



# Washington DC Chapter

P.O. Box 6189 McLean Virginia 22106

# News

February 2008 Issue

AMERICAN SOCIETY OF PLUMBING ENGINEERS

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## President's Message



James Yang, CPD, President

### Washington DC Chapter Officers Election

We greatly appreciate everybody's support in the past years. A New Year has started for all of us. We are currently encouraging everybody who is interested with the officer's position to apply. If you are interested in applying, please send an email to James Yang, the chapter president, at [jyang@ghtltd.com](mailto:jyang@ghtltd.com), or vice-presidents Juan Rojas at [vrojas@integralpe.com](mailto:vrojas@integralpe.com) or Ron Ball at [ron\\_ball@urscorp.com](mailto:ron_ball@urscorp.com).

All position qualifications and duties are listed in the attached PDF. Opening for applications are open as of today (2/4/08), and will end 4/11/08. All new officers will be selected before 5/14/08.

If you are willing to make a difference in our local chapter, the region and the society, please stand up for yourself.

James Yang

ASPE-DC Chapter President



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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 mail ballot. The President or presiding officer shall only vote in case of a tie.

**SCHEDULE 1**  
**CHAPTER MEMBERS, OFFICERS AND DELEGATES**  
(as of 10/24/2004)

Chapter Category <sup>1</sup>	Number of Full & Associate Members	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>3</sup> 3. Vice President Membership <sup>3</sup> 4. Secretary/Treasurer <sup>3</sup>	3	At least one (1) shall be Full Member; one (1) shall be either Full or Associate; one (1) may be any member type (except student).
B	30-60	1. President <sup>2</sup> 2. Vice President Technical <sup>2</sup> 3. Vice President Legislative <sup>2</sup> 4. Vice President Membership <sup>3</sup> 5. Secretary/Treasurer <sup>3</sup>	3	At least one (1) shall be Full Member; one (1) shall be either Full or Associate; one (1) may be any member type (except student).  At least fifty percent (50%) shall be Full Members;
C	51+	1. President <sup>2</sup> 2. Vice President Technical <sup>2</sup> 3. Vice President Legislative <sup>2</sup> 4. Vice President Membership <sup>3</sup> 5. Treasurer <sup>3</sup> 6. Administrative Secretary <sup>3</sup> 7. Corresponding Secretary <sup>3</sup>	3 for first 60 Full + Associate members; 1 additional for each 20 Full + Associate additional members or major fraction thereof.	thirty percent (30%) shall be either Full or Associate or major fraction thereof; twenty percent (20%) shall be 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> Must be Full Member in good standing <sup>3</sup> Shall be any member in good standing				

exception and appropriate Board action.

**4.10 Business Meeting Minutes:** The Society Board of Directors shall approve the minutes of an ASPE business meeting and shall issue a copy to each chapter within 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
- Secretary/Treasurer

All elective officers must be Full Members in good standing, holding either the Professional Engineer (P.E.) license, the Certified in Plumbing Engineer (CIPE) certification 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.

**5.2 Election and Term of Office:** Officers shall be elected at the convention 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; 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 Recall, Removal or Resignation:** An elective officer shall be deemed to be disqualified and shall be removed from office for conviction of a felony or declaration of incompetency by an order of court or for ceasing to be an active member or for physical infirmity which makes it impossible to continue to discharge the duties as an officer.

Any elective officer shall be subject to recall for conduct unbecoming an elective officer.

A petition for the recall of any elective officer shall be signed by not less than fifteen (15) percent of the active total membership in good standing (excluding students) and shall be presented to the Board of Directors.

A hearing shall then be held before the Board of Directors at least fifteen (15) days after written notification to all parties, and to sustain the recall a vote of two-thirds (2/3) of the full Board of Directors shall be necessary. If the official is recalled, an election shall follow and at such election the recalled official shall automatically become a candidate for self-succession.

An official may resign at any time by giving written notice to the Board of Directors.

Appointed officers are subject to removal from office with or without cause by a majority vote of the Board of Directors.

**5.4 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.

### 5.5 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 chairman 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 1<sup>st</sup> of the current fiscal year. The approved budget shall be used by the Secretary/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 Vice President, Education shall be responsible for educational and professional development programs.

**(d) Vice President, Legislative** shall be responsible for all activities pertaining to codes or ordinances as they pertain to this Society.

**(e) Vice President, Membership** shall be responsible for recruiting new members, approving new member applications, planning all membership activities, and maintaining a file on Society members.

**(f) Secretary/Treasurer:** The Secretary/Treasurer shall be the Chief Financial Officer of the Society, and shall be responsible for the collection and disbursement of all Society monies. The Secretary/Treasurer shall also 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, by mail, of all meetings or official activities at least seven (7) days prior thereto, setting forth therein the time, place and program. The Secretary/Treasurer 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.

**(g)** Each officer, other than the President, shall also hold the position of Region Director. Each officer shall be appointed by the President, at his/her discretion each year, as the director of a Region and hold the additional title of Region Director. The Region Director shall attend the appropriate Regional Meeting on behalf of the Board of Directors and shall be responsible for overseeing the concurrent Region Chair.

## ARTICLE 6 - BOARD OF DIRECTORS

**6.1 Members:** The Board of Directors shall consist of the six (6) elected officers.

**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 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 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 & 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.

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# CHAPTER OPERATIONS MANUAL

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 the section "The Society" of the *ASPE Policy & Operations Manual*), which taken together constitute ASPE.

The chapter is operated by a Board of Directors consisting of the officers elected annually or biennially by the chapter's members, at the chapter's annual meeting in the month of May that coincides with the year of the Biennial Society Convention.

## MEETINGS

**General Meetings** shall be held monthly. The chapter Board of Directors shall designate the time and place of each meeting and, at its discretion, may elect to suspend a maximum of three (3) meetings a year. In lieu of nine monthly meetings, membership/technical meetings totaling 12 hours over one year's time may be held. Local Board of Directors shall meet a minimum of nine times per year.

**Chapter Annual 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** 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 prior to selection of its Nominating Committee and shall report such determination to the Society office.

## VOTING AND ELECTIONS

Questions of business will be decided by a majority of the members in good standing who are present. The President or presiding officer shall only vote in the case of a tie. Election of officers shall be by secret ballot if a run-off election is required. If a candidate is running unopposed, a majority vote may be taken visual by show of hand, vocal by voice vote, or by proclamation.

**Nominating Committee:** The officers shall select a Nominating Committee. See "Chapter Nominating Committee" section.

## CHAPTER OFFICERS

**Election of 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 annual 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 30<sup>th</sup> 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 30<sup>th</sup> 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 the end of June when the final Treasurer's Reports are due to the Society for the fiscal year and in order to complete the Annual Reports and transfer all records to the new officers.

**Appointed Officials:** After elections, the President shall appoint chapter officials, i.e. committee chairs, as indicated in the section "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.

**Officers and Appointed Officials** shall perform the duties of the office as described in the section "Chapter Leadership" of the *ASPE Policy & Operations Manual*.

**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 Chairperson stating all charges against said party or parties. Upon receipt of such a petition, the Region Chairperson shall take immediate action to determine the validity of the charges. The Region Chairperson 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.

## CHAPTER BOARD OF DIRECTORS

The Chapter Board of Directors shall meet at least once a month. The meeting place shall be designated by resolution of the Chapter Board of Directors or the Chapter President.

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

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

**Special Chapter Committees:** 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)].

**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

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# CHAPTER LEADERSHIP

## CHAPTER OFFICERS

### 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 leadership during his/her term of office.

The Chapter President is responsible for:

1. Organizing and managing an orderly, controlled and informative chapter meeting, which will instill confidence and maintain the interest of current and potential chapter members.
2. Establishing the dates of and chairing the monthly meetings of the Chapter Board of Directors and organizing and managing the Chapter Board meeting.
3. Calling emergency Board or chapter meetings or creating work sessions when it is deemed to be in the best interests of the chapter.
4. Appointing chapter Committee Chairpersons, appointing/approving committee members, assigning special responsibilities to individual members.
5. 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.
6. Sustaining interest in, and monitoring the results of, chapter committees. Committee results and reports may ultimately affect the direction of the chapter and should be confirmed to be a consensus of the assigned individuals.
7. 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; he/she does speak on behalf of the chapter.)
8. Supporting the growth and continuation of the ASPE Research Foundation. Regular funding from the chapters is an important element of funding for the Research Foundation. The ASPE Research Foundation is an independent, nonprofit corporation dedicated to the advancement of plumbing engineering through unbiased research.
9. Creating and preserving chapter meeting excellence. The Chapter President is the keeper of details and remembers the "little things." For example:  
At chapter meetings:
  - a. Introduce new and potential members.
  - b. Introduce first-time attendees and guests.
  - c. Provide head-table identification placards.
  - d. Recognize past Presidents and Society officers in attendance.
  - e. Recognize individual achievements by members.
  - f. Call for moments of silent prayer for deceased members.
  - g. Announce milestones or special awards.
  - h. Keep members informed of chapter and Society activities.
  - i. Display the chapter's ASPE banner.
  - j. Display chapter awards from the Society.

At social functions:

- k. Curtail long speeches.
    1. Provide table centerpieces; give away at the end.
  - m. Provide a favor, small gift or Certificate of Appreciation for guests.
  - n. Produce a memento-sized program.
  - o. Supply place cards.
10. Knowing the eligible activities that qualify and can be credited towards the Chapter Award of Merit program; verifying the chapter's monthly credit standing with the Society.
  11. 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 assured by mailing it to the Society via special delivery, return receipt requested.
  12. Maintaining and distributing the monthly newsletter, *ASPENEWS*—the chapter's most valuable member-communication vehicle. *ASPENEWS* offers the Chapter President an important distribution mechanism for chapter and Society information. The newsletter offers valuable opportunities for increasing the visibility of ASPE; extend *ASPENEWS* distribution beyond the membership to include: engineers, architects, contractors, inspectors, plant managers, other professionals and professional-society chapters. Ensure copies of the newsletter are distributed to: the Society office, Region Chairperson, Region Director and other regional chapters.
  13. 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*.
  14. 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 will probably follow suit.
  15. Attending annual Chapter Presidents' Region Meetings representing the chapter.
  16. Representing the chapter at ASPE's biennial convention as the lead delegate. The President ensures 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).
  17. Presenting the chapter annual budget for approval by the Chapter Board of Directors.
  18. Writing articles for the Chapter *ASPENEWS*.

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 Chairperson, an important communication link between the chapter and the Society Board of Directors. The Region Chairperson provides an invaluable service and is chapter oriented; visiting the region's chapters annually, he/she has an accumulation of Society information and chapter know-how, knows the answers to many chapter problems and acts as the chapter's 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:

1. Arranging the technical presentations for chapter meetings, including:
  - a. Establishing the technical presentations' subject matter.
  - b. Identifying and engaging technical speakers (Vice-President, Legislative, may assist with appropriate topics).
  - c. Ensuring technical presentations are nonproprietary in nature, even if that means the presentation must be halted.
2. Chairing Chapter Technical Committee and/or overseeing Chapter Meeting Committee.
3. Working with the Society Technical and Research Committee as needed for local or

- Society interests concerning technical matters.
4. 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.
  5. Submitting monthly meeting speaker evaluation reports to the Society for general distribution.
  6. Preparing appropriate sections of the chapter's annual report.
  7. Writing articles for the Chapter ASPENEWS.

The Vice-President, Technical, is the second-highest-ranking officer of the chapter and must be familiar with the responsibilities of the Presidency, including familiarity with 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 of, and carrying out the duties of, the Chapter President.

### **VICE-PRESIDENT, LEGISLATIVE**

The Chapter Vice-President, Legislative, is responsible for:

1. Planning and implementing chapter programs and projects relating to codes, ordinances and municipal or state regulations that affect the membership.
2. Working with the Society's Vice-President, Legislative, and Legislative Committee, and providing chapter membership viewpoints for national-level codes, ordinances, regulations and standards.
3. Liaising with code-writing and regulatory organizations and agencies, as necessary and desirable for the chapter's membership.
4. Reporting local code or legislative activities to the Chapter Board of Directors and to the Society office.
5. Participating in the Society's Legislative and Code Council (all Chapter Vice-Presidents, Legislative, are members), including attendance at Council meetings held at the biennial ASPE convention.
6. Preparing appropriate sections of the chapter's annual report.
7. Writing articles for the Chapter ASPENEWS.

### **VICE-PRESIDENT, MEMBERSHIP**

The Chapter Vice-President, Membership, is the membership administrator of the chapter.

The Vice-President, Membership, is responsible for:

1. Maintaining an accurate roster of the chapter's members.
2. 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.
3. Working with the Society's Vice-President, Membership, Membership Committee and Membership Services Manager, as necessary.
4. Chairing the Chapter Membership Committee. Committee responsibilities include:
  - a. Planning and implementing membership recruitment programs.
  - b. Overseeing dues collection and renewals (July 1<sup>st</sup> of each year).
  - c. Membership retention.
5. 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.
6. Preparing appropriate sections of the chapter's annual report.
7. Writing articles for the Chapter ASPENEWS.

The Chapter Vice-President, Membership, may also 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:

1. Collecting chapter funds; depositing monies received by the chapter (e.g., dues rebates, meeting fees).

2. Disbursing chapter funds; paying chapter bills.
3. Overseeing chapter finances.
4. Maintaining chapter financial records.
5. Reporting, periodically, to the Board and to the chapter on the state of the chapter's finances.
6. Submitting monthly financial reports to the Society office.
7. Preparing the financial report sections of the chapter's annual report.

### **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:

1. Keeping minutes of Board meetings, minutes of general membership meetings, attendance records, etc.
2. Transmitting required monthly reports to the ASPE office. Reports to be submitted monthly to the Society include:
  - a. Board meeting minutes.
  - b. General membership meeting minutes.
  - c. Meeting attendance lists (sign-in lists).
  - d. Treasurer's reports (prepared by Treasurer).
  - e. *ASPENEWS* (prepared by Editor).
  - f. Technical Committee report (when applicable).
  - g. Education Committee report (when applicable).
  - h. Legislative and Codes Committee report (when applicable).
  - i. Meeting and/or technical program evaluation form.

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, 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:

1. Maintaining the chapter's mailing list of members.
2. Working with the Vice-President, Membership, to maintain the chapter's membership records.
3. Preparing, in conjunction with the Vice-President, Membership, the official membership roster of the chapter.
4. Assisting with the mailing of the chapter's *ASPENEWS*.

The Administrative Secretary is responsible for preparing the appropriate section of the chapter's annual report.

### **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. Appointed officers may include:

**Newsletter Editor:** The Newsletter Editor shall be responsible for the collection, preparation and production of all material to be included in the chapter newsletter (*ASPENEWS*). Assists the Corresponding Secretary with the mailing of the chapter's newsletter. (The publication of a monthly newsletter is required of all chapters.)

**Chapter Education Committee Chairperson:** The Education Committee Chairperson shall be responsible for:

1. Establishing, coordinating and implementing the program of the chapter's

- Education Committee (see page 5.4).
2. Recommending Education Committee member appointments to the Chapter President.
  3. Organizing and motivating the Chapter Education Committee.
  4. Preparing regular reports to the Chapter Board of Directors and to the membership.

The Education Committee shall be responsible for establishing and administering the chapter's education program, which may be in conjunction with the regular chapter monthly meetings or a separate program(s).



## **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 chairperson. Each new Past President would replace the longest-serving member of the Board of Governors.

A Board of Governors is created in order 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:

1. Provide general assistance to the incumbent Board of Directors.
2. Assist with long-range chapter planning.
3. Provide assistance to Chapter Board members.
4. 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.



**Program notice for professionals who design, install, inspect, approve, recommend or regulate ground source heat-pumps.**

Please forward this notice to your colleagues, clients and contacts.

Thanks,

Garret Graaskamp, American Ground Water Trust

**USING THE EARTH'S RENEWABLE ENERGY  
(Geothermal applications workshop)**

**Ground Source Heating & Cooling for Residential and Commercial  
Properties**

**Latest Technologies, Economic Advantages, Environmental Impacts and  
Regulations**

**Wednesday, February 20th, 2008 -- 8:00 am - 4:45 pm**

**Holiday Inn - Columbia, 7900 Washington Boulevard, Columbia, MD**

(An American Ground Water Trust education program)

**REVIEW THE FULL PROGRAM AND REGISTER AT:**

**[HTTP://WWW.AGWT.ORG/WORKSHOPS.HTM](http://www.agwt.org/workshops.htm)**

***This one-day program will:***

- Define the "state of the art" in terms of design options and economic pay-back
- Demonstrate the environmental and strategic benefits of the technology
- Dispel common myths about the effectiveness, reliability and safety of ground source systems
- Explain industry-accepted installation, operation and maintenance practices
- Provide an update on state, local and regulatory oversight recommendations

***Questions to be considered include:***

- Are there any environmental or economic risks associated with this technology?
- Are there data that clearly demonstrate risk cause and effect?
- Do design and installation standards provide adequate environmental protection?
- Should specific professional training be required for the below-ground system installation?
- Which agencies should, or do, have, regulatory oversight for heat exchange installations?
- What are the barriers to widespread adoption of the technology for new buildings or for homeowner retrofit? What can be done to eliminate these barriers?

**Future Ground Source Heating and Cooling Programs from the American Ground Water Trust:**

Naperville, IL - April 2, 2008

Seattle, WA - May 12, 2008

Bridgewater, NJ - June 24, 2008

Scroll down for registration form

Go to [www.agwt.org](http://www.agwt.org) to register on-line

Or call 1-800 423 7748 to register by phone

# Registration Form

## Ground Source Heating & Cooling for Residential and Commercial Properties Latest Technologies, Economic Advantages, Environmental Impacts and Regulations

DATE: Wednesday, February 20th, 2008, 8:00 am - 4:45 pm

LOCATION: Holiday Inn - Columbia, 7900 Washington Boulevard, Columbia, MD 20794, Tel: 410-799-7500

	CHECK BOX
PRE REGISTRATION (GENERAL)	\$175 <input type="checkbox"/>
PRE REGISTRATION (TRUST CORPORATE MEMBERS)	\$150 <input type="checkbox"/>
ON-SITE REGISTRATION	\$200 <input type="checkbox"/>
EXHIBIT TABLE (DOES NOT INCLUDE REGISTRATION)	\$200 <input type="checkbox"/>

*(Registration includes workshop handouts, coffee breaks and lunch)*

PAYMENT:  Check *[Make checks payable to: American Ground Water Trust]*

AMEX  Visa  MasterCard  PO

Credit Card or PO No. \_\_\_\_\_ Expiration \_\_\_\_\_

Cardholder Name \_\_\_\_\_

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Return by mail:

American Ground Water Trust  
16 Centre Street, Concord, NH 03301  
Tel (603) 228-5444

Return by fax: (603) 228-6557

Register on line: [www.agwt.org](http://www.agwt.org)

### CANCELLATION POLICY

- Cancellations received in the Trust office by 5 pm ET 15 days prior to event will be granted a full refund less \$25.
- Cancellation 14 days or less, prior to the event will receive a 50 % refund.
- Cancellations on the day of the event are considered "No Shows."
- Refunds will not be granted for "No Shows" (substitutions gladly accepted).
- The Trust will not cancel a conference program because of bad weather conditions. Except that, as the result of an event cancellation resulting from, (but not limited to) circumstances such as a state mandatory evacuation or a fire at the program facility, the Trust will reschedule the event and honor registrations as payment for the new event.

## *ASPE DC Announcements*

*Juan Rojas, VP Technical*

Good job everyone!

Good attendance and a great presentation by Mr. Mohile, it was as good as they come I personally enjoyed and learned a lot from his very informative presentation, hope everyone feels the same way. I encourage everybody to write to us with your thoughts about this presentation and any other presentation. We really need your feedback so we can improve our meeting; every comment counts whether praise or critic is always constructive.

Over a period of several years the chapter meetings have been taking place in Virginia and it appears that we might be relocating to a place in Maryland. Again, this is an item where we need your comments as well. It is important to remember that we all are part of this chapter and by working together we can make it better.

If you have not gotten a chance to take the online survey that was sent out, please make sure to take a few minutes out of your already hectic schedule and give it a try. This will help the chapter a great deal to have a general consensus. As always, thank you very much for your support.

This month tech session guest speaker is Mr. A. Maurice Jones, Jr. he is the supervisory Fire Protection Engineer for the Alexandria Fire and EMS Department's, Code Enforcement Bureau, Fire Protection Systems Unit in Alexandria, Virginia.

Gareth Koogle with STH is hosting the table top demonstration. Concentrating on pump's VFD drives and controls. With today's energy saving conscientious citizens and the great green building design concept it will be a great opportunity to learn about the advantages of VFD drives.

Fire protection Systems:

As defined by IBC, approved devices, equipment and systems or combination of systems used to detect a fire, activate an alarm, extinguish or control a fire, control or manage smoke and products of a fire or any combination thereof.

For plumbing engineers fire protection system is limited to making provisions of automatic sprinkler and standpipe systems and most of the time, at the performance spec level. However with this portion of the entire fire protection system there are a lot of questions, which I refer to them as vague within the code and most of the time left to the interpretation of the local code authority.

Here's a chance to bring the one vague question to Mr. Jones and hopefully his response will give you a better understanding of it. Please come prepared and bring your questions.

Again, thank you for your support; I look forward to seeing everyone at the meeting.

Sincerely,

Juan Rojas  
VP Tech  
ASPE DC Chapter

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## Code Updates

Ron Ball, VP Legislative

### February 2008

It is almost Super Bowl Sunday so I hope everyone designed their toilet rooms to withstand the water and sewer demand during halftime.

### Code Issues

#### Michigan

The Cast Iron Soil Pipe Institute (CISPI) recently issued a letter concerning cast iron pipe and fittings standards. Last fall the Michigan Construction Code Commission rejected cast iron materials manufactured by MWI Import Products for state construction projects. MWI is a Chinese manufacturer of cast iron materials. The commission denied approval of the products because MWI was unable to provide proof that their products conformed to applicable standards referenced in the Michigan Plumbing Code. For anyone interested the record of the proceedings is available at [www.michigan.gov/cis](http://www.michigan.gov/cis). This is a good example of an industry standards organization, CISPI ([www.cispi.org](http://www.cispi.org)) working with code officials to maintain quality control in plumbing products.

Having cut my teeth so to speak in my home state of Michigan I am not surprised by this ruling. The Michigan codes have always been conservative and watchful of standards of quality. This is a reminder to us all to become more aware of the various standards in the codes such as ASME, ASTM, CISPI, etc. when writing our specifications and reviewing submittal documents. CISPI and other organizations do an outstanding job of testing and reviewing product quality and safety but ultimately it is our job as design professionals to ensure the products we specify and install meet the code and industry standards.

If any of you have encountered a situation where non-conforming materials or fixtures were used or substituted let me know so I can include it in a future newsletter.

Happy Chinese New Year to you all.

Ron

### Reference

Cast Iron Soil Institute, 2008, Chattanooga, Tennessee, [www.cispi.org](http://www.cispi.org)





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**Aquarius** – Acrylic, fiberglass & ADA showers, Alzheimer's

**Bradley Corporation** – Showers, lavatory systems, & safety fixtures



**Chicago Faucet Co.** – Remote control sensor, lab, institutional facility



**Chronomite** – Instantaneous heaters & laminar flow controls



**Delany** – Flush valves, battery & hard wire sensor, remote control



**Mifab** – Steel interceptor, access doors, trap primers, drains

**Powers Process Controls** – Hi-lo, master mixers, TMV, EFX valves



**Rectorseal** – Firestopping sealants, cements, solvents

**Schier** – Acid neutralization tanks



**Stern Williams** – Terrazzo mop basins, shower, clinic sink base

Terrazzo Products

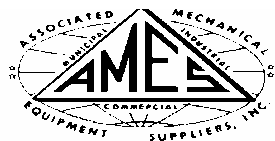
**Truebro** – ADA insulation kit for lavatories/sinks

**Wedge** – Test and mechanical plugs



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