



BOOK OF RULES

Amended 9.11.2008

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HOUSE PLAN MARKETING ASSOCIATION BOOK OF RULES

SECTION I: Financial Policies and Procedures

Rule 101: Fee Schedule

Application Fee		\$ 75.00
Annual membership dues are set as follows:		
Publishers		\$ 400.00
House Plan Designers / Architects		\$ 400.00
Affiliates		\$ 400.00
Second Members		\$ 100.00
(Second Members are from member firms and have non voting membership)		
Reinstatement Fee:	1-3 months past due	\$ 25.00
	4-6 months past due	\$ 50.00
Membership Support Materials:	As noted on HPMA Publications and Supplies Order Form	

Rule 102: Fee Invoicing

Annual membership dues invoices shall be prepared and mailed thirty (30) days prior to their due date of January 1st each year. Dues must be paid in full by January 31st each year or the member will be notified that their membership has lapsed and they must pay a reinstatement fee as specified in the Fee Schedule above.

Any member whose annual dues are not paid within six months of their due date must reapply for membership following all of the procedures required for a new member application.

Rule 103: Prorating Annual Membership Dues

All new members must pay a full year dues with their application. The second year of their membership dues will be prorated based on the following schedule:

July 1 -	September 30 shall pay full dues the second year
October 1 -	December 31 shall pay dues the second year
January 1 -	March 31 shall pay dues the second year
April 1 -	June 30 shall pay full dues when joining but will not owe dues until July 1 st of the next calendar year

Rule 104: Waiver of Fees

There is currently no option for waiver of fees or annual membership dues.

Rule 105: Management and Investment of Funds

105.1 The Association shall maintain an operating account at a FDIC insured institution as directed by the Board of Directors. This account shall be a checking account

with general funds used for the payment of expenses and debts, and deposit of funds for said payments. Payments from the funds of this operating checking account shall be made on the signature of the Treasurer, and/or any other person authorized by the Board of Directors. Dual signatures will be required on all checks over \$500.00.

- 105.2 The Association may also maintain a savings or money market account at a FDIC insured institution as directed by the Board of Directors. This account shall be used to set aside funds for specific future uses as determined by the Board and as an interest bearing depository for receipts in excess of the annual budgeted income of the Association.
- 105.3 The Association may also maintain an account for the purpose of higher yield investments in a FDIC insured institution. The specific amount to be invested in this account and the specifics of the account shall be proposed by the Finance Committee, and approved by Treasurer and the Board of Directors prior to investment.
- 105.4 Other accounts may be added or these accounts amended by recommendation of the Finance Committee, and approved by the Treasurer and the Board of Directors.
- 105.5 The Financial Committee shall prepare or cause to be prepared, a budget for the income and expenses of the Association prior to the first Board of Directors meeting of the fiscal year. This budget shall be noticed to the Board as required in the by laws, after review and approval by the Treasurer. The Board of Directors shall review, modify if required, and approve the budget prior to any funds being spent by the Association in the new fiscal year.
- 105.6 Financial reports shall be prepared prior to each Board of Directors meeting and shall include an Income and Expense Statement, Balance Sheet and a Statement of Changes in Cash Position. The Income and Expense Statement shall include a percentage of total income number next to each expense item and will include a comparison column to the same period for the previous year and a comparison to budget column, both with a similar percentage column. The Balance Sheet shall show a comparison to same period for the previous year also.

Rule 106: Expense Reimbursement

- 106.1 All reasonable and related expenses of the Associations Business Coordinator to attend the Association Board of Directors meetings shall be reimbursed from Association funds. Meals not included in the meetings will be reimbursed at a maximum per diem rate of \$40.00. Expenses for Officers and Board members are not reimbursable at this time.
- 106.2 The Business Coordinator may be issued a major credit card for the purpose of transacting the business of the Association if authorized by the Board of Directors. The Board shall set a credit limit for the card at the same time it authorizes it use.

Rule 107: Annual Financial Review

An annual review of the finances of the Association shall be conducted in accordance with Association By Laws.

Within 30 days of appointment at the first Board meeting of the fiscal year, the committee shall receive a copy of the previous year's financial reports as defined above, previous year's budget and a Statement of Changes in Financial Position for the two previous years. The committee shall review these reports looking primarily for wide variances from year to year between the Budget and the Income and Expense Statement in addition to significant changes in the Balance Sheet. The national Business Coordinator will provide in a timely manner, any additional information or detail requested by the committee.

The Annual Review Committee shall report its findings, at the annual mid year Board of Directors meeting. This report shall outline concerns found, if any, and suggestions, if any, for improvement in the financial management of the Association.

This report shall be entered into the meeting minutes along with the Treasurers Report presented at that meeting. One member of this committee should be prepared to answer any questions that the Board may have at that time.

SECTION II: Product Guidelines

Rule 201: Data Sheets

To standardize the information exchange between Publishing and Designer/Architect members Data Specification Sheets have been developed for standardized use. These sheets and/or an electronic form may be available as noted on the HPMA Publications and Supplies Order Form.

Rule 202: Minimum Plan Guidelines

The Association shall adopt the plan guidelines as established by the National Institute of Building Designer Certification as minimum construction document guidelines for its membership. In addition to these guidelines the following information should be included:

- a. Front and rear elevation renderings in color or black and white
- b. Completed plan specifications in HPMA Data Sheet format

SECTION III: Administration

Rule 301: Membership Application Procedure

All applicants regardless of membership category shall complete and submit an application form approved by the Board of Directors along with the appropriate fees as determined by the Book of Rules. All applications shall be submitted to the Financial and Membership Committee, or designated appointee, who shall review the application to ensure it is complete. The applications shall then be reviewed and applicant backgrounds researched to ensure they meet the eligibility requirements as specified in the Association By Laws.

Applicants shall receive an HPMA binder upon successful membership approval. If membership is denied, the applicant shall be informed as to the reason for their application being denied and what they may want to do so that they may apply for membership in the future.

Second Member applicants from member firms in good standing do not need a background check prior to approval for membership.

Rule 302: Record Keeping

- 302.1 The Secretary of the Association shall keep or cause to be kept, a Book of Minutes in order to record the actions of the Board of Directors and Executive Committee for future referral and reference.
- 302.2 The Secretary shall also keep or cause to be kept, a database of statistical information regarding the House Plans industry. Information, such as total number of plan sales, type of sales, areas of sales, and other information of interest to our membership and corporate partners. The Marketing Committee shall review this database on a yearly basis and provide suggestions for specific information and methods of use.

Rule 303: Publication of Minutes

The minutes of all Executive Committee and Board of Directors meetings, except executive sessions, shall be published and mailed to all Executive Committee and Board members prior to the next regularly scheduled meeting.

Rule 304: Awards and Recognition

Service awards may be given at the discretion of the President and Board. There are currently no Honorary Awards or Recognitions.

SECTION IV: Standing Committees

Rule 401: Committee Compositions

Any member in good standing may serve as a committee member or chairperson.

401.1 Marketing Committee

The purpose of the marketing committee is to develop strategies to expand the size, visibility and reputation of the pre-designed house plan industry.

401.2 Network Committee

The purpose of the committee is to develop a network of professionals to modify HPMA members' licensed products for local construction methods and permitting requirements.

401.3 Industry Guidelines Committee

The purpose of the industry guidelines committee is to develop and enforce industry guidelines to set ethics, product quality, and procedures for intellectual property management.

401.4 Education Committee

The education committee shall develop educational programs for local marketing, new designer entry, intellectual property and quality control.

401.5 Financial and Membership Committee

This committee is charged with the task of creating specific revenue streams to fund association programs and growth along with researching and approving membership applications.

SECTION V: Installation Procedures

Rule 501: Installation Procedures for Association President and Executive Committee

This script is to be used to administer the oath of office to the President and the Executive Committee. The proceedings should be carried out in a formal manner.

The members administering the installation should be two immediate past presidents of the Institute (if possible).

The Executive Committee should be installed first as a group by a past president. The President is installed last and alone by the immediate past president.

FIRST, call the following members forward by name: VICE PRESIDENT, TREASURER, and SECRETARY

OPENING COMMENTS:

These fellow members of the House Plan Marketing Association will serve you and the entire membership in the following year as your Executive Committee. It is important to the future success and continual growth of the Association that you elect professional, concerned and devoted members who are willing to serve the Institute unconditionally.

You, gathered here, have chosen these members, to perform a most vital function, which is to represent the majority opinion of the entire membership of the HPMA.

The three of you will perform many of the Associations functions and assist the President with his responsibilities. You will oversee all activities of the Organization will serve as counsel to the President.

Please raise your right hand and answer the following questions by saying I will.

Will you strive, to the best of your ability, to carry out the duties and responsibilities of the office to which your professional associates have elected you? (RESPONSE: I WILL)

And will you at all times exhibit the highest personal and professional standards possible?

(RESPONSE: I WILL).

By the authority vested in me, by the Board of Directors of the House Plan Marketing Association, I hereby officially install each of you as a member of the Executive Committee.

FOR THE PRESIDENT

Will the President Elect, _____ please come forward.

_____, it gives me great pleasure to officially seat you as the President of the House Plan Marketing Association. You have received one of the highest honors your professional colleagues can bestow upon you.

They will now look to you for guidance and leadership in carrying out the aims and objectives of the Association.

If you accept this responsibility, will you please raise your right hand and answer the following questions by saying: I WILL.

Will you strive to the best of your ability to carry out the duties and responsibilities of the Office of President, to which our professional associates have elected you?
(RESPONSE: I WILL).

Will you at all times exhibit the highest personal and professional ethics possible?
(RESPONSE: I WILL).

By the authority vested in me by the Board of Directors of the House Plan Marketing Association, I hereby declare you officially installed as the President of the Institute.

It gives me great pleasure at this time to pass on to you the Presidents gavel of the Association.

SECTION VI: Resolutions

Rule 601: Currently Not Used

SECTION VII: Rules

Rule 701: Inspection of Book of Rules

A copy of this Book of Rules as amended to date shall be open to inspection by any member of the Association and copies shall be provided to any member upon request in an electronic file format via e-mail. Updated copies shall be provided to the Board of Directors on a yearly basis or subsequent to each change and/or addition of rules.

Rule 702: Amendments and Additions

Amendments and additions to the Book of rules may be made by the Board of Directors by a simple majority vote. Proposed changes shall be noticed as specified in the by laws if possible, but may be made as motions from the floor. The presiding authority may require motions made from the floor to be in writing for clarity.