A. Purpose
   1. To guide and assist in the planned development, organization and improvement of RETA Chapters.

B. Responsibilities
   1. Chapter officers should
      a. Conduct regular membership meetings and officer/board meetings.
      b. Have consistent communication with Chapter members.
      c. Encourage the enlistment of as many members as possible in the managing of the Chapter.
      d. Make use of the Chapter Operation Guidelines provided by RETA HQ to manage and grow their Chapter.

C. Policy
   1. Chapter officers must be RETA members. RETA membership of officers is required by RETA bylaws so that at least one elected person can fulfill fiduciary responsibility on behalf of the Chapter.
      a. When necessary more than one officer role may be fulfilled by a sole individual.
      b. The general responsibilities of each officer position are found in the Chapter Operation Guidelines – a supplement to this policy section.
      c. Chapter officers must sign a Non-Disclosure Agreement. RETA Chapter officers have access to contact information or other private information about their members. The Non-Disclosure form states that the member contact information provided by RETA HQ and expanded by the Chapter is used solely for the purposes of the Chapter and will not be used to further the marketing efforts of the officers’ business. Contact RETA HQ to receive the current form.
      d. All RETA members are required to abide by the RETA Code of Conduct.

   2. Chapters are responsible for their own financial activities.
      a. RETA HQ will not be financially liable for Chapter obligations.
      b. Chapters receive a rebate for each new member, each renewing member, or re-activated member. The income is distributed from the HQ treasury. Chapters receive $25.00 USD rebate annually for each new member or renewing member.
         i. Chapters that receive members who transfer in from an “at-large” classification receive a rebate when written notification from the member is received at RETA HQ that he/she requests to be affiliated with the Chapter. When the person renews his/her membership, the renewal rebate is also accrued to the Chapter.
         ii. Chapters that receive members that transfer from another Chapter do not receive a rebate for that persons entry into the Chapter if the previous Chapter has already received the rebate for that members’ renewal or initiation. This includes newly established chapters receiving their first rebate funding.
         iii. RETA checks are valid for 90 days after issuance. Chapters that allow six (6) months to pass without depositing or processing checks that are distributed to them from Headquarters will forfeit the funds to the HQ General Fund.
      1. Chapter officers will receive notice from Headquarters prior to the sixth month that their checks are at risk of being voided.
2. Chapters that return checks for re-issuance after the void date will pay a service fee of $45 which will be by reduction of the amount of the original check.

c. Chapters are restricted from establishing a dues structure for Chapter members.

d. Chapters may organize and charge for training sessions and seminars to provide income to build the financial strength of the Chapter as they work to meet the RETA Mission Statement.

e. Chapters may establish scholarships to assist in payments of dues or training seminar / conference attendance for its members.

f. Chapters that earn more than $50,000 USD in a year must file their own IRS 990 and State income tax forms. The filing deadline is May 15th each year. Once a Chapter has filed its tax forms independently it must continue to do so.

g. Chapter Financial Reporting to State and Federal Tax Authorities

i. Chapters must file their annual financial activities to the state authority that they are incorporated in. Most states have a tiered system depending on the dollar amount that they receive as income for the year. The complexity of the return depends on which tier the chapter’s income stream aligns to.

ii. Chapters must file their annual financial activity to the Federal IRS annually.
   1. The filing date is 4-1/2 months after the close of the organization’s year. May 15th is the filing due date.
   2. As of 2010, Chapters with an income stream (not total assets) that exceeds $50,000 must report their financial activity independently to the IRS.
   3. Chapters with an annual income stream that is less than $50,000 may apply to be included in the RETA HQ tax return as a dependent entity.
      a. Chapter financial information must be included with the group filing to the IRS.
      b. The chapter must petition RETA annually to be included in the group exemption tax return.

4. RETA Headquarters must receive the Chapter’s financial information by January 31st even if the chapter intends to file a tax return independently.

h. Sales of advertisements on Chapter publications, newsletters, websites

i. A 501(c)(6) not-for-profit organization is not immune from paying taxes to the Federal or State government. For example; RETA HQ sells advertisement in the RETA Breeze and in the Conference program guide. The income from advertising sales is considered “non-business-related income” and is taxable income by the IRS and state boards of equalization. Chapters will be accountable in the same way for income derived from these non-business income streams.

For example: One enterprising chapter has been publishing a Chapter directory that includes advertising spots throughout the directory. The income from the ad sales pays for the cost of printing this handy directory and the surplus is used in pursuit of other Chapter activities. The membership is given the option to be included or excluded from being listed in the Chapter’s directory. This is a good example of Chapter fund raising and increasing the value of being a Chapter member within their region.
ii. Receiving sponsorship support in dollars or as in-kind services or items is not taxable as it is business related revenue.

1. The difference is: Advertising space is sold and the purchaser has control of what they wish to promote. Whereas sponsorship recognition is limited to RETA controlled recognition and collateral distribution that provides a benefit to the sponsor while not being deemed non-standard income to the Association.

2. Chapters cannot recognize gifts of money or material from donors as charitable contributions because RETA is not a 501(c)(3) Not-For-Profit organization and is not authorized to accept or acknowledge sponsorships as such.

i. Should a Chapter choose to cease operation and close there will be no refunding of member dues to the Chapter members. These Chapter members may request to be transferred to another Chapter or to be classed as “at-large” members.

   i. Chapters must petition the National Board of Directors to have their Charter discontinued.

   ii. The fund balance of the Chapter checking and / or savings account is transferred to the HQ Treasury General Fund.

j. Chapters that issue PO numbers for coursebook and other items ordered from RETA HQ must pay their bills within 60 days.

   i. If aging goes beyond 60 days, the Chapter treasurer will be notified by RETA HQ.

   ii. If aging goes beyond 90 days, all the officers of the Chapter will be notified and RETA HQ will begin to hold back Chapter rebate monies until the transaction is cleared or the rebate withholdings meet the obligation.

   iii. A $35.00 service charge will be applied to the outstanding debt of the Chapter.

3. Chapters must communicate with RETA HQ.

   a. Chapters are required to have at least one formal meeting each year where elections are held, and results of those elections are transmitted to RETA HQ.

      i. The names of the elected officers are part of the report.

      ii. The financial activity of the Chapter, in summary form (beginning balance, income, expense, ending balance), is part of the report. This qualifies the Chapter to be included in the group exemption filing of the HQ tax return.

      iii. This annual report is due from Chapters on or before January 31st.

         1. Chapters that fail to provide their annual report on time will be notified that the report is late by RETA HQ.

         2. Chapter rebate checks will be held until the report requirement has been satisfied.

         3. If the report requirement has not been satisfied by May 31st the monies being held are forfeited and returned to the HQ treasury. Forfeited rebate funds will not be available to the Chapter.

   b. If two years pass without correct communication from a Chapter, that Chapter’s Charter will be revoked by action of the National Board of Directors.
i. RETA National Board members will be calling on the Chapter leaders in advance of such action to assist in the Chapter’s recovery.

4. Chapters may choose to develop and adopt a Chapter Constitution and Bylaws, independent of the National Constitution and Bylaws, as long as these documents do not conflict with the National governing document.
   a. Chapters must submit their Chapter constitution and by-laws to the National Board for recognition.

5. Chapters provide learning experiences and opportunities for their members through regular coursebook study and special topic speakers. This is the root activity to meet the RETA mission statement which is: “to enhance the professional development of industrial refrigeration operating and technical engineers”.
   a. Chapters may invite professionals from the industrial / academic community to give instruction and presentation on equipment and services relevant to the Chapter membership (see attachment 2300-3B for guidance).
   b. Chapters may reimburse or cover the expenses of the technical speaker if necessary.
   c. Chapters should provide a certificate of attendance or participation at Chapter meetings where a technical speaker or study group activity is part of the program. RETA PDH for certified operators are accrued this way. The distribution of a chapter certificate is valuable to the training record of the member and adds value to the Chapter that does so.
   d. Chapters are expected to organize coursebook learning sessions where small groups of people assemble to review one or more of the RETA coursebooks or other relative titles that apply.
      i. Chapters may collect monies from the participants to cover costs and expenses of the books and study materials provided. A profit to the Chapter is acceptable practice.
      ii. Chapters may choose to select from their own ranks a study leader or to hire a professional to lead instruction for the group.
         1. Chapters may cover expenses and fees of the hired professional instructor.
         2. Chapters may negotiate the fees and terms for services from the professional instructor.
         3. RETA has Authorized Instructors identified that can be contacted for teaching services. See the Education Tab, then RETA Instructors Tab on the RETA website home page.

6. Chapters provide opportunities for fellowship and the building of a sense of community and belonging.
   a. Annual golf outings, sports fishing, skeet competition, family picnics, Holiday parties are examples of typical Chapter relation building activities.

7. Chapters have assets to be preserved and protected.
   a. The primary asset other than the chapter bank accounts is the private information of the chapter’s members and associates.
   b. Chapter officers sign a non-disclosure agreement where they agree that the information they have access to will not be used for personal or professional gain. These officers are
trusted with this information for the benefit of the Chapter. Breach of the non-disclosure agreement may lead to the execution of the RETA Code of Conduct policy.

i. RETA does provide a listing of the attendees at the National Conference as a courtesy to the attendees of the Conference. This includes members that are exhibitors and attending sponsors. Registrants are informed of this through the application and registration forms for conference.

1. Chapters may also provide an attendance listing when a regional or special event such as a safety day or seminar has been conducted to the attendees and exhibitors / sponsors as long as participants are notified that this information will be disseminated.

8. Chapter Websites and other electronic communication vehicles
   a. See Section 1000 – Electronic Communications
ATTACHMENT 2A

Sample Meeting Minutes

Date: _____________  Time: ___________  Location: _______________

Names and titles of persons in attendance: ____________________________________________

_________________________________________________________________________________

(If this is a general membership meeting, attach sign in sheet)

Committee Reports:

• Communications
• Education
• Public Relations
• Finance
• Attendance

Old Business: ________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

New Business: ________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

Motions Passed: ________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

Time of adjournment: ____________________________________________________________
Non-Disclosure Agreement
Applicable to RETA Chapter Leaders

I, _______________________________ (printed name), understand that the information provided regarding member contact information is privileged and considered confidential.

The information I have access to ranges from names and addresses members through sensitive financial and legal matters. The use of this information is restricted to the purposes of serving the membership of the Refrigerating Engineers & Technicians Association and will remain in my confidence.

I will only use this information for its intended purpose and not release it to others who have not committed to this agreement.

Signature ___________________________ Date __________________________

Chapter ___________________________ Office (if any) __________________________

Please date, sign and return the agreement to RETA HQ.
FAX 541-497-2966 or email to ddenton@reta.com
ATTACHMENT 2C

RETA CHAPTER LEADER CONFLICT OF INTEREST DISCLOSURE FORM

SUMMARY OF POLICY

RETA is primarily concerned with conflicts of interest involving those individuals participating directly in decision-making processes that affect RETA programs or activities. The integrity of their decisions and activities is dependent on the avoidance of actual, potential, or apparent conflicts of interest.

This policy reflects RETA’s recognition of the many factors that can influence one’s judgement and its desire to make as much information as possible available to other participants in RETA related matters; it does not create a presumption of impropriety.

All individuals who are required to comply with this policy must complete a Conflict of Interest Disclosure Form and shall have a continuing obligation to disclose a significant financial interest in, or other relationship with, an entity having a commercial interest in any RETA activities, programs, or decisions.

NAME: __________________________________________________________________

In the space provided below, describe any of your financial or other interests that reasonable may be anticipated to conflict with the interests of RETA

1. EMPLOYMENT
Any full or part time employment that may give rise to an actual, potential, or apparent conflict of interest be disclosed.

☐ No Conflict of Interest
☐ Yes, Conflict of Interest _________________________________________________________________________

________________________________________________________________________________________________

2. CONSULTANCIES
Any consultant arrangements that may give rise to an actual, potential, or apparent conflict of interest must be disclosed if the consultation is current or proposed or if the consultation was performed, or payments or royalties were received for such consultation, within the prior two years.

☐ No Conflict of Interest
☐ Yes, Conflict of Interest _________________________________________________________________________

________________________________________________________________________________________________

3. OWNERSHIP INTERESTS
Any ownership interests in an entity having a commercial interest in any program, activity, or matter under consideration by RETA must be disclosed.

☐ No Conflict of Interest
☐ Yes, Conflict of Interest _________________________________________________________________________

________________________________________________________________________________________________
4. **HONORARIA AND FUNDING**

Any payments for specific speeches, seminar presentations, publications, appearances, that may give rise to an actual, potential, or apparent conflict of interest must be disclosed.

☐ No Conflict of Interest  
☐ Yes, Conflict of Interest _________________________________________________________________________ 
________________________________________________________________________________________________

5. **LEADERSHIP ROLES**

Any leadership role (e.g., as a board, committee member or advisor) in another refrigeration industry organization, including a chapter of RETA, must be disclosed.

☐ No Conflict of Interest  
☐ Yes, Conflict of Interest _________________________________________________________________________ 
________________________________________________________________________________________________

6. **OTHER**

Any other significant financial interest in, or other relationship with, an entity having a commercial interest in any RETA activities, programs, or decisions must be disclosed.

☐ No Conflict of Interest  
☐ Yes, Conflict of Interest _________________________________________________________________________ 
________________________________________________________________________________________________

**AGREEMENT**

I have read, understood, and hereby agree to abide by RETA’s Conflict of Interest Policy. I have disclosed above all significant financial interests in, and other relationships with, entities that have a commercial interest in the RETA programs and activities in which I am involved or the outcomes of decisions, which I am in a position to influence. I have disclosed above all potential, and apparent conflicts of interest arising from my own interests and relationships as well as from those of persons with whom I directly share income. I understand that I have an ongoing obligation to disclose such interests as long as I continue as a participant in decision-making processes that affect RETA programs or activities.

Signature___________________________________________________________________________________________ 

Date__________________________________________

THANK YOU FOR YOUR SERVICE TO RETA!

*Please date, sign and return the agreement to RETA HQ.*

*FAX 541-497-2966 or email to ddenton@reta.com*
ATTACHMENT 3A

Speaker Confirmation Sample Letter

Chapter Name
Address
City, State Zip

Date

<<name>>
<<company name>>
<<address>>
<<city, state, zip>>

Dear <<name>>:

Thank you for agreeing to speak at our <<Chapter Name>> RETA meeting. Dinner will start at <<time>>. We will have a brief business meeting before you begin your talk at xx:xx PM. The meeting is at <<Location>>, <<Location address>>. If you need any speaking aids (i.e. overhead projection, Mylar board, etc), please call me at <<phone number>>.

The primary goal of RETA is to educate our members to be better industrial refrigeration operators and technicians. We are confident that you will meet this goal while keeping the talk non-commercial with respect to specific manufactured products.

I look forward to seeing you on <<day>>, <<date>>.

Sincerely,

1st Vice-President
Chapter Name
ATTACHMENT 3B

Sample Speaker Thank You Letter

Chapter Name
Address
City, State Zip

Date

<<name>>
<<company name>>
<<address>>
<< city, state, zip>>

Dear <<name>>:

On behalf of the <<Chapter name>> RETA Chapter, I thank you for speaking to our group on the issue of <<presentation topic>>.

<<compliment on the high point(s) of the presentation – tell the presenter what was the take home item of the talk.>>

Again, we appreciate your time and effort. You are welcome to attend our future meetings.

Sincerely,

President
RETA <<Chapter name>> Chapter
### Sample Meeting Schedule

#### Chapter Name: _______________________________________________________

<table>
<thead>
<tr>
<th>Month</th>
<th>Technical Topic</th>
<th>Presenter</th>
</tr>
</thead>
<tbody>
<tr>
<td>JANUARY</td>
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<tr>
<td>FEBRUARY</td>
<td></td>
<td></td>
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<tr>
<td>MARCH</td>
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<tr>
<td>APRIL</td>
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<tr>
<td>MAY</td>
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<tr>
<td>JUNE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EVENT</td>
<td>Golf Tournament / Fishing Outing / Family Picnic / Fellowship</td>
<td></td>
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<tr>
<td>JULY</td>
<td></td>
<td></td>
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<tr>
<td>AUGUST</td>
<td></td>
<td></td>
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<tr>
<td>SEPTEMBER</td>
<td></td>
<td></td>
</tr>
<tr>
<td>OCTOBER</td>
<td>National Conference – No Local Meeting</td>
<td></td>
</tr>
<tr>
<td>NOVEMBER</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DECEMBER</td>
<td></td>
<td>Holiday Party</td>
</tr>
</tbody>
</table>

**NOTE:** The content in this schedule is for demonstration purposes only and should be customized according to the chapter's specific needs.
ATTACHMENT 3D

Sample Meeting Announcement

CHAPTER NAME: ____________________________________________

PLACE: <<Location>>
<<Location Address>>

DATE: <<day>>, <<date>>, <<time>>

OFFICERS’ MEETING: <<Time>>

DINNER AT: <<time>>
<<what we are having>>
COST: <<cost>>/PERSON

BUSINESS MEETING: <<Time>>

 SPEAKER: <<Time>>
 <<Technical Topic>>
 <<Presenter(s)>>

<<short description of the presentation purpose/importance>>
Sample Education Program Format

EDUCATION

We are offering Industrial Refrigeration Course II to assist with your preparation for certification.

Tentative Course Schedule:

February 8 - Direct Expansion Systems
February 15 - Flooded Systems
February 22 - Recirculated Systems
March 8 - Brine and Cascade Systems
March 15 - Piping of Systems
March 22 - Review and Final Test

WHERE:

TIME:

FEE: NONE! (or whatever is deemed necessary for instructor fees and lab costs.) The course materials will be $_______ for RETA Members $____ for Non-Members).

If you have any questions, contact ___________________

Hope to see you there!
Attachment 8A

Sample letter of invitation to an information and organizational meeting

Put on RETA letterhead or individual’s company letterhead

To Potential RETA Chapter Members:

A group of us in the area, with interest in the industrial ammonia refrigeration industry, are going to undertake an effort to establish a RETA Chapter in our area. RETA has been a very successful organization, with successful Chapters around the country.

RETA has always provided much needed help in its continuing efforts to train and educate those of us in the industrial refrigeration industry, especially those who deal with ammonia refrigeration. These efforts have been recognized by many of the largest companies in the US food industry via their support of RETA.

As a current member of RETA, I am very excited about not only starting a Chapter, but also its continued success. My commitment to RETA is strong and will remain so.

To further explore whether a Chapter in the area is practical, we are planning a preliminary meeting and we are inviting you and anyone else you may know who is interested in furthering their knowledge of refrigeration to attend.

This will be a very information meeting and will be held <Date, Time, Place>.

Hope to see you there.

Sincerely,
Attachment 8B

Sample Web Search Screen For A Secretary of State’s Website

Notice the New York Secretary of State Business Incorporation and LLC Filings link. This is the type of link you’d chose to get to the information you need to obtain the necessary forms for your Articles of Incorporation filing.
Example of the Corporate Resolution from the National Board of Directors

August 4, 2008

Mr. Chapter Organizer - President
2356 Cold Surface Drive
Hotspot, CA 92345

Dear <first name>:

This letter is to serve as a corporate resolution of the Board of Directors who by official action at a Board of Director’s meeting on July 17, 2008 granted official notice that the Petitioning Chapter is recognized and approved as an established Chapter by the Refrigerating Engineers & Technicians Association (RETA), a 501 (c) (6) not-for-profit corporation registered in the state of California.

The Chapter's charter was granted listing the following officers:

President – <first name> <last name>
1st Vice President – <first name> <last name>
Secretary – <first name> <last name>
Treasurer – <first name> <last name>

RETA Chapters with annual income less than $25,000 may request to be included in the group exemption issued by the Internal Revenue Service to the organization. The Chapter operations guideline document provides instruction for Chapter activity.

The remaining pages of this letter identify important steps and tasks you and the other Chapter officers need to know. Please contact us at HQ should you have any questions or concerns.

Sincerely,

Jim Barron
RETA Executive Director
ATTACHMENT 8D

PETITION FOR CHARTER OF A NEW RETA CHAPTER

Send to: RETA HQ
1725 Ferry St SW
Albany, OR 97322
Email: ddenton@reta.com
Fax: 541-497-2966

Chapter name: ________________________________

Date of this petition: ________________________

Dear RETA Board of Directors:

On _______________ [date] interested parties met at
____________________________ [location]
in ___________________________ [City, State] to discuss and commit to petitioning the
National Board of Directors to grant us a charter as __________________________
[desired Chapter name], the newest Chapter of the Refrigerating Engineers & Technicians Association.

Those named below were duly elected at the organizing meeting and bear our trust and
confidence as leaders of our Chapter.

Signed: _________________________________

Printed Name: ________________________________

See attached list of officers
<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Company</th>
<th>Address</th>
<th>City/State/Zip</th>
<th>Phone</th>
<th>Member Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
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<td>2nd Vice President</td>
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### OTHER OFFICER [SPECIFY TITLE/POSITION]:

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<tr>
<th>Name:</th>
<th>Member Number:</th>
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<td>Phone:</td>
<td>Member Number:</td>
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Please list below the names of chartering members of the Chapter. Attach member application forms if these are new members. Members at large or those who wish to transfer from another Chapter should be listed too, but they need to inform RETA HQ in writing of their desire for a membership affiliation change. All Charter members must be active members in good-standing with RETA.

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Attach additional pages as necessary to fill out the Chartering Roster.