapter shall appoint a member to serve as Chair of the Chapter Education Committee. The committee shall consist of at least four (4) members, including the Chair, who are nominated by the Chair and approved by the Chapter Board of Directors.

#### **Committee Responsibilities and Procedures**

- Plan and administer the education activities and programs of the chapter, and submit an evaluation of each chapter educational program to the Society office.
- Cooperate with the Society's Education Committee and the Society's Education Council to conform with the Society's overall policies and standards.
- Complete an online review of all Chapter sponsored educational sessions for the purpose of evaluating speakers and topics for future use at Society or Society/chapter-sponsored technical or professional development programs.
- Obtain from the Society Education Committee materials and data to familiarize itself with the overall education program, including course outline and curriculum. The committee shall be responsible for conducting the program, in conformity with the educational requirements and stipulations of the Society's Education Committee, and shall obtain instructors.
- Meet as often as practical, and minutes shall be submitted to the Chapter Board of Directors for distribution to appropriate parties.

### **CHAPTER LEGISLATIVE COMMITTEE**

The Chapter Vice President, Legislative shall be the Chair of the Chapter Legislative Committee. The committee should consist of at least three (3) members, including the Chair, who are nominated by the Chair and approved by the Chapter Board of Directors.

#### **Committee Responsibilities and Procedures**

- Plan and administer the chapter's code activities.
- Foster the cooperation and involvement of ASPE Chapter members with local and state code organizations and officials. The committee shall be vigilant and reactive to codes, legislation, and local ordinances that may affect the industry.
- Cooperate with the Society's Legislative Committee and the Society's Legislative Council to conform with overall Society policies and standards.
- Meet as often as practical. Minutes of meetings shall be submitted to the Chapter Board of Directors for distribution to appropriate parties.

### **CHAPTER MEMBERSHIP COMMITTEE**

The Chapter Vice President, Membership serves as Chair of the Chapter Membership committee. The committee should consist of at least four (4) members, including the Chair, who are nominated by the Chair and approved by the Chapter Board of Directors.

#### **Committee Responsibilities and Procedures**

- Plan and administer the membership activities and programs of the chapter.

- Cooperate with the Society’s Membership Committee and the Society’s Membership Council to conform with the Society’s overall policies and standards.
- Assist the Society Membership Committee in promoting Society membership initiatives.
- Encourage members to upgrade/advance their membership grade.
- Assist in organization activities to promote or provide opportunities for potential membership contact and fundraising for chapter programs.
- Keep the Society Membership Director informed of changes in members’ addresses or business affiliations and all members who transfer away from the chapter area. Endeavor to find out where member is transferring. If a member is relocating to an area where there is a chapter, inform the chapter accordingly.
- Assist in identifying possible future Satellite locations and assist in the formation of Satellites of the chapter.

**CHAPTER NOMINATING COMMITTEE**

The Chapter Nominating Committee shall consist of at least three (3) members, two (2) of which must be Full members. The Chair of the Nominating Committee shall be the most recent Chapter Past President willing, able, and available to serve. The Nominating Committee of the chapter shall prepare a slate of candidates, at least one (1) for each office, to be announced to the chapter’s members at least thirty (30) days prior to the election either through the Chapter website, newsletter, e-mail blast or other suitable means.

**CHAPTER LONG-RANGE PLANNING COMMITTEE**

Chapters may, at their discretion, form a Chapter Long-Range Planning Committee. The Chapter’s Board of Directors shall establish a mission statement and operating procedures, consistent with the ASPE Bylaws and Chapter Operations Manual.

**SPECIAL CHAPTER PRESIDENTIAL APPOINTMENT**

**CHAPTER AFFILIATE LIAISON**

The Chapter Affiliate Liaison is appointed by the Chapter’s President and reports to the Chapter Board of Directors and the Society’s Region Affiliate Liaison.

The Chapter Affiliate Liaison is responsible for communicating with ASPE’s Region Affiliate Liaison, The Chapter Affiliate Liaison with input from the chapter-level Affiliate members, serving as the voice of the chapter Affiliate members. The Chapter Affiliate Liaison can be any Affiliate member of the Society who is a dynamic individual and a good communicator and willing to commit themselves to the task. The Chapter Affiliate Liaison will be appointed by the Chapter President and shall serve for the duration of the President who appointed them. The Chapter Affiliate Liaison can serve multiple terms provided they are re-appointed by the elected President.

**Appointee’s Responsibility**

- Be the primary spokesperson on behalf of the chapter Affiliate members.
- Communicate to and from the Regional Affiliate Liaison.
- Report information from the Regional Affiliate Liaison to the chapter membership.
- Perform other functions as directed by the Region Affiliate Liaison or the Society Vice President, Affiliate.
- Promote the chapter, the region, and the Society in the local community (engineers, contractors, etc.) by all reasonable means.
- Assist the Chapter Board with the identification of potential award recipients.
- Develop ideas, programs, and recognition that will improve morale and participation of chapter Affiliate members.

**DEFINITIONS FOR ASPE COMMITTEE APPOINTMENTS**

**INTEREST**

The perspective of a member or chair of a committee, as judged by their present and past sources of income, fees, or reimbursements of related expenses, shall be viewed in the context of the purpose and scope of the committee. The perspective candidate may also be judged by the recorded views of the individual, or of any organization they are employed by or receives income from, or of which they are a member.

**INTEREST CATEGORIES**

The principal (top) tier of interest classifications. For some projects, it may be appropriate to designate subcategories of one or more interest category. Following are examples of functions covered by each interest category:

- Producer** - Those directly concerned with the production or distribution of the product or service involved, including industry associations representing producers or distributors, or those receiving substantial support from a producer directly concerned.
- User** - Those who use the product or service involved, or those who receive substantial support from a user directly concerned

but are not involved with its production or distribution. This reference is not to users of the standard, but to users of the product or service covered by the standard.

**General** - Those who have interests other than those described above and may include consulting engineers or employees of appropriate government agencies, nationally recognized testing laboratories or educational institutions, and codes-oriented individuals.

Example subcategories of the user interest category include:

**User-Consumer** - A person using goods and services rather than producing or selling them when the committee's activity deals with a consumer product such as a water heater.

**User-Industrial** - The industrial user of a product, where the committee's activity deals with an industrial product such as refrigerant chemicals.

**User-Government** - The representative of a government agency, where the committee's activity is likely to be used as the basis for government agency procurement such as for the design or performance testing of building systems or equipment.

**User-Labor** - A representative of labor, where the committee's activity deals with worker products used in the workplace or with the workplace environment.

Note: The subcategories shown above are for example only. The ASPE Society Board of Directors may approve or disapprove any applicant for the position on a committee at their discretion based on information received or obtained on the applicant.

## GUIDELINES AND DEFINITIONS

### BIAS

The question of potential sources of bias ordinarily relates to views stated or positions taken that are largely intellectually motivated or that arise from the close identification or association of an individual with a particular point of view or the positions or perspectives of a particular group. Such potential sources of bias are not disqualifying for purposes of committee service. It is necessary, however, in order to ensure that a committee is fully competent, to appoint members in such a way as to represent a balance of potentially biasing backgrounds or professional or organizational perspectives.

### CONFLICT OF INTEREST

It is essential that the work of committees not be compromised by any significant conflict of interest, or in some circumstances the significant appearance of conflict of interest, on the part of any member of a committee or anyone associated with the work of a committee (e.g., consultants and staff). For this purpose, the term "conflict of interests" means any financial or other interest that conflicts with the service of an individual because it (1) could impair the individual's objectivity or (2) could create an unfair competitive advantage for any person or organization. The existence of a significant conflict of interest ordinarily disqualifies an individual from service.

#### How conflicts of interest arise:

1. Committees are not balanced and include individuals with strong personal, financial, or professional interests in seeing that the committee recommend or produce a particular outcome.
2. An agency, a sponsor, or a private organization or company attempts either to influence individual committee or staff members or to skew the body of information reviewed by the committee.
3. The conflicts of interest or bias arise concerning individual points of view on especially contentious issues. For some committees, nearly all the people of relevant competence have backgrounds of connections and experience that constitute, or can be construed by others as constituting, potential sources of bias in one direction or another. It may, therefore, be difficult to find individuals with the pertinent knowledge who have not been involved previously with an issue that will come before the committee. Such situations are resolved by selecting a carefully balanced consensus-forming body so that all points of view can be represented.

### TO AVOID CONFLICTS OF INTEREST

Adhere to ASPE procedures. These procedures include specific questions and assessments at the formation stage of the committee membership to bring possible conflicts of interest to the surface. Two essential parts of this process are, at the time of appointment, completion of a short statement of inclinations, interests and affiliations that lists professional connections and indicates any positions taken in relevant public statements, and discussion of this information at the committee's first meeting and annually thereafter, or as topics are presented before the committee.





# Application Package for Candidates to ASPE Board of Directors

**American Society of Plumbing Engineers**

6400 Shafer Court, Suite 350  
Rosemont, IL 60018  
(847) 296-0002 | [aspe.org](http://aspe.org) | [info@aspe.org](mailto:info@aspe.org)

Dear ASPE Member,

This Candidates Application Package should be completed in its entirety by any member who has decided to run for a position on the ASPE Society Board of Directors. This package must be submitted to the ASPE office no later than the deadline noted below to be considered as a Candidate in accordance with the Bylaws.

In addition to this Application Package, every Candidate must confirm they are currently employed in the Plumbing industry and submit a letter or provide another form of correspondence indicating approval of both family and their employer to undertake the requirements of serving as a member to the Society Board of Directors. Every Candidate must also include a current photograph in accordance with Chapter 10.16 Nominating of the P&O Manual.

The description, composition, and responsibilities of the Nominating Committee is listed in Chapter 8 of the P&O Manual. A few key points from that Chapter are as noted below:

- The list of Candidates for the Board of Directors shall include the names of any member submitting their application for consideration who meets the requirements of the Society's Bylaws.
- The Committee shall interview all Candidates to determine if they are qualified to hold the Board position they are seeking. If the Committee does not feel the Candidate is qualified to hold the position they are interested in, the Committee may recommend that the Candidate consider running for a different position.
- Based on the information gathered during the interview process of each Candidate, the Committee shall prepare the official candidate ballot which includes the names of all applicants that meet the qualifications for the position they are seeking.

The next election of Board members will take place during the ASPE Biennial Business Meeting. The information provided by the Candidates in this Application Package, the letter or correspondence indicating family approval and if possible, similar correspondence relative to employer approval, and the Official Candidate Ballot from the Nominating Committee, will help the members and Delegates make an informed decision when casting their vote during the election of the Society Board of Directors.

Thank you for your interest as a Candidate to the ASPE Board of Directors.

Sincerely,

A handwritten signature in black ink, appearing to read 'Mitchell J. Clemente', with a long horizontal line extending to the right.

Mitchell J. Clemente, CPD, FASPE  
Nominating Committee Chair

*Package must be submitted by May 16, 2024*



NOTE: This Application Package will be presented to the members and Delegates exactly as submitted by the Candidate regardless of the accuracy, or legibility of the information provided. No changes or modifications of any kind will be permitted by anyone including the Candidate, Society office or the Nominating Committee once this Application Package has been submitted. It is recommended that all of the information submitted be hand written or printed legibly or typed to avoid any confusion or misunderstandings.



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 Rosemont, IL 60018  
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## STATEMENT OF INCLINATIONS, INTERESTS AND AFFILIATIONS (To Help Determine Potential Sources of Bias and Conflict of Interest)

Name: \_\_\_\_\_ Telephone (day): \_\_\_\_\_

Telephone (evening): \_\_\_\_\_ E-mail: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Company (Employer): \_\_\_\_\_ Title: \_\_\_\_\_

Company (Employer) Product or Service: \_\_\_\_\_ ASPE Member # \_\_\_\_\_

Chapter Affiliation: \_\_\_\_\_

Preferred ASPE Board of Directors Position; if no preference please state "None": \_\_\_\_\_

The responsibility for completing and submitting this statement of inclinations, interests and Affiliations rests solely with the individual completing this Application Package. Please reference the next page for guidelines and definitions, and submit only the information that is relevant and merits disclosure regarding:

1. All ASPE policies with respect to interest categories and as related to any bias and conflict of interest.

### Instructions:

- A. Please make sure to include a cover letter of interest to the nominating committee addressed to the nominating committee chair.
- B. Include a letter or other correspondence from both your employer and family stating their approval and support of you pursuing this position. This letter is a vital piece to your application and will demonstrate that your family and employer are fully aware of the responsibilities that comes along with serving on the Society Board of Directors, and that serving on the board will require you to be away from family and your place of employment for certain periods of time.
- C. Contact the Nominating Committee Chair if you have any questions regarding the completion of this form.
- D. When this form has been completed, sign, date and return to [bsmith@aspe.org](mailto:bsmith@aspe.org). Attach additional pages if necessary and retain a copy for your records.
- E. A statement of inclinations, interests and affiliations does not prevent candidacy to the Board of Directors but is for the purpose of notifying the members and the delegates of any bias or potential bias.
- F. If there is no information to be reported, write the word "NONE" in the space provided.

If the Candidate is elected and during your period of service on the Board, any changes in information reported on this form, or any new information relevant to the question of potential bias or conflict of interest should be promptly reported to the ASPE Board of Directors and the ASPE Executive Director/CEO.

### 1. ORGANIZATIONAL AFFILIATIONS.

Report relevant present and past business relationships (as an employee, owner, officer, director, consultant, member, etc.) and relevant remunerated or volunteer non-business relationships (e.g., professional organizations, trade associations, code organizations, lobbying groups, public interest or civic groups, and trade magazines). Include specific activities and committee involvements.

### 2. PUBLIC STATEMENTS AND POSITIONS.

List relevant articles, testimony, speeches, etc. by date, title and publication (if any) in which they appeared. Provide a brief description of relevant positions of any organizations or groups with which you are or have been closely identified or associated.

\_\_\_\_\_  
 Signature Date

*Note: As a candidate for the Board of Directors, a copy of this completed form will be available to any members making a written request.*

# GUIDELINES AND DEFINITIONS

## Bias

The question of potential sources of bias ordinarily relates to views stated or positions taken that are largely intellectually motivated or that arise from the close identification or association of an individual with a particular point of view or the positions or perspectives of a particular group. Such potential sources of bias are not disqualifying for purposes of the Board of Directors. It is necessary, however, in order to ensure that the members and the delegates are aware of potentially biasing backgrounds or professional or organizational perspectives.

## Conflict of Interest

It is essential that the work of the ASPE Board of Directors not be compromised by any significant conflict of interest, or in some circumstances the significant appearance of conflict of interest, on the part of any member of the Board or anyone associated with the Board (e.g., consultants and staff). For this purpose, the term “conflict of interests” means any financial or other interest that conflicts with the service of an individual because it (1) could impair the individual’s objectivity or (2) could create an unfair competitive advantage for any person or organization. The existence of a significant conflict of interest is important information to the membership and the delegates.

## How conflicts of interest arise

1. The Board includes individuals with strong personal, financial, or professional interests in seeing that the Society recommend or produce a particular outcome.
2. An agency, a sponsor, or a private organization or company attempts either to influence the Board members or to skew the body of information reviewed by the Board.
3. The conflicts of interest or bias arise concerning individual points of view on especially contentious issues. For the Board of Directors, nearly all of the people of relevant competence have backgrounds of connections and experience that constitute, or can be construed by others as constituting, potential sources of bias in one direction or another. It may, therefore, be difficult to find individuals with the pertinent knowledge who have not been involved previously with an issue that will come before the Board. Such situations are resolved by the membership and the delegates by selecting a carefully balanced consensus-forming body so that all points of view can be represented.

## To avoid conflicts of interest

Adhere to ASPE policies and procedures. These policies and procedures include specific questions and assessments prior to the election of officers to the ASPE Board of Directors to bring possible conflicts of interest to the attention of the membership and the delegates. Two essential parts of this process are, prior to the election of officers, completion of a short statement of inclinations, interests and affiliations that lists professional connections and indicates any positions taken in relevant public statements, and the candidate question and answer session at the biennial Convention.



6400 Shafer Court, Suite 350  
 Rosemont, IL 60018  
 (847)296-0002 | [aspe.org](http://aspe.org) | [info@aspe.org](mailto:info@aspe.org)

## CANDIDATE APPLICATION FOR ASPE BOARD OF DIRECTORS

[Please Type or Print]

### 1. Education

Education Level	Name of Institution	Major/Course of Study	Years Completed	Date of Graduation	Degree
High School					
Technical School/ Institute					
College or University					
Graduate Studies or Other					

### 2. Certification and Registration

- A. Are you Certified In Plumbing Design (CPD)? YES NO
- B. Are you a Certified In Plumbing Design Technician (CPDT)? YES NO
- C. Do you hold the Green Plumbing Design Certificate (GPD)? YES NO
- D. Are you a Registered Engineer? YES NO Number of States: \_\_\_\_\_  
 List States: \_\_\_\_\_
- E. Other (Specify): \_\_\_\_\_

### 3. Professional Experience *(Include Each Position)*

Date		Employer	Title	Describe Duties/Responsibilities (e.g. design, codes, sales, etc.)
From	To			

#### 4. ASPE History

A. Please Provide:

- d. Year Joined ASPE: \_\_\_\_\_
- b. Initial Membership Grade: \_\_\_\_\_
- c. Current Membership Grade: \_\_\_\_\_

B. Society Activities

a. Society (National) Offices Held

Date		Society (National) Office/Position	Position
From	To		

b. Society (National) Committees and Other Activities

Date		Name of Society (National) Committee/ Working Group or Other Activity	Society (National) Position
From	To		

C. Chapter Activities:

a. Chapter Offices Held

Date		Name of Chapter	Chapter Office/Position
From	To		

b. Chapter Committees and Other Activities

Date		Name of Chapter	Name of Chapter Committee or Other Activity
From	To		

**5. Membership and Activities in Other Societies or Associations**

Society or Trade Association	Year Joined	Membership Grade	Committee/Activity	Date		Position
				From	To	

6. **Technical Interest Areas** (e.g., system design, equipment selection, specification preparation, codes, etc.)

7. **General or Society Interest Areas** (e.g., technical, education, legislative, membership, finances, AYP, WOA)

8. **Honors and Awards** [e.g., honorary societies, citations, awards (list ASPE's first)]

Honor or Award Received	Organization Received From	Date

9. **Publications Authored**

Number of Books/Manuals: \_\_\_\_\_ Number of Papers: \_\_\_\_\_ Number of Articles: \_\_\_\_\_

List up to five (5) significant publications. Attach additional list, if needed.

Title	Publisher or Publication	Date

## 10. Patents, Registrations or Trademarks Owned

Number of Patents: \_\_\_\_\_ Number of Trademarks or Registrations: \_\_\_\_\_

Patent/Reg/TM Number	Describe Patent/Registration/Trademark	Date Issued

## 11. Projects

List up to five (5) significant projects. Attach additional list, if necessary.

Project Name or Description	Year Completed	Your Role in Project	Significance of Project

## 12. Civic, Charitable and Military Service



13. Your answers to the following questions will help the members and delegates better understand each candidates position and goals as they make the best possible informed decision when electing officers to the Society Board of Directors. If you need additional space, use additional sheets of paper. Reminder, however, you fill in this form (e.g., hand written, printed, typed, etc.) is how it will be presented to the members and Delegates.

13A: Why are you running for this position on the Society Board of Directors, and what makes you stand out from all the other potential Candidates?

13B: What do you suggest we do immediately to better the Society, and what you would do personally to accomplish this goal?

**13C: Every position on the Society Board of Directors has an effect on membership. Regardless of which position you are running for; how do you plan on retaining and growing our membership base?**

**13D: ASPE is a volunteer Society. How do you plan on getting our members more involved at the Chapter and Society levels to help advance our initiatives, and support our mission statement?**

**13E: What types of new programs/initiatives should ASPE be developing immediately in order to reach a larger market of potential new members and industry partners?**

**13F: If elected, what specific short term ideas do you have to advance the Society, and what long term plans do you have for the future of ASPE?**

**13G:** Membership has increased over the past few years. With the introduction of the Women of ASPE (WOA) and ASPE Young Professionals (AYP), the Society is beginning to obtain a younger member base. What are your thoughts and ideas to increase membership to new record numbers? What are your ideas for recruiting and retaining both younger and previous members? What are your ideas for addressing the large age gap between younger and older members?

**13H:** ASPE has continuously relied on the affiliate member organizations to support the Society. What are your ideas to change this and how can we get our members to help support the Society other than with dues.

13I: What should ASPE be doing for the membership that they are not currently doing?

## 14. Attestment of Candidates

1. As a Candidate to the Society ASPE Board of Directors, I hereby grant the American Society of Plumbing Engineers (ASPE) the non-exclusive, royalty-free rights, including nonexclusive, royalty rights in copyright, to any contributions I make to documents or material I prepared for ASPE and I understand that I acquire no rights in publication of such documents in which my contribution or other similar analogous form is used. I hereby attest that I have the authority and I am empowered to grant this copyright release.
2. If elected as a member of the ASPE Board of Directors, I understand that expenses I may incur in my official capacity as an officer of the Society shall be reimbursed in accordance with the official Society travel policies and that all such expenditures require budget authorization and must be approved in advance by the Society President and/or Executive Director/CEO.
3. I hereby attest that all information provided in the Candidate Application for ASPE Board of Directors and the Statement of Inclinations, Interest and Affiliations are true and accurate representations of my interests, affiliations and background and do not believe I have any conflict of interest that would affect my serving as an officer of, and member of the Board of, the American Society of Plumbing Engineers.

Please sign below and return to:

American Society of Plumbing Engineers  
c/o Nominating Committee  
6400 Shafer Court, Suite 350  
Rosemont, IL 60018

(847)296-0002 | [aspe.org](http://aspe.org) | [info@aspe.org](mailto:info@aspe.org)

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Name (print)

Date

---

Signature

# SUPPLEMENT TO BOARD OF DIRECTOR CANDIDATE INTEREST FORM

## PETITION TO INSURE PLACEMENT ON BALLOT

**(Complete this section only if you are nominating a candidate from the floor, or if you have missed the deadline to submit the application package and are petitioning the committee for inclusion as a candidate.)**

In accordance with the ASPE Bylaws:

For all board officers the Committee shall be responsible for developing a recommended slate of officers for presentation to the membership and for election as officers by the delegates.

The Nominating Committee shall review the material for each Candidate, shall attest to the accuracy of the information provided, and shall prepare a summary biography for distribution to the membership and the delegates not later than sixty (60) days prior to the date of the election.

In accordance with the bylaws, the Nominating Committee will present to the delegates at the biennial ASPE Business Meeting. Based on the information in this Application and the interview process of each Candidate, the Committee shall prepare the official candidate ballot which includes the names of all applicants that meet the qualifications for the position they are seeking.

As there is no continuity provision in the ASPE Bylaws, all ASPE board members must run for re-election every two years (with the President limited to two two-year terms) if another term is desired.

The nomination bylaw also states:

Nothing in this bylaw shall exclude additional candidates being nominated from the floor during the biennial Business Meeting or petitioning the committee for inclusion as a candidate. All nominations from the floor shall require a second and a positive vote to include the candidate of at least 25 delegates; written petitions for inclusion on the official candidate ballot shall require a minimum of fifty (50) full or associate member signatures.

In order to ensure that a candidate who submits their Board of Director Candidate Interest Form is added to the ballot that the Nominating Committee submits to the delegates, this Special Petition to Insure Placement on the Ballot should be filled in and submitted along with the candidates Statement of inclinations, Interests and Affiliations Form.

**THIS PETITION REQUIRES THE PRINTED NAME AND SIGNATURE OF 50 FULL OR ASSOCIATE ASPE MEMBERS IN GOOD STANDING.**

# PETITION TO INSURE PLACEMENT ON BALLOT

Candidate Name: \_\_\_\_\_

Candidate ASPE Membership #: \_\_\_\_\_

ASPE Member Number	Printed ASPE Full/Associate Member Name	ASPE Member Signature	ASPE Office Validation
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## PETITION TO INSURE PLACEMENT ON BALLOT (continued)

ASPE Member Number	Printed ASPE Full/Associate Member Name	ASPE Member Signature	ASPE Office Validation
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# CHAPTER 9

## Society & Chapter Publications

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### CHAPTER PUBLICATIONS

#### CHAPTER NEWSLETTER/WEBSITE

All Chapters are required to publish a minimum of nine (9) monthly Chapter updates for the Chapter membership. Chapter publications shall be sent to all Chapter members, the Region Director, the Society office, and selected other individuals, groups, and organizations as determined by the Chapter Board of Directors. (It is suggested that each Chapter send a copy of any updates to all the Chapters in the Region and to the Society Board of Directors.) Publications of the Chapters material is the sole responsibility of the Chapter. The Chapter has the right to design its material independently, and most Chapters permit advertising in the Chapters publications.

#### CHAPTER ROSTER

Many Chapters publish a membership directory, which contains a listing of all Chapter members and their business affiliation, address, telephone number, fax number, and e-mail address. The collection and editing of the material, publication, and distribution of the Chapter roster is the sole responsibility of the Chapter. Many Chapters also permit advertising in the roster.

To protect the privacy of Chapter members, consent and the distribution of the roster should be granted before distribution extends beyond the membership of the Chapter.

#### ADVERTISING IN CHAPTER PUBLICATIONS

It is left to the discretion of the Chapter Board of Directors as to whether or not any Chapter publication will permit advertising, paid or otherwise. The Society does not prohibit or otherwise limit the appearance or type of advertising, paid or otherwise, in any Chapter publication. For a majority of Chapters, paid advertisements in Chapter publications generate significant revenues. However, a Chapter should avoid publications with an overabundance of advertising.

#### ADVERTISING LIABILITY

Generally, a Chapter does not have or assume any liability for paid or unpaid advertising as long as:

- The presented information or material is clearly advertising.
- The information or material presented is not patently false or libelous.

It is the Chapter's responsibility to ensure that appropriate information and material are advertising, paid or otherwise. If there is any doubt about the material, or if a reader could interpret the advertising as being editorial material (such as advertising material written as an article), the information or material should be marked as an advertisement at the top and bottom of the material. The Chapter is responsible if advertising material is mistaken for editorial content and can be held liable.

A Chapter is not in the business of having to correct or otherwise censor advertising material. Therefore, a Chapter is not obligated to accept any advertising information or material that is known to contain, or is suspected of containing, false or misleading statements. Any Chapter can be held liable for knowingly publishing false or misleading information or statements or for permitting libelous material to be published, paid advertisement or not.

#### TAXATION OF ADVERTISING REVENUES

Chapters must be aware of the local, state, and federal tax rules regarding advertising revenues. Generally, advertising revenues, less all expenses are undertaken to attract the advertisement and to publish and distribute it, are taxable subject to local, state, and federal guidelines. See Chapter 3 the *ASPE Policy & Operations Manual* for additional information regarding possible tax liabilities.

## CHAPTERS ARE NOT AUTHORIZED

As specified in the Society Bylaws, all Society publications are the responsibility of the Society Board of Directors. Likewise, as each Chapter is an entity operating independently from the Society, all Chapter publications are the responsibility of the Chapter Board of Directors.

Due to the independent aspect of a Chapter, all Chapter publications are required to carry the statement “Chapters are not authorized to speak for the Society.”

This statement must be prominently displayed on the front cover of the publication.

This policy may not be waived by any Society officer, Society staff member, or any Region or Chapter officer; any granted waiver must be by the express written authorization of the Society Board of Directors and so noted in the Board minutes.

## SOCIETY PUBLICATIONS

The American Society of Plumbing Engineers publishes numerous technical, educational, and professional-development books, monographs, research papers, and other publications specifically for the plumbing engineer and designer.

For a complete annual update of the technical and professional-development material available from the Society, see [ASPE.org](http://ASPE.org).

### ASPE PIPELINE

*ASPE Pipeline* ([aspe.org/pipeline](http://aspe.org/pipeline)) is the Society’s news website and the main communication tool for disseminating information about ASPE, ASPE Chapters and members, ASPE’s Affiliate Sponsors, partner organizations, and other news about the industry. An e-newsletter also called ASPE Pipeline and containing links to the website is distributed every other Thursday.

### TECHNICAL AND EDUCATIONAL PUBLICATIONS

Technical manuals available from ASPE include:

- Advanced Plumbing Technology 2
- ASPE Plumbing Engineering Design Handbook, Volumes 1–4
- CPD Study Guide
- CPDT Study Guide
- Domestic Water Heating Design Manual
- Engineered Plumbing Design II
- Fire Protection Systems
- Illustrated Plumbing Codes Design Handbook
- Pharmaceutical Facilities Plumbing Systems
- Plumbing Engineering and Design Handbook of Tables
- Plumbineering Dictionary
- Practical Plumbing Engineering
- Pumps & Pump Systems II
- The Original Hunter Papers

# CHAPTER 10

## Membership

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### ABOUT ASPE

The American Society of Plumbing Engineers (ASPE) is the international organization for professionals skilled in the design, specification, construction administration, commissioning, manufacturing, sales/marketing, and representation of plumbing designs and systems. ASPE is dedicated to the advancement of the science of plumbing engineering and design; to the professional growth and advancement of its members; to the protection of the environment; and to the health, welfare, and safety of the public around the world.

The Society disseminates technical data and information; sponsors activities that facilitate interaction with fellow professionals; and, through research and education, expands the base of knowledge of the plumbing-engineering industry. ASPE members are leaders in innovative plumbing design, effective materials and energy use, and the application of advanced techniques throughout the world.

### WORLDWIDE MEMBERSHIP

ASPE was founded in 1964 and currently has over 7,000 members. Internationally, ASPE members are located in the United States, Canada, Asia, Africa, Mexico, the Caribbean, South and Central America, the South Pacific, Australia, the Middle East, and Europe. They represent an extensive network of experienced engineers, designers, contractors, code officials, manufacturers, and manufacturer representatives interested in advancing their careers, their profession, and the industry. ASPE is at the forefront of technology. In addition, ASPE represents members and promotes the profession among all segments of the construction industry.

### ASPE CHAPTERS

All members belong to ASPE worldwide and have the opportunity to belong and participate in one of the 67 state, provincial, or local chapters or satellite chapters across the U.S. and Canada. ASPE chapters provide the major communication links and the first line of services and programs for the individual member. At chapter functions, members can network with others who represent all segments of the plumbing engineering, design, construction, and services industry. Chapters produce newsletters; have websites; conduct monthly technical meetings; and provide opportunities for education, professional development, and information sharing to help the membership stay abreast of current trends, code changes, and technologies in the plumbing-engineering profession.

### MEMBERSHIP CATEGORIES

Membership in ASPE is designed for engineers, designers, or other individuals involved in or interested in the design and specification of plumbing systems or the plumbing industry. Membership categories exist for manufacturers and manufacturers' representatives, code officials and municipal inspectors, contractors, educators, and students.

### FULL MEMBER

A Full member must have eight (8) years of experience in plumbing engineering, a minimum of four (4) years of which must have been in a position of responsibility for the design of plumbing systems. A maximum of four (4) years of experience may be waived by the Society Vice President, Membership for (a) education: one-half year for each completed year in a curriculum related to plumbing engineering; (b) engineering registration: four (4) years for Professional Engineer registration in a field that includes plumbing engineering; (c) CPD certification: two (2) years. Note that Full membership immediately makes you eligible to register for the CPD exam (if you are not already a CPD). If your plans include running for the Society Board of Directors, Full membership is required with the exception that the Vice President Affiliate can be an Affiliate Member. If you intend to run for Society President, Vice President (Technical, Education, Legislative, or Membership), Secretary, or Treasurer, then you must also be a registered Professional Engineer (PE) or Certified in Plumbing Design (CPD).

## **ASSOCIATE MEMBER**

An Associate member is any individual involved in the design of plumbing systems or in plumbing engineering and not meeting the requirements for Full membership. The same potential for education, registration or certification shown for Full Member is also available for the Associate Member.

## **AFFILIATE MEMBER**

An Affiliate member is any individual involved in producing or marketing a plumbing product who does not meet any of the qualifications for membership in any other grade.

## **STUDENT MEMBER**

A Student member is any individual attending a recognized university, college, community college, vocational, or technical trade school full time or part time in a curriculum related to plumbing design. Student membership is considered to be an introductory level to the Society. Student membership shall be limited to five (5) years, after which time the membership shall be upgraded to an applicable membership classification as deemed appropriate by the Society's Vice President, Membership. Other member classifications shall not be permitted to downgrade to a Student member classification. A member candidate who can demonstrate enrollment of twelve (12) or more semester credits in a plumbing engineering or design related curriculum are classified as a full-time student. A part-time student is defined as a student if they can demonstrate enrollment of six (6) or more semester credits for the course of study as stated above. Taking a single class or a workshop typically will not qualify the applicant for Student membership.

## **HONORARY MEMBER**

The Society's Board of Directors may recommend, upon its own initiative or when so requested by a two-thirds majority vote of a chapter's membership, Honorary membership for anyone deemed worthy by action or contribution to the Society or the plumbing profession. Such recommendations shall be ratified by a two-thirds majority vote of Delegates at the Society's Convention. Proposed recommendations shall be presented to the Delegates forty-five (45) days prior to the Society's biennial Convention. Members in this category shall not be required to pay annual dues.

## **LIFE MEMBER**

Life Membership status shall be granted to any Member who is retired and has been a Member in good standing for a minimum of 25 accumulated years. Retired shall mean that the member is no longer engaged in employment for compensation in the plumbing industry. Once ASPE's Staff has verified that the nominee meets these requirements, the Society Board of Directors will ratify the results and grant the individual Life Member status. All rights and privileges of one's membership shall also apply to this membership category, except that Life Members shall not be required to pay annual dues and shall not receive *Plumbing Engineering Design Handbook* materials. If a member who has been granted Life Membership returns to working status, their Life Membership may be revoked by the Society Board of Directors.

## **RETIRED MEMBER**

Any member who has been a member in good standing for a minimum of twenty (20) years who has reached the age of sixty-five (65) years and is no longer active in the profession may apply for a membership category change from their current membership category to Retired Member. Members in this category will not be eligible to serve as a Society officer and will receive at their request Plumbing Engineering Design Handbook materials electronically and shall pay substantially reduced annual dues.

## **PRESIDENTIAL MEMBER**

The outgoing President of the Society shall become a Presidential member upon installation of a successor and shall retain all rights, privileges, and responsibilities of a Full member.

## PROCESSING MEMBERSHIP APPLICATIONS

The Chapter Vice President, Membership should advise potential members of each step of the membership application process. Potential ASPE members shall apply online at <https://www.aspe.org/membership-global-community/join/>.

### APPLICATION BY A PERSON AFFILIATING WITH A CHAPTER

#### APPLICANT

- The Application form requires the completion of all items for all membership classifications. In the space provided for professional experience, include such additional data that would clearly establish the nature of the business, the specific duties of the applicant, and eligibility for membership. For persons who are applying for Full member or Associate member status, it is very important that all professional experience that relates to plumbing design and engineering be specifically listed.
- All fees are due and payable in U.S. funds.

Membership in ASPE does not become official until dues are received by the Society office.

#### FOR PAPER OR PDF APPLICATIONS

##### SOCIETY STAFF–INITIAL REVIEW

The Membership Coordinator/Manager/Director shall record receipt of the application, deposit the dues in the Society treasury, review the application for completeness and validity, and make suitable notations of all actions taken directly on the front and back of the application, as appropriate. If necessary, the Membership Coordinator/Manager/Director shall contact the applicant to have an administratively correct and complete application that can be processed in accordance with the Society Bylaws. The complete and satisfactory membership application will be forwarded to the Society's Vice President, Membership for review and concurrence of membership classification.

##### SOCIETY VICE PRESIDENT, MEMBERSHIP–MEMBERSHIP GRADING

The Society Vice President, Membership shall review the application to determine and confirm that the requested membership is the correct and proper classification. If the requested classification is questionable and professional experience information or the statements regarding the nature of business and description of work are inconclusive, the Vice President, Membership or the Society's Membership Coordinator/Manager/Director will contact the Chapter Vice President, Membership or the applicant for additional information and assistance in final membership grading. In the event the initial requested classification is amended, the Society Vice President, Membership will assign a revised classification to the application and note the reasons for change. The graded application will be returned to the Society's Membership Coordinator/Manager/Director for final processing.

##### CHAPTER VICE PRESIDENT, MEMBERSHIP

The Chapter Vice President, Membership shall:

- As an option, provide the applicant with a pre-addressed and postage-paid envelope for the application to be returned to the Society office. This is not necessary for online applications.
- Provide any additional information and assistance in the final membership grading as requested by either the Society Vice President, Membership or the Society's Membership Coordinator/Manager/Director.

##### SOCIETY STAFF–FINAL PROCESSING

Once the Society's Vice President, Membership has reviewed the application and determined the appropriate membership classification, he/she will return the application back to the Membership Coordinator/Manager/Director for final processing. This includes deposit of the dues in the Society treasury. After the application is processed, the applicant will be emailed a New Member Welcome confirmation email. The email includes website login credentials, payment receipt, a link to access the current plus three past volumes of ASPE's Plumbing Engineering Design Handbook and a PDF of their membership card. The membership card will provide a membership number, the assigned membership classification and the new member's preferred chapter affiliation. If the new member has selected to receive a physical copy of the Plumbing Engineering Design Handbook, they will be sent the current volume.

To complete the processing of the new member, the Society's Membership Coordinator/Manager/Director will:

- Have the name of the new member added to the membership roster
- Annotate the application form as processed
- Send, on a monthly basis, the name and address of each new member to their respective Chapter Vice President, Membership

## FOR ONLINE APPLICATIONS

### SOCIETY STAFF–INITIAL REVIEW

The ASPE membership system, Member Tree shall record receipt of the application, establish a computer file record and a issue a membership application number. If necessary, the Membership Coordinator/Manager/Director shall contact the applicant to have an administratively correct and complete application that can be processed in accordance with the Society Bylaws. The complete and satisfactory membership application will be transferred to the Society’s Vice President, Membership for review and concurrence of membership classification.

### SOCIETY VICE PRESIDENT, MEMBERSHIP–MEMBERSHIP GRADING

The Society Vice President, Membership shall review the application to determine and confirm that the requested membership is the correct and proper classification. If the requested classification is questionable and professional experience information or the statements regarding the nature of business and description of work are inconclusive, the Vice President, Membership or the Society’s Membership Coordinator/Manager/Director will contact the Chapter Vice President, Membership or the applicant for additional information and assistance in final membership grading. In the event the initial requested classification is amended, the Vice President, Membership will assign a revised classification to the application and note the reasons for change.

### CHAPTER VICE PRESIDENT, MEMBERSHIP

If requested of any additional information, the Chapter Vice President, Membership shall:

- Provide requested additional information and assistance in the final membership grading as requested by either the Society Vice President, Membership or the Society’s Membership Coordinator/Manager/Director.

### SOCIETY STAFF–FINAL PROCESSING

Once the Society’s Vice President, Membership has reviewed the application and determined the appropriate membership classification, the application will be marked approved and the applicant will automatically be emailed a New Member Welcome email. The email includes website login credentials, payment receipt, a link to access the current plus three past volumes of ASPE’s Plumbing Engineering Design Handbook and a PDF of their membership card. The membership card will provide a membership number, the assigned membership classification and the new member’s preferred chapter affiliation. If the new member has selected to receive a physical copy of the Plumbing Engineering Design Handbook, they will be sent the current volume.

An automatic email will also be sent to the Chapter President and Vice President, Membership notifying them that a new member has joined their Chapter. This email will include the name and contact information for the new member so that they can immediately reach out to welcome them to the Chapter.

To complete the processing of the new member, the Society’s Membership Coordinator/Manager/Director will:

- Have the name of the new member added to the membership roster
- Annotate the application form as processed
- Send, on a monthly basis, the name and address of each new member to their respective Chapter Vice President, Membership

## APPLICATION BY PERSON NOT AFFILIATING WITH A CHAPTER (MEMBER AT LARGE)

### APPLICANT

- The membership application shall be via online form found at <https://www.aspe.org/membership-global-community/join/>.
- The Application form requires the completion of all items for all membership classifications. In the space provided for professional experience, include such additional data that would clearly establish the nature of the business, the specific duties of the applicant, and eligibility for membership. For persons who are applying for Full member or Associate member status, it is very important that all professional experience that relates to plumbing design and engineering be specifically listed.
- All fees are due and payable in U.S. funds.

Membership in ASPE does not become official until dues are received in the Society office.

### SOCIETY STAFF–INITIAL REVIEW

The ASPE Membership system, Member Tree, shall record the receipt of the application, establish a computer file record, and issue a membership application number. If necessary, the Membership Coordinator/Manager/Director shall contact the new member applicant to have an administratively correct and complete application that can be processed in accordance with the Society Bylaws. The complete and satisfactory membership application will be forwarded to the Society’s Vice President, Membership for review and concurrence of membership classification.

## **SOCIETY VICE PRESIDENT, MEMBERSHIP–MEMBERSHIP GRADING**

The Society Vice President, Membership shall review the application and determine the correct and proper classification. If the application's professional experience information or the statements regarding the nature of business and description of work are inconclusive, the Vice President, Membership or the Society's Membership Coordinator/Manager/Director will contact the new member applicant for additional information to make a final membership grading determination. The Vice President, Membership shall assign a revised classification to the application and make note of any special considerations.

## **SOCIETY STAFF–FINAL PROCESSING**

Once the Society's Vice President, Membership has reviewed the application and determined the appropriate membership classification, the application will be marked approved and the applicant will automatically be emailed a New Member Welcome email. The email includes website login credentials, payment receipt, a link to access the current plus three past volumes of ASPE's Plumbing Engineering Design Handbook and a PDF of their membership card. The membership card will provide a membership number, the assigned membership classification and the new member's preferred chapter affiliation. If the new member has selected to receive a physical copy of the Plumbing Engineering Design Handbook, they will be sent the current volume.

To complete the processing of a new member, the Society's Membership Coordinator/Manager/Director will:

- Have the name of the new member added to the membership roster
- Annotate the application form as processed

## **MULTIPLE CHAPTER MEMBER**

Any member of a Chapter may apply for membership in multiple Chapters. The member must designate what Chapter will be their "Home" Chapter. The member can only serve as a Convention Delegate for their "Home" Chapter. As determined by the Board of Directors, some restrictions may apply, such as assisting multiple Chapters Board of Directors as needed. There 1 application for multiple chapter affiliation will be done online only under the Renew Membership tab - <https://www.aspe.org/membership-global-community/join/member-renewal/>. Membership dues renewals will be separate (one for each chapter they are a member) and renewal dates will be based on the date membership is originated for each chapter. There is an option to align the membership renewal dates to allow the member to combine dues payments rather than having them spread out and due at different times of the year.

## **MEMBERSHIP GRADE ADVANCEMENT**

To change membership classification, a special Application for Advancement form must be completed by the member and submitted to the Chapter Vice President, Membership or, for members at large, directly to the Society's Membership Coordinator/Manager/Director. The application is online and can be found at <https://www.aspe.org/membership-global-community/membership/members-only/membership-application-for-advancement/>. Note that you must be logged in on [aspe.org](https://www.aspe.org) to access this application.

The main element in an application for advancement is the professional experience information. (However, obtaining additional education, receiving a Professional Engineer registration, or completing the Certified in Plumbing Design examination are other methods that could lead to advancement.) The process is online now. However, if the member applying for advancement sends a PDF to the Chapter Vice President, Membership (or the Society Vice President, Membership for members at large), they are responsible for carefully reviewing the application for advancement to determine if the member has the sufficient additional experience to qualify for the higher membership grade (category). If the Chapter Vice President, Membership determines that the member is eligible for the higher membership grade, the recommendation of advancement should be noted directly on the application. The application should be sent to the Society's Membership Coordinator/Manager/Director for recording and for action by the Society's Vice President, Membership.

The Chapter Vice President, Membership should be on the alert and always encourage Associate members to upgrade their membership status to that of a Full member, subject of course to the necessary additional experience and/or education requirements.

Upon completion of CPD or P.E. Registration at the next billing cycle, an automatic upgrade to Full Member Status will be issued to the member if the total accumulated years of experience including waived years for registration or certification are met.

## **CHANGE OF CHAPTER AFFILIATION**

To change chapter affiliation, ASPE Members must login to their account on [aspe.org](https://www.aspe.org). Once logged in, they go to "My Account" then "My Profile." On the "My Profile" page, members have the ability the change their chapter affiliation. After the member has saved their chapter affiliation change, an email is automatically sent to both the original chapter and the newly selected chapter informing them of the member's change.



## MEMBERSHIP PROMOTION

National membership promotional campaigns are designed to function through the first line of membership contact, the chapters. When a chapter is not in the immediate vicinity of a target market area, the Society's marketing focus is adapted, with less emphasis on the networking and peer-sharing power of the chapter and with greater emphasis on technical expertise and professional and personal growth opportunities.

The two most important aspects of a membership promotional campaign are:

1. The ability to harvest business sources for, or access to, potential target audiences.
2. The establishment and development of effective membership marketing materials

### MARKETING TARGET

Potential membership marketing sources are generated through:

- The solicitation of friends' and associates' names
- The solicitation of ASPE's members at large and the names of professional associates at competitor firms
- Chapter members' associates and contacts
- Potential client lists developed by manufacturers and sales representatives
- Subscription lists from trade publications
- Telephone and business directories
- Local government business lists: licensing requests, building inspections, building plan reviews, inspection and zoning requests, etc.
- Mailing lists garnered from other local chapters of plumbing- and engineering-related organizations, such as contractors and building facility engineers

### EFFECTIVE MEMBERSHIP MARKETING MATERIALS

The Society is continually improving the membership marketing materials available to chapters, and new materials will be sent to the Chapter Vice Presidents, Membership as they become available. Traditional materials utilized for marketing include:

- Brochure material about ASPE and the ASPE Research Foundation
- ASPE PowerPoint presentation
- Copies of ASPE's publications and new ASPE publication promotional materials
- Convention and Technical Symposium promotions
- ASPE Research Foundation reports
- Copies of the chapters' newsletters
- Older editions of ASPE publications, available to chapters on a complimentary basis through the Society's Executive Director/CEO
- ASPE early renewal logo pins
- ASPE membership applications

### SUCCESSFUL MEMBERSHIP CAMPAIGNS

A membership campaign is successful when the targeted individual recognizes a demonstrated need or relates to personal or professional advancement. A successful membership promotion incorporates the concepts of:

- Professional expertise—ASPE membership provides a unique source for otherwise unobtainable technical information and research in the field of plumbing engineering and design. The Plumbing Engineering Design Handbook leads the publication list of new and continuously updated technical information made available to members. The Research Foundation provides an unbiased method of performing valid and necessary research in the field of plumbing engineering and design.
- Career advancement—ASPE membership provides educational and professional-development opportunities designed specifically for the plumbing engineer and design professional. Of special interest is the Certified in Plumbing Design (CPD) Examination, which leads to the CPD designation.
- Business necessity—ASPE membership offers opportunities through elected and appointed committee and Board positions to accumulate business acumen, apply business concepts, and have visibility and credibility in the professional business community.
- Professional and personal status—ASPE membership provides an individual with the credibility by association of professional accomplishment and establishes an advanced degree of pride and prestige.
- Professional or personal interest—ASPE membership conveys and demonstrates an individual's continuing interest in the plumbing engineering and design profession.
- Fellowship—ASPE membership offers unparalleled exposure and contact with the premier group of plumbing engineers and designers, providing invaluable networking opportunities for the exchange of ideas, sharing of knowledge, problem solving, and establishing of mutual interests.

## DUES PROCEDURES

All application fees and dues are payable in U. S. funds.

### NEW MEMBERS

- Upon payment of dues and election to membership, the new member receives a copy of the most current Plumbing Engineering Design Handbook, pamphlets, and other materials pertinent to membership in the Society.
- A new member applicant is not an official ASPE member until the required dues are received by the Society office. (The Chapter Vice President, Membership should advise all new member applicants of this requirement.)
- If the new member applicant fails to respond within thirty (30) days to the initial dues statement, a Second Notice Reminder invoice will be sent. If after another thirty (30) days there is still no response and no payment, a Final Reminder Notice will be sent, which informs the new member applicant that they have 14 additional days to remit the required dues amount or the application will be considered null and void. Application fees are not refundable or transferable.
- To keep Chapter Vice Presidents, Membership informed, they receive copies of all correspondence between the Society's Membership Coordinator/Manager/Director and new member applicants. A follow-up with the applicant by the Chapter Vice President, Membership is recommended when the Final Reminder Notice is received.
- When the new member's dues are received at the Society office, the Membership Coordinator/Manager/Director will:
  - a. Record receipt of the funds
  - b. Give the dues to the Manager/Director of Finance and Administration to be deposited in the Society treasury
  - c. Complete a computer file record of an official ASPE membership number
  - d. Record the ASPE membership number on the original application
  - e. Issue the official ASPE Membership certificate and card (or a Special Membership card to Chapter Charter members)

### RE-ENROLLMENT

- A statement of annual dues with a cover letter from the Society President or Vice President, Membership is sent to each member approximately seventy-five (75) days prior to the member's anniversary date. (The Society's dues are for a member year. A membership year begins on the first day of the month that the individual officially became a member of the Society, as determined by the Society's records, and concludes at the end of one calendar year on the last day of the month prior to the anniversary date month.)
- When the member's dues are received at the Society office, the Membership Coordinator/Manager/Director will:
  - a. Record receipt of the funds
  - b. Give the dues to the Manager/Director of Finance and Administration to be deposited in the Society treasury
  - c. Establish a computer file record of the payment
  - d. Issue the official electronic ASPE Membership card (or a Special Membership card to Chapter Charter members)

### DELINQUENT MEMBERS

- If a member fails to respond to the first dues statement within thirty (30) days, a series of two (2) additional reminder notices will be sent, one every additional thirty (30) days, each with a letter from either the Membership Coordinator/Manager/Director, the Executive Director/CEO, or the Vice President, Membership.
- After the second or third reminder notice, the Society's Membership Services Department will make a telephone call to the delinquent member. The member is reminded of their failure to pay the dues amount, and the feasibility of maintaining the individual as a member is explored. If the member's intention is to terminate, a debriefing is attempted to determine the reason(s) for the non-renewal of membership.
- Chapter Vice Presidents, Membership are sent a list of delinquent members and/or members about to be terminated and are asked to make a personal telephone call to these individuals. Two separate reports in the End of Month reports show this information. The "Final Notice List" includes the names of members whose "valid to" date is the last day of the following month. The "Revoke List" includes names of members whose "valid to" date was the last day of the previous month. Those members will be listed in the following months reports on the following month's "Dropped List", Note that ASPE gives a 90-day grace period from the "valid to" date to allow members additional time to renew and for Chapter Vice President, Membership, and if necessary, for ASPE Staff to contact the member.
- After this series of reminder notices, letters and telephone calls, if the member has still not responded and no dues payment has been received, the member will be sent an official letter of termination. The member's computer record will be changed to reflect the nonmember status, and the membership number will be retired.
- Unless a member reinstates their membership by the payment of the prior year(s) unpaid dues, the member, upon rejoining the Society, will receive the next available new, higher membership number. A member's original membership number is not automatically available to the member. Membership numbers are not recycled or reissued; they remain retired.
- To keep Chapter Vice Presidents, Membership informed, they receive copies of all correspondence between the Society's Membership Coordinator/Manager/Director and the delinquent members.

## COMPASSION WAIVER OF SOCIETY DUES POLICY

Any member of ASPE may request, through the individual's Chapter President or, for the at-large member, the Society's Vice President, Membership a Compassion Waiver of Dues. At the discretion of the Society's Board of Directors, a Compassion Waiver of Dues may be made available to any member of the Society who has been out of work for a period of three (3) months or more or has otherwise suffered a grievous reduction in income due to illness, disability, or the like and is unable to pay the annual Society dues amount.

A Compassion Waiver of Dues will only be granted for a maximum of a three- (3) month increment, with a maximum amount of four (4) waiver renewals permitted. Each Compassion Waiver of Dues request must be submitted on a Request for Dues Waiver form (available online at <https://www.aspe.org/membership-global-community/membership/members-only/application-for-compassion-waiver-of-society-dues/>; you must be logged on to [aspe.org](https://www.aspe.org) to access this application), and the form must be signed by the appropriate Chapter President (or Society Vice President, Membership) for each dues waiver renewal request. It shall be the responsibility of the member and the Chapter President to immediately inform the Society's Membership Coordinator/Manager/Director or Executive Director/CEO when the condition for which the Compassion Waiver of Dues has been granted ceases to exist.

The annual dues payment for a member granted a Compassion Waiver of Dues shall be deferred during the waiver period. Furthermore, the amount of annual dues that shall be considered outstanding and due by the member at the end of the waiver period shall be prorated by multiplying the annual dues amount that has been deferred by 1 minus the decimal percent calculated by dividing the number of months of the granted waiver period(s) by 12. Each member granted a Compassion Waiver of Dues shall continue to enjoy all benefits of Society membership, retain the rights to their membership number, and be retained on the Society's rosters with their original starting membership date.

During the period that a member has been granted the Compassion Waiver of Dues, the individual will not be eligible to receive any revised or new *Plumbing Engineering Design Handbook* volumes, the member will not be included in the chapter Delegate count for the Convention, and as no dues are being paid, the chapter will not receive dues rebate for that member.

**MEMBERSHIP APPLICATION**  
(Please Print or Type)



**American Society of Plumbing Engineers**

6400 Shafer Court, Suite 350 | Rosemont, IL 60018  
(847) 296-0002 | [membership@aspe.org](mailto:membership@aspe.org)

Chapter Use Only


Memberfee: Aff18

**INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.**

Mr. Ms. Miss Mrs.

**PLEASE COMPLETE APPLICATION IN ENGLISH**

First Name		Middle Name		Last Name	
Birth Date: M ___ / D ___ / Y ___		Check all that apply: CPD CPDT GPD P.E. P. Eng Graduate Engineer LEED AP CET Other _____			
I wish to affiliate with the _____ Chapter.		Certification (P.E.) State/Province _____		Certificate No. _____ (Both State/Province & Cert. No. Required)	
Preferred Mailing Address		RESIDENCE		BUSINESS	
RESIDENCE: Street Address		City		State/Province ZIP Phone	
Primary Email (REQUIRED)		Secondary Email		Cell Phone	
BUSINESS: Organization Name		Your Title		Phone	
Street Address		City		State/Province ZIP	
Other organizations you are a member of:		ASHRAE ASSE NFPA NSPE ASME PHCC ICC IAPMO SFPE Other _____			

EDUCATION					
	Full Name of Institution	Course or Major	From (MM/YY) To (MM/YY)	Grad. Date (MM/YY)	Degree/Diploma
College/University					
Technical School					
Others					

**PROFESSIONAL EXPERIENCE**

(This section **must** be completed as it affects membership grade classification. List chronologically, beginning with the present. Work description must be clear and concise: e.g., plumbing, piping, fire protection, HVAC, etc.)

Date (MM/YY)	Firm Name and City, State/Province	Class* (see below)	Title	Description of Work	Degree of Responsibility
From To					

\*Classification of Firm A - Arch./Engr. or Cons. Engr. B - Govt. Agency C - Mfr. or Mfr's. Rep. D - Educ. Inst. E - Contractor F - Other (Explain) \_\_\_\_\_

**PLUMBING ENGINEERING DESIGN HANDBOOK**

New members (except students) receive one of four volumes annually of this definitive collection of general plumbing practices. As an ASPE member you will be sent the selection you have indicated. If you would like both the CD-rom and softcover editions, please add \$50 to your total. All ASPE Members will have access to the download version free of charge.

CD-ROM SOFTCOVER DOWNLOAD BOOK & CD (Additional \$50)

**RENEWAL REMINDER**

I WOULD LIKE TO RECEIVE MEMBERSHIP RENEWAL REMINDERS AND SOCIETY RELATED IMPORTANT ANNOUNCEMENTS VIA TEXT MESSAGES.

**CERTIFICATION BY APPLICANT**

The undersigned certifies that all statements made herein are correct and, if elected to the Society, agrees to adhere to the Society's Bylaws and accept the Classification conferred by the Society. Upon becoming a member, the applicant will endeavor to advance the objectives of the Society and the plumbing engineering profession.

Signature of Applicant

Sponsor _____ (Please Print)	Date _____
---------------------------------	------------

How did you hear about ASPE? Past Member Colleague/Employer ASPE App Website Other \_\_\_\_\_

American Society of Plumbing Engineers member dues are nonrefundable and **not deductible** as a charitable expense, but may be deductible as a business expense.

\* Contributions to ASPE Education (create education programs for membership) and Alfred Steele Scholarship (to award college scholarships) and PE Curriculum/Licensing (create future curriculum and licensing opportunities for membership) Funds are Strictly Voluntary and are **not deductible** as a charitable contribution but may be deductible as an ordinary and necessary business expense.

\*\* Contributions to the ASPE Research Foundation are Strictly Voluntary and are tax deductible as a charitable contribution.

REMIT MEMBERSHIP DUES WITH APPLICATION		
Member Type	Amount	Amount Due
Full	\$200	\$ _____
Associate	\$200	\$ _____
Affiliate	\$200	\$ _____
Student	\$40	\$ _____
PEDH CD & Book	\$50	\$ _____
ASPE Alfred Steele Scholarship Fund*	\$25	\$ _____
ASPE Education Program Fund*	\$25	\$ _____
PE Curriculum/Licensure Fund*	\$25	\$ _____
ASPE Research Foundation**	\$25	\$ _____
<b>TOTAL AMOUNT DUE</b>		<b>\$ _____</b>

**Payment Information:**  
Enclosed is my check payable to ASPE.

**Please charge my:** Visa, MasterCard Discover American Express

Card # \_\_\_\_\_  
Exp Date: \_\_\_\_\_ Security Code: \_\_\_\_\_  
Zip Code: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

**INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.**

Mr. Ms. Miss Mrs.

First Name \_\_\_\_\_ Middle Name \_\_\_\_\_ Last Name \_\_\_\_\_  
 Birth Date: M \_\_\_\_ /D \_\_\_\_ /Y \_\_\_\_ **Check all that apply:** CPD CPDT GPD P.E. P.Eng Graduate Engineer LEED AP CET Other \_\_\_\_\_  
 I wish to affiliate with the \_\_\_\_\_ Chapter. **Certification (P.E.)** State/Province \_\_\_\_\_ Certificate No. \_\_\_\_\_ (Both State & Cert. No. Required)  
**Preferred Mailing Address** RESIDENCE BUSINESS  
 RESIDENCE: Street Address \_\_\_\_\_ City \_\_\_\_\_ State/Province ZIP \_\_\_\_\_ Phone \_\_\_\_\_  
 Primary Email (REQUIRED) \_\_\_\_\_ Secondary Email \_\_\_\_\_ Cell Phone \_\_\_\_\_  
 BUSINESS: Organization Name \_\_\_\_\_ Your Title \_\_\_\_\_ Phone \_\_\_\_\_  
 Street Address \_\_\_\_\_ City \_\_\_\_\_ State/Province \_\_\_\_\_ ZIP \_\_\_\_\_  
 Other organizations you are a member of: ASHRAE ASSE NFPA NSPE ASME PHCC ICC IAPMO SFPE Other \_\_\_\_\_

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CD-ROM SOFTCOVER DOWNLOAD

**RENEWAL REMINDER**

I WOULD LIKE TO RECEIVE MEMBERSHIP RENEWAL REMINDERS AND SOCIETY RELATED IMPORTANT ANNOUNCEMENTS VIA TEXT MESSAGES.

**CERTIFICATION BY APPLICANT**

The undersigned certifies that all statements made herein are correct and, if elected to the Society, agrees to adhere to the Society's Bylaws and accept the Classification conferred by the Society. Upon becoming a member, the applicant will endeavor to advance the objectives of the Society and the plumbing engineering profession.

Signature of Applicant \_\_\_\_\_  
 Sponsor \_\_\_\_\_ (Please Print)

How did you hear about ASPE?  
 Past Member Plumbing Engineer Magazine Colleague/Employer ASPE App Website  
 Other \_\_\_\_\_

American Society of Plumbing Engineers member dues are nonrefundable and not deductible as a charitable expense, but may be deductible as a business expense.

\* Contributions to ASPE Education (create education programs for membership) and Alfred Steele Scholarship (to award college scholarships) and PE Curriculum/Licensing (create future curriculum and licensing opportunities for membership) Funds are Strictly Voluntary and are not deductible as a charitable contribution but may be deductible as an ordinary and necessary business expense.

\*\* Contributions to the ASPE Research Foundation are Strictly Voluntary and are tax deductible as a charitable contribution.

**REMIT MEMBERSHIP DUES WITH APPLICATION**

Member Type	Amount	Amount Due
Affiliate	\$200	\$ _____
PEDH CD & Book	\$50	\$ _____
ASPE Alfred Steele Scholarship Fund*	\$25	\$ _____
ASPE Education Program Fund*	\$25	\$ _____
PE Curriculum/Licensure Fund*	\$25	\$ _____
ASPE Research Foundation**	\$25	\$ _____
<b>TOTAL AMOUNT DUE</b>		<b>\$ _____</b>

Payment Information:  
 Enclosed is my check payable to ASPE.

Please charge my:  
 Visa, MasterCard Discover American Express  
 Card # \_\_\_\_\_  
 Exp. Date: \_\_\_\_\_ Security Code: \_\_\_\_\_  
 Zip Code: \_\_\_\_\_  
 Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Telephone: \_\_\_\_\_

## IMMEDIATE MEMBER BENEFITS

The Plumbing Engineering Design Handbook: The most definitive collection of general plumbing practices in the field of plumbing engineering. The ASPE PEDH Handbook consists of fifty-two chapters divided into four volumes. New members receive one of four volumes immediately upon joining and the revised volume thereafter.

**Publication and Education Program Discounts:** All publications, education programs, and other services and products of the Society are offered at special discounted rates to ASPE members.

### Collegial Interaction and Networking

Every ASPE member not only belongs to ASPE worldwide but has the opportunity to belong to one of 67 Chapters or Satellite Chapters organized throughout the United States and Canada. Chapters sponsor seminars, conduct monthly technical meetings, publish newsletters and offer special peer-to-peer and professional-to-professional interaction and networking opportunities.

### Professional Growth and Development

The ASPE Biennial Convention and Exposition is the premier educational and professional development event for plumbing engineers and designers. The Convention features a comprehensive program of educational, technical and professional development presentations and seminars designed to enhance professional knowledge and foster awareness of new techniques. The Exposition is the largest event dedicated entirely to the field of plumbing engineering.

The ASPE Technical Symposium is offered in non-Convention years and provides a unique forum for the most comprehensive and intensive half-day and full-day plumbing engineering design seminars and workshops available anywhere. The "hands-on" workshops provide the plumbing engineer with information about new developments in the industry and new techniques for practical implementation in the field.

Technical Seminars and Workshops sponsored by ASPE offer one- or two-day programs conducted by leading industry professionals. Each educational program focuses on a specific area of plumbing engineering.

**Continuing Education Units (CEUs):** ASPE offers the opportunity to earn Continuing Education Units at selected technical program sessions at the biennial Convention, the Technical Symposium and at stand-alone Seminars and Workshops. CEUs are nationally recognized units of achievement that may be used as evidence of increased performance capabilities and for job advancement.

The Society shall be open to anyone involved in, or having a special interest in, the design, specification or drawing of plumbing systems.

**Dues:** Please choose the appropriate membership classification and remit dues with this application. In the event the membership classification is changed, a corrected dues statement (or dues overpayment refund) will be sent with

your notice of election.

### Membership Classifications

Membership classification (Grade) will be conferred based on Article 2 of the ASPE Bylaws as follows:

**Full Member:** Eight (8) years of experience in plumbing engineering or related engineering field, a minimum of four (4) years of which must have been in a position of responsibility for the design of plumbing systems or in a position of responsibility for the design of systems and components related to, or incorporated within, plumbing engineered and designed systems. A maximum of four (4) years of experience may be waived by the Society Membership Committee for: (a) Education: one-half (1/2) year for each completed year in a curriculum related to plumbing engineering; (b) Engineering Registration: four (4) years for Professional Engineer registration in a field that includes plumbing engineering; (c) CPD certification: two (2) years.  
**Dues: \$200.**

**Associate Member:** Professionals engaged in plumbing design as consultants, engineers, inspectors, contractors, or designers with fewer than eight years of industry experience.  
**Dues: \$200.**

**Affiliate Member:** Any individual involved in the production or marketing of plumbing products. **Dues: \$200.**

**Retired Member:** Any member who has been a member in good standing for a minimum of twenty (20) years who has reached the age of sixty-five (65) years and is no longer active in the profession may apply for a membership category change from their current membership category to Retired Member. Members in this category will not be eligible to serve as a Society officer and will receive at their request Plumbing Engineering Design Handbook materials electronically and shall pay substantially reduced annual dues.  
**Dues: \$50.**

**Student Member:** Any individual attending a recognized university, college, community college, vocational, or technical trade school full time or part time in a curriculum related to plumbing design. Student Members are considered to be an introductory level to the Society. Student membership shall be limited to five (5) years after which time the membership shall be upgraded to an applicable membership classification as deemed appropriate by the Society. Other member classifications shall not be permitted to downgrade to a Student Member classification. A member candidate who can demonstrate enrollment of twelve (12) or more semester credits in a plumbing engineering or design related curriculum are classified as a full-time student. A part-time student is defined as a student if they can demonstrate enrollment of six (6) or more semester credits for the course of study as stated above. **Dues: \$40.**

## ASPE MEMBER CODE OF CONDUCT

Respect, Honesty, and Integrity were essential to ASPE's founders and are critical to the Society's continued future success, which is why the ASPE Board of Directors developed a Member Code of Conduct based on these guiding principles. As members face challenges, they can refer to this Code of Conduct for direction. They can also reach out to Region Directors, the Society Board of Directors, the Society Executive Director/CEO, or anyone on the Society Code of Conduct Council for additional support.

The Code of Conduct can be found at [aspe.org/member-code-of-conduct](https://aspe.org/member-code-of-conduct). ASPE is personally committed to its conduct program and asks for each member's individual commitment in honoring this Code.

# CHAPTER 11

## Society Programs

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### ALFRED STEELE ENGINEERING SCHOLARSHIP

#### PROCEDURE OUTLINE

- Publicity: September through January
- Applications Due: January 31st
- Applications to Education Subcommittee: February 28th
- Recommendation to Society Vice President, Education: April 1st
- ASPE Board of Directors Approval: April Board meeting
- Announcement and Notification of Award of Scholarship: May
- Scholarship Funds Distributed: August

#### SCHOLARSHIP INFORMATION

This scholarship is named in honor of Alfred Steele, PE, CIPE, a long-time member of the American Society of Plumbing Engineers and a visionary and pioneer in advocating education and professional development for plumbing engineers and designers.

#### SCHOLARSHIP AWARD AMOUNT

The American Society of Plumbing Engineers will bestow a maximum of \$5,000 (U.S.) scholarships in any one application year, which may be distributed to more than one candidate, based on the Board of Directors' and the Scholarship Selection Committee's evaluation of the applicants. The scholarship will be awarded in \$500 increments. The award will be paid directly to the college, university, or technical school into the scholarship recipient's tuition payment account, or may be paid directly to the student, if so, decided by the Board of Directors.

#### ELIGIBILITY REQUIREMENTS

The Alfred Steele Engineering Scholarship is limited to an ASPE member and his/her immediate family (i.e., spouse or child) planning a career in engineering.

The eligible individual must be:

- Enrolled, as of the application year, as a full-time student in a college, university, or technical school; and has maintained a minimum overall grade point average of 3.0 on a 4.0 grading scale, or its equivalent; and plans to attend a college, university, or technical school on a full-time basis as of the fall or summer semester of the application year; and is enrolled in a school or program of engineering.

OR

- A senior high school student who will graduate as of June of the application year; and has a minimum grade point average of 3.0 on a 4.0 grading scale, or its equivalent; and plans to matriculate into a college, university, or technical school on a full-time basis (a minimum of 12 credit hours per semester) as of the fall or summer semester of the application year; and has been officially accepted by a college, university, or technical school on a full-time basis as of the fall or summer semester of the application year; and plans to enroll in a school or program of engineering.

#### APPLICATION PROCESS

The official Alfred Steele Engineering Scholarship Application package consists of six (6) forms. All portions of the application package must be complete, accurate, and legible [please print or type all information]. The Scholarship Selection Committee reserves the right to reject any and all applications.



The Scholarship Selection Committee shall make the final scholarship determination and awards amounts. The American Society of Plumbing Engineers Board of Directors reserves the right to decline to award any scholarships in any application year.

The Alfred Steele Engineering Scholarship will be awarded based on a blind panel selection process. All applications received by the American Society of Plumbing Engineers will be given a scholarship applicant number; all individual identifying information will be removed from the application and supporting forms and materials that are submitted. The Alfred Steele Engineering Scholarship Committee and the Board of Directors will receive only numbered applications and related supporting forms and materials.

## **APPLICATION FORMS**

### **Scholarship Application**

The Scholarship application are available from September - January and must be completed and signed by the applicant and submitted no later than January 31 of the application year.

### **School Transcript**

Each applicant must have an official high school, college, university, or technical school transcript submitted directly to the Scholarship Selection Committee from the school. Official transcripts must include a definition of grade point assignment. Transcripts submitted by the applicant will not be accepted or considered. Have transcripts submitted directly to:

Alfred Steele Engineering Scholarship Selection Committee  
American Society of Plumbing Engineers  
6400 Shafer Court, Suite 350  
Rosemont, IL 60018

### **References**

Each applicant is required to have four (4) references; two (2) references may be submitted by friends or business associates (no relatives), and at least two (2) references must be submitted by teachers, principal, dean, and/or guidance counselor. A standardized reference form is provided as part of the application package.

Each reference should attest to the character of the applicant and/or provide a recommendation regarding the future success of the applicant in the engineering profession and/or offer an endorsement regarding the suitability of the applicant for the scholarship.

All references must be submitted directly to the Scholarship Selection Committee by the reference giver in a sealed envelope. References submitted by the applicant will not be accepted by the committee. Have references submitted directly to:

Alfred Steele Engineering Scholarship Selection Committee  
American Society of Plumbing Engineers  
6400 Shafer Court, Suite 350  
Rosemont, IL 60018

### **Personal Activities and Community Involvement**

Each applicant is required to submit a Personal Activities and Community Involvement Form which is included as part of the Application Package.

The applicant is encouraged to list:

- Extracurricular activities (e.g., clubs and athletics)
- Community Service Involvement (e.g., neighborhood involvement, local boards and commissions, homeless shelter work, Habitat for Humanity)
- Awards and Certificates
- Work study programs

College, university, or technical school applicants may also include high school activities and awards.

This form is to be attached to, and submitted with, the application form.

### **Statement of Personal Achievement**

A Statement of Personal Achievement form is included as part of the application package and should be submitted attached to the Scholarship Application. To be considered for a scholarship, each applicant is required to complete and submit the Statement of Personal Achievement.

The Statement of Personal Achievement requires the applicant to provide a personal insight about themselves to the Scholarship Selection Committee. The applicant should consider the impact he/she has had on the lives of others including friends, family, business associates, and especially strangers with whom they have had minimal interaction (e.g., a store clerk, a waiter/waitress, etc.). In addition, the applicant can include a statement as to the impact he/she has had on society in general and how much better off society is because of his/her presence.

The Statement of Personal Achievement is limited to a maximum of 200 words (one double spaced typed page). This statement is to be attached to, and submitted with, the application form.

### **Essay of Interest**

Each applicant is required to provide an essay responding to one of the questions within the application booklet provided further into this chapter. Applicants should be aware that there are no right or wrong answer to either of these questions. The questions are designed to empower the applicant to be thoughtful, insightful, and, most significant of all, creative.

The Essay of Interest is limited to a maximum of 200 words (one double-spaced typed page). This essay is to be attached to, and submitted with, the application form.

### **APPLICATION DEADLINE**

Scholarship application and all related forms, references, and transcripts must be received by **January 31** of the application year. Completed applications and related forms should be sent to:

Alfred Steele Engineering Scholarship Selection Committee  
American Society of Plumbing Engineers  
6400 Shafer Court, Suite 350  
Rosemont, IL 60018

### **SELECTION PROCESS AND GUIDELINES**

The Scholarship Selection Committee will consider each applicant's Scholarship Application Package and make its determination of final eligibility as follows:

- Only members of ASPE and their immediate families (e.g., spouse, children, grandparents) will be considered eligible for a scholarship.
- Only completed Scholarship Application Packages with all necessary forms, statements, and essays attached and school transcripts and references received by the Committee will be eligible for consideration.
- Applicants will be scored on a basis of a total of 100 percentage points used to analyze and to evaluate the relative merits of each the applicants.
- Only applicants with a minimum overall grade point average of 3.0 on a 4.0 grading scale or its equivalent will be considered for a scholarship. The applicant's school transcript will be the basis for determining the applicant's eligibility. The overall grade point average will be valued at from 10 to 15 percentage points, of the total of 100 percentage points used to analyze and to evaluate the relative merits of the applicants.
- The applicant's references will provide the members of the Scholarship Selection Committee with an independent assessment of the character and potential future education success of each applicant. These references will be valued at 10 to 15 total percentage points.
- The Personal Activities and Community Involvement listing is an important determinant of the commitment and dedication of each applicant. This listing will be valued at 10 to 15 total percentage points.
- The Statement of Personal Achievement is the most meaningful and single most important evaluation criteria that provides the members of the Scholarship Selection Committee with an intimate glimpse and insight into the personal qualities of the applicant. The Statement of Personal Achievement listing will be valued at 15 to 30 total percentage points.
- The Essay of Interest is used by the members of the Scholarship Selection Committee to determine the imaginative and creative nature of each of the applicants. This Essay of Interest will be valued at 20 to 35 total percentage points.

The American Society of Plumbing Engineers' Board of Directors will make the final scholarship determination and awards based on the recommendations of the Scholarship Selection Committee.

## **SCHOLARSHIP AWARD DATE**

The Alfred Steele Engineering Scholarship recipients will be announced in May of the application year. All scholarship applicants will receive a final determination letter. Scholarship recipients will be contacted regarding payment of the scholarship award and will be required to provide a picture to be used in any official announcement. (All submitted materials, including pictures, shall become the property of ASPE and will not be returned.)

*The official presentation of the scholarship will be announced in even-numbered years to the American Society of Plumbing Engineers membership at the Biennial Convention and Exposition, and in odd-numbered years the announcement will be made at the Technical Symposium.*



# Alfred Steele Engineering Scholarship Information Package

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##### Personal Reference Form One

*(teachers, principal, dean and/or guidance counselor)*

##### Personal Reference Form Two

*(teachers, principal, dean and/or guidance counselor)*

### Personal Activities and Community Involvement Form

#### Statement of Personal Achievement

#### Essay of Interest

# THE ALFRED STEELE ENGINEERING SCHOLARSHIP INFORMATION PACKAGE

This scholarship is named in honor of Alfred Steele, P.E., CIPE a long-time member of the American Society of Plumbing Engineers, and a visionary and pioneer in advocating education and professional development for plumbing engineers and designers.

## SCHOLARSHIP AWARD AMOUNT

The American Society of Plumbing Engineers will bestow a maximum of \$5,000 (U.S.) in scholarship monies to qualified applicants.

## ELIGIBILITY REQUIREMENTS

1. The Alfred Steele Engineering Scholarship is limited to an ASPE member and his/her immediate family (i.e., spouse or child), planning a career in engineering.
2. The eligible individual must be:
  - A. Enrolled, as of the application year, as a full-time student in a college, university or technical school; and
    - a. Have maintained a minimum overall grade point average of 3.0 on a 4.0 grading scale; or its equivalent; and
    - b. Plans to attend a college, university or technical school on a full-time basis as of the fall or summer semester of the application year; and
    - c. Is enrolled in a school or program of engineering.

OR

- B. A senior high school student who:
  - a. Will graduate as of June of the application year; and
  - b. Has a minimum grade point average of 3.0 on a 4.0 grading scale; or its equivalent; and
  - c. Plans to matriculate into a college, university or technical school on a full-time basis (a minimum of 12 credit hours per semester) as of the fall or summer semester of the application year; and
  - d. Has been officially accepted by a college, university or technical school on a full-time basis as of the fall or summer semester of the application year; and
  - c. Plans to enroll in a school or program of engineering.

## APPLICATION PROCESS

The official Alfred Steele Engineering Scholarship Application package consists of six (6) forms. All portions of the application package must be complete, accurate and legible [please print (in black ink) or type all information]. The Scholarship Selection Committee reserves the right to reject any and all applications.

The American Society of Plumbing Engineers' Board of Directors will make the final scholarship determination and awards based on the recommendations of the Scholarship Selection Committee and reserves the right to decline to award any scholarships in any application year.

The Alfred Steele Engineering Scholarship will be awarded based on a blind panel selection process. All applications received by the American Society of Plumbing Engineers will be given a scholarship applicant number; all individual identifying information will be removed from the application and supporting forms and materials that are submitted.

The Alfred Steele Engineering Scholarship Committee and the Board of Directors will receive only numbered applications and related supporting forms and materials.

## APPLICATION FORMS:

### 1. Scholarship Application

The Scholarship application must be completed and signed by the applicant, and submitted no later than January 31 of the application year.

### 2. School Transcript

Each applicant must have an official high school, college, university or technical school transcript submitted directly to the Scholarship Selection Committee from the school. Official transcripts must include a definition of grade point assignment. Transcripts submitted by the applicant will not be accepted or considered. Have transcripts submitted directly to:

Alfred Steele Engineering Scholarship Selection Committee  
American Society of Plumbing Engineers  
6400 Shafer Court, Suite 350  
Rosemont, IL 60018

### 3. References

Each applicant is required to have four (4) references; two (2) references may be submitted by friends or business associates (no relatives); and two (2) references must be submitted by teachers, principal, dean and/or guidance counselor. A standardized reference form is provided as part of the application package.

Each reference should attest to the character of the applicant and/or provide a recommendation regarding the future success of the applicant in the engineering profession and/or offer an endorsement regarding the suitability of the applicant for the scholarship.

All references must be submitted directly to the Scholarship Selection Committee by the reference giver in a sealed envelope. References submitted by the applicant will not be accepted by the committee. Have references submitted directly to:

Alfred Steele Engineering Scholarship Selection Committee  
American Society of Plumbing Engineers  
6400 Shafer Court, Suite 350  
Rosemont, IL 60018

### 4. Personal Activities and Community Involvement

Each applicant is required to submit a Personal Activities and Community Involvement Form which is included as part of the Application Package.

The applicant is encouraged to list:

- A. Extracurricular activities (e.g., clubs and athletics).
- B. Community Service Involvement (e.g., neighborhood involvement, local boards and commissions, homeless shelter work, Habitat for Humanity)
- C. Awards and Certificates
- D. Work study programs

College, university, or technical school applicants may also include high school activities and awards.

This form is to be attached to, and submitted with, the application form.

### 5. Statement of Personal Achievement

A Statement of Personal Achievement form is included as part of the application package and should be submitted attached to the Scholarship Application. In order to be considered for a scholarship, each applicant is required to complete and submit the Statement of Personal Achievement.

The Statement of Personal Achievement requires the applicant to provide a personal insight about themselves to the Scholarship Selection Committee. The applicant should consider the impact he/she has had on the lives of others including friends, family, business associates and especially strangers with whom they have

had minimal interaction (e.g., a store clerk, a waiter/waitress, etc.). In addition, the applicant can include a statement as to the impact he/she has had on society in general and how much better off society is because of his/her presence.

The Statement of Personal Achievement is limited to a maximum of 200 words (one double spaced typed page). This statement should be attached, and submitted, with the application form.

#### 6. Essay of Interest

Each applicant is required to provide an essay responding to one of the following the questions:

- The recent COVID-19 Pandemic many buildings have been being closed for extended periods of time as workers are permitted, where possible, to work from home. What should be done to these buildings prior to workers being sent to remote work sites and what must be done to the building systems when the workers return to the building after the event?
- Water is a necessary everywhere however clean water is a commodity in some regions on Earth. How would you use an engineering career to improve water infrastructure at home or in an underdeveloped country?
- As a Future Engineer, You Are Commissioned to Build the 10th Wonder of the World—Describe What You Will Be Building.
- Engineering is a career of problem solving, what situation or problem have you experienced that required you to develop a solution using the education you have experienced so far to solve it?
- Plumbing Engineers are responsible to protect and preserve the health, welfare and safety of the public. Describe the means and ways for which this is accomplished.

Applicants should be aware that there is no right or wrong answer to this question. The question is designed to empower the applicant to be thoughtful, insightful and most significant of all, creative.

The Essay of Interest is limited to a maximum of 200 words (one page, double spaced typed).

This essay can be hand printed on the back of this form or can be attached to, and submitted, with the application form.

## APPLICATION DEADLINE

Scholarship application and all related forms, references and transcripts must be received by January 31 of the application year.

Completed applications and related forms should be sent to:

Alfred Steele Engineering Scholarship Selection Committee  
American Society of Plumbing Engineers  
6400 Shafer Court, Suite 350  
Rosemont, IL 60018

## SELECTION PROCESS AND GUIDELINES

The Scholarship Selection Committee will consider each applicant's Scholarship Application Package and make its determination of final eligibility as follows:

- A. Only members of ASPE and their immediate families (e.g., spouse, children) will be considered eligible.
- B. Only completed Scholarship Application Packages with all necessary forms, statements and essays attached, and school transcripts and references received by the Committee, will be eligible for consideration.
- C. Only applicants with a minimum overall grade point average of 3.0 on a 4.0 grading scale, or its equivalent will be considered for a scholarship. The applicant's school transcript will be the basis for



determining the applicant's eligibility. Of a total of 100 percentage points used to analyze and to evaluate the relative merits of all the applicants, the overall grade point average will be valued at from 1 to 5 percentage points.

- D. The applicant's references will provide the members of the Scholarship Selection Committee with an independent assessment of the character and potential future education success of each applicant. Of a total of 100 percentage points used to analyze and to evaluate the relative merits of all the applicants, references will be valued at 10 to 15 total percentage points.
- E. The Personal Activities and Community Involvement listing is an important determinant of the commitment and dedication of each applicant. Of a total 100 percentage points used to analyze and to evaluate the relative merits of all the applicants, this listing will be valued at 10 to 15 total percentage points.
- F. The Statement of Personal Achievement is the most meaningful and single most important evaluation criteria that provides the members of the Scholarship Selection Committee with an intimate glimpse and insight into the personal qualities of the applicant. Of a total 100 percentage points used to analyze and to evaluate the relative merits of all the applicants, the Statement of Personal Achievement listing will be valued at 15 to 30 total percentage points.
- G. The Essay of Interest is used by the members of the Scholarship Selection Committee to determine the imaginative and creative nature of each of the applicants. Of a total 100 percentage points used to analyze and to evaluate the relative merits of all the applicants, the Essay of Interest will be valued at 20 to 35 total percentage points.

The American Society of Plumbing Engineers' Board of Directors will make the final scholarship determination and awards based on the recommendations of the Scholarship Selection Committee.

## SCHOLARSHIP AWARD DATE

The Alfred Steele Engineering Scholarship recipients will be announced in June of the application year.

All scholarship applicants will receive a final determination letter. Scholarship recipients will be contacted regarding payment of the scholarship award and will be required to provide a 3" x 5" picture to be used in any official announcement. (All submitted materials, including pictures, shall become the property of ASPE and will not be returned.)

The official presentation of the scholarship will be announced, in even-numbered years to the American Society of Plumbing Engineers membership at the Biennial Convention and Engineered Plumbing Exposition; in odd-numbered years, the announcement will be made at the Technical Symposium.



6400 Shafer Court, Suite 350  
 Rosemont, IL 60018  
 (847) 296-0002 | aspe.org | info@aspe.org

## THE ALFRED STEELE ENGINEERING SCHOLARSHIP APPLICATION

For Application Year: \_\_\_\_\_

(Must be received no later than January 31)

1. Name: \_\_\_\_\_  
 First Name MI Last

2. Address: \_\_\_\_\_  
 City: State/Province: Zip:  
 Country: Postal Code:

3. Daytime Phone Number: Evening:

4. Date of Birth: / / 5. Gender:  Male  Female

6. Name of school in which you are currently enrolled:  
 A. Type of school:  High School  College  University  Technical School

7. What is your current overall grade point average? What is the maximum grade point basis?

8. Name of school at which you plan to attend fall semester/quarter:  
 B. Type of school:  High School  College  University  Technical School

9. What is your planned major?

10. What type of career do you think you will pursue after graduation?

11. Are you a member of the American Society of Plumbing Engineers?  Yes  No  
 A. If NO, are you the spouse, daughter, or son of an ASPE member?  Yes  No Relationship:  Spouse  Daughter  Son  
 B. ASPE Membership Number Chapter:

12. List of names of individuals submitting references on your behalf:  
 Name of Individual Submitting Reference Description of Reference Category (e.g. teacher, friend)

13. Be sure all necessary forms are attached. Check List:  
 Personal Activities and Community Involvement  Statement of Personal Achievement  Essay of Interest  
 Proof of School Acceptance or Attendance such as an acceptance letter or recent grade transcript (if already enrolled in college, university, or technical school.)

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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Rosemont, IL 60018  
(847) 296-0002 | aspe.org | info@aspe.org

## THE ALFRED STEELE ENGINEERING SCHOLARSHIP APPLICATION

### Applicant School Transcript Form

For Application Year: \_\_\_\_\_  
(Must be received no later than January 31)

Name of Scholarship Applicant: \_\_\_\_\_

Scholarship Applicant's School ID Number: \_\_\_\_\_

Name of School Sending Transcript: \_\_\_\_\_

Check One:       High School       College       University       Technical School

Each applicant must have an official high school, college, university, or technical school transcript submitted directly to the Scholarship Selection Committee from the school. Official transcripts must include definition of grade point assignment. Transcripts submitted by the applicant will not be accepted or considered. Have transcripts submitted directly to:

Alfred Steele Engineering Scholarship Selection Committee  
American Society of Plumbing Engineers  
6400 Shafer Court, Suite 350  
Rosemont, IL 60018



6400 Shafer Court, Suite 350  
 Rosemont, IL 60018  
 (847) 296-0002 | aspe.org | info@aspe.org

## THE ALFRED STEELE ENGINEERING SCHOLARSHIP APPLICATION

### Personal Reference Form One

[For friends or business associates.]

For Application Year: \_\_\_\_\_  
 (Must be received no later than January 31)

Name of Scholarship Applicant: \_\_\_\_\_

Name of Reference (print): \_\_\_\_\_

Check One:  Friend  Business Associate

Each applicant is required to have two (2) references submitted by friends or business associates (no relatives). Each reference should attest to the character of the applicant and/or provide a recommendation regarding the future success of the applicant in the engineering profession and/or offer an endorsement regarding the suitability of the applicant for the scholarship.

All references must be submitted directly to the Scholarship Selection Committee by the reference giver in a sealed envelope. References submitted by the applicant will not be accepted by the committee. Reference giver should notify the scholarship applicant when the reference has been submitted. However, the scholarship applicant should not be given an opportunity to read or copy the reference. Submit reference directly to:

Alfred Steele Engineering Scholarship Selection Committee  
 American Society of Plumbing Engineers  
 6400 Shafer Court, Suite 350  
 Rosemont, IL 60018

Signature of Reference: \_\_\_\_\_

Date: \_\_\_\_\_

Use Back of Form

**Personal Reference Form One (continued)**

[For friends or business associates.]

Signature of Reference: \_\_\_\_\_  
Date: \_\_\_\_\_



6400 Shafer Court, Suite 350  
Rosemont, IL 60018  
(847) 296-0002 | aspe.org | info@aspe.org

## THE ALFRED STEELE ENGINEERING SCHOLARSHIP APPLICATION

### Personal Reference Form Two

[For friends or business associates.]

For Application Year: \_\_\_\_\_  
(Must be received no later than January 31)

Name of Scholarship Applicant: \_\_\_\_\_

Name of Reference (print): \_\_\_\_\_

Check One:  Friend  Business Associate

Each applicant is required to have two (2) references submitted by friends or business associates (no relatives). Each reference should attest to the character of the applicant and/or provide a recommendation regarding the future success of the applicant in the engineering profession and/or offer an endorsement regarding the suitability of the applicant for the scholarship.

All references must be submitted directly to the Scholarship Selection Committee by the reference giver in a sealed envelope. References submitted by the applicant will not be accepted by the committee. Reference giver should notify the scholarship applicant when the reference has been submitted. However, the scholarship applicant should not be given an opportunity to read or copy the reference. Submit reference directly to:

Alfred Steele Engineering Scholarship Selection Committee  
American Society of Plumbing Engineers  
6400 Shafer Court, Suite 350  
Rosemont, IL 60018

Signature of Reference: \_\_\_\_\_

Date: \_\_\_\_\_

Use Back of Form

**Personal Reference Form Two (continued)**

[For friends or business associates.]

Signature of Reference: \_\_\_\_\_  
Date: \_\_\_\_\_



6400 Shafer Court, Suite 350  
Rosemont, IL 60018  
(847) 296-0002 | aspe.org | info@aspe.org

## THE ALFRED STEELE ENGINEERING SCHOLARSHIP APPLICATION

### Personal Reference Form One

[For teachers, principal, or dean and/or guidance counselor.]

For Application Year: \_\_\_\_\_

*(Must be received no later than January 31)*

Name of Scholarship Applicant: \_\_\_\_\_

Name of Reference (print): \_\_\_\_\_

Check One:  Teacher  Principal/Dean  Guidance Counselor

Each applicant is required to have two (2) references submitted by teachers, principal, or dean and/or guidance counselor. Each reference should attest to the character of the applicant and/or provide a recommendation regarding the future success of the applicant in the engineering profession and/or offer an endorsement regarding the suitability of the applicant for the scholarship.

All references must be submitted directly to the Scholarship Selection Committee by the reference giver in a sealed envelope. References submitted by the applicant will not be accepted by the committee. Reference giver should notify the scholarship applicant when the reference has been submitted. However, the scholarship applicant should not be given an opportunity to read or copy the reference. Submit reference directly to:

Alfred Steele Engineering Scholarship Selection Committee  
American Society of Plumbing Engineers  
6400 Shafer Court, Suite 350  
Rosemont, IL 60018

Signature of Reference: \_\_\_\_\_

Date: \_\_\_\_\_

Use Back of Form



**Personal Reference Form One (continued)**

[For teachers, principal, or dean and/or guidance counselor.]

Signature of Reference: \_\_\_\_\_  
Date: \_\_\_\_\_



6400 Shafer Court, Suite 350  
Rosemont, IL 60018  
(847) 296-0002 | aspe.org | info@aspe.org

## THE ALFRED STEELE ENGINEERING SCHOLARSHIP APPLICATION

### Personal Reference Form Two

[For teachers, principal, or dean and/or guidance counselor.]

For Application Year: \_\_\_\_\_

*(Must be received no later than January 31)*

Name of Scholarship Applicant: \_\_\_\_\_

Name of Reference (print): \_\_\_\_\_

Check One:  Teacher  Principal/Dean  Guidance Counselor

Each applicant is required to have two (2) references submitted by teachers, principal or dean and/or guidance counselor. Each reference should attest to the character of the applicant and/or provide a recommendation regarding the future success of the applicant in the engineering profession and/or offer an endorsement regarding the suitability of the applicant for the scholarship.

All references must be submitted directly to the Scholarship Selection Committee by the reference giver in a sealed envelope. References submitted by the applicant will not be accepted by the committee. Reference giver should notify the scholarship applicant when the reference has been submitted. However, the scholarship applicant should not be given an opportunity to read or copy the reference. Submit reference directly to:

Alfred Steele Engineering Scholarship Selection Committee  
American Society of Plumbing Engineers  
6400 Shafer Court, Suite 350  
Rosemont, IL 60018

Signature of Reference: \_\_\_\_\_

Date: \_\_\_\_\_

Use Back of Form

**Personal Reference Form Two (continued)**

[For teachers, principal or dean and/or guidance counselor.]

Signature of Reference: \_\_\_\_\_  
Date: \_\_\_\_\_



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## THE ALFRED STEELE ENGINEERING SCHOLARSHIP APPLICATION

### Personal Activities and Community Involvement Form

For Application Year: \_\_\_\_\_  
(Must be received no later than January 31)

Name of Scholarship Applicant: \_\_\_\_\_

Each applicant is required to submit a Personal Activities and Community Involvement Form. List:

- A. Extracurricular activities (e.g., clubs and athletics).
- B. Community Service Involvement (e.g., neighborhood involvement, homeless shelter work, Habitat for Humanity)
- C. Awards and Certificates
- D. Work study programs

*College, university or technical school applicants may also include high school activities and awards.*

The Personal Activities and Community Involvement Form is to be attached to, and submitted with, the application form.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

Use Back of Form

Personal Activities and Community Involvement Form (continued)

Signature of Applicant: \_\_\_\_\_  
Date: \_\_\_\_\_



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## THE ALFRED STEELE ENGINEERING SCHOLARSHIP APPLICATION

### Statement of Personal Achievement

For Application Year: \_\_\_\_\_  
*(Must be received no later than January 31)*

Name of Scholarship Applicant: \_\_\_\_\_

Each applicant is required to complete and submit the Statement of Personal Achievement. The Statement of Personal Achievement requires the applicant to provide a personal insight about themselves to the Scholarship Selection Committee. The applicant should consider the impact he/she has had on the lives of others including friends, family, business associates and especially strangers with which they have had minimal interaction (e.g., a store clerk, a waiter/waitress, etc.). In addition, the applicant can include a statement as to the impact he/she has had on society in general and how much better off society is because of his/her presence.

The Statement of Personal Achievement is limited to a maximum of 200 words (one double spaced typed page). This statement is to be attached to, and submitted with, the application form.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

Use Back of Form

Statement of Personal Achievement (continued)

Signature of Applicant: \_\_\_\_\_  
Date: \_\_\_\_\_



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## THE ALFRED STEELE ENGINEERING SCHOLARSHIP APPLICATION

### Essay of Interest

For Application Year: \_\_\_\_\_  
(Must be received no later than January 31)

Name of Scholarship Applicant: \_\_\_\_\_

Each applicant is required to provide an essay responding to the question, What is the role of the Plumbing Engineer vis-a-vis the environment, energy efficiency and resource sustainability? Applicants should be aware that there is no right or wrong answer to this question. The question is designed to empower the applicant to be thoughtful, insightful and, most significant of all, creative.

The Essay of Interest is limited to a maximum of 200 words (one double spaced typed page). This essay is to be attached to, and submitted with, the application form.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

Use Back of Form



Essay of Interest (continued)

Signature of Applicant: \_\_\_\_\_  
Date: \_\_\_\_\_

# CHAPTER 12

## Conventions, Symposia & Meetings

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The Society hosts biennial Conventions in even-numbered years and Technical Symposia in odd-numbered years for professional plumbing engineers, designers professionals, architects, and all interested individuals to improve their skills, learn innovative concepts, and make important networking contacts to help them stay abreast of current trends and technologies.

### ASPE CONVENTION

The biennial Convention, held in even-numbered years, is the premier education and professional-development event for plumbing engineers, designers, and specifiers. The Convention is held in conjunction with the Exposition, the greatest, largest gathering of plumbing engineering and design products, equipment, and services. Everything from pipes to pumps and fixtures, from compressors and computer applications to consulting services is on display to allow engineers and specifiers the newest most innovative designs, materials, and services available.

#### GENERAL INFORMATION

##### CONVENTION SITE

The Convention site is selected at least six (6) years in advance and confirmed by the Board of Directors. The Delegates at the biennial Convention are required per the P&O manual to ratify the site six (6) years in advance.

##### CONVENTION CHAIR

The President appoints a Convention Chair two (2) years prior to the Convention. The Chair is responsible for the programming, and success planning of the Convention. On occasion, a Vice Chair or a Co-Chair may also be appointed if and when necessary.

##### SOCIETY STAFF

The Society staff, under the direction of the Executive Director, are responsible for the administration and management of the Convention.

##### EXPOSITION MANAGEMENT

The Executive Director is responsible for the success and conduct of the Exposition. The Board of Directors may contract with a commercial trade show management company working with the Executive Director on the administration, management, and marketing of the Exposition.

##### AFFILIATE ADVISORY COMMITTEE

The Societies President will appoint the Affiliate Advisory Committee Chair two (2) years prior to the Exposition. The Affiliate Advisory Committee is comprised of the Chair, ASPE's Director of Affiliate Relations, and Plumbing Industry Affiliates. The Affiliate Advisory Committee is responsible for advising the Convention Chair, Executive Director, and the trade show management company regarding marketing and promotional plans to reach potential exhibitors, how best to maximize exhibitor satisfaction, and administrative and management policies for the trade show. In addition, the committee provides an additional review mechanism for the Convention format, events, and program.

##### HOST COMMITTEE

The Host Committee is comprised of local ASPE members (typically from the local chapter). The Host Committee's major responsibility is to provide volunteers for Convention events, program sessions, to help with on-site administrative and management details.

## CONVENTION AND EXPOSITION TIMETABLE

Prior to Convention	Activities
8 years	Site-selection process begins.
6 years	Site-selection and ASPE Delegate approval processes. Prepare and negotiate contracts.
2 years	President appoints Convention Chair(s). President appoints Affiliate Advisory Committee Chair.
18 to 24 months	Affiliate Advisory Committee meeting is held to review and/or help to create crack list and begin planning process. Staff begins the planning process with trade show managers. Establish Convention theme. Create Convention and Exposition logo. Design Convention and Exposition letterhead. Prepare Exposition promotional material.
12 to 18 months	Meet with Chapter Host Committee during site visit. Review facilities. Begin final hotel rate negotiations. Establish preliminary Convention format. Establish preliminary programming topics and speakers. Hold Affiliate Advisory Committee meeting. Begin exhibition floor marketing through trade show managers. Evaluate and/or bid out trade show floor decorating contractor. Hold a site visit to negotiate hotel rates. Begin analysis of and evaluate vendors and agents. Evaluate social event locations. Evaluate local entertainment and music options. Start the development of local promotional lists. Review available insurance options.
9 to 12 months	Prepare and distribute call for presentations and papers. Establish personal and professional-development programming. Board approves Convention format. Finalize social events, tours, and Exposition prize drawings. Complete overall Convention program schedule. Finalize housing bureau arrangements. Begin promotion. Finalize Exposition kit for exhibitors.
4 to 9 months	Finalize and gather promotional mailing lists. Finalize entertainment and music options. Finalize technical program and speakers. Notify session acceptances and others. Begin press release and promotion to trade press. Finalize vendor contracts and agreements. Apply to states for technical program CEU approval.
6 months	Begin major promotional efforts. Finalize speaker needs. Schedule program times and rooms. Schedule annual reports from Board of Directors.

3 to 4 months	<p>Finalize and prepare registration materials.  Set up and finalize computer programs for registration.  Begin ordering Convention supplies and equipment.  Bylaw amendment proposals sent to staff.  Begin registration processing.  Begin on-site printing needs preparation.  Finalize exhibit floor layout and arrangements for current show.  Finalize exhibit floor layout for next show for on-site booth sales.  Order Convention equipment.  Hold site visit to meet with Host Committee and facilities.</p>
90 days	<p>Final Convention promotional mailing.</p>
60 to 90 days	<p>Prepare Convention logistics book.  Finalize logistics planning.  Create room specifications sheets and details.  Prepare scripts, speaker introductions.  Coordinate registration processing; badge generation; tickets; Exposition identification cards.  Order major award plaques.</p>
45 days	<p>Distribute proposed Bylaws amendments to chapters.  Finalize facility arrangements.  Send final materials to printers.  Prepare awards and certificates.</p>
30 days	<p>Prepare Delegates' agenda and materials.  Prepare Board of Directors agenda and schedule.  Prepare Board material books.  Begin registration material processing and badge printing.</p>
1 week	<p>Staff travels to Convention site.  Perform final registration processing.  Hold Host Committee meeting.  Hold vendors and agents meeting.  Meet with facility vendors.  Board of Directors meeting is held.</p>
<b>After Convention</b>	<b>Activities</b>
0 to 2 weeks	<p>Send thanks and acknowledgments.  Assemble information and pictures.  Begin preparing crack list of any issues to follow up on and fix for the next convention/expo.</p>
30 to 60 days	<p>Prepare CEUs and any other certificates.  Review and pay invoices.  Prepare final attendance numbers.</p>
60 to 90 days	<p>Update and finalize crack list.  Finalize Convention income and expenses.</p>

## CONVENTION CHAIR POSITION DESCRIPTION

**Appointed by:** President

**Reports to:** President, Board of Directors

**Works with:** Executive Director and Director of Meetings

The Chair is responsible for the programming and conduct of the Convention and assists with on-site projects as they are assigned by ASPE staff.

**Responsibilities:**

- Performs other functions as may be required by the Board of Directors

## AFFILIATE ADVISORY COMMITTEE

**Committee Chair Appointed by:** President (Chair is generally the Vice President, Affiliate) However, the Society President may choose to appoint a specific Affiliate Advisory Committee Chair.

**Committee Members Ratified by:** Board of Directors

**Reports to:** President, Board of Directors

**Works with:** Executive Director, Director of Affiliate Relations and Director of Meetings

**Responsibilities:**

- Coordinates with the Director of Affiliate Relations and the Executive Director the activities of exhibitors
- Develops and maintains Standards of Professional Conduct for Exhibitors
- Recommends policies and procedures for ASPE Exposition and exhibitors for approval by ASPE Board of Directors
- Develops, maintains, and helps enforce policies and procedures for ASPE Exposition and exhibitors
- Assists trade show management in the promotion of booth sales among manufacturers and distributors of plumbing and plumbing-related products
- Recommends promotional sales and marketing points regarding the ASPE attendee: specifying engineers and design professionals
- Creates Exposition methods of communication to members and exhibitors and oversees coordination of procedures
- Establishes procedures for continuing communication with exhibitors and helps coordinate with Executive Director and trade show management
- Recommends and assists with appropriate Exposition opening ceremony and other Exposition floor activities (e.g., complimentary lunches, scheduled attendee refreshment breaks, prize drawing activities, attendee activities on Exposition floor, booth awards, etc.)
- Ensures that all exhibitor functions are coordinated with other Convention activity
- Encourages exhibitor attendance at Convention activities, such as the welcome reception, keynote speaker address, and closing banquet
- Oversees and manages exhibitor pre- and post-Exposition review and comment sessions and prepares summary and recommendations for Board of Directors action

## EXPOSITION AND TRADESHOW MANAGEMENT

**Contract Approved by:** Board of Directors

**Works with:** Executive Director, Director of Meetings

**Responsibilities:**

- Establishes booth sales goals and provides ongoing projections, analysis, and evaluation of goals
- Promotes and sells exhibit space for the Exposition
- Prepares and distributes promotional material for booth sales
- Develops and coordinates general promotion and publicity to potential exhibitors, the engineering profession, construction industry, and the general public with the Executive Director
- Oversees Exposition administration, management, and vendor and agent contracts

- Coordinates with ASPE staff for hotel reservations, suite approvals, and exhibitor hospitality
- Oversees pre-, on-site and post- Exposition logistics, arrangements, management, and registration
- Oversees and coordinates Exposition decorator and related services
- Provides assistance to ASPE with on-site attendee registration
- Participates in ASPE Convention and Exposition meetings
- Coordinates meetings and agenda for Affiliate Advisory Committee
- Coordinates and manages pre- and post-Exposition review and evaluation sessions with exhibitors
- Manages and oversees communications with potential and actual exhibitors
- Oversees administration and financial management for the Exposition
- Provides timely and accurate accounting
- Prepares income and expenditure budgets for the Exposition and coordinates budget approval with the Executive Director

### CONVENTION AND EXPOSITION DATES

The preferred dates are mid-September to early November. It is important to avoid conflicts with other established meetings (e.g., ASHRAE/ARI, NEX, KBA, HBA, ASHE).

Exhibit dates are Monday noon through Tuesday; move-in is Saturday through Monday; move-out is Wednesday through Friday.

The official Meeting dates are Saturday through Wednesday.

Staff arrival is the Sunday prior to the first meeting day. Special meetings and administrative and registration preparation is Monday through Saturday.

The ASPE Board of Directors meets all day Friday prior to, and the Thursday morning following, the Convention.

### ASPE CHAPTERS

The ASPE Convention and Exposition traditionally is held in cities where an ASPE chapter is located or located nearby. However, this is not an absolute requirement. The ASPE chapter is not involved in site selection, finances, or advance planning.

### CONVENTION AND EXPOSITION SITES

Year	Date	West	Midwest	Great Lakes	Northeast	Southeast
1968	Sept. 11–15	Los Angeles				
1970	Sept. 22–24		Chicago			
1972	Oct. 29–Nov. 2					Atlanta
1974	Nov. 10–14		Houston			
1976	Nov. 7–11	San Francisco				
1978	Nov. 4–9					New Orleans
1980	Oct. 12–15					Atlanta
1982	Nov. 14–17				Boston	
1984	Nov. 11–14		Chicago			
1986	Nov. 16–19					Miami
1988	Nov. 13–16	Long Beach				
1990	Nov. 3–7			Cincinnati		
1992	Nov. 15–18				Washington, D.C.	
1994	Oct. 23–26		Kansas City			
1996	Nov. 3–6	Phoenix				
1998	Oct. 25–28			Indianapolis		
2000	Oct. 29–Nov. 1					Nashville
2002	Oct. 26–30		Ft. Worth			
2004	Oct. 23–27			Cleveland		

2006	Oct. 22–25					Tampa
2008	Oct. 26–29	Long Beach				
2010	Oct. 30–Nov. 3				Philadelphia	
2012	Oct. 27–31					Charlotte
2014	Sept. 20–24		Chicago			
2016	Oct. 28–Nov. 1	Phoenix				
2018	Sept. 29–Oct. 3					Atlanta
2020	Sept. 12–16	<i>Due to pandemic, this was a virtual event.</i>				New Orleans
2022	Sept. 16–21			Indianapolis		
2024	Oct. 18–23		Columbus, OH			

## HOTEL REQUIREMENTS

(See Standardized Contract)

- A minimum of 1,300 hotel rooms, including a selection of suites.
- The preferred maximum number of hotel properties is two (2).
- ASPE must be able to control the sale of all suites in the Convention hotels.
- Approximate hotel distribution pattern is as follows:
  - a. Friday–Tuesday: 0.5 percent of peak
  - b. Wednesday: 1 percent of peak
  - c. Thursday: 5 percent of peak
  - d. Friday: 15–25 percent of peak
  - e. Saturday: 40–65 percent of peak
  - f. Sunday: 75–85 percent of peak
  - g. Monday: Peak night
  - h. Tuesday: 75–85 percent of peak
  - i. Wednesday: 15–20 percent of peak
  - j. Thursday: 2 percent of peak
  - k. Friday: 1 percent of peak

## SPECIAL EVENT REQUIREMENTS

- Sunday: Official Welcome Party. Requires unique setting for approximately 800 to 1,000 persons.
- Monday: Exhibitor hospitality night
- Tuesday: Banquet. Requires reception and dinner for 400 to 500 people. Requires hotel ballroom or similar facility.

## MEETING REQUIREMENTS

(Meeting format subject to change.)

- Business Meeting requires a meeting room capable of seating 250 to 400 school-room style; preferred area will be immediately adjacent to meeting rooms. May incorporate the keynote into same room.
- Opening keynote address requires a meeting room capable of seating 650 to 1,000 theater style; preferred area is a stadium-style seating arrangement immediately adjacent to the exposition hall.
- Total room needs depend on Convention format for that year. In general, ten to fifteen (10–15) meeting rooms are needed for simultaneous sessions. Four (4) must seat 200 to 250 school-room style; five (5) must seat 50–75 school-room style; five (5) must seat 75–125 school-room style; alternately, five (5) must seat up to 75–125 theater style; and the other rooms must seat 50–75 each theater style.
- May require five (5) additional smaller rooms for committee meetings and food functions. Must be able to seat 25 to 50 theater style or 25 conference or hollow-square style.
- Require three to five (3–5) smaller rooms for use as offices, workrooms, storage, and Board/Staff lounge rooms.
- Require a clear-span area for registration. Registration area is required from Saturday prior to the first Convention day through Wednesday.
- Rooms must be handicapped accessible.

## EXHIBIT REQUIREMENTS

Indoor equipment show requires 150,000 square feet gross, or approximately 75,000 square feet net (13,940 square meters gross, approximately 6,970 square meters net). A majority of booths require electrical, power. Water, sewer, and compressed air to be provided upon request.

## CRITERIA FOR INITIAL SITES TO BE SELECTED FOR FURTHER CONSIDERATION

### DATES

Preferred date considerations for maximum attendance are:

- Meeting and show dates of plumbing engineering-related and other organizations
- National and religious holidays
- Public school schedules
- Regional weather considerations
- Local, state, and federal elections
- Regular monthly date for chapter meeting

### ACCESSIBILITY OF CITY

- Alternative access transportation modes to/from site:
  - a. Air transportation—size of airport, number of airlines servicing area, airline hub, national and regional access
  - b. Rail access
  - c. Automobile access to city, inter-, and intrastate highways
  - d. Intercity transportation options and availability—airport to hotels, hotels to meeting facilities, general within-city capabilities and alternatives
- Number of travelers that can be accommodated by various transportation modes
- Ability to handle large groups—use of city by other conferences and Conventions
- Parking availability

### HOTEL ACCOMMODATIONS

- Number of hotels necessary to establish rooming block (adjusted for expected attendance growth)
- Quality of hotel properties—initial value-based on judgment (age, management and reputation)
- Value-based properties required as part of overall hotel package

### EXPOSITION ACCOMMODATIONS

- Square footage available for exhibits (adjusted for expected exhibit growth)
- General facility capability and exhibitor acceptance—union labor, freight movement, and facility accessibility

### MEETING AND EVENT FACILITIES

- Convenience to other accommodations (hotels, Exposition)
- Number and sizes of meeting rooms
- Ability to accommodate special sessions, functions, and events—opening session, banquet, administrative offices, registration
- Handicapped accessibility

### FINANCIAL CONSIDERATIONS

- Attendees
  - a. Cost of hotel accommodations
  - b. Daily per diem: food, transportation—reasonable food alternatives within walking distance of hotels, in meeting facilities
- Exhibitors
  - a. Cost of exhibit floor space
  - b. Cost and ease of setup—labor, transportation
  - c. Cost of hotel accommodations
  - d. Per diem expenses—food, hotel, transportation

### CONVENTION AND VISITOR BUREAU

- Strength of bureau
- Services and labor commitments—general costs, complimentary staff commitments
- Attendee giveaways—maps, books about city, tourist information
- On-site staffing commitments—dining booth, tour/information booth
- General meeting capability—ability to help locate vendors, help with needs

### ATTRACTIVENESS OF CITY

- Spouse, youth tours and events
- Surrounding entertainment and food options
- Tourist attractions
- Visible security and safety, available where needed and cooperative personnel



- Public transportation

### **ALTERNATE FUNCTION AND EVENT FACILITIES**

- Citywide options for opening celebration, banquet, awards ceremony, golf outing, tennis tournament, fun run/walk, technical tours
- Sightseeing and tour alternatives

### **SOCIETY FINANCIAL CONSIDERATIONS**

- Proximity of hotels and Exposition—costs of people moving and shuttle busing
- Ability to draw attendance, including daily registrations; population and member density within driving distance of site [approximately 300–500 mile (480–805 km) radius]
  - a. Professional mechanical-engineering community
  - b. Mechanical contracting firms with in-house mechanical-engineering personnel
  - c. Plumbing product manufacturers
- Overall comparison costs of basic costs—hotel accommodations, travel to/from site, labor, food and beverage, meeting and exhibit space, etc.

### **CHAPTER CAPABILITY**

- Membership strength of Chapter
- Potential for volunteer support—chapter members, other organization staff support
- Potential ability to garner corporate and/or city support—previous success, success for local/state events, evidence of contacts
- General financial well-being of chapter
- Enthusiasm of chapter and Chapter Board of Directors
- Neighboring chapters' support

## **HOST COMMITTEE PROPOSAL AND INFORMATION REQUIREMENTS**

### **CHAPTER INVITATION**

A chapter may send a letter of invitation to the Society Board of Directors to host the Convention and Exposition. This letter of invitation is sent to demonstrate the local chapter's volunteer commitment and involvement in the hosting of the biennial Convention and to indicate why the ASPE membership would benefit and be interested in attending the Convention at the proposed location. Often these invitation letters include a tentative budget that imposes a significant financial obligation on the chapter.

### **PROPOSED SITE COORDINATION**

The Board of Directors, in an effort to avoid chapter competition in the hosting of the ASPE Convention, has directed the Society staff to evaluate sites around the country without the direct involvement of a chapter.

It is the Society staff's responsibility to coordinate the ASPE standard proposal package with the sites under consideration. The staff has the responsibility for the overall coordination of all proposals: hotels, convention center, Convention bureau, etc.

### **NO CHAPTER-TO-CHAPTER COMPETITION**

In maintaining the noncompetitive ideals of the Convention, the Society requires no direct monetary outlay by the chapter as a condition for the hosting of the Convention. A chapter is not contacted regarding the hosting of the ASPE Convention until the Board has determined a preference for a Convention site.

Once contacted, no obligation of any kind is imposed on a chapter by the Society to host a Convention. However, most chapters expect that the hosting of the Convention will provide important elements to the future growth, visibility, and stature of that chapter.

### **CHAPTER HOST COMMITTEE'S PRIMARY RESPONSIBILITY**

When a chapter accepts the responsibility to host the ASPE Convention, it will create a Host Committee made up of chapter members who will be the ongoing liaison with the Society as the Convention planning proceeds over the next six to eight (6–8) years.

The Host Committee will be the primary local organization responsible for helping the Society staff with local arrangements. The primary responsibility of a chapter, through the Host Committee, is to provide volunteers and staffing for various Convention functions and events.

### **CHAPTER FINANCIAL OBLIGATIONS**

Many chapters decide to provide enhancements to planned social functions and gifts to the ASPE members attending the Convention. Offers of additional financial support and assistance for a Convention are not a Society requirement for hosting a Convention; it is a voluntary obligation imposed by the chapter itself. It is the chapter's sole responsibility to provide the additional financial support or

in-kind contributions necessary to meet promised obligations, without impeding the Society’s ability to perform necessary fundraising.

If the chapter decides to obligate itself for additional financial support or in-kind contributions for a Convention, it will traditionally become the Host Committee’s responsibility to create a tentative budget and carry through with fundraising efforts.

**CHAPTER SPONSORSHIPS AND FINANCING**

When a chapter commits to a significant financial obligation, the Host Committee is often responsible for undertaking and creating significant sponsorship and fundraising efforts. Sponsorships are used to offset direct expenditures by the chapter for the Convention. (ASPE also utilizes sponsorships to help with certain Convention costs. If the chapter intends to approach sponsors, all such activity needs to be coordinated with the Society to avoid embarrassment to all parties involved.) A financial obligation will often require a direct financial contribution by the host chapter.

**HOST COMMITTEE RESPONSIBILITIES (NONMONETARY)**

- Suggest and/or provide an Invocator for the following:
  - a. Business sessions
  - b. Opening keynote session
  - c. Banquet
- Provide a color guard for opening ceremonies (ASPE covers any expenses)
- Promotions: Identify local and regional groups as preferred targets for potential attendance at Convention; help secure necessary mailing lists
- Publicity: Contact with local media; provide lists of local and regional media; help with on-site press office
- Arranging for tickets to sporting events (Fees charged to attendees, may be supplemented by host committee)
- Arranging facilities and providing supervision and staffing for:
  - a. Golf outing
  - b. Fun run/walk
  - c. Tennis tournament
  - d. Other
- Tours and spouse program: Plan and preview spouse/guest traditional program, tours, sightseeing; provide three to four hosts/hostesses each day of Convention
- Technical tours: Suggest and plan four to six tours of facilities and sites of interest to plumbing-engineer professionals
- Staff attendee welcome and information centers (during participant arrivals):
  - a. Airport: optional
  - b. Convention hotels (during participant arrivals)
  - c. Convention center (during Convention and Exposition)
- Hospitality center and ASPE booth: Staffing of hospitality area in, or near, Exposition—host/hostess, three to five full-time volunteers
- Volunteers/staffing:
  - > Registration area: At least three full-time volunteers each day (Saturday through Wednesday)—providing support if required by Society
- Meet with and debrief future host chapters at end of Convention; prepare official host post-Convention information book

**IDEAL HOST COMMITTEE PERSONNEL REQUIREMENTS**

The requirements shown below have been left here for historical purposes. Each Convention and Exposition has different requirements and needs. No two Conventions and Expositions are ever the same.

For current events, minimal host committee volunteer staff is needed. The main areas are for the hospitality desks in the hotels, the hospitality room in the convention center/hotel, and spouses to ride on the tours. The Society Executive Director will work directly with the Host Chapter and will endeavor to maintain the lowest possible need for host chapter volunteers to spend time at the Convention and Exposition.

Activity	Suggested Host Personnel	Time Frame	Approximate Convention Needs
Golf outing	6	1 day	6 person days
Tennis tournament	2	1 day	2 person days
Tours	1 per tour	4 days	8 person days (assumes 2 tours per day)
Technical tours	1 per tour	1 days	4 person days (assumes 1 tour per day)

Welcome desk, convention center	1	3 days	3 person days
Hospitality center	5	5	25 person days
ASPE Pavilion	2	5 days	10 person days
Registration area	3	5 days	15 person days
Debriefing meeting	2	1 day	2 person days

(Actual needs vary by Convention and are subject to program sessions and events.)

## CHAPTER FINANCIAL ASSISTANCE

Financial assistance is not a requirement for a chapter to host an ASPE Convention. However, some of the areas where chapters have provided financial assistance include:

- Helping pay some, or all, of any expenses related to the color guard for Sunday and/or Monday’s opening ceremonies
- Providing or subsidizing music/bands for:
  - a. Monday Exposition opening
  - b. Monday opening keynote session
  - c. Awards reception and ceremony (when needed)
- Providing or subsidizing entertainment for:
  - a. Saturday welcoming event
  - b. Banquet
- Subsidizing or enhancing food and drink at:
  - a. Saturday welcoming event
  - b. Banquet
- Providing or subsidizing food and drink at delegate hospitality center
- Providing gifts and mementos (not required):
  - a. Speaker gifts: Provide for all speakers (50–80)
  - b. Delegate mementos: Provide for all delegates (250–300)
  - c. Spouse gifts: Provide for all spouse registrants (200–300)

## LOCAL GOVERNMENT FINANCIAL HELP AND IN-KIND CONTRIBUTIONS

Many cities, counties, and states have special funds for attracting and supporting Conventions and tradeshow that will provide direct financial assistance and in-kind or complimentary services. Host-city and regional contributions have ranged from \$15,000 to more than \$100,000 (U.S.) for attracting or helping a Convention.

In-kind or complimentary-type services that are important to the Convention are complimentary or reduced fees for use of the convention center, exhibit hall, and meeting space; waiver of exclusive contracting provisions; security assistance; outdoor signage; and transportation assistance.

Commitments for financial or in-kind help from a local government are traditionally required to be made part of the initial site-selection process.

## CHAPTER IN-KIND CONTRIBUTIONS

Although called “in-kind contributions,” someone, somehow is actually paying for the many so-called “complimentary” items provided at a Convention. In-kind contributions may involve chapter-member firms; local government agencies, such as the Convention Bureau; or local manufacturers volunteering help, supplies, and equipment. The traditional in-kind contributions that are used at an ASPE Convention include providing on-site computers, copy machines, and other office equipment (e.g., fax machines, two-way radios, cell phones); on-site staffing for registration; security; automobiles and drivers; prizes; etc.

## CONVENTION BUREAU PROPOSAL AND INFORMATION REQUIREMENTS

### CONVENTION REGISTRATION SERVICES

- What complimentary registration personnel will the bureau provide? How is the number of complimentary registration personnel decided?
- What are the labor costs for additional registration personnel?
- Describe the work experience and number of persons available for registration
- What registration equipment (e.g., computers, printers) or other office supplies are available through the bureau? What equipment and supplies will the bureau provide on a complimentary basis?

## **SITE PROMOTION**

- What complimentary promotional aids will be provided to groups that meet in your city? On what basis is the quantity determined?
- Is a promotional brochure of the city available? On what basis is the quantity of brochures determined?
- What brochures on restaurants, public transportation, visitor sights and attractions, maps, shopping, etc. are available? On what basis is the quantity of brochures determined?
- Does the bureau have a citywide discount coupon book that will be made available to attendees for retail shops and restaurants? On what basis is the quantity of coupon books to be provided determined?

## **GENERAL INFORMATION**

- Provide a list of restaurants in close proximity to the hotels and meeting site, including menus, when possible, of a sampling of restaurants and/or price ranges
- Describe the climate that can be expected in mid-September to early November during the proposed dates, including five years of average daytime temperatures, nighttime temperatures, and precipitation amounts over the proposed dates, as well as average high and low temperatures
- Attach a list of major airline carriers and flights in and out of the city, including the number of flights and number of seats by carrier
- Provide information on sales taxes, hotel taxes, other taxes expected
- Provide information on all transportation options within the city and their costs (e.g., taxis, buses, light rail, trains), including information on alternative transportation options from major transportation hubs to hotels and meeting sites and costs
- Do any laws or local ordinances affect the scheduling of any social functions or events at special times or on certain days of the week? Are any special event permits required?

## **FINANCIAL SUPPORT**

What financial support, in-kind contributions, or other incentives is the Convention Bureau prepared to provide the Society?

## **ASPE REQUIREMENTS AND SPECIAL CONSIDERATIONS**

### **ASPE Chapter Support**

The ASPE chapter is not to be contacted until the Society Board of Directors has made a determination regarding the suitability of the site. All contact with the local ASPE chapter will be made by ASPE staff at the direction of the Executive Director.

### **Convention Bureau Booth**

ASPE provides a complimentary booth space at its previous Convention, two years prior to the one in the selected city, and requests that a representative of the bureau be available to answer questions, promote the city, pass out promotional literature, etc. Will this create difficulty? This commitment must be in writing and part of the proposal package.

### **Attendee Hotel Shuttle Service**

If shuttle service between the hotels and/or convention center is deemed necessary by ASPE staff, the city and participating hotel(s) are expected to underwrite the full cost of this service at no charge to the Society or the attendees. Does the Bureau have experience in providing this requirement? Will this provide any difficulty? This commitment must be in writing and part of the proposal package.

## **CONVENTION CENTER PROPOSAL AND INFORMATION REQUIREMENTS**

### **MEETING AND EXHIBIT DATES**

- Convention dates
- Exhibit show dates available
- Exhibit move-in dates available
- Exhibit move-out dates available
- Meeting space required dates

### **FLOOR PLANS**

Provide floor plans of meeting rooms, public space, exhibit halls, restaurants, etc., in the convention center.

### **GENERAL FACILITIES**

- Convention center
  - a. What is the available square footage?
  - b. What is the ceiling height (minimum and maximum)?
  - c. Describe the air-conditioning, heating, and ventilation available and ability to control the temperature
  - d. Describe the type and intensity of the lighting
  - e. Are all obstructions (e.g., columns) clearly shown on the floor plans?

- What are the center's portage policies?
- What security does the center provide?
- Provide a listing of all ancillary services that are available (e.g., electric, telephone) and any associated charges

#### **EXHIBIT HALL SPECIFICATIONS**

- Gross square feet
- Ceiling height (minimum)
- Floor load capacity (both roll-in load and dead-weight load capacities)
- Are all obstructions (e.g., columns) shown on floor plans?
- Number of doors with access to outside loading/unloading or loading dock
- Dimension of each door opening
- Number of doors with access to exhibit hall from general common areas and/or meeting space
- Dimension of each door opening
- Number and dimensions of loading/unloading area/docks
- Storage facilities available for boxes and crates (before, during and after exhibit)
  - a. Describe the air-conditioning, heating, and ventilation available
  - b. Are any costs or charges associated for providing these services?
- Water, sewer, and compressed-air availability to each booth on the exhibit floor
  - a. What are the size and gpm flow capability of the water available?
  - b. What are the size and gpm flow capacity of the sewer system?
  - c. What are the cfm capacity and compressed-air pressure available? What is the size of the connection? What is (are) the limit(s) of the air compressor(s)?
- Types and intensity of lighting
- All ancillary services available (e.g., electric, telephone) and associated costs or charges
- Portage policies of the center (provide all policies in writing)
- What security does the center provide for the exhibit hall and surrounding areas?
- What is the maximum electrical power (volts, amps, phase) available in exhibit hall?
- Are telephone services available in the exhibit hall? Is service provided by the center or the local phone company?
- What are the fire regulations and restrictions?
- Is a PA system available for announcements?
- How many freight elevators are available?
  - a. What are the dimensions of each elevator, including ceiling height?
  - b. What is the load capacity of each elevator?

#### **MEETING ROOMS AND SOCIETY OFFICE SPECIFICATIONS**

- Type of wall and floor covering. Are there room dividers? If so, describe.
- Type of lighting and description of light controls
- Do all major meeting rooms have a permanent public address system?
- Are all obstructions (e.g., columns) shown on floor plans?
- Are all permanent fixtures in the meeting rooms shown on the floor plans?
- All items available for the meeting rooms and Society offices and the number of each that are provided complimentary by the center
- Additional items:
  - a. Risers for stage—sizes and quantity
  - b. Draped and skirted tables
  - c. Chairs—type and number available
  - d. Blackboards—number available
  - e. Sign easels, flip-chart easels—number of each available
  - f. Microphones—number available
  - g. Lecterns—number available
  - h. Water and sewer service
  - i. Meeting room tables (rectangular, square)—sizes and number available
  - j. Food function tables (rounds)—sizes and number available
  - k. Special event tables (half-rounds, quarter-rounds, etc.)—sizes and number available
  - l. Screens available (including permanent screens) for use in meeting rooms
  - m. Projectors and other audio-visual equipment available
  - n. Electrical extension cords—number and type available

- o. Telephone and Internet service (Provided by center or requires local phone company?)
- p. Computer hook-ups

### **COMPLIMENTARY OR IN-KIND CONTRIBUTIONS**

- Will 1 percent of the total cost of all food and beverage functions be permitted to be complimentary to allow staff to participate in these functions without cost to the Society?
- What complimentary services and equipment, in-kind contributions, or waiver of fees will be provided?

### **EQUIPMENT AND SERVICES**

What are the center's policies regarding Society/privately owned equipment and supplies (e.g., copy machines, typewriters, coffee makers) being used in the center?

### **UNIONS AND EXCLUSIVITY**

- Unions
  - a. Are any union contracts (e.g., electricians, teamsters) scheduled to expire within 6 months of our meeting dates? When?
  - b. What are the union rules and regulations covering the following personnel in public space?
    - Musicians
    - Riggers
    - Audio/visual projectionists
    - Decorators
    - Sound engineers
    - Carpenters
    - Light operators
    - Electricians
    - Stagehands
    - Teamsters
    - Photographers, video/audio recorders
    - Plumbers
    - Others
- All exclusive contracts with vendors and service providers for the center

### **ASSOCIATED COSTS AND PRICES**

- Associated cost and price details for the convention center and exposition hall for all item and material specifications requested above
- Information on all local and state taxes

### **MISCELLANEOUS**

- ASPE conducts fundraising activities during its Convention. Does the center have any policies regarding fundraising activities?
- ASPE sells Society products and services during its Convention. Does the center have any policies regarding the sale of products and services?
- Are any major groups booked into the convention center immediately before, during, or after our meeting dates? List the name of the group, size, and arrival and departure pattern. Provide written policies concerning the booking of groups after ASPE has made a commitment for the center.

## **HOTEL PROPOSAL AND INFORMATION REQUIREMENTS**

### **HOTEL INFORMATION**

- Name of hotel
- Hotel's management company
- Title of official submitting proposal
- Address of hotel and where facilities will be provided
- Telephone number (include hotel's and contact person)
- Fax number (include hotel's and contact person)
- E-mail address (include hotel's and contact person)
- Proposed/available meeting dates at facility

## ROOM BLOCK

- Total number of rooms in hotel—room type (if applicable), breakdown of number and types of bed in each room, and smoking/nonsmoking (rooms and/or floors)
- Maximum number of rooms hotel can commit to room block; if less than total, explain difference
- Number of rooms being committed to ASPE
- Rooms by arrival pattern requirements
- Number of rooms committed by industry standard categories: standard, superior, deluxe (do not use property-specific categories)
- Actual guest-room pickup for the past 3 years over the proposed September through November meeting dates

## LARGE GROUP ROOM RATES

- Current rack rates by industry standard category—single, double, suite parlor
- Current discounted rates available in hotel—negotiated government rate; business traveler's or corporate rate; large group discount rates (e.g., AAA, AARP)
- Room rate additions or differentials (e.g., children staying with parents, four in a room)
- All taxes that apply to sleeping rooms and food and beverage (e.g., sales taxes, occupancy taxes, room taxes)
- How are large-group sleeping room rates determined? Indicate basis for controlling against major rate inflation or depression for long-term commitments.
- If we were to hold this meeting in your hotel this year, what would be the best group room rates you would offer ASPE? Show both a single flat rate and a single/double rate; include suite rates.
- When are final group room rates to be established?

## GUEST ROOMS

- Sample of pickup room reports you are able to supply on a weekly basis
- Sample of room confirmations you send out
- What is your normal practice regarding room deposits with reservations? With room guaranteed for late arrival? If deposits are made by credit card, do you immediately charge card when reservation is made?
- What credit cards do you accept?
- What is the hotel's standard overbooking policy and percentage?
- What commitment will the hotel make for accommodating bumped guests?
- What is the hotel's early check-out policy in cases of emergency?
- What is hotel policy for children staying in the same room with parents?
- Are baby-sitting services available through the hotel? What are current rates? Is there a special in-house facility? What are the hours for providing of service?
- What are the hotel policy and charges for extra beds or cribs placed in sleeping rooms?
- Amenities available in rooms (describe limitations, if any) and/or available from the hotel and any associated charges [e.g., refrigerators, service bars (include food/snacks), coffee, hair dryers, irons/ironing boards, clothes presser, shoe polisher, guest laundry, modem/fax, computer hook-up, business center]
- What are standard check-in and check-out times?
- Floor plans and layout of standard sleeping room floor
- Floor plans and diagram for each suite parlor

## MEETING SPACE

- Floor plans of meeting rooms and public space
- Type of floor covering
- Type of lighting and description of light controls
- Do all major meeting rooms have a permanent public address system?
- Are all obstructions (e.g., columns) shown on floor plans?
- Ceiling height (minimum)
- Type (e.g., variable air volume) and controls regarding air-conditioning, heating, and ventilation available
- What is the maximum electrical power available in each meeting room?
- Are all permanent fixtures in the meeting rooms shown on the floor plans?
- Current list of charges for all equipment, including digital projector, 35-mm projector, overhead projector, screens, A/V setup and dismantle labor, flip charts (easels and pads), pads and pencils, and labor
- Hotel's written policies on use of meeting space and use of hotel common areas
- Complete inventory of meeting equipment available, including:
  - a. Risers for stage—sizes and quantity

- b. Draped and skirted tables
- c. Chairs—types and number available
- d. Blackboards—number available
- e. Sign easels, flip-chart easels—number of each available
- f. Microphones—number available
- g. Lecterns—number available
- h. Meeting room tables (rectangular, square)—sizes and number available
- i. Food function tables (rounds)—sizes and number available
- j. Linens—types and color choices
- k. China, silver, crystal, and other related service items—types and choices
- l. Special event tables (half-rounds, quarter-rounds, etc.)—sizes and number available
- m. Screens available (including permanent screens) for use in meeting rooms
- n. Electrical extension cords—number and type available
- o. Telephone service—provided by hotel or requires local phone company?)
- p. Modern audio/visual equipment

### **FOOD AND BEVERAGE FUNCTIONS**

- Current menus for all public food outlets, in-house catering services, and room service (breakfasts, luncheons, dinners, receptions, and coffee breaks) and any policies of the hotel regarding food and beverages in or on the hotel property (in writing)
- For cash bar receptions, what is the minimum sales amount for waiver of bartender fees?
- What are current charges for bartenders? (ASPE does not wish to utilize and will not pay for cashiers.)
- If your hotel is selected to host the Convention closing banquet, what concessions are you prepared to offer?
- Hotel's written policies regarding use of Society/private food and beverage within the hotel

### **VIP AND HOSPITALITY**

- What special treatment will you extend to our ASPE VIPs and dignitaries? How will you determine the number to receive this treatment?
- On what basis will ASPE have full use of any hotel vehicles and limousines?
- What does the hotel provide on a complimentary basis for selected officials?
- Will you host a reception for the ASPE Board of Directors and executive staff for up to 50 people?
- Will you host a reception and provide complimentary rooming arrangements for the Convention Program Planning Committee, approximately one year prior to the Convention, for up to 40 people?

### **CREDIT ARRANGEMENTS**

#### **Individuals**

- Individuals are responsible for their own room and incidental expenses. What are the hotel's normal policies on credit and payment of room charges?
- What limit will the hotel cash a personal check for hotel guests and what I.D. is required?

#### **ASPE Master Account**

- Necessary credit application papers
- What discount policies does the hotel have for early payment of master account (e.g., if paid within 15 days)?

### **MISCELLANEOUS**

- Parking
  - a. What are your current parking charges for hotel guests?
  - b. What discount parking rates are available for Convention attendees who drive to and from the meeting each day but are not staying in the hotel?
- Airport transportation
  - a. Is your hotel served by regularly scheduled airport transportation? What are the current charges, frequency, and times of service?
  - b. What is the approximate taxicab fare to the airport?
  - c. Are the taxi cabs regulated in the city?
- Signs
  - a. Do you have a policy regarding placement of directional and information signs in your public areas?
  - b. What signs will the hotel provide at no charge?
- Unions
  - a. Do you, at present, have any union contracts that are scheduled to expire within six months of our meeting dates?



- b. What are the union rules and regulations covering the following personnel in public space?
  - Musicians
  - Audio/visual projectionists
  - Sound engineers
  - Light operators
  - Stagehands
  - Electricians, plumbers, carpenters, other trades
  - Photographers, video-recorders, audio-recorders
- Do you have any major groups booked into the hotel immediately before, during, or after our meeting dates? List the name of the group, size, and arrival and departure pattern.
- Hotel facilities
  - a. Public restaurants in the hotel, hours of operation, and seating capacities
  - b. Lounge and bar facilities in the hotel and hours of service
  - c. Hours of operation for room service
  - d. Stores and facilities available in the hotel (e.g., sundries, airline desks, hair salons)
  - e. Number, capacity, and cycle time for all elevators. Do escalators serve the function space?
- Are there ice machines and soft drink machines on the guest room floors?
- Are there laundry facilities in the hotel?
- Is there a fitness center and/or pool (specify indoor and/or outdoor)?
- What renovation plans are scheduled for the hotel during the month of our meeting? Up to 1 year prior to our meeting?
- What is the date the last refurbishing of the hotel was done? What is the refurbishing schedule of the hotel?
- Will you allow 1 percent of the total cost of all food and beverage functions to be complimentary to allow staff to participate without cost to the Society?
- Hotel's written policies regarding the use of Society/private owned equipment (i.e., copy machines, typewriters, computers, coffee makers) within the hotel
- Sample summary of Convention data provided to the organization following the meeting

#### **WHY YOUR HOTEL?**

Provide a brief summary of why we should select your hotel.

#### **RECOMMENDATIONS**

- Provide at least five associations/societies that have used your hotel in the past year of approximately the same size as ours, including contact names, telephone numbers, and e-mail addresses
- Provide at least five associations/societies that are currently planning to use or are considering using your hotel within two years of our scheduled dates that are approximately the same size as ours, including contact names, telephone numbers, and e-mail addresses

#### **ASPE REQUIREMENTS AND SPECIAL CONSIDERATIONS**

- Cutoff date for room block not greater than three weeks prior to first peak arrival date (optional: variable cutoff dates and room block retention)
- Convention room rates to apply a minimum of four days prior to and four days following the specified meeting dates
- Prefer one flat single/double room rate; will consider single/double differential rates
- Convention group room rate to apply after room block cutoff date for all reservations made on a space-available basis
- Final group Convention room rates are to be established no later than one year prior to the scheduled meeting date. Negotiation for a preferred group room rate two to three years prior to the scheduled meeting date is acceptable.
- Require copies of all room confirmations sent out, on a weekly basis
- Complimentary rooms:
  - a. One complimentary room-night unit for every 35 room-night units occupied on a cumulative basis prior to, during, and after the scheduled meeting dates
  - b. Complimentary rooms to be available from four days preceding the meeting to three days following the meeting
  - c. Earned complimentary rooms are to be given as a credit to the master account at the Convention group rate plus applicable taxes.
  - d. Additional complimentary suites, in addition to complimentary room ratio rooms:
    - One large, deluxe suite for our presidential officer with at least two bedrooms, three if possible, and a large parlor to be available from the Sunday preceding the meeting to the Friday following the meeting
    - Two medium suites with two bedrooms from the Sunday preceding the meeting to the Friday following the meeting
    - Three two-bedroom suites or six special upgrades (to king-executive rooms and/or concierge floor) for Board of Directors

- One medium-large suite for special meetings, Convention preparation, and administrative use to be available from the Sunday preceding the meeting to the Friday following the meeting
- Complimentary suites are required for site inspections and meeting planning.
- Staff/speaker sleeping rooms at 50 percent discount off the confirmed Convention rate. (The number of rooms at this rate shall be the higher of 10 rooms or a ratio of one room for every 80 sold at the full meeting group rate.) Also, three complimentary rooms over and above the accumulated comps to be available from the Sunday preceding the meeting to the Friday following the meeting.
- Meeting space:
  - a. All meeting space will be available without charge.
  - b. A public address system and two microphones per meeting room are to be provided without charge. Additional microphones will be provided at prevailing rates.
  - c. All setups will be provided without charge.
  - d. A preliminary program will be provided two months prior to the meeting and a final program schedule and detailed setup instructions one month prior to the meeting. All public space released to the hotel must be done so in writing. You will provide to ASPE the hotel's meeting management service's confirmation of meeting requirements three weeks prior to the meeting.
- Menu prices for all food and beverage functions and purchases in the hotel must be confirmed nine to 12 months in advance.
- ASPE will supply guarantees for food and beverage functions 24 hours in advance for smaller functions (under 100 persons) and up to 72 hours in advance for extremely large functions (over 1,000 persons). All other guarantees will be supplied 48 hours in advance.
- Hotel will provide 10 percent oversets (meals and seating) for all small functions of up to 300 persons and 5 percent oversets for all larger functions of over 300 persons.
- ASPE requires a master account for credit. Only certain persons will be permitted to charge to this master account. Signatures and a special code identification number will be provided prior to the Convention. A meeting will be scheduled on the day after the Convention to review the master account.
- Two complimentary parking spaces are required for official use.
- ASPE expects hotel will deliver at no charge, directly to each attendee's room, a copy of the ASPE Convention newspaper on three mornings. The newspaper will be provided by ASPE.
- Hotel will provide, within two weeks after the meeting, the following details on the form supplied by ASPE:
  - a. Number of guest rooms occupied
  - b. Guest rooms occupied, by type of room
  - c. Arrival and departure pattern
  - d. Suite occupancy
  - e. Food and beverage functions details by number of places set, number of meals served, guarantee that was given
  - f. Dollar volume of room service during our meeting dates in comparison with same weekdays of prior three years

## FINAL SITE-SELECTION CONSIDERATIONS

The Executive Director and Director of Meetings are to create final prioritization and weighted values of proposed criteria. A weighted value is given to each of the criteria. The higher the priority of the item, the higher the weight. The sum of the weights provides a quantitative ranking for site selection.

### CITY COMMITMENT

- Availability of effective housing bureau:
- Written commitments from Convention Bureau
  - a. Registration assistance
  - b. Promotional materials
  - c. Services and labor
- Written commitments from city:
  - a. Complimentary shuttle busing (at no charge to association or attendees)
  - b. Complimentary access to city owned/operated facilities (e.g., museums)
  - c. Complimentary equipment and services

### FINANCIAL IMPACT ON ASPE

- Shuttle busing:
  - a. Extensiveness
  - b. Cost
- Cost of hotels including complimentary allowances

- Cost competition for food and beverage for events/functions
- Square footage available for exhibits (adjusted for exhibit growth)
- Cost of exhibit hall
- Cost of meeting space and setups
- Population and member density within 500 miles (800 km) of site (for drive-in attendance)

#### **EXHIBITS**

- Financial impact:
  - a. Labor costs
  - b. Cost of exhibit floor space
- Ease and accessibility of hall
- General exhibitor acceptance of facility

#### **ATTRACTIVENESS OF SITE TO ATTENDEES/EXHIBITORS**

- Availability of selection of outside sightseeing and activities
- Tourist attractions
- Entertainment and restaurant options
- Financial implications:
  - a. Cost of hotels
  - b. Per diem
  - c. Transportation
- Security and safety.

#### **POTENTIAL DRAWING POWER OF SITE**

- Availability of preferred dates
- Accessibility of site:
  - a. Air
  - b. Rail
  - c. Automobile
- Alternative locations for Convention activities (e.g., banquet)
- Population and member density within 500-miles (800-km) radius of site (for drive-in attendance)

#### **EASE OF PUTTING ON MEETING**

- Configuration of meeting and exhibit space and hotels
- Headquarter hotel's proximity to convention center
- Proximity of other Convention hotels to other hotels and convention center
- Number of sleeping rooms in close proximity to convention center
- Size and layout of exhibit hall
- Proximity of meeting space to exhibit hall
- Unions, exclusive contracts

#### **ASPE STANDARDIZED HOTEL CONTRACT**

In an effort to enhance the negotiation process between the hotels and ASPE and reduce the time necessary to reach agreement on a final contract, a Standardized Hotel Contract has been prepared by ASPE as a proposed beginning contract document. This document details the ASPE preferred option for each contract area and provides the contract language ASPE feels is most appropriate and with which it is most comfortable.

ASPE's only intent in preparing a Standardized Hotel Contract is to achieve a final contract document that provides mutual satisfaction and equal benefits for ASPE and each hotel. Obviously, not all hotel agreements will require all the contract language included in the Standardized Hotel Contract, and hotels are free to cut out the excessive language or unnecessary portions. Similarly, ASPE is aware that each hotel has its own preferred contract document and/or specific language with which it is most comfortable. However, just as each hotel has its contract needs and requirements, so too does ASPE.

To develop the final contract document, the hotel may send its adjustments to ASPE and have them incorporated into the ASPE Standardized Hotel Contract, or the hotel may incorporate the ASPE Standardized Hotel Contract, with changes and adjustments, into their contract document.

# ASPE STANDARDIZED HOTEL CONTRACT

## PARTIES TO THE CONTRACT

This contract is entered into by:

American Society of Plumbing Engineers  
6400 Shafer Court, Suite 350  
Rosemont, IL 60018  
(Specified herein as ASPE)  
and,

[Hotel]  
[Address]  
[City, State, Zip]  
(Specified herein as HOTEL)

**HOTEL** may make no substitutes as to the place or property, or provide any alternative facilities for any aspect of the meeting and related events and functions or the sleeping rooms and related accommodations as specified in this contract without the written consent of ASPE.

## DATES

The official meeting dates will be from 12:01 a.m. [Day of Week, Date] through 12:00 midnight [Day of Week, Date].

## ROOM BLOCK

### SAMPLE BLOCK FOR MAJOR/HEADQUARTERS HOTEL

*(All Other Hotels use Thursday to Thursday Room Blocking)*

Friday-Tuesday .....	Staff Rooms.5% of Peak Night
Wednesday .....	1% of Peak Night
Thursday .....	5% of Peak Night
Friday .....	25-30% of Peak Night
Saturday (Pre-Convention Meetings & Seminars, Exposition Set-Up Day) .....	75-80% of Peak Night
Sunday (First Convention Day, Exposition Set-Up Day) .....	90-95% of Peak Night
Monday (Second Convention Day, First Exposition Day) .....	Peak Night
Tuesday (Third Convention Day, Final Exposition Day) .....	75-85% of Peak Night
Wednesday (Final Convention Day) .....	30-40% of Peak Night
Thursday .....	3% of Peak Night
Friday .....	1% of Peak Night

**HOTEL** agrees to provide the sleeping rooms and related accommodations, as specified above, for the exclusive use of ASPE and its meeting's attendees and guests.

## CONTROL OF SUITES

As ASPE will be the dominant presence and user of HOTEL and as certain individuals or groups may be an intrusion or otherwise cause distress on the meeting, ASPE will have the right to control and approve or disapprove of the selling or otherwise providing of any grouping or combination of sleeping room, parlor, or other rooms designated to be a suite to any individual, organization, or group, whether or not related to, or expected to attend, or in any way connected to the meeting, and whether or not the requested accommodations are specified as part of the ASPE Room Block.

ASPE, or its assigned agent (e.g., housing bureau), will respond, within forty-eight (48) hours, to HOTEL approval or rejection requests for individuals or groups requesting a suite. If ASPE, or its agent, does not respond within the specified time period, HOTEL will be free to accept the individual's or group's reservation(s) without any continuing responsibility or liability.

In the event HOTEL accepts a suite reservation without first obtaining the approval of, or after a specific rejection by ASPE, HOTEL will, upon ASPE's request move the individual(s) or group(s) to another facility. HOTEL will have full responsibility,

liability, and any associated costs and expenses related to the move. HOTEL will indemnify and hold harmless ASPE from and against any claims, demands, judgments and expenses arising from, or related to, the actions of HOTEL.

In the event HOTEL does not relocate an individual or group at ASPE's specific request, if in ASPE's sole judgment, which HOTEL agrees to accept as binding and final, such individual(s) or group(s) is (are) considered to actually or potentially be an inconvenience or disruptive to the meeting sessions and functions or the meeting's attendees and guests, ASPE may, in its sole discretion, consider the lack of action by HOTEL or the presence of the individual(s) or group(s) to be just and reasonable cause to invoke the "Cancellation by Facility" clause of this contract. HOTEL will accept the decision as final and binding and warrants that it will not make any counterclaims, objections, or otherwise delay the implementation of the provisions and remedies specified.

## **ROOM RESERVATION PROCEDURES, INDIVIDUALS**

ASPE will be utilizing a Housing Bureau (or like organization) under a separate contract for coordinating and processing of sleeping rooms and related accommodation reservations. Except as otherwise provided herein, all meeting attendees and guests will be responsible for making their own sleeping-room and related accommodation reservations in accordance with any allowances, guarantees, restrictions or procedures provided for in this contract and will be responsible for providing room deposits and payment for the accommodations and any incidentals or other expenses. On request, HOTEL will provide, at no charge, an approved reservation card in quantities sufficient for inclusion in each promotional mailing made for the meeting. These cards are to be imprinted with the name of the meeting and the ASPE logo and name.

ASPE may provide its own accommodation reservation form. This form will be provided to HOTEL and Housing Bureau for approval of content and other relevant information not later than sixty (60) calendar days prior to the final printing deadline. Ten (10) calendar days will be allotted for receipt of written form approval or modifications.

All accommodation reservation forms will be sent to Housing Bureau. HOTEL staff will not accept any reservations or cancellations or perform any duplicate deletions without first notifying the Housing Bureau. Housing Bureau will accept individual's transmitted facsimile accommodation reservation form but will not accept an accommodation reservation over the telephone.

In the event HOTEL accepts any reservations directly from meeting attendees prior to the cutoff date or during the same period that Housing Bureau is authorized and responsible for the reservations, the sleeping rooms provided by HOTEL will be in addition to, and added to, the total number of sleeping rooms and related accommodations in the specified Room Block and any and all allowances, credits and benefits provided for in this contract will prevail.

Subsequent to the cutoff date, each individual still requiring accommodations will be permitted to call Housing Bureau, which will act as a coordinator and clearinghouse for any available accommodations. Individuals may also call HOTEL directly. All provided accommodations will be subject to the allowances, credits, benefits, restrictions and procedures as may be specified in this contract.

## **ROOM RESERVATION DUPLICATES AND CANCELLATIONS**

All sleeping-room and related accommodation reservations canceled by the meeting's attendees and guests prior to the specified cutoff date, whether canceled directly to the HOTEL or a Housing Bureau or similar organization, will be returned to the ASPE "Room Block" and made available to another meeting attendee or guest.

HOTEL will provide a proper and accurate accounting for each sleeping room and related accommodation as specified in the "Room Block" clause with special attention to the final disposition of all sleeping-room reservations that are canceled prior to the cutoff date.

In the event HOTEL does not replace or return canceled sleeping rooms to the "Room Block," ASPE will not be penalized or in any way made to suffer any distress or loss.

## **ROOM RATES**

HOTEL confirms the sleeping and related accommodation room rate that will be in effect during ASPE's meeting dates, as specified in this contract, will be as follows:

\$XX.00 per room night—single or double occupancy, run of the house.

The above confirmed rate(s) are exclusive of any and all local and state taxes.

### **Rates to be Determined in Future Periods**

HOTEL and ASPE acknowledge that if the meeting as specified in this contract were held as of the date of this contract, the mutually acceptable sleeping room rate is determined to be \$XX.00 per room night, single or double occupancy, and is determined to be

a discount of AA percent off the lowest published guest-room rack rate for HOTEL (see attached printed published rate schedule exhibit—to be provided by HOTEL) as of the date of this contract.

HOTEL and ASPE mutually agree that the actual sleeping and related accommodation room rate for the meeting as specified in this contract will be negotiated by both parties, in good faith, not later than one (1) year prior to the first meeting date as specified in this contract or on [Day of Week, Date]. In no event, will the negotiated room rate be greater than the above specified AA percent discount off the [Hotel's] lowest published guest-room rack rate as printed and available one (1) year prior to the first meeting date and independently verifiable by ASPE. Furthermore, HOTEL guarantees and warrants that the lowest possible guest sleeping room rack rate on the date of this contract, specified to be \$AA.00 per night, will not increase more than thirty (30) percent of the increase in the Consumer Price Index for all urban wage earners (CPI-U), as published by the Bureau of Labor Statistics, (1982-1984 = 100), for the period from the contract date to the specified date for the negotiation of the actual room rate.

In the event HOTEL fails to negotiate the sleeping room rate in good faith as specified herein, ASPE may, at its option,

- Terminate this contract without prejudice or penalty.
- Accept the room rate as determined by the limits and calculations described herein.
- Seek arbitration as described in this contract.
- Cancel this contract in accordance with the “Cancellation by Facility” clause in this contract with the stipulated monetary damages.

ASPE acknowledges HOTEL's right to sell otherwise unsold sleeping rooms and related accommodations at room rates designed to maximize total income. HOTEL warrants to ASPE that “fire sale” or similar minimal room rates will be limited to selling room accommodations one at a time to individuals for promotions known as “weekend and weekday specials” and will not be made available on a group basis during the meeting dates as specified in this contract unless ASPE will also receive a similar reduced room rate for its meeting. In the event that HOTEL sells sleeping rooms at reduced room rates as stated herein, ASPE will be given first option on all the available rooms at this special rate.

HOTEL guarantees and warrants to ASPE that the group sleeping-room rates specified in this contract (or to be negotiated), will be equal to, or lower than, any other group or other specialty or discount room rates available at the facility during the specified meeting dates.

## **EXTENDED ROOM RATES**

The special sleeping-room rates specified herein will be extended to ASPE's attendees and guests for a time period to include up to four (4) days prior to and extended up to four (4) days following the specified meeting dates.

## **STAFF AND SPEAKER ROOM RATES**

HOTEL will provide a special room rate discount equal to fifty (50) percent of the meeting's sleeping-room rate as specified in this contract (\$XX.xx), for up to \_\_\_\_ sleeping rooms. ASPE warrants these rooms will only be used by the organization for the housing of staff and/or speakers necessary for the administration and operation of the meeting and related events and functions.

## **REBATE**

In order to assist ASPE financially in serving its members and to help defray the cost of its meeting (thereby reducing meeting costs and expense to its members), HOTEL agrees to provide ASPE a rebate in the amount of \$\_\_\_\_\_ per room night from the total room rate(s) as specified in this contract for each room accommodation paid for and occupied by a meeting attendee or guest as specified herein.

The total rebate to be paid to ASPE will be computed by taking the total room nights paid and occupied by the meeting's attendees and guests for the meeting dates specified herein plus any additional related pre- and post-meeting days as specified in the “Extended Room Rate” clause, multiplied by the specified dollar rebate.

The total rebate calculated will be immediately due and payable to ASPE. At ASPE's option, HOTEL will pay the rebate directly, by check, made out to American Society of Plumbing Engineers no later than thirty (30) calendar days from the ending meeting date specified in this contract, or will apply the rebate amount as a credit to the Master Billing Account.

HOTEL and ASPE mutually guarantee that the existence of this rebate will be confidential and will not be discussed with or disclosed to any other group or individual.

## **COMPLIMENTARY ROOMS**

For purposes of establishing a standardized basis for comparing and utilizing sleeping rooms and related accommodations, one (1) unit accommodation will be created and defined to be a typical sleeping room in the facility, regardless of its defined category or specified room type or whether it is a separate room, a room connected to other rooms, or if combined with other accommodations

further defined to be a suite. A parlor or other non-sleeping type accommodation of the same relative size as the typical sleeping room defined above will also be considered to be one (1) unit of accommodation.

Unless specified otherwise, any sleeping room or other room accommodation will be defined to be one (1) unit of accommodation.

HOTEL has provided the following unit definitions for specific accommodations:

- The parlor of the \_\_\_\_\_ suite will be defined as \_\_\_\_\_ units.
- The master bedroom of the \_\_\_\_\_ suite will be defined as \_\_\_\_\_ units.
- Each \_\_\_\_\_ suite will be defined as \_\_\_\_\_ units.

HOTEL will provide ASPE one (1) complimentary sleeping room unit, or its equivalent, for each forty (40) sleeping-room units occupied by the meeting's attendees and guests. The basis for providing the complimentary room units will be the total of all occupied sleeping-room accommodation nights of these individuals, valued at their respective standard sleeping-room unit equivalent as specified herein, and will include the nights during the meeting dates as specified in this contract, as well as all other room nights utilized before and after the meeting dates, regardless of when the accommodations were reserved or provided for the individuals and regardless of the price paid for the accommodations by the individuals.

HOTEL will provide a credit toward ASPE's Master Billing Account equal to the total number of complimentary room-night units multiplied by the sleeping-room rate specified (or to be negotiated) in the "Room Rates" clause in this contract (or an average of all the sleeping-room rates so specified) and will include the equivalent value for any applicable room, occupancy, and sales taxes or fees that would otherwise be paid for each accommodation.

HOTEL will additionally provide ASPE on a complimentary, no-charge basis the following parlors or groupings of rooms designated as suites:

- \_\_\_\_\_ suites, from [Day of Week, Date] through [Day of Week, Date];
- \_\_\_\_\_ suites including parlor plus two (2) bedrooms, from [Day of Week, Date] through [Day of Week, Date];
- \_\_\_\_\_ suites including parlor plus one (1) bedroom, from [Day of Week, Date] through [Day of Week, Date];
- \_\_\_\_\_ units, from [Day of Week, Date] through [Day of Week, Date]; and
- \_\_\_\_\_ units valued at two (2) room units each, from [Day of Week, Date] through [Day of Week, Date].

As appropriate, ASPE will, a minimum of ten (10) calendar days prior to the first meeting date or on [Day of Week, Date], provide HOTEL an official and approved rooming list for all complimentary accommodations.

## COMPLIMENTARY ROOMS, PREPARATION AND PLANNING SITE VISITS

In keeping with standard hospitality industry practices and in recognition of the need for ASPE's authorized representative (meeting planner) to have a quiet work environment as well as a combination office, conference room and work area during planning, preparation and related meeting business site visits, HOTEL will provide, on a complimentary, no-charge basis, a one- (1-) bedroom and parlor suite for his or her exclusive use. The parlor of this suite will be equipped with a conference or dining table to accommodate six (6) persons, a lounge seating area sufficient for up to eight (8) persons, and a separate desk and work area.

## ROOM UPGRADES

HOTEL will provide a limited number of upgraded room accommodations at special discount room rates as follows:

- \_\_\_\_\_ sleeping accommodations on the concierge level to be provided at the lowest single-occupancy room rate for the meeting;
- \_\_\_\_\_ parlors provided at a discount of fifty (50) percent off the lowest single-occupancy room rate; and
- \_\_\_\_\_ parlors provided at no additional cost.

## BILLING AND CREDIT, INDIVIDUALS

Unless otherwise specified, all meeting attendees and guests will be responsible for the cost of their own accommodations, local and state taxes, and all incidental expenses.

ASPE will only accept and be responsible for the costs and expenses incurred by individuals as indicated on the official and approved rooming list. The ASPE rooming list is the only document that will permit individuals the authorization to have expenses directly charged to the Master Billing Account.

## BILLING AND CREDIT, GROUP

HOTEL will establish a Master Billing Account in the name of ASPE to accumulate meeting-related costs and expenses as approved, in writing, by authorized representative(s) of ASPE, and to offset HOTEL credits as provided for in this agreement.

Only those charges to the Master Billing Account having complete supporting documentation (e.g., guest-room folios, food service checks, and written authorized requests) will be considered valid. ASPE will remit payment in full to HOTEL no later than thirty (30) Calendar days after its receipt of invoice and as otherwise subject to the allowances, guarantees, restrictions, or procedures as may be specified herein. All invoices will be sent to:

Convention Manager  
American Society of Plumbing Engineers  
6400 Shafer Court, Suite 350  
Rosemont, IL 60018

ASPE will have the right to contest any charges to the Master Billing Account or any invoice submitted by HOTEL. Contested charges will be exempt from any interest accrual until resolved to the satisfaction of both parties.

## **PAYMENT DISCOUNTS**

HOTEL will extend an early payment discount of five (5) percent to ASPE for any monetary amounts paid in advance of or during the meeting dates as specified in this contract.

HOTEL will extend an early payment discount of three (3) percent to ASPE for any amounts paid within fifteen (15) calendar days of ASPE's receipt of invoices or other payment requests.

## **BILLING AND CREDIT, AUTHORIZED REPRESENTATIVES**

Only those representatives of ASPE who are specified in a separate letter on ASPE's letterhead (which will include the names, titles, and specimen signatures), no later than ten (10) calendar days prior to the first meeting date, will be authorized to make any charges to the Master Billing Account.

As additional security ASPE will, prior to the first meeting day, provide HOTEL a four- (4-) digit approval code which will be required to accompany each authorized representative's signature. Neither the specimen signatures nor the associated four- (4-) digit approval code, will be considered sufficient for authorization by HOTEL or ASPE. ASPE will not be obligated to accept or be responsible for any charges to the Master Billing Account for which provided supporting documents do not contain both the specified and supplied specimen signatures and the associated four- (4-) digit approval code.

## **MONETARY AMOUNTS DUE BY FACILITY**

Any excess credit balances on the Master Billing Account or any other monetary amounts due and payable as specified in this contract to ASPE by HOTEL will be paid in full no later than thirty (30) calendar days from the ending date of the meeting. All unpaid balances will, after thirty (30) days, accrue interest at the rate of one and one-half (12) percent per month, but not to exceed eighteen (18) percent per annum. For any monetary amounts due ASPE and remaining unpaid for ninety (90) days or more, HOTEL warrants that this contract will be considered full, complete and sufficient proof of HOTEL's debt and validity of ASPE's claim for payment and HOTEL will not object to ASPE entering monetary judgment against HOTEL in court having jurisdiction.

## **DEPOSITS**

HOTEL acknowledges ASPE's excellent and substantial credit history regarding meetings and related events and functions similar to that specified in this contract and hereby waives all deposit requirements for any anticipated costs and expenses of the meeting, its related events and functions and for the meeting's attendees' and guests' sleeping accommodations.

## **CHECK-IN TIME**

HOTEL's guest check-in time is \_\_\_\_\_ p.m. ASPE will inform its employees, guests and attendees of the check-in time policy. However, as many guests and attendees are expected to arrive prior to the stated check-in time, HOTEL will provide any accommodations available prior to the stated check-in time to ASPE's attendees and guests on a preferential treatment basis.

## **VIP CHECK-IN AND SPECIAL GUEST SERVICES**

HOTEL will provide special check-in and guest services for ASPE's VIPs and special guests, which will include the following:

- Preregistration and pre-keying for a maximum of \_\_\_\_\_ VIPs and special guests. ASPE will provide a list showing names and addresses of these special guests no later than thirty (30) calendar days prior to the meeting date on [Day of Week, Date].



- HOTEL will provide a total of \_\_\_\_\_ VIP and Special Guest welcome baskets or gifts.
- HOTEL will provide room cleaning, straightening and deluxe bed turn-down service each evening for all VIPs and Special Guests.

## CHECK-OUT TIME

HOTEL guest check-out time is specified to be \_\_\_\_\_ p.m.

HOTEL will arrange, on each departure day, for the bell captain to hold and store, on a complimentary no-charge basis, in a locked room, the luggage and other personal possessions of ASPE's attendees and guests in order to facilitate on-time check-out by the attendees. The holding and storing of the meeting's attendees' and guests' property will be made available until 8:00 p.m.

## GENERAL LATE CHECK-OUT PRIVILEGE

On each departure day, [Days of Week, Dates], HOTEL will provide a late check-out time privilege for ASPE's guests and attendees until 2:00 p.m. Based on ASPE's prior experiences, it expects no more than thirty (30) percent of the attendees will require or take advantage of the late check-out privilege.

## VIP/SPECIAL GUEST LATE CHECK-OUT PRIVILEGE

In order to accommodate ASPE's employees and special guests, HOTEL will provide on each departure day, [Days of Week, Dates], for up to \_\_\_\_\_ room accommodations to be accorded a special extended check-out time privilege until 4:00 p.m. and an additional \_\_\_\_\_ room accommodations a special extended check-out time privilege until 6:00 p.m.

ASPE will notify HOTEL no later than 10:00 am of the departure day the guest names and room numbers that will be utilizing the special extended check-out.

## OVERBOOKING

HOTEL guarantees and warrants that in recognition of the preferred status of ASPE's meeting and its attendees, it will adjust its normal \_\_\_\_\_ percent no-show rule for accepting sleeping-accommodation reservations in excess of the actual sleeping rooms available at the HOTEL property, to \_\_\_\_\_ percent and will instruct its front desk and reservation employees accordingly.

In the event HOTEL overbooks, that is, accepts more reservations than there are available sleeping rooms, and an ASPE attendee or guest with a valid reservation, whether or not guaranteed with a deposit, is unable to receive an acceptable room-accommodation when and as desired, then HOTEL will, at its own expense, for the inconvenience and embarrassment caused to both ASPE and the meeting's attendees and guests, provide the following:

- Front desk staff will immediately locate and provide the attendee with an equal or better-quality sleeping-room accommodation at an equal or better-quality alternate property that, in no event, will be further than a one (1) mile radius from HOTEL. HOTEL will be responsible for providing immediate transportation, but in no event a wait in excess of twenty (20) minutes for a suitable transportation vehicle for attendees and their companions, luggage and any other materials to the alternate property.
- HOTEL warrants that it will provide the alternative property room accommodation at no cost to the attendee or ASPE for the first night's stay at the alternative property. For the remainder of the attendee's stay the alternative property room accommodation will be provided at a room rate equal to, or better than, the best ASPE's meeting room rate at HOTEL. Any excess cost of the alternative accommodations will be the responsibility of, and paid for by, HOTEL.
- HOTEL will provide on-demand transportation as desired and required by each relocated attendee for each day individual is not in residence in one of the official Convention hotels. HOTEL will impose no requirements that relocated attendees be transported at any predetermined or fixed times.
- Relocated attendees will be permitted, at HOTEL's expense, a minimum of two (2) long-distance telephone calls to their home and office to notify family and business associates about their relocation.
- So as not to penalize ASPE, HOTEL agrees to include all relocated meeting attendees as part of the complimentary sleeping-room credit computation specified herein, regardless of who is paying for the room accommodations.
- HOTEL will immediately notify ASPE's Authorized Representative of all meeting attendees and guests relocated to an alternative property, providing each individual's name and address and their location.

## CUTOFF DATE

HOTEL guarantees and warrants that it will make available the number of sleeping rooms and related accommodations as specified in this contract and known as the ASPE "Room Block" until [Day of Week and Date], which will be no greater than twenty-one

(21) days prior to the first day specified as the official meeting dates.

HOTEL will, three (3) calendar days prior to the cutoff date, provide ASPE with a current and accurate accounting of the group's room pickup. HOTEL guarantees and warrants that no sleeping rooms or related accommodations will be released from ASPE's "Room Block" until HOTEL and ASPE's respective representatives have discussed the release and HOTEL has received a written and signed confirmation of ASPE's release either by mail, courier service, or facsimile machine transmittal (which will be deemed to be an acceptable means for receipt of this confirmation), at which time any sleeping rooms that have not yet been reserved or guaranteed by ASPE or its attendees will be released to the HOTEL room inventory for sale on a first-come, first-served basis.

As certain groups or organizations may create an unwarranted intrusion, disruption or otherwise create a stressful environment at ASPE's meeting, HOTEL will not resell or reserve any of the released rooms as one or more sleeping-room blocks for use during specified meeting dates, to any other group or organization without first notifying ASPE. ASPE will be offered the first option for reserving or otherwise guaranteeing previously released sleeping rooms prior to their sale or blocking for use by another group or organization during the meeting dates.

## **ROOM AVAILABILITY AND RATES AFTER CUTOFF DATE**

After the herein specified cutoff date ASPE's meeting attendees and guests will be given, over any other individual, group or organization, preferential treatment to receive any available room accommodation. All room accommodations received by ASPE or its meeting attendees after the cutoff date will be provided at a rate equal to, or less than, the group sleeping-room rate specified herein. All accommodations provided after the cutoff date will be added to, counted or otherwise included in the total number of rooms and room nights utilized by ASPE for purposes of calculating allowed credits, rebates, discounts or commissions (e.g., complimentary sleeping-room credit).

## **FOOD AND BEVERAGE FUNCTIONS**

HOTEL and ASPE mutually agree that actual food and beverage event and function prices will be negotiated by both parties, in good faith, no later than one (1) year prior to the first meeting date as specified in this contract or on [Day of Week, Date], but in no event later than the negotiation of sleeping-room rates. HOTEL will provide group wholesale pricing and bulk quantity purchasing discounts for all food and beverage purchased by ASPE.

ASPE will make final decisions on actual food and beverage events and functions to be held at HOTEL no later than thirty (30) calendar days prior to the first meeting date or [Day of Week, Date]. Final decisions will be based on alternatives available, expected attendance, expectations of food quality and service, competitive events and functions, and final meeting program structure.

At ASPE's request, HOTEL will provide a sample meal for each specified menu that may be under consideration either by utilizing another group's meal function(s) or duplicating actual meeting environment conditions.

## **GRATUITIES, FOOD AND BEVERAGE**

HOTEL acknowledges ASPE's right to pay a gratuity appropriate to the quality of the service received for each food and beverage event or function independent of every other event or function. No automatic gratuity or any service charge will be imposed, or otherwise collected for any ASPE food and/or beverage events or functions. HOTEL thereby waives any gratuity or service charge preprinted on any and all menus or other food service documents.

ASPE guarantees and warrants that it will provide for a gratuity to be added to the service check or invoice for each separate food and beverage event or function in accordance to the quality of service rendered and to reward individuals for exemplary service that contributed, directly or indirectly, to a successful and quality event or function.

The gratuity for each event or function may, at ASPE's option, be provided as a lump-sum amount or broken out into separate amounts or percentages of the total service check amount for applicable individual service personnel including, but not limited to: maitre d'hotel, captains, waitpersons, bus persons, kitchen service personnel and back-of-house service personnel.

All gratuities will be paid on behalf of ASPE by the HOTEL to the appropriate service personnel as a gratuity in fact, and as an addition to, and not in lieu of, or counted as part of, any minimum wage and salary requirements that are paid separately to the appropriate service personnel by the facility.

## **ATTENDANCE GUARANTEES, FOOD AND BEVERAGE**

ASPE will provide HOTEL with an estimated attendance for food and beverage functions to be held at the facility approximately thirty (30) calendar days prior to the first meeting date, and a revised estimate one (1) week prior to the first meeting date. The attendance estimates provided are for planning purposes only and are not final attendance guarantees.

Actual function attendance guarantees will be given as follows:

- For functions in which attendance will be three hundred (300) persons or less, the final attendance guarantee will be due twenty-four (24) hours prior to the scheduled starting time, as specified in the final meeting program.
- For functions in which attendance will be greater than three hundred (300) or less than nine hundred (900) persons, the final attendance guarantee will be due forty-eight (48) hours prior to the scheduled starting time, as specified in the final meeting program.
- For functions in which attendance will be greater than nine hundred (900) persons, the final attendance guarantee will be due seventy-two (72) hours prior to the scheduled starting time, as specified in the final meeting program.

Subject to space availability, ASPE will have the right to increase the attendance guarantee at any function at any time prior to the scheduled starting time.

The following format will be used for giving attendance guarantees.

- Name/title of event/function: \_\_\_\_\_
- Day of week, date: \_\_\_\_\_
- Starting and projected ending time: \_\_\_\_\_
- Original attendance estimate: \_\_\_\_\_
- Final attendance guarantee: \_\_\_\_\_
- Number of tables, types, and sizes to be in room: \_\_\_\_\_
- Number of chairs and place settings at each table: \_\_\_\_\_

In the event ASPE over-guarantees a food or beverage function, HOTEL will be informed with enough advance notice to avoid unneeded preparation of food and meals, the ingredients of which will be properly wrapped and refrigerated or otherwise stored for reuse, preparation at a later time, or disposal, in accordance with ASPE's directions. In the event HOTEL disposes of, or otherwise uses any excess foodstuffs, or does not provide proper refrigeration and storage on behalf of ASPE, HOTEL will provide a suitable credit acceptable to ASPE.

## OVERSETS, FOOD AND BEVERAGE FUNCTIONS

HOTEL and ASPE mutually accept a ten (10) percent oversight allowance when the final attendance guarantee for a food or beverage function is four hundred (400) or less and a five (5) percent oversight allowance when the final attendance guarantee is more than four hundred (400).

The food and beverage function oversight are hereby defined to be the additional number of persons over ASPE's attendance guarantee for which the HOTEL will purchase and prepare the necessary food and beverage, provide wait- and bus person service and provide the required additional number of place settings, including tables, chairs and linens.

## MEETING AND FUNCTION SPACE

HOTEL will place a 24-hour hold on all meeting, event and function space for the exclusive use of ASPE for the dates and times as specified herein. All space will be provided to ASPE on a complimentary, no-charge basis. HOTEL will provide for all meeting, event and function space and rooms, and any other related function space, on a complimentary, no-charge basis, all necessary and appropriate cleaning and janitorial services, trash removal, security, lighting, electric, heating, ventilation and air conditioning (HVAC) and any and all other necessary and appropriate building and property services, operations and personnel for a period to include one (1) hour prior to, during, and one (1) hour subsequent to the effective hours of utilization of each space, area and room up to a maximum of twenty-four (24) hours as necessary, as specified by ASPE in its final program. HOTEL will make available and provide, at no charge, all meeting room and function space setups including, but not limited to, sufficient quantities of tables in a variety of types and sizes, chairs, platforms, risers, podiums and other room setup materials, supplies and equipment (e.g., table skirting, food service place settings, table linens) to properly set up and seat to maximum capacity levels, as specified by ASPE.

Facility security personnel will be available twenty-four (24) hours a day and will be required to have a visible presence, by walking through and around, and otherwise checking and securing all meeting, event and function spaces or rooms being utilized a minimum of once every hour from 7:00 a.m. through 6:00 p.m., and every thirty (30) minutes from 6:00 p.m. through 7:00 a.m. if necessary and appropriate for active meetings, events and functions.

## MEETING AND FUNCTION SPACE-CONTROL

ASPE will have the right to control or approve or disapprove of the selling or otherwise providing of any meeting, event or function space or room to any individual, organization or group, whether or not related to, or expected to attend, or in any way connected to the meeting, and whether or not the requested function space or rooms are reserved for use by ASPE.

HOTEL will have the right to contact ASPE at any time and request an approval or rejection for an individual or group

requesting any meeting, event or function space or room. ASPE will be required to provide an approval or rejection within forty-eight (48) hours of the request. If ASPE does not respond within the specified time period, HOTEL will be free to accept the individual's or group's reservation(s) without any continuing responsibility or liability.

In the event HOTEL permits the utilization of any meeting, event or function space or room without first obtaining the approval of, or after a specific rejection by, ASPE, HOTEL will, upon ASPE's request, move the individual(s) or group(s) to another facility. HOTEL will accept full responsibility, liability and any associated costs and expenses related to the move. HOTEL will indemnify and hold harmless ASPE from and against any claims, demands, judgments and expenses arising from, or related to, the actions of HOTEL.

In the event HOTEL does not relocate an individual or group at ASPE's specific request, if in ASPE's sole judgment, which HOTEL agrees to accept as binding and final, such individual(s) or group(s) is (are) considered actually or potentially to be an inconvenience or disruptive to the meeting sessions and functions or the meeting's attendees and guests, ASPE may, in its sole discretion, consider the lack of action by HOTEL or the presence of the individual(s) or group(s) to be just and reasonable cause to invoke the "Cancellation by Facility" clause of this contract. HOTEL will accept the decision as final and binding and warrants that it will not make any counterclaims, objections, or otherwise delay the implementation of the provisions and remedies specified.

## **INVENTORY, SUPPLIES, AND EQUIPMENT**

HOTEL guarantees and warrants that it will have on hand or otherwise make provision to have and provide, at no cost or expense to ASPE, sufficient quantities of tables in a complete variety of types and sizes, chairs, platforms, risers, podiums and other room setup materials, supplies and equipment (e.g., table skirting, food service place settings, table linens) for standard meeting sessions, events and functions (including food and beverage functions) to properly set up and seat to maximum capacity levels, all spaces available at HOTEL that may be utilized for meeting sessions, events and functions (including food and beverage functions) and for which room setups and the required materials, supplies and equipment needed for each, will be specified by ASPE.

In addition, HOTEL will provide at no charge to ASPE:

- All room and table decorations available from HOTEL's stock and inventory.
- \_\_\_\_\_ signboard easels for placement and use as desired by ASPE.
- \_\_\_\_\_ podium or head-table type microphones and \_\_\_\_\_ lapel or lavalier-type microphones representing approximately two (2) microphones per session, event or function room utilized, for use in quantities and placement as desired by ASPE.
- \_\_\_\_\_ visual-aid tables suitable for use with overhead or slide projectors with placement as desired by ASPE.
- \_\_\_\_\_ 9 X 12-foot reflective bead projection screens for use and placement as desired by ASPE.

For all meeting-type sessions, events and functions, excluding dedicated food and beverage events and functions, utilizing tables of any type and style in the room setups, HOTEL will provide the following:

- 8 ½ X 11-inch ruled pad and pen or pencil at each meeting attendee's place, to be renewed daily.
- A plate of refreshment mints or candy between each two meeting attendees places, which will be renewed twice daily.

HOTEL will provide ASPE with a complete facility inventory of all materials, supplies and equipment that may be utilized by, or is otherwise related to, meeting sessions, events or functions or food and beverage functions, including, but not limited to, tables by types and sizes, chairs by types and sizes, platforms, risers, podiums, audiovisual supplies and equipment of any type (e.g., overhead and slide projectors, projection screens, microphones, other amplification devices), table or room decorations, table centerpieces, foliage, lounge furniture, general furnishings, linens, glassware and stemware, dishes and china, silverware and stainless flatware and other related food and beverage service supplies and equipment.

## **GENERAL PUBLIC SPACE**

The General Public Space of HOTEL will be defined as consisting of all areas and spaces accessible to the general public, including the facility's main and supplemental entrance lobbies and adjacent registration desk areas; restaurants; bars and lounges; entertainment areas; recreation facilities and areas (unless otherwise restricted); elevators; individual floor elevator lobbies and adjacent corridors; event, meeting and function room preparation areas, access corridors and adjacent open access or lobby areas and related spaces; and excluding actual event, meeting and function rooms.

All General Public Space areas must be freely accessible at all times so as to maximize the enjoyment of HOTEL's facilities by the meeting's attendees and guests, as well as ensure that there will be no unwarranted intrusions on the meeting environment or any impediments to the use of event, function and meeting rooms or related meeting activities. HOTEL guarantees and warrants to ASPE that the General Public Spaces will not be rented to or used by, any group or organization for any meeting, event, function, or activity during the specified meeting dates.

In the event HOTEL expects to rent or otherwise use any General Public Spaces for any group or organization related activity concurrent to the specified meeting dates, ASPE will be immediately notified and be given a preferential option to:

- Utilize the General Public Space itself at no additional cost except as otherwise stated within this contract;

- Terminate this contract because of the anticipated disruption the use of the General Public Space by another group would cause to ASPE's meeting and related activities;
- Receive from HOTEL as just, fair and reasonable compensation, a cash payment or a credit to ASPE's Master Billing Account an amount equal to the rental charges and all other payments or fees received for and during the utilization of the General Public Space.

## APPLICABLE TAXES

HOTEL is, as of the date of this contract, obligated to collect the following local, state and federal taxes:

- Sleeping rooms and related accommodations:
  - Local and state sales tax = \_\_\_\_\_ percent
  - Occupancy tax = \_\_\_\_\_ percent (or flat \$\_\_\_\_\_)
  - Local room tax = \_\_\_\_\_ percent (or flat \$\_\_\_\_\_)
- Food and beverage service:
  - Local sales tax = \_\_\_\_\_ percent
  - State sales tax = \_\_\_\_\_ percent
- Other taxes:
  - [List items] = \_\_\_\_\_ percent

No taxes will be charged against or otherwise imposed on food and beverage service gratuities, regardless of how they are referred to (as gratuities, tips or service charges), unless required by local or state laws. HOTEL will be responsible for providing ASPE with a copy of the applicable legislation or tax code authorizing the charging of a tax on gratuities. Without sufficient and valid documentation, HOTEL will not be permitted, nor will ASPE accept, any charges for tax on food and beverage service gratuities.

ASPE accepts that the specified taxes are current as of the contract date and recognizes that HOTEL has no control regarding the particular taxes, or their magnitude, that will be in effect during the meeting dates. HOTEL will inform ASPE of any changes to any taxes or fees, in writing, within ten (10) calendar days of such change.

## HOST LIQUOR LIABILITY AND CORKAGE FEES

HOTEL represents and warrants that it has the required Alcohol Beverage Control Board license necessary for serving and/or selling alcoholic beverages in public spaces on the premises (defined to be all General Public Spaces and including event, function and meeting rooms), a copy of which is attached as an exhibit to this agreement.

In the private spaces of HOTEL (defined to be sleeping rooms, parlors and related accommodations), ASPE and its attendees will not be subject to any corkage fees or any other facility corkage policies and will be permitted to have delivered or otherwise supply whatever type, quantity and quality of alcoholic beverage it desires. ASPE represents and warrants that it will not knowingly permit the serving of alcoholic beverages to minors, it will not knowingly permit the selling of alcoholic beverages or any exchange of money for alcoholic beverages to occur, and will provide a safe and sane environment for any alcoholic beverage service.

HOTEL guarantees and warrants that it has, or it will supply, proper and sufficient liquor liability insurance for the serving and/or selling of alcoholic beverages at any ASPE meeting and related functions held anywhere on HOTEL's premises. HOTEL will have ASPE named as an additional insured under the HOTEL's liquor liability insurance policy and will supply ASPE with a certificate of insurance evidencing this coverage through the dates of the meeting, a minimum of thirty (30) calendar days prior to the first meeting date but in no event later than [Day of Week, Date].

## SERVICE STANDARDS

ASPE has chosen HOTEL for its combination of ambience, environment, facilities, service standards, room rates and food and beverage service and costs, providing the preferred atmosphere and service quality for meeting's attendees and guests.

HOTEL agrees to provide the following service standards during the specified meeting dates:

- During the peak check-in hours specified to be \_\_\_\_\_ a.m. to \_\_\_\_\_ p.m. for the peak arrival days specified to be [Day of Week, Date] through [Day of Week, Date], there will be one (1) Bell person on duty for every twenty-five (25) sleeping rooms and related accommodations available in the facility.
- During the peak check-in hours specified to be \_\_\_\_\_ a.m. to \_\_\_\_\_ p.m. for the peak arrival days specified to be [Day of Week, Date] through [Day of Week, Date], the facility will provide a minimum of \_\_\_\_\_ registration personnel on duty to facilitate the check-in and registration of the meeting's attendees and guests.
- During the specified peak check-in hours, HOTEL will make available cookies, coffee, tea, ice water and soft drinks for any individual waiting for registration service.
- During the peak cleaning and room turnover times, specified to be \_\_\_\_\_ a.m. through \_\_\_\_\_ p.m. during the specified meeting dates, there will be one (1) housekeeper available for cleaning and turnover of sleeping rooms for every

ten (10) to fifteen (15) sleeping rooms and related accommodations.

- For all sit-down meal functions, one (1) waitperson/server will be provided for every sixteen (16) persons in attendance. All VIP and Special Guest sit down meals will have a ratio of one (1) waitperson/server for every ten (10) persons in attendance.
- For all beverage functions that will have liquor and mixed drinks service:
  - > For function time in excess of one and one-half (1 ½) hours and total expected attendance of two hundred (200) or more persons, there will be a ratio of one (1) bar station and one (1) bartender for every seventy-five (75) to one hundred (100) persons.
  - > For functions of one (1) hour or less in duration and two hundred (200) or more persons in attendance, there will be one (1) bar station and one (1) bartender for every fifty (50) to seventy-five (75) persons.
  - > For functions of one (1) hour or less in duration and less than two hundred (200) persons in attendance, there will be one (1) bar station and one (1) bartender for every forty (40) to sixty (60) persons.

## **PARKING**

HOTEL will provide ASPE's meeting attendees and guests staying at the property in a room accommodation with self-park and valet parking at no charge or fee for the specified meeting dates.

For attendees of the meeting and functions not staying at the property, self-parking and valet parking will be charged at a special reduced discount rate of fifty (50) percent off the advertised price.

To receive the parking discount, meeting attendees or guests must take their parking stub to the front-desk cashier and identify themselves as an attendee at the meeting, and the front-desk cashier will stamp or otherwise mark the parking ticket/stub.

ASPE will also have the right to park, at no charge or fee, up to two (2) meeting-related vehicles in a space adjacent to and/or immediately outside the front or main entrance to the HOTEL or in some other mutually agreed-to space offering immediate and convenient access for the meeting's management.

## **USE OF FACILITY VEHICLES**

HOTEL maintains a vehicle fleet consisting of \_\_\_\_\_.

ASPE, on a daily basis, for the specified meeting dates, will have the right to utilize the \_\_\_\_\_, for VIP, special guest or any other meeting-related business transportation requirements. These vehicles will be available for a minimum of \_\_\_\_\_ hours between the times of 7:00 a.m. to 10:00 p.m., representing \_\_\_\_\_ percent usage or the same percentage that the ASPE utilized room accommodations are of the total number of rooms available at the facility.

## **RECREATION, HEALTH, AND RELATED FACILITIES**

HOTEL as a convenience to ASPE's meeting attendees and guests will, for the specified meeting dates, extend operational hours and provide necessary personnel for the recreation, health and related facilities as follows:

- Indoor swimming facilities to be open from 5:00 a.m. to 2:00 a.m. and staffed with \_\_\_\_\_ employees: an operator and lifeguard.
- Outdoor swimming facilities to be open from 5:00 a.m. to 2:00 a.m. and staffed with \_\_\_\_\_ employees: an operator and lifeguard.
- Sauna room to be open from 5:00 a.m. to 12 midnight and staffed with \_\_\_\_\_ employee: an operator.
- Massage facilities to be open from 5:00 a.m. to 12 midnight and staffed with \_\_\_\_\_ employees: both to be massage therapists.
- Health club and exercise room to be open from 5:00 a.m. to 2:00 a.m. and staffed with \_\_\_\_\_ employee: a facilitator/operator.

HOTEL will provide the herein specified recreation, health and related facilities on a complimentary basis (no fee, cost or expense) to ASPE's meeting attendees and guests.

## **TELEPHONE CHARGES, LOCAL TELEPHONE SERVICE**

HOTEL will provide local telephone service to ASPE's attendees' and guests' room accommodation at no charge, cost or fee. Furthermore, HOTEL guarantees and warrants that there will be no fees or other charges to ASPE's attendees' and guests' room accommodations for the use of HOTEL's telephone equipment or services.

## TELEPHONE CHARGES, LONG-DISTANCE SERVICE

HOTEL guarantees and warrants that it will not impose any service charges or fees for the placement of long-distance telephone calls when made from ASPE's attendees' and guests' room accommodations.

## ON-SITE ATTENDEE INFORMATION DISTRIBUTION

HOTEL will, on a daily basis for the meeting dates specified herein, at no charge or cost to ASPE, deliver to the door of each ASPE guest room, the official daily meeting information publication (be it a newsletter, newspaper or ASPE specified equivalent).

## FINAL PROGRAM

ASPE will provide HOTEL on or before [Day of Week, Date], (90 calendar days prior to the meeting), a preliminary meeting program specifying meeting sessions and functions planned at HOTEL, anticipated attendance at each session and function, and the required room setup with the materials, supplies and equipment that the facility will be expected to provide. ASPE makes no representations or warranties regarding the information provided.

ASPE will provide HOTEL on or before [Day of Week, Date], (30 calendar days prior to the meeting), a final meeting program. ASPE will retain the right to make reasonable changes and modifications in the final program with regard to expected attendance, room setups, and needed materials and equipment.

## OTHER GROUPS, INFORMATION

HOTEL will provide ASPE with all non-proprietary information related to any and all other individuals or groups conducting meeting sessions and functions during the specified meeting dates. This information will help avoid overbooking problems; better coordinate the use of facility's materials, supplies and equipment; maximize the utilization of available meeting and function space; and avoid conflicts; and maximize performance.

Information will be supplied within thirty (30) calendar days of management's knowledge or receipt of the information, but in no event later than ten (10) calendar days prior to the meeting, [Day of Week, Date]. Information to be provided will include:

- Name of each group.
- Estimated number of expected attendees and guests.
- Number of room accommodations to be used.
- Amount of facility meeting space and rooms to be utilized each day and estimated attendance for each room (or total for all spaces and rooms) for each group.
- Expected types of meeting-room setups.
- Expected number of total guest check-ins for all groups for peak check-in days, as specified in the "Room Block" clause of this contract.
- Expected times of meeting breaks for each room.
- Expected attendance and times for food and beverage functions for each room.

## HOTEL INFORMATION

HOTEL will provide ASPE with data and other information regarding the conduct of its meeting and functions, attendees and guests, and room accommodations. Except as otherwise specified herein, all information available on a daily basis to the facility will be provided by 8:00 p.m. of each meeting day, but in no event later than ten (10) calendar days after the specified meeting date.

In the event the information to be provided has not been received within the time frames specified herein, HOTEL hereby grants ASPE an automatic day-for-day extension, for each day the required information is not provided in a satisfactory manner or form, without time limit, for the payment of the Master Billing Account and invoices (maintaining all discounts), due and payable by ASPE to HOTEL. Information to be provided will consist of both a detailed listing of all the meeting attendees and guests and a summary as follows:

### ROOM ACCOMMODATIONS:

Thirty (30) calendar days prior to the specified cutoff date, daily room accommodation reports, and at the conclusion of the meeting:

#### Detailed Report:

Arrival Date and Time\* \_\_\_\_\_

Departure Date and Time \_\_\_\_\_

Length of Stay \_\_\_\_\_

Number of Room Occupants \_\_\_\_\_

Name: (Last, First) \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_

\*To include no-show rooms for which reservations were not picked up.

#### **SUMMARY REPORT:**

- Total number of sleeping rooms picked up:
  - > Number of rooms by arrival time:
  - > Number of rooms by length of stay:
  - > Number of rooms by number of occupants:
- Total number of no-show sleeping rooms:
- Total number of parlors/suites picked up:
  - > Number of parlors/suites by arrival time:
  - > Number of parlors/suites by length of stay:
  - > Number of parlors/suites by number of occupants:
- Total number of no-show parlors/suites:

#### **EVENTS AND FUNCTIONS:**

At the conclusion of the meeting, a complete recap report of all meeting-related functions to be provided will include the following:

- Name of event or function:
- Date and time of event/function:
- Attendance number guaranteed by group:
- Room setup (include number, type and size of tables, number of place settings):
- Actual number of meals served (regardless of guarantee):
- Event/function total cost:
- Gratuity amount (show both percent and dollar amount):
- Name of Maitre d':
- Name of head captain:

#### **OTHER:**

At the conclusion of the meeting, the complete recap reports the HOTEL will be required to provide on the total usage and/or meeting attendees' and guests' expenditures at public food and beverage and other public use outlets for each meeting date, will include the following:

- Public food outlets by name:
- Public beverage and lounge areas by name:
- Room service:
- Gift shops:
- Recreation facilities (by each type):
- Grooming facilities (by each type):

#### **INFORMATION TO BE PROVIDED WILL INCLUDE:**

- The total daily dollar sales.
- The average total daily dollar sales amount for the same days of the week, in the same month as the meeting dates for the prior three (3) years.

ASPE will have the right to challenge the accuracy and completeness of the information provided by HOTEL. Within ten (10) calendar days of receipt of any report, ASPE will have the right to provide its corrected information, including its list of the meeting's attendees and guests. HOTEL within ten (10) calendar days of receiving the information challenge, will be required to verify its records, reconcile the information differences, and report back.

ASPE will have the right to an automatic day-for-day extension, without time limit, for the payment of the Master Billing Account and invoices (maintaining all discounts and exemption from any interest accrual) due and payable by ASPE to HOTEL,



until such time as the challenged or contested information is resolved, with mutual agreement and to the satisfaction of both parties specified and agreed to in writing.

ASPE will have the right, at its own expense, to independently verify and audit the information supplied by HOTEL. HOTEL will reimburse ASPE expenses if the information supplied by HOTEL is determined to be inaccurate, incorrect or incomplete.

HOTEL will provide the books and records necessary for conducting an independent verification and audit of the information at the premises at which the meeting occurred.

## **HEALTH AND SAFETY**

HOTEL represents and warrants that, as of the date of this contract and for the herein specified meeting dates all buildings, property and surrounding grounds and related facilities are:

- In compliance with all local, state and federal fire and safety laws, regulations, codes, and ordinances;
- In compliance with all local, state and federal construction, building and property laws, regulations, codes, and ordinances;
- In compliance with local, state and federal food service, health and related safety laws, regulations, codes and ordinances;
- Accessible to, may be utilized by, and are in compliance with all local, state and federal laws, regulations, codes, and ordinances for the physically challenged. Furthermore, HOTEL warrants that it is in compliance with all applicable provisions of the Americans With Disabilities Act (ADA) and in compliance with all applicable regulations and guidelines. HOTEL agrees to provide auxiliary aids and services as provided for under the provisions of the ADA whenever such services are required for a meeting session or function.

HOTEL will provide to ASPE, within ten (10) days of a request, certified copies of any relevant permits or certificates that may be required in any of the compliance areas specified herein, including, but not limited to, fire safety inspection certificates, fire suppression and sprinkler test certificates, food and health inspection certificates and reports, construction and renovation building permits, and inspection certificates.

HOTEL will notify ASPE for its failure to comply or be in compliance with any health and safety areas, whether specified herein or not, or for any citations by local, state or federal agencies or departments, no later than thirty (30) calendar days from each occurrence.

In the event HOTEL fails to be in compliance with any health and safety areas, whether specified herein or not, or is cited by local, state or federal agencies or departments, if in ASPE's sole judgment, which HOTEL agrees to accept as binding and final, whether the result is an actual or potential inconvenience or disruption to the meeting sessions and functions or the meeting's attendees and guests, ASPE may, in its sole discretion, consider such action by HOTEL to be just and reasonable cause to invoke the "Cancellation by Facility" clause of this contract. HOTEL will accept the decision as final and binding and warrants that it will not make any counterclaims, objections, or otherwise delay the implementation of the provisions and remedies specified.

## **RULES AND REGULATIONS**

ASPE agrees to comply with all rules and regulations of HOTEL that are specified herein or included as an exhibit to this contract. Notwithstanding HOTEL's right to update and change the facility rules and regulations from time to time, HOTEL will provide written notification to ASPE a minimum of thirty (30) calendar days prior to any proposed update or change. There will be no requirement or obligation for ASPE to accept or otherwise recognize any update or change to any rule or regulation excepting those occasioned or required for compliance with local, state or federal laws, ordinances and regulations.

## **UNION CONTRACTS**

### **FACILITIES WITH NO ORGANIZED LABOR CONTRACT**

HOTEL represents that, as of the date of this contract, it does not have any contracts or other agreements, nor are any contemplated, with any labor group(s) or union(s). If at any time subsequent to the signing of this contract the situation changes, resulting in the beginning of, or the acceptance of, an organized labor movement (including picketing or "informational" marches around the facility), so that a labor agreement or union contract is entered into by HOTEL, whether for all or only some employees, ASPE will be informed, in writing, no later than ten (10) calendar days from the start of organization activities and ASPE will have the right to terminate this contract with ten (10) calendar days' written notice to HOTEL without prejudice or penalty.

### **FACILITIES WITH ORGANIZED LABOR CONTRACT**

HOTEL represents that, as of the date of this contract, a union contract or other organized labor agreement exists for some or all of the facility's staff and that this agreement is expected to be in force during the meeting dates. HOTEL warrants that the following represents a complete listing of all the labor groups working at or for the facility that are represented by a union or are under a

labor agreement or union contract.

Labor Group: \_\_\_\_\_  
Union Name: \_\_\_\_\_  
Length of Agreement/Contract: \_\_\_\_\_  
Expiration Date of Contract: \_\_\_\_\_  
Name of On-site Steward: \_\_\_\_\_  
[Hotel-provided list] \_\_\_\_\_

HOTEL will indemnify and hold harmless ASPE from the effects of any labor agreement or union contract including but not limited to required staffing levels, monetary payments, rules and regulations that must be observed, or any other aspects of the labor agreement and any additional or subsidiary effects as a result of the labor agreement, whether currently known or anticipated, that may directly or indirectly affect the meeting sessions and functions, the attendees, or room accommodations, except as specified herein or as otherwise agreed to by ASPE in writing.

HOTEL will be required to provide ASPE a copy of the pertinent labor agreement or union contract as written evidence of the validity of any rule, regulation, staffing level, monetary payment, or any other item or thing purported to be the result of, or required by, a labor agreement or union contract.

HOTEL warrants that it will notify ASPE, in writing, within ten (10) days of any changes or modifications to any organized labor agreement or union contract. If at any time subsequent to the signing of this contract, a new agreement or contract or additional labor groups are organized or some organized labor movement occurs (including picketing or “informational” marches around the facility), ASPE will have the right to terminate this contract with ten (10) calendar days’ written notice to HOTEL without prejudice or penalty. HOTEL will indemnify and hold harmless ASPE from the effects of any changes or modifications to a labor agreement or union contract that are not otherwise specified herein or for which ASPE was not properly and promptly notified.

## **NO RENOVATIONS OR REFURBISHING**

Renovations will be defined as any construction or remodeling of any aspect of the facility’s building(s) or property and surrounding grounds, including recreation-related facilities or areas, and will include, regardless of the amount or extent of such activity, action and work, the tearing down or building of walls; removal or replacement of windows, doors, or other access openings, entrances, or exits; the digging of holes or trenches or the excavation, moving, or replacing large amounts or dirt; upgrades, changes or additions to electrical and plumbing systems; upgrades, changes or additions to building operating and support systems; the use of general construction or remodeling materials including wood, brick, concrete, tile, glass and metal; and any other activity, event or action that may be construed to be construction or renovation work.

Refurbishing will be defined as any upgrading, changing and additions or any decorating-related or non-construction remodeling of any aspect of the facility’s building(s) or property and surrounding grounds, including recreation-related facilities or areas, and will include, regardless of the amount or extent of such activity, action and work: removal, replacement or addition of floor covering(s); removal, replacement or addition of wall covering(s), including painting and wallpapering; removal, replacement or addition of furnishings, furniture and equipment, especially as it may affect meeting and function spaces and room accommodations; and any other activity, event or action that may be construed to be decorating-related or non-construction remodeling work.

HOTEL guarantees and warrants that except for herein specified renovations and refurbishing (including starting and completion dates), no renovation or refurbishing of HOTEL’s building(s), property and surrounding grounds, or related meeting and guest facilities will be starting up, have begun, be under way, or ongoing during the herein specified meeting dates.

[Renovations and Refurbishing to be specified here.]

HOTEL will be required to notify ASPE of any actual or contemplated renovation or refurbishing that will or may occur during the meeting dates, not otherwise specified herein, no later than thirty (30) calendar days from the time such knowledge is known by management.

For any activity, event, action or work that in ASPE’s sole judgment, which HOTEL agrees to accept as binding and final, is considered to be renovation or refurbishing and potentially or actually inconvenient or disruptive to the meeting sessions and functions or the meeting’s attendees and guests, ASPE may, in its sole discretion, consider the act or presence of the renovation or refurbishing to be just and reasonable cause to invoke the “Cancellation by Facility” clause of this contract. HOTEL will accept the decision as final and binding and warrants that it will not make any counterclaims, objections, or otherwise delay the implementation of the provisions and remedies specified.

## CONTINGENCY

This contract will be contingent upon ASPE having a signed and fully executable contract with the \_\_\_\_\_ Convention Center or otherwise having secured, in one facility, a minimum of 75,000 net square feet (6970 m<sup>2</sup>) of exhibit space [150,000 gross square feet (13 940 m<sup>2</sup>)] and 8 to 15 meeting rooms with variable capacities of 50 to 200 persons (in order to hold simultaneous meeting sessions for 1,000 to 1,500 persons) and a general session meeting area with a minimum capacity for classroom-style seating of 600 and theater-style seating for 1,500 persons.

HOTEL will not be entitled to any compensation or any other consideration in the event the contingency stated herein is not met, removed or ended to the satisfaction of ASPE. Any and all monetary amounts paid to HOTEL such as sleeping room deposit(s), or any monetary amounts owed by HOTEL, such as interest on deposits, will immediately become due and payable and will be subject to the herein stated terms and conditions.

## CANCELLATION BY ORGANIZATION

ASPE will have the right to cancel this contract for whatever reason at any time up to one (1) year prior to the specified meeting date but in no event later than [Day of Week, Date].

After the cancellation date specified herein, ASPE will have no right to cancel or otherwise terminate this contract for the sole purpose of holding the meeting as specified in this contract at another local jurisdiction or at another hotel or related facility or for any other cause or reason except as may otherwise be specified in this contract. In the event ASPE were to terminate or otherwise cancel this contract except as may be permitted in this contract, ASPE recognizes that the possibility exists that HOTEL may be harmed or suffer damages, monetarily or otherwise.

It is not ASPE's intent, in the event it cancels or terminates this contract for other than just cause or as permitted herein, to cause HOTEL to be harmed or suffer monetary losses. An estimate of potential monetary damages will be calculated as follows:

- If canceled or terminated subsequent to the herein specified cancellation date, but prior to nine (9) months from the herein specified first meeting date [Day of Week, Date], a sum equal to the first night's room accommodation revenue that would have been received if organization had held its meeting as specified by and in accordance with the dates and sleeping-room block in this contract.
- If canceled or terminated subsequent to nine (9) months from the herein specified first meeting date [Day of Week, Date] but prior to three (3) months from the herein specified first meeting date [Day of Week, Date], a sum equal to the first and second nights' room accommodation revenue that would have been received if organization had held its meeting as specified by and in accordance with the dates and sleeping-room block in this contract.
- If canceled or terminated subsequent to three (3) months from the herein specified first meeting date [Day of Week, Day], a sum equal to all night's room accommodation revenue that would have been received if organization had held its meeting as specified by and in accordance with the dates and sleeping-room block in this contract.

HOTEL warrants that the only harm or monetary damages that may occur are from unsold room accommodations reserved for use by ASPE and as no facilities or services have been provided and no costs or expenses have been incurred nor will be incurred, no harm or damages will accrue from any herein contemplated use by ASPE of its meeting facilities or food and beverage services.

HOTEL represents and warrants its responsibility to minimize monetary harm or damages from unsold room accommodations and pledges to make a "good faith effort" to sell, to groups and individuals, specified room accommodations. HOTEL and ASPE mutually warrant that, in the event of a cancellation or termination, no harm or damages will be incurred until the herein specified meeting dates. Furthermore, ASPE will not be required to make any payments until HOTEL has shown, by a certified Room Audit of all its room accommodations, that the specified rooms did, in fact, remain unsold for the specified meeting date(s). Estimated liquidated monetary damages will be recalculated using the adjusted number of vacant rooms as the payment basis as determined by the herein specified "Room Audit Procedure."

HOTEL represents and warrants that it will have suffered no harm or damages if the number of Room Audit vacant rooms, as specified in the "Room Audit Procedure" is equal to, or less than, the prior three (3) years' average number of vacant rooms for the same month and days of the week as the herein specified meeting dates. Furthermore, ASPE will have no obligations for any liquidated monetary damages as specified herein in the event HOTEL has not made a "good faith effort" to minimize any and all monetary harm and damages.

## ROOM AUDIT PROCEDURE

A Room Audit of the HOTEL will be conducted in accordance with standard industry practices and will be certified as accurate by a full-service Certified Public Accountant firm which may or may not be the financial auditors for the facility.

In accordance with "Cancellation by Organization" the actual number of room accommodations to be used in the final liquidated monetary damages calculation will be adjusted and determined as follows:

1. The total number of vacant rooms on the date used for the calculation will be adjusted so that it excludes the average

number of vacant rooms occurring on that day of the week for that month of the year in HOTEL for the prior three (3) years (known as the vacancy rate). That is, if the number of vacant rooms determined by the Room Audit is greater than the prior three (3) years' average number of vacant rooms, the average number will be subtracted from the actual vacant room number to get an Initial Adjusted Number of Vacant Rooms.

2. The initial adjusted number of vacant rooms will be further adjusted by the percentage that the number of room accommodations in the "Room Block" used in calculating the estimated liquidated monetary damages is to the total number of room accommodations on the property. That is, the number of rooms in the "Room Block," for the appropriate calculation day, will be divided by the total number of rooms on the property, and the result will be multiplied by the Initial Adjusted Number of Vacant Rooms to get the Actual Adjusted Number of Vacant Rooms potentially attributable to the cancellation (or no-shows).
3. If necessary, the Actual Adjusted Number of Vacant Rooms potentially attributable to the cancellation (or no-shows) will be further adjusted so that it is no greater than the number of rooms in the "Room Block" on the meeting date used in the calculation of the estimated liquidated monetary damages in "Cancellation by Organization."

The Actual Adjusted Number of Vacant Rooms as calculated herein will be determined to be the total number of room accommodations that may be attributed to the cancellation (or no-shows) and which will be used to calculate the actual liquidated monetary damages, if any, to be paid by ASPE to HOTEL.

ASPE will have the right, at its own expense, to independently verify and audit the number of room accommodations sold or remaining vacant for the date(s) used in calculating the liquidated monetary damages as well as for determining the prior three (3) Years' average number of vacant rooms. HOTEL will reimburse ASPE expenses if HOTEL's Room Audit is determined to be inaccurate by ten (10) percent or more. HOTEL will provide the books and records necessary for conducting an independent verification of the Room Audit at the premises at which the specified meeting was to occur.

## **CANCELLATION BY FACILITY**

In the event HOTEL will cancel or terminate this contract except as otherwise provided for herein, or does not, or is unable to, provide the property, facilities or the specified room accommodations at the address as specified in this contract for the purposes of holding the specified meeting and functions, or makes any changes, or substitutions to any terms or conditions or any of the needs and requirements of the specified meeting without the prior written consent of ASPE,

or

HOTEL, by its actions or as otherwise specified in accordance with this contract [such as, the presence of objectionable individual(s) or group(s), the failure to comply or be in compliance with any of the health and safety areas, or because of renovation or refurbishing], is determined to have invoked the "Cancellation By Facility" clause,

ASPE will have the right to elect that the HOTEL has terminated this contract at any time without prejudice or penalty.

In the event ASPE elects and determines that the HOTEL has terminated the contract, at ASPE's option:

1. ASPE will receive from HOTEL liquidated monetary damages in a sum equal to the peak-night (the night in which the greatest number of rooms would have been sold) room accommodations revenue that HOTEL would have received if ASPE had held the specified meeting and in accordance with the specified dates and "Room Block." The specified liquidated monetary damages will be due and payable either on the date HOTEL cancels or terminates this contract or when ASPE justifiably and rightfully determines that the HOTEL has canceled this contract. HOTEL and ASPE mutually agree that the herein specified liquidated monetary damages are reasonable and just.
2. Require or permit HOTEL to use its best efforts to rebook the specified meeting at an equal or better quality meeting property or facility in accordance with the details as specified in this contract and subject to final acceptance and approval of ASPE.

HOTEL will accept responsibility and liability for, and represents and warrants to indemnify and hold harmless ASPE and its meeting attendees and guests from any increased costs or expenses as a result of having to move the specified meeting, including increased costs of room accommodations; costs associated with meeting rooms and function space, materials and related supplies and services (including setup charges); increased costs of food service; administrative and operational costs (including return of registration fees); rescheduling and arrangement costs, such as program printing and attendee notification; and any other related additional costs and expenses as determined by ASPE.

In the event, under item 1 or 2 above, ASPE is unable to find a satisfactory or suitable alternative facility to hold its meeting and

related events and functions, or for whatever reason such as the inability to announce a timely cancellation of the meeting or functions, and is therefore required, obligated or otherwise unable to avoid having the meeting or functions at HOTEL, HOTEL will, by way of fair compensation for any actual or perceived inconvenience, annoyance or disruption to ASPE or the meeting's attendees and guests, provide a dollar credit to the Master Billing Account (with any credit balance that may result paid to ASPE at the end of the meeting) the greater of an amount equal to fifty (50) percent of the total dollar revenue to be, or actually received from, ASPE's peak occupied room accommodations night or twenty (20) percent of the total dollar revenue to be, or actually received from, the occupied sleeping rooms and related accommodations for every night of the specified meeting dates.

HOTEL waives any subsequent defense or argument that ASPE's rights or remedies hereunder are excessive or unfair.

## **FORCE MAJEURE TERMINATION**

The performance of this contract by either HOTEL or ASPE will be subject to acts of God; war; government laws, regulations or other governmental action of any kind; civil disorder; fire, accidents or other casualty; disasters; strikes, lockouts or labor disputes; inability to obtain labor, materials, food, fuel, electricity, general operational services or reasonable substitutes; curtailment of transportation facilities; any other civil or governmental emergency; in the event, for whatever reason(s) twenty-five (25) percent or more of the meeting attendees are prevented or unreasonably delayed from attending the meeting in the specified time period; or any other cause or reason beyond the control of either party that would make it inadvisable, illegal or impossible for HOTEL to provide the facilities and services as herein stated or otherwise provide adequate performance on behalf of the meeting, or for ASPE to hold the meeting as herein specified. This contract may be terminated for any one or more of such reasons by written notice from one party to the other without prejudice or penalty.

There will be no right of termination for the sole purpose of ASPE holding the herein specified meeting in another local jurisdiction or at another hotel or related facility or for the sole purpose of HOTEL booking a meeting of any other group or organization or otherwise supplying all or part of the facilities or performing all or part of the services as specified in this contract, for any other group or organization.

## **TERMINATION DUE TO FINANCES AND/OR MANAGEMENT**

ASPE reserves the right to terminate this contract without prejudice or penalty, by written notice to HOTEL at any time prior to the herein specified meeting dates in the event one or more of the following occurs:

Management modification including, but not limited to:

- A change in HOTEL's franchise affiliation;
- A different management company, whether or not accompanied by a change in HOTEL's name;
- A change of ownership or change of majority stockholder, whether or not accompanied by a change of management company or franchise affiliation;
- A change in one or more of the major concession suppliers or service providers (e.g., recreation, food service or audiovisual).

Financial changes including, but not limited to:

- Foreclosure on all or any portion of the property and its related facilities by a bank, other lending institution, or financial investor;
- Filing of a voluntary bankruptcy petition by or on behalf of the property and related facilities;
- Appointment of a court-ordered trustee to manage the finances of the property and related facilities;
- Creditors filing a petition for involuntary bankruptcy of the property and related facilities;
- Filing for liquidation bankruptcy by or on behalf of the property and related facilities;
- Direct or indirect evidence, or as otherwise determined in the sole judgment of ASPE, of financial instability or monetary difficulties resulting in the degradation of meeting-related services or the inability to efficiently and effectively manage the property and related facilities or to provide sufficient or adequate supplies, materials and services for the conduct of the meeting and functions.

## **INDEMNIFICATION**

HOTEL will indemnify and hold harmless ASPE and its officers, directors, employees, members, suppliers, vendors, guests and meeting attendees from and against any and all demands, claims, fines, penalties, damages, injury, losses, liabilities, judgments and expenses (including attorney fees and court costs), whether to person or property, arising from use of HOTEL's property, including both interior and exterior facilities, furnishings, equipment, supplies and services, or from the conduct of the meeting and related functions, or from any activity, work, supplies, equipment or services of HOTEL and its employees, suppliers, vendors and agents, or HOTEL's noncompliance with any applicable ordinances or laws, whether or not arising out of the negligence or

willful misconduct of HOTEL and its employees, suppliers, vendors or agents.

HOTEL will indemnify and hold harmless ASPE in the event of any legal action, claim, demand, suit or proceeding filed against ASPE alleging that the meeting and activities at HOTEL's facilities or that services provided by HOTEL failed to comply with the applicable provisions of the Americans with Disabilities Act (ADA) or with any representation made by the facility management with respect to such compliance.

## **ARBITRATION**

Any controversy or claim arising out of or relating to this contract, or the breach thereof, will be settled by arbitration in accordance with the Commercial Arbitration Rules of the American Arbitration Association, and judgment upon the award rendered by the Arbitrator(s) may be entered in any court having jurisdiction thereof.

HOTEL and ASPE mutually agree to accept the results, awards and judgments of arbitration as binding and in lieu of any rights to legal remedies or actions. It is further agreed that the arbitration hearing(s) will be held in Westlake Village, CA.

## **BINDING EFFECT**

This contract will extend to, inure to the benefit of, and be binding upon HOTEL and ASPE and their respective successors, executors, administrators, legal representatives or assigns except as may otherwise be prohibited or restricted in this contract.

## **ENTIRE AGREEMENT**

This contract with attached exhibits and addenda contains the entire agreement between HOTEL and ASPE with respect to its subject matter and may be amended only by written agreement between both parties. Any and all other proposals, negotiations, promises, agreements or understandings, whether oral or written, made prior to this contract are hereby extinguished and considered null and void by both parties. HOTEL and ASPE mutually represent and warrant that, except as set forth in this contract, no representations, warranties, agreements or promises have been made to each other by their respective agents, representatives or employees with respect to this contract.

## **NOTICES**

Any notice, request, consent, approval or other communication for any and all events or actions as required or otherwise specified in this contract will be written and considered received if receipt is confirmed in writing, or sent by the United States postal service, postage prepaid, or certified, with a return receipt requested and received, or hand-carried and delivered in person. All notices will be sent to the address and authorized representative of the HOTEL and ASPE specified in this contract.

## **MUTUAL AND BINDING AGREEMENT**

This contract, when signed and dated below by the respective authorized representatives of HOTEL and ASPE and received by each representative on or before [Day of Week, Date] will be considered in force and legally binding on both parties.

HOTEL's representative executing and entering into this contract (who for purposes of this contract will be defined to be either the General Manager or the Director of Sales and/or Marketing) represents and warrants that he or she has the full right and authority to enter into this contract and bind HOTEL to the obligations, commitments, responsibilities and liabilities as specified in this contract and that such action is taken with the full knowledge and approval of the management, officers and Board of Directors of HOTEL. ASPE representative executing and entering into this contract represents and warrants that he or she has the full right and authority to enter into this contract and bind ASPE to the obligations, commitments, responsibilities and liabilities as specified in this contract and that such action is taken with the full knowledge and approval of the management, officers and Board of Directors of ASPE.

## TECHNICAL SYMPOSIUM

The biennial Technical Symposium, held in odd-numbered years, is the only major in-depth technical-education event for plumbing engineers, designers, and specifiers.

### IN GENERAL

#### TECHNICAL SYMPOSIA SITE

A technical Symposia site is selected four to six years in advance by the Board of Directors.

#### TECHNICAL SYMPOSIUM CHAIR

The President appoints a Technical Symposium Chair two years prior to the Technical Symposium. The Chair is responsible for the success, programming, and conduct of the Symposium.

#### SOCIETY STAFF

The Society staff, under the direction of the Executive Director and Director of Meetings is responsible for the administration and management of the Technical Symposium.

#### HOST COMMITTEE

The Host Committee, consisting of local chapter members, works with the Technical Symposium Chair, Director of Meetings and the Executive Director. The Host Committee’s major responsibility is to provide manpower for Technical Symposium events and program sessions and help with on-site administrative and management details.

#### TECHNICAL SYMPOSIUM COMMITTEE

The Technical Symposium Committee shall be responsible for planning the Society’s Technical Symposia.

##### Committee Composition and Responsibilities

- The Technical Symposium Committee shall consist of the Chair; the Society’s Vice President, Education, Vice President, Technical, and professional educators and members of the engineering community whose expertise would enhance the quality of the educational and professional-development programming.
- The Committee will report to the Society’s Vice President, Education and the Education Committee.
- All policies and directives issued by the Technical Symposium Committee shall be recommended in writing to the Education Committee, who in turn will determine what policies and directives will be recommended to the Society Board of Directors. The Society Board of Directors shall determine which policies and directives should be implemented, published, or issued.
- The Society Vice President–Technical and the Executive Director shall serve as advisors to the Committee.

##### Committee Operations and Procedures

- The committee shall issue a call for presentations and papers to the membership, professional educators, and other members of the engineering community.
- The Technical Symposium Committee shall prepare a list of proposed seminars and workshops to the Vice President, Education and the Education Committee for approval.
- The committee shall coordinate the scheduling and planning of the Technical Symposium programming; speaker information, schedules, presentations, and handout materials; and the evaluation and issuing of CEU credit authorization through the Society’s Vice President, Technical.
- The committee shall call upon recognized professional educators and technical advisors as necessary to meet the Technical Symposium Committee’s goals and objectives.
- Continuing education units, as authorized by the Vice President, Technical, shall be provided to the attendees in as many technical programs as are applicable.

#### TECHNICAL SYMPOSIA SITES

Year	Date	West	Midwest	Great Lakes	Northeast	Southeast
1981			Dallas			
1991		Salt Lake City				
1993						Atlanta
1995				Cleveland		
1997	Sept. 26–28				Baltimore	
1999	Oct. 29–31				Philadelphia	

2001	Nov. 2–4		St. Louis			
2003	Oct. 3–Nov. 2		San Antonio			
2005	Oct. 28–30		Chicago			
2007	Nov. 2–4					Atlanta
2009	Oct. 23–25			Detroit		
2011	Oct. 27–30					Orlando
2013	Sept. 19-22					Orlando
2015	Oct. 1-4					
2017	Oct. 17-23				Montreal	
2019	Oct. 24-27			Pittsburgh		
2021	Sept. 21-26	San Diego				
2023	Sept. 26-Oct. 3	Bellevue				

## TECHNICAL SYMPOSIUM CHAIR POSITION DESCRIPTION

**Appointed by:** President

**Reports to:** President, Board of Directors

**Works with:** Executive Director; Vice President, Education; Vice President, Technical and Director of Meetings

The Technical Symposium Chair is to provide volunteer labor for events and program sessions and to help with on-site administrative and management details.

### Responsibilities:

- Performs other functions as may be required by the Board of Directors

## TECHNICAL SYMPOSIA DATES

Preferred dates are mid-September to early November. It is important to avoid conflicting with other established meetings (e.g., ASHRAE/ARI, NEX, KBA, HBA).

The official meeting dates are Friday through Sunday.

Staff arrival is the Tuesday prior to the first meeting day. Special meetings and administrative and registration preparation are Wednesday through Thursday.

The ASPE Board of Directors meets all day Thursday and Friday, and half-day Saturday prior to, and during the Symposium.

## ASPE CHAPTERS

The ASPE Technical Symposium is traditionally held in cities in which an ASPE chapter is located or located nearby. However, this is not an absolute requirement. The ASPE chapter is not involved in site selection, finances, or advance planning.

## HOTEL REQUIREMENTS

- A minimum of 200 to 300 first-class hotel rooms, including a selection of suites
- Preferred maximum number of hotel properties: one
- Approximate hotel distribution pattern:
  - Tuesday–Wednesday: 0.5 percent of peak
  - Thursday: 75–90 percent of peak
  - Friday: Peak night
  - Saturday: 75–85 percent of peak
  - Sunday: 5–15 percent of peak

## SPECIAL EVENT REQUIREMENTS

- Saturday: Chapter Presidents reception: Presidential suite; includes other VIPs; approximately 60 to 80 persons



## MEETING REQUIREMENTS

(Meeting format subject to change)

- Business session meeting requires a meeting room capable of seating 100 to 150 school-room style; preferred area will be immediately adjacent to meeting rooms; may be a meeting room; typically held Saturday morning.
- Total meeting room needs depend on Symposium format for that year. In general, need four to six meeting rooms for simultaneous sessions. Four must seat 200 to 250 school-room style; two must seat 100 to 150 school-room style. Program sessions are held all day on Friday and Saturday and Sunday morning. All rooms must have full viewing area for audio/visual.
- One main dining area must seat a minimum of 300 to 400 persons at 60-inch rounds for eight. Need full viewing area for audio/visual.
- Five additional smaller rooms for committee meetings must be able to seat 25 to 40 conference or hollow-square style. Committee meetings are held on Sunday afternoon.
- Two Board meeting rooms must be able to seat 12 to 20 conference style with a minimum 30- to 36-inch allotment per person. Must have in-room area for all-day food and beverage and other refreshments. Rooms required all day Thursday and Friday and half day Saturday.
- Two to three smaller rooms [from 800–1,200 square feet (74.3–111.5 square meters) each] are used as offices, workrooms, storage, and Board/staff lounge rooms. It is preferred if some rooms can be combined into larger spaces.
- A clear-span area for registration, bookstore, and future site host area is required; preferred minimum size is 40 to 50 feet wide by 20 to 30 feet long (or larger). Registration also can be conducted in a large room. Registration area is required from Thursday evening prior to the first Symposium day through Sunday.
- Large clear area adjacent to registration area or meeting rooms is required for food and drink break service.
- Rooms must be handicapped accessible.

## PRODUCT SHOW REQUIREMENTS

Indoor Technical Symposium Product Shows vary in requirements. They usually require 15,000 gross square feet (approximately 7,000 net square feet). All booths are tabletop or fixed display-area type presentations.