1800 - MEMBERSHIP

A. Introduction

RETA headquarters sends invoice dues directly to all individual and corporate members on an anniversary basis.

- If membership has expired for more than three months or an individual has cancelled membership, he/she must pay the processing fee.
- TRANSFER OF CORPORATE MEMBERSHIP. Corporate members may assign a person to fill the remainder of an employer’s membership period.
- No transfer of individual membership is permitted.

B. Classes - Membership of the Association shall be composed of five (5) classes: Student, Individual, Corporate, Honorary, and Retiree.

1. Student: A person who qualifies for student membership must be registered as a full-time student at an accredited university, junior college or professional trade school and pursuing study in preparation for a career in the refrigeration industry. Short-term enrollment in such a program does not qualify for the student classification.

2. Individual: An individual member is a person who is involved in operating, maintenance, design, construction, educating/teaching and/or manufacture of components for industrial refrigeration systems. Individual members may join any RETA chapter regardless of whether they live in the state where that chapter is organized.

3. Corporate: Membership is open to all companies engaged in educating, selling, distributing, consulting, jobbing, contracting, installing, servicing, manufacturing and operating in the industrial refrigeration industry.
   - Corporate additional (persons other than the primary contact) do not have to be members of the same chapter as the corporate membership.
   - Corporate additional may have people distributed throughout the United States.
   - The contact name is one of the five additions in a corporate membership. The contact is the representative and must have a company address listed under his/her name. Changes can be made to the contact information during the year.
   - Changes can be made to corporate membership throughout the year, including adding names to open vacancies. Corporate membership allows up to five members.

4. Honorary: Membership shall be restricted to otherwise qualified persons rendering such an eminent service to the profession or the Association on a national level to merit this distinction. The Governing Board shall appoint honorary membership.

5. Retiree: Membership shall be restricted to otherwise qualified persons who are age 62 or greater and are no longer regularly employed. “Retired” persons who consult on an occasional basis are considered employed.

C. Classification

1. Chapter Affiliation: All members are encouraged to join a chapter. Chapter members are eligible to participate in all chapter activities and to serve in board positions for their chapters. RETA staff may assign a member to a chapter that is within a 2.5 hour drive if the member does not select a chapter.

2. Member at Large: This category is restricted to members who are unable to participate in chapter activities because a charter chapter is not established in their geographic location.
D. RETA Code of Conduct

The RETA Code of Conduct sets the professional standards required of all RETA members and certificate holders. RETA certification and membership affirms your agreement to abide by these standards to advance the integrity, honor and prestige of all persons and organizations in the refrigeration industry. By signing the RETA Code of Conduct you agree to strive to meet the following professional standards of behavior:

1. I recognize the urgency of protecting the health and safety of all personnel in refrigeration facilities and the public and agree to safely handle and operate refrigeration equipment and supplies at my level of knowledge, skill and experience.

2. I accept responsibility for assuring that those persons for whom I am responsible will be qualified by training, education and experience to operate the specific equipment in the refrigeration facility at which I am employed.

3. I will promote training and education of those refrigeration personnel with whom I come in contact to assure that they are qualified to maintain and improve the safety and energy-efficient operation of refrigeration facilities for which they have any responsibility.

4. I accept responsibility for my own continued professional development as well as that of those I supervise and will participate in appropriate certification and training activities to acquire, demonstrate and maintain competence in the refrigeration industry.

5. I will comply with all laws, rules and regulations that apply to safe operation of refrigeration facilities.

6. I will act responsibly and with integrity in all refrigeration industry and RETA activities by adhering to high standards of professional conduct to protect the health and safety of employees, employers, the public and all others affected by refrigeration facilities and practices.

7. I will avoid conduct or practices that could discredit the refrigeration industry like deceiving or harming employees, employers or the public.

8. I will provide accurate and truthful information related to all aspects of my RETA membership, certification and refrigeration training and experience.

9. I will follow all requirements established by RETA regarding references to my RETA certification and membership when describing my qualifications, training and experience in the refrigeration industry.

10. I will cooperate with RETA in any investigation of test security, validity, conflicts of interest or possible violations of the RETA Code of Conduct that warrants my participation.

11. I will maintain open and constructive relationships with those governmental and regulatory authorities relevant to the refrigeration industry with the intent of fostering an atmosphere of mutual trust and respect on behalf of myself and those for whom I am professionally responsible.

12. I will refuse to engage in any behavior that could be perceived as a threat to the health and safety at refrigeration facilities, of other employees and the public. This includes but is not limited to problems with chemical dependency, substance abuse, verbal threats or physical violence that could adversely affect the safety of refrigeration facilities.

13. I will support RETA local chapters to advance local influence and adherence to the RETA Code of Conduct.

14. I agree to inform RETA without delay of any changes that restrict my capacity to perform competently, safely and effectively without endangering the welfare of myself or others if I can no longer fulfill my obligations as a RETA-credentialed professional.

15. I agree to return any RETA credential to RETA if it is suspended or revoked.

E. Adhering to the RETA Code of Conduct

All activities of the Refrigerating Engineers and Technicians Association (RETA) shall be conducted with policies and procedures consistent with RETA Bylaws and the RETA Code of Conduct. The RETA Code of Conduct shall apply to all RETA members, directors, officers, staff, task force members,
certification candidates, certificate holders, employees and consultants. The RETA Code of Conduct is intended to maintain the confidence and respect of industry employers and their employees. It also is intended to protect the public’s health and safety as well as every person in a position of responsibility in the refrigeration industry.

F. Leadership Requirements of RETA Directors, Staff, Volunteers and Consultants
In addition to demonstrating their commitment to the RETA Code of conduct, RETA directors, staff, volunteers, and consultants have a special responsibility to provide leadership consistent with the highest standards of integrity in all RETA business and activities. These duties include:
1. Promote the interests of RETA members, volunteers, certificate holders, employees and employers.
2. Seek, listen respectfully and respond to the concerns of all parties involved in or affected by the refrigeration industry.
3. Protect confidential information from unauthorized disclosure or misuse in all investigations of suspected violations of the RETA Code of Conduct.
4. Conduct their professional relations by the highest standards of integrity and refuse to participate in illegal or unethical conduct.
5. Handle all actual and apparent conflicts of interest with diligent adherence to the highest standards of conduct.
6. Listen respectfully and respond to the views and concerns of all members of the refrigeration industry.

G. Filing Charges of Suspected Violations of the RETA Code of Conduct
Any individual with evidence that a person who is subject to the RETA Code of Conduct has violated one or more provisions of the Code of Conduct should submit a written report of the suspected violation(s) to the Executive Director of RETA. Rules for conducting an investigation and all related hearings and appeals are documented in this section of the RETA Policies and Procedures Manual.

Disciplinary actions may include but are not limited to the following sanctions for violations of the RETA Code of Conduct.
1. Terminate or suspend a candidate’s eligibility for certification.
2. Suspend, refuse to recertify or revoke RETA certification.
3. Suspend or terminate RETA membership, leadership position, status as an approved instructor or other affiliation with RETA.

H. RETA Disciplinary Policy and Procedures
1. Grounds for Disciplinary Action
   a. Engage in fraud, misrepresentation, deception, misuse of RETA funds, or concealment of a material fact in connection with obtaining or renewing RETA certification or membership on one’s own behalf or that of another person.
   b. Engage in illegal, unethical or unprofessional practices that undermine the integrity of RETA and its members.
   c. Engage in practices that endanger the health and safety of refrigeration employees, facilities or the public due to lack of knowledge, ability or judgment to apply safe practices in the operation of industrial refrigeration systems.
   d. Fail to cooperate with RETA in investigations of possible disciplinary action under the RETA Code of Conduct.
2. Initial Investigation and Action
   a. Upon receipt of information indicating that a person may be subject to discipline for violations of the RETA Code of Conduct, a Disciplinary Review Panel (DRP) consisting of the RETA Board Chairman and two other RETA Board members appointed by the Board Chairman shall begin an investigation. Those appointed shall not have any prior involvement in the case, nor shall they have any personal or professional conflicts of interest with regard to the subject. Within 10 business days after receipt of a claimed violation, the Executive Director shall prepare and send a letter to the subject of the inquiry on behalf of the DRP requesting his/her response to the allegations.
   b. The DRP shall review the evidence and recommend whether the RETA Executive Committee (ExComm) should refer the matter for further investigation or dismiss the complaint due to insufficient evidence.
   c. If the matter is referred for a hearing, the Executive Director shall send the subject a letter that sets forth the alleged facts and grounds for discipline under the RETA Code of Conduct. The letter will include a copy of the complaint, including all supporting documentation and evidence as reviewed by the DRP, a copy of the RETA Disciplinary Policy and Procedures, and a request for a written response. The letter shall inform the subject of his/her right to respond and request a hearing within 30 days after receiving the letter. If no hearing is requested, ExComm will review the DRP recommendations and determine what actions to take within 45 days after the DRP reports its findings. The DRP is not required to conduct a hearing but may do so at its discretion. The Executive Director will inform the subject of ExComm’s decision within 30 days after the decision is made.

3. Hearing
   a. If a subject requests a hearing, the Executive Director shall arrange a meeting of the DRP and send a hearing notice to the subject at least 21 calendar days in advance of the hearing. The notice shall state the time and place of the hearing, which may be conducted by teleconference at the discretion of the DRP.
   b. The subject may be represented at the hearing by legal counsel. The subject shall be solely responsible for his or her own expenses related to the hearing.
   c. All documents properly submitted shall be made a part of the record of the hearing. The DRP may consider any other evidence which it deems appropriate and relevant.
   d. The hearing procedure shall be as follows.
      1. An opening statement is made by the Board Chairman citing the appeal panel’s authority to hear the case, explaining the reason for the hearing, and introducing all persons present. The Chairman presides during the hearing.
      2. The complaint and response are read into the record, provided that with the approval of the parties, this reading may be waived and those documents made part of the record.
      3. The complainant is called up to state his or her case and present any witnesses that he or she may desire.
      4. Members of the DRP and RETA legal counsel shall have the opportunity to question the complainant and his or her witnesses.
      5. The respondent is called upon to state his or her case and present any witnesses that he or she may desire.
      6. Members of the DRP and RETA legal counsel shall of the opportunity to question the respondent and his or her witnesses.
      7. The complainant may question the respondent and his or her witnesses.
8. Both parties are asked if they wish to make any final statements or rebuttals that they consider necessary to complete the record. The complainant makes the opening summary and the respondent makes the closing summary.

9. Members of the DRP and RETA legal counsel shall have a final opportunity to question the parties and to call additional witnesses or request additional information they deem necessary or appropriate for a full hearing of the case.

10. The Chairman shall adjourn the hearing, dismisses the parties and recess the DRP meeting.

11. The Chairman shall convene the DRP in executive session, which may include RETA legal counsel, designated staff and any other persons the DRP or Chairman believes should be included in the session.

12. The Chairman shall permit each member of the DRP and all other authorized participants to express their views of the case.

13. The DRP may waive or modify the procedural requirements as it deems necessary or appropriate.

   e. The DRP may recommend disciplinary action only when there is clear and convincing evidence of grounds for such action for violation of the RETA Code of Conduct.

   f. The DRP shall render its decision by majority vote and shall issue a written opinion within 30 calendar days after the hearing. The opinion shall describe its findings of fact and any disciplinary action recommended to ExComm.

   g. ExComm will review the DRP recommendation and determine what action to take within 45 calendar days after the DRP reports its findings to ExComm.

   e. The Executive Director shall inform the subject of the ExComm decision within 30 calendar days after the decision is made.

4. Appeals

   1. A subject must request an appeal in writing within 30 calendar days after RETA sends notice of the ExComm decision. The request must state the reason for the appeal along with any newly discovered facts, information or evidence. If no appeal is made the matter is considered final at the end of the eligible appeal period.

   2. If an appeal is requested the RETA Executive Director shall appoint three Board members to serve as the Appeal Panel. Those appointed shall not have any prior involvement in the case, nor shall they have any personal or professional conflicts of interest with regard to the subject.

   3. The Executive Director will send a letter acknowledging receipt of the appeal within 14 calendar days. The letter will explain RETA’s appeals review process.

   4. The appeal normally shall be heard within 60 calendar days of the appeal request. Notice of the hearing date, time and place shall be given to the appellant and appellee at least 21 calendar days prior to the date of the hearing. The appeal hearing is not a rehearing of the facts and only evidence newly discovered or otherwise not presented at the initial DRP hearing may be introduced. If any such evidence is allowed, the other party must have had ample opportunity to be aware of that testimony prior to the hearing. The appellant has the burden of showing good cause as to why the DRP recommendation should be modified or dismissed.

   5. The Appeal Panel will recommend a final decision to the RETA Board within 90 calendar days of the appeal request.

   6. The RETA Board will make a decision within 45 calendar days after the Appeal Panel makes its recommendation.
7. The Executive Director will send the subject a final written opinion within 30 calendar days after the RETA’s Board’s decision. The matter is considered final upon issuance of the Executive Director’s letter.

4. Sanctions
   Violations may result in one or more the following sanctions.
   1. Revocation or permanent loss of RETA certification or membership.
   2. Suspension or the loss of certification or membership for a specified period after which the individual may apply for reinstatement.
   3. Probation during which continued certification is subject to fulfillment of specified conditions such as reexamination, educational requirements, monitoring, supervision and/or other appropriate conditions.
   4. Censure or a formal expression of disapproval that is publicly announced.
   5. Reprimand or a formal expression of disapproval addressed to the individual that is not publicly announced.
   6. Ineligibility for certification or membership, either indefinitely or for a specified period.

I. Reinstatement
   A person who has been disciplined by RETA may request reinstatement in a written request to the Board of Directors that sets forth the grounds he/she believes justifies reinstatement. The RETA Board may request additional information and documentation concerning the grounds for reinstatement. If the individual’s request for reinstatement is granted, the individual shall apply as a first-time applicant.

J. Settlement
   Informal dispositions may be made of any uncontested case by settlement or by another method agreed upon to the subject and the RETA Board without prejudice to RETA’s ability to institute disciplinary proceedings based upon the same or related material if circumstances so warrant.

K. Notification
   All notifications referred to in these procedures shall be in writing and shall be certified, return receipt mail or commercial delivery service that tracks and confirms delivery.

L. Documentation
   RETA shall make available to the public, employers and its members by electronic or print means lists with appropriate definitions and explanations of the following groups of individuals. Each list must specify the period of time during which each individual’s RETA certification was current.
   1. Persons holding current RETA certificates
   2. Persons currently under RETA Sanction
   3. Persons whose RETA certifications are no longer current