



**RETA
CHAPTER
OPERATIONS
&
START UP
GUIDELINES**

April 10, 2018



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MISSION STATEMENT

RETA's Mission is to enhance the professional development of industrial refrigeration operating and technical engineers.

All Chapter and member activities serve to meet this Mission Statement.

FORWARD

This manual has been prepared to assist in the planned development, organization and improvement of RETA Chapters. It is intended as a guide and Chapters are encouraged to adapt the suggested procedures and responsibilities as required to best suit their own needs.

Good communication between Chapters and RETA HQ is vital to the overall effectiveness of the Association. A telephone call to the appropriate individual at HQ may provide a quick answer to your operational question.

Chapter officers should keep in mind that there is no better way to ensure the success of a Chapter than to have each member feel a sense of belonging and have a responsibility. To accomplish this, participation is important and as many members as reasonable should be enlisted to assist in the various committees.

This manual is solely for the use of current Chapter officers and is to be passed along at the end of their terms to the incoming officers. It is not the property of the individual but belongs to the Chapter.



1-1 IMPORTANT CONTACTS

RETA HQ is the office that manages the Association's business affairs at the national level. The objective is to not only manage our Association's business, but to also work with Chapters in maintaining active, growing RETA Chapters. Staff at HQ is the best resource for assistance in maintaining the Chapter organization. Do not hesitate to contact them; they will work closely with you in handling any questions that may arise.

RETA HQ
1725 Ferry St SW
Albany, OR 97322

Phone: 541-497-2955
Toll-Free: 844-801-3711
Fax: 541-497-2966
Website: www.reta.com
Career Center Website: jobs.reta.com
Conference Website: www.reta-events.com

PLEASE VISIT THE RETA WEBSITE WWW.RETA.COM FOR CURRENT RETA HQ STAFF AND BOARD OF DIRECTOR'S CONTACT INFORMATION

2-1 CHAPTER OFFICER DUTIES AND RESPONSIBILITIES

The following pages include a description of duties that are to be performed by the Chapter officers. These duty guidelines are important to the operation of the Chapter. It is the responsibility of the Chapter's Chairman of the Board to ensure that all the officers understand and accomplish their respective responsibilities.

When new Chapter officers are installed, please review the duties with both the current and incoming Board to ensure all understand their commitment.

Chapter officers must be RETA members. RETA bylaws require RETA membership of Chapter officers in order to fulfill fiduciary responsibilities on behalf of the Chapter. However, one person can fulfill the role of multiple officers. If membership dues become an issue, Chapters can establish scholarships to assist in the payment of membership dues for qualifying members.

Chapter officers must sign a Non-Disclosure Agreement and Conflict of Interest Disclosure Form. RETA Chapter officers have access to contact information and/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 officer's business. (See Attachment 2B, Non-Disclosure form and Attachment 2C, Conflict of Interest Disclosure Form)



2-1.1 Chairman of the Board

Objective: Serve as an advisor to Chapter officers through mentoring, experience, and input.

Duties:

1. Upon request, substitute for an officer who can't attend a regular meeting.

2-1.2 President

Objective: Maintain an active, growing Chapter.

Duties:

1. Arrange for an annual Board meeting with all incoming and outgoing Board members. The purpose of this meeting is to exchange officers' manuals and to provide officer training. General plans for the upcoming year should be established at that time.
2. Ensure that all the officers are performing their assigned duties. Provide direction regarding meeting speakers, membership drives, and other Chapter business.
 - a) Work with 1st Vice President to develop an annual calendar of meeting speakers, agendas, and Chapter sponsored RETA courses and classes.
 - b) Communicate with 2nd Vice President on member statuses and membership drives.
 - c) Communicate with Treasurer regarding Chapter funds and sign checks for Chapter business, as required.
 - d) Communicate with Secretary on Chapter meeting minutes and distribution of meeting notices.
 - e) Communicate with Sergeant-at-Arms regarding inventory of study course books etc
3. Meetings
 - a) Prepare agendas for officers and general meetings.
 - b) Preside at meetings (See Section 3-3, Meeting Procedures). Welcome guests and review the purpose and goals of RETA. Keep discussion on track; most importantly keep the meeting and speakers on schedule.
 - c) January meeting only: Outline and vote on annual contest rules and awards (i.e. membership drive, perfect attendance).
4. Nominations/Elections
 - a) Open nominations for vacant positions annually.
 - b) Form and chair Nominating Committee. Submit nominations to the membership at the September meeting. (See Section 2-3, Nominating Guide).
 - c) Prepare ballots and run the election at the October meeting.
 - d) Introduce new officers and thank outgoing officers at the December meeting/party.
5. Appoint Committee Chairs as needed (Education Committee, Membership Committee, Communications Task Force, Public Relations Committee, Finance Committee, and Attendance Committee). Appoint and follow up with any special committee chairs (i.e. Holiday party chair, regional seminars).



2-1.3 1st Vice President

Objective: Provide educational opportunities for all levels of the Chapter membership.

Duties:

1. Chapter meetings
 - a) Schedule speakers for meetings and/or work with the Chapter Board member managing meetings to ensure that meeting agendas are set. Contact members and other Chapters for meeting topics and ideas. By March, complete a list of scheduled meetings for the year (See Attachments 3E and 3F, Chapter Meeting Notices and Schedules). Include names of those in charge of the meetings.
 - b) Contact the scheduled speaker **THREE WEEKS** prior to his/her engagement to discuss any audio/visual needs. Confirm time and date and provide directions to the meeting. A letter is useful in ensuring that the speaker has all the information they need. (See Attachment 3C, Sample Speaker Confirmation Letter)
 - c) Contact the officer responsible for the newsletter or flyer with meeting details to ensure the correct information is sent out regarding the upcoming meeting.
 - d) Follow-up with the speaker and thank him/her for their participation. Consider providing the speaker with a gift (hat, dinner, gift card etc.). A letter of appreciation is also recommended. (See Attachment 3D, Sample Speaker Thank You Letter)

2. National Award Nominations
 - a) Open the floor at the June or July meeting to nominate individuals for the following national awards:
 - The **Guy R. King Memorial Award** recognizes outstanding job performance in the education and training of members on both the local and national levels.
 - The **Elliott R. Hollowell Award** is presented to the RETA member whose record of service to the Association for the current year merits special recognition and reward.
 - The **Venneman Man of the Year Award** recognizes an outstanding RETA member for a career marked by leadership and service to both the profession and the organization.
 - The **Felix Anderson Award** recognizes two individuals who have worked behind the scenes at the Chapter level and who have not served on the National Board.
 - b) Write nomination letters to RETA HQ, c/o the Executive Director or apply directly online at www.reta.com/nominations. Be sure to include the individual's accomplishments to support the nomination.
 - c) Remind the membership that individual members may also make nominations.



2-1.4 2nd Vice President

Objective: Increase Chapter membership and restore inactive members.

Duties:

1. Retention
 - a) Establish a Communications Committee to contact members whose names have been sent to you by HQ to encourage them to renew their membership. This is time critical. HQ sends monthly recaps of members falling away from your Chapter when their membership expires. There is less difficulty retaining members when the Chapter is providing solid benefits to the members.

2. New Members
 - a) Present membership certificates to new members during the regular meetings.
 - b) The Communications Committee should follow-up with the new members to ensure they are receiving the *Breeze*, their membership card and, if applicable, certification information. A form may be helpful. (See Sample New Member Tracking Form)
 - c) Maintain a supply of membership applications and brochures at the meetings. These are requested from RETA HQ.

3. Dues Collection
 - a) Member dues renewal notices are sent out from RETA HQ. HQ will send a monthly list of your chapter's renewals that remain unpaid. Assist in collecting unpaid dues by contacting those individuals. You may also send letters signed by the Chapter President encouraging them to reinstate as soon as possible.
 - b) The Chapter rebate checks are accompanied with a roster of the names for whom the funds are distributed. Thank paid members, by name, at each meeting. This may prompt unpaid members to pay.

4. Annual Membership Drive
 - a) Set up a membership drive with awards.
 - b) A point system has been devised to award current and future members for bringing non-member guests to monthly meetings. These points are as follows:
 - ✓ 1 point for each guest
 - ✓ 2 points for new individual members
 - ✓ 3 points for any new corporate category membership
 At the end of the membership drive, the member with the most points is awarded \$150 toward any RETA function/activity. Second and third placeholders are determined by a lottery drawn from names of all members who had at least 1 membership point. First lottery pick receives a one-year membership paid by the Chapter; second lottery pick is awarded a ticket to the Chapter holiday party dinner.

5. With the help of others, plan significant Chapter events such as holiday parties, annual picnics, golf tournaments, safety days, etc.



2-1.5 Secretary

Objective: To keep records of meetings and membership information.

Duties:

1. Keep minutes of the officers' and general membership meetings. (See Example 2A, Sample Minutes Form)
2. Minutes Distribution
 - a) Forward monthly minutes to HQ, include the Chapter sign in sheet so HQ is aware of certified operator continuing education efforts (PDH hours).
 - b) Copy each Chapter board member on minutes.
 - c) Make copies available to Chapter general membership.
3. Meeting Notice Distribution
 - a) Send meeting notices out in advance of the meetings. Include HQ in the distribution of the monthly meeting notices, newsletters or other news that is sent to Chapter members. HQ includes these in the Community Calendar section of the website to promote your Chapter. You may also login to the RETA website and post Chapter meeting notices directly onto the Community Calendar.
4. Take attendance at the local meetings.
5. Upon receipt of any new member applications, forward the original and application fees check to RETA HQ and make a copy for the 2nd Vice President. Add new members to the Chapter listings or mailing lists.
6. Maintain an up-to-date listing of the Chapter membership. To view and maintain a real-time Chapter member listing, login to www.RETA.com and click on the RETA logo in the top left corner which will take you to the front end. Find the COMMUNITY tab, then the **Chapters** tab, and click on the name of your Chapter. After that screen opens, click on **Group Admin Options** and locate the last option which is **Reporting**. Open the Available Reports tab and click on View Report and follow the steps to create a custom spread sheet
7. The minimum required information for Chapter annual reports is limited to:
 - names and positions of current leadership with contact information
 - a description of Chapter activity, a bank name and account number to verify that there is an active checking account, and a determination of whether gross revenues are greater or less than \$25,000 to verify whether the Chapter may be included in the RETA group income tax exemption or must file taxes independently.
 - Verify with the Chapter Treasurer that the financial information presented in the annual report is correct.
8. At year-end, collect officer correspondence and pertinent information. Store for future reference.



2-1.6 Treasurer

Objective: Account for the Treasury.

Duties:

1. Balance checkbook with monthly statement.
2. Pay bills and deposit income. Keep all receipts. The check may require one (1) or two (2) signatures. As such, the Treasurer must keep the bank signature card up-to-date. The President, and Treasurer should be named on this card.
3. Give Treasurer reports at the local meeting (i.e. balances in the various accounts).
4. Sell meal tickets and arrange opportunity drawings at the local meetings (or delegate to Board member).
5. Upon receipt of any new member applications and fees, make three copies – keep one, forward one to the 1st Vice President, and one to the Secretary. Forward the original to HQ along with their dues and initiation fees.
6. Chapter annual reports are submitted to RETA HQ each year, as advised by HQ. The rebate checks of any Chapter that has not submitted an annual report will be held at RETA HQ until the Chapter's report is received. Chapters will be notified by staff that their rebate checks are being held. As of May 31, the monies from rebate checks held due to a lack of Chapter reporting will be returned to RETA HQ and will no longer be available to the Chapter. RETA HQ contacts Chapters that did not report to encourage them to do so; a final letter is sent after May 31.
7. If a Chapter has a past due account for publication orders, at 60 days after the invoice date, the Chapter will be notified that its account is past due. At 90 days, staff will notify the Chapter by phone that, unless payment is received immediately, the Chapter's rebate check(s) will be redirected to reduce or fulfill the past due balance.
8. Chapters that have income exceeding \$25,000 in a year must file their Federal and State Income Tax returns themselves. See to the accurate completion and signing of the returns and file them in a timely manner. The filing deadline is May 15th each year.
9. Chapters that earn less than \$25,000 may file their own returns or may petition to be included in the National tax return. Once the Chapter has filed independently, it is necessary to continue independent filing.



2-1.7 Board Members

Objective: Officer Pool

Duties:

1. Attend Board and general meetings. Prior to becoming an officer, each board member should have a responsibility such as one of the following:
 - a) Head up the Telephone Committee while working with the 2nd Vice President. Call and invite five or so individuals/companies who have not attended recently. Different people should be called a week or so before the upcoming meeting.
 - b) Work with the Treasurer to head up a committee conducting opportunity drawings or providing door prizes. Solicit gifts and sell raffle tickets at the local meetings.
 - c) Act as Chapter historian; take pictures of activities and submit to Secretary, maintain a Chapter photo album with names, dates, locations and events. A written log may also be maintained.

2-2 STANDING COMMITTEES

Chapter bylaws vary in regard to the number and size of committees suiting the particular needs of the Chapter. Standing Committees are not required but will be assigned by the President as needed.

When each officer is elected, the responsibility of one committee is appointed by the President, as needed. If needed, these assignments are as follows:

- Vice President – Education
- Second Vice President – Membership*
- Secretary - Public Relations
- Treasurer - Finance

It is the responsibility of the committee chairperson to determine the applicable number of members needed to serve their respective committees. The number, of course, is affected by the overall size of the Chapter, but should include at least three members.

If it is determined that a committee should be formed, each committee chairperson should schedule a committee meeting as soon as possible after recruiting the committee members. The first order of business is to outline a schedule of objectives for the year. This may require the use of innovative ideas in areas where the Chapter may be having some difficulty and is an area to be given top priority. Committee meetings shall be held as needed during the year to meet the objectives set down.



2-3 CHAPTER OFFICER NOMINATIONS

The following is a general guideline to be followed when selecting and recruiting new Chapter officers.

A. Nominating Guide

1. After being installed, Chapter officers, in effect, become the heart of the Chapter. Therefore, it is only reasonable that great care be devoted to the selection of individuals as success of the Chapter depends on their organizational and communication characteristics and devotion to the mission.
2. Listed below are some factors to be considered when selecting new officers:
 - a) Is the nominee a member with a good attendance record and have they demonstrated a willingness to accept Chapter responsibilities?
 - b) Do the personal qualifications of the nominee meet the demands of the position?
 - c) Does the nominee have a position and facilities that are available for carrying out the duties of appointment?
 - d) If the Chapter has a regular order of progression, each person nominated for the initial position must be evaluated for the ultimate position of Chapter President.
3. Characteristics of a Chapter officer:
 - a) Likes to share (time, knowledge, support).
 - b) Capable of developing resources.
 - c) Keeps the mission statement at the forefront of thinking and actions.
 - d) Communicates clearly.
 - e) Leaves personal business pressures out of Chapter business.
4. Nominations and elections shall be conducted in accordance with individual Chapter by-laws.



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: _____



ATTACHMENT 2B



Refrigerating Engineers & Technicians Association • RETA
1725 Ferry St SW, Albany, OR 97322 • tel 541-497-2955 • fax 541.497.2966 • www.RETA.com

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 preformed, 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 _____



RETA Chapter Operations Guidelines

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



3-1 STANDARD CHAPTER MEETING PROCEDURES

The following pages include a description of meeting procedures that have been used successfully by Chapters. This procedure is a recommendation for use at your local meetings and should be used as a guideline for your individual Chapter needs.

3-1.2 Chapter Meeting Notice and Schedules

It is extremely important to keep your members informed about the education and training opportunities that your Board has scheduled for the Chapter.

Inform your members about the upcoming meeting schedule by sending the meeting notices out in advance of the meeting.

Include HQ in the distribution of the monthly meeting notices that go to the Chapter members. HQ posts these in the *Chapter News* section of the *RETA Pipeline* and the RETA website to promote your Chapter. Other news or copies of the Chapter's newsletter should also be sent to HQ so posting on the website can be done.

A mailing should be sent out to the membership and proposed members a minimum of one week before your scheduled meeting to announce the meeting agenda and speaker.

A master schedule should be developed in your initial Board meeting to help members plan for upcoming meetings. (Attachment 3C, Meeting Schedule Template) is helpful in planning your year.

3-1.3 Meeting Notices

The most important sales piece the Chapter puts out is its meeting invitation and notice. It is this notice that helps the member or guest to determine whether or not he will attend a meeting. (See Example 3D, Sample Meeting Announcement). Several Chapters have designed very effective newsletter and announcement forms. Look in the *Community Calendar* on the RETA website to see if there is a style that suits you. If you find one, contact that Chapter to see if they'd be willing to share or teach your Secretary how to use or develop an announcement template.

1. Meeting notices should clearly set forth the following:
 - a) The name of the association and the Chapter.
 - b) Date, time and place of meeting.
 - c) Speaker name, business connection, and the title of his/her presentation.
 - d) A clear indication that members and guests are welcome at the meeting.

2. The timing of notices and reminders is very important. The following meeting reminder schedule that has been effective, particularly for smaller Chapters:
 - a) Notices mailed nine days prior to meeting.
 - b) Phone calls made the two days previous and the day of the meeting.

3. The use of postcards as follow-ups may be worthwhile. Efficient communication committees have proven to be very effective, too.



3-1.4 Meeting Programs

The hub of Chapter activity is the monthly meeting. It is the responsibility of the 1st Vice President to make the meetings interesting and instructive and to make prospects, guests and members feel welcome.

As of April 18, 2007, the attendance at Chapter meetings that have qualifying technical presentations are recognized as *Professional Development Hours* (PDH) and are awarded as an hour-for-hour value in the continuing education effort.

The selection of 1) good speakers and 2) appropriate subjects for meetings, are of the utmost importance, as attendance will be a direct reflection of these two factors. Therefore, extreme care should be used in selecting speakers and subjects that will appeal to the greatest percentage of the membership.

Why do people attend Chapter meetings? The most frequent reasons are:

- Education: theoretical and practical – discussions and presentations that relate to a members' situation.
- Technical information – that a member may apply to his job and career
- Recognition – attendance at a Chapter meeting that has a qualified technical presentation contributes to the time required for certification renewal of certified operators.
- Acquaintance among engineers and others engaged in the same fields – sense of belonging in the trade
- Fellowship and enjoyment – sense of community

The number of meetings scheduled will vary, but it is recommended that each Chapter schedule at least eight regular meetings per year.

Many Chapters have found that scheduling field trips between each third or fourth meeting works well in promoting membership interest.

If practical, all of the meetings for the year should be arranged by the second month of the Chapter's fiscal year, so Chapter members will be aware of the schedule. This information should be printed in the current membership roster or newsletter, whichever is used. Forward the meeting schedule and/or meeting notices to RETA HQ for posting on the RETA website in the *Community Calendar*.

3-2 SPEAKER SELECTION, CORRESPONDENCE AND MANAGEMENT

The success of any meeting or seminar is directly related to the quality of the presenters of the program.

The purpose of a guest speaker is to further educate your members on specific components or areas of concern in our industry. Speakers can be vendors, safety advisors, engineers or end users discussing their facility programs. (See Attachment 3A, Speaker Confirmation Letter).



RETA Chapter Operations Guidelines

Guest speakers can be selected from the Chapter membership or from vendors who serve the area.

1. The 1st Vice President introduces the speaker and topic.
2. At the speaker's conclusion, the 1st Vice President thanks the speaker and opens the floor for questions.
3. The 1st Vice President officially closes the meeting.

Following the meeting, a thank you letter should be sent to acknowledge a speaker's time and effort (See Attachment 3B). This will foster a good relationship for future involvement with your Chapter

NOTE: If you are selecting a speaker who is not familiar with RETA culture and tradition which prohibits the promotion of a particular service or product, please ensure that the session is not about promoting that product or service. The session should **NOT** be an advertisement for the speaker and should be general in nature for the education your members.

3-3 REGULAR RETA MEETING PROCEDURE

1. **OFFICER MEETING - 5:30 PM** (Time will vary based on the Chapter's needs)
To ensure Chapter management continuity, it is recommended that a regular officers' meeting be held prior to the general meeting to discuss upcoming events, discuss results of prior agenda discussions and implement any changes necessary for your Chapter's success. **NOTE:** *1st Vice President should greet speaker on arrival.*
2. **DINNER - 6:30 - 7:30 PM**
Optional, depending on Chapter meeting location and attendance. This has been used with success to attract members to the meetings.
3. **BUSINESS MEETING**
This short report to your members will keep them informed of the activities your Board is involved in and will help the Board address any new issues that the membership has.
 - a) Welcome everyone and review purpose of RETA. Invite guests to join.
 - b) Introduce officers and begin self-introduction of members and guests.
 - c) Present the minutes of previous meeting - Secretary. (If requested by members.)
 - d) Treasurer's report.
 - e) Committee reports: Order of committee report presentation prioritized by President in the agenda.
 - f) Ask for reports from National Board Members or National Officers, if present.
 - g) Open up the floor to Old business.
 - h) Open up the floor to New business.
 - i) Close business meeting.
4. **EDUCATION PROGRAM**
This is the time that the technical presentation is given. The technical presentation may be a guest speaker or instructor led review of one of the RETA books. RETA Chapters can assign course book chapters for the members to study between meetings and then review those chapters during this part of the meeting. This will ensure that our members are getting the education our industry needs for the safe operation and maintenance of industrial refrigeration systems and promote sales of the RETA books.



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



ATTACHMENT 3C

SAMPLE MEETING SCHEDULE

Chapter Name: _____

JANUARY	Technical Topic:	
	Presenter:	
FEBRUARY	Technical Topic:	
	Presenter:	
MARCH	Technical Topic:	
	Presenter:	
APRIL	Technical Topic:	
	Presenter:	
MAY	Technical Topic:	
	Presenter:	
JUNE	Technical Topic:	
	Presenter:	
EVENT	Golf Tournament / Fishing Outing / Family Picnic / Fellowship	
JULY	Technical Topic:	
	Presenter:	
AUGUST	Technical Topic:	
	Presenter:	
SEPTEMBER	Technical Topic:	
	Presenter:	
OCTOBER	National Conference – No Local Meeting	
NOVEMBER	Technical Topic:	
	Presenter:	
DECEMBER	Technical Topic:	Holiday Party
	Presenter:	



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>>



4-1 MEMBERSHIP DUES AND DATABASE

RETA HQ sends out member renewal notices monthly. Members remit their dues directly to HQ. To view and maintain a real-time Chapter member listing, login to www.RETA.com and click on the RETA logo in the top left corner, which will take you to the front end. Find the COMMUNITY tab, then the **Chapters** tab, and click on the name of your Chapter. After that screen opens, click on **Admin** and locate the last option which is **Available Reports**. Hover over the available report, click on View, and it will bring up a list of current Chapter members. You can then **Export this report in CSV format (Unicode)**. This will give you an excel spreadsheet of the information which you can then customized. Use this information to update your Chapter contact lists.

Chapter Treasurers receive rebate payments for membership dues once a month from RETA HQ, which includes a listing of Chapter members. Use this list to update the Chapter's mailing list.

RETA HQ will provide names and addresses of nearby Chapters for mailings to Chapters for the promotion of regional events (safety days, golf/recreation outings, etc). However, prior to a contact roster being sent to a Chapter representative, a Non-Disclosure Statement form must be signed and returned to RETA HQ. The form states that the contact information provided by RETA HQ is being used exclusively for Chapter requirements and will **not** be used in promotion of the recipient's business activities. Contact RETA HQ to obtain the non-disclosure statement form.

4-2 CHAPTER DEVELOPED MEMBERSHIP ROSTER/DIRECTORY

Some Chapters issue a printed directory or roster each year. A directory of members and friends of the Chapter permits the members to become better acquainted with each other and strengthens the feeling of belonging to the organization. It can also be of assistance in providing financial backing for the Chapter by selling valuable ad spaces for local industry suppliers. These advertisers should be included on the Chapter mailing list and be welcomed at general meetings. This will provide an opportunity to hand out membership applications to potential members.

A directory should contain the following:

- Officers of the Chapter
- Program for the year
- Information on members, including name, position, company, business address and phone
- List of past presidents of the Chapter with dates they served
- History of Chapter
- Chapter constitution and by-laws
- Index of advertisers

Members sign an authorization release allowing their name and contact information to be published in the directory. A local printing or typesetting shop can usually provide any assistance that may be required in putting together a membership directory.

The most practical size for the roster is about 3½ by 7 inches, so that it can be carried in the pocket.

The roster should be distributed to all persons and companies on the Chapter's mailing list, including a copy to HQ.



5-1 CERTIFICATION AND EDUCATION TRAINING

RETA's goal is to provide the best in educational opportunities to the industry through our Chapters and affiliates. The RETA certification program and testing is an important part of this.

Chapters have the option to organize small group study of RETA course books or other training material. The instruction may be the technical session at the Chapter meeting, the group may agree to a schedule of classes set apart from the Chapter meeting, or a combination of these activities. The following is a suggested format on implementing a schedule to prepare members for the test and to ensure that the materials are covered.

5-1.2 Instruction Notes

1. Establish the schedule and be true to the schedule. Start on time, finish on time.
2. Recruit a respected and knowledgeable person to lead the study.
3. Announce course completion requirements (see Attachment 5A for a sample):
 - a) Attendance at classes.
 - b) Completion of assignments.
 - c) Take final exam for a grade of 70% or better.
4. Relate the study to the real world. Go out in the field to see equipment that is described in the study material. This reinforces the learning and understanding of the material.
5. Maintain a complete roster of attendance. Note that when a RETA course book is completed through a Chapter session, 36 professional development hours are awarded that may apply to maintaining certification.

5-1.3 Recognition Tools

1. In order to help Chapter leaders make the most of the Chapter training efforts, the Certification Committee has developed a list of recognized on-going education and service items (being a Chapter leader contributes to your PDH if you have a RETA Certification). The PDH Certificate Templates are available on the RETA website under the **Certification tab**. If you have a factory representative speak to your Chapter, you may use the *Factory Provided Courses* certificate to present to your members. Encourage your members to copy these certificates for their employers as evidence of their personal commitment to self-development.
2. Certified operators will use these PDH hours when they apply for certification renewal.

5-1.4 Certification Notes

Inform members of how they may register for certification. Here's a step-by-step review:

1. Request the Certification Handbook and application from RETA HQ, or download it from the RETA website under the Certification tab.



2. Fill out the application completely and accurately.
3. Send the application and exam fee to RETA HQ.
4. Contact RETA HQ to schedule your exam.

5-2 SPECIAL EVENTS

RETA Chapter members work in a risk filled environment. From time to time a special event such as a community Safety Day or a Regional Conference is good to have. With anhydrous ammonia (the refrigerant in use by a largest portion of the membership) being an acutely hazardous material that is subject to regulatory control by four or more agencies at any given time, it is good to develop strong relationships with the local professional emergency responders in the community. Some Chapters have improved relations and response capabilities in their areas through jointly planned and delivered safety days.

Community Safety Days have these elements as common denominators in their planning and execution:

1. The purpose of the program is to improve the knowledge of the attendees about the hazards of ammonia and the better practices to use when responding to a release.
2. A related purpose is to strengthen relationships between the local refrigeration industry and those who regulate and enforce safety policy.
3. The event is accessible to all who want to attend.
4. The event is reasonably priced. There is a tradition in some areas to secure sufficient sponsorships in order to offer the event free of charge to all.
5. The organizers who plan the event come from industry and public safety. The day is planned around the educational and awareness needs of the local community. The organizers are responsible for venue selection and negotiations and payments.
6. There is opportunity for exhibitors to rent a table top or booth space (keep this reasonably priced - \$300 to \$400) to display their product and meet with customers.
 - a) Offer a combination booth space and sponsorship to exhibitors.
7. Build enough time in the program to allow folks to access the exhibitors.
 - a) If the exhibit hall is open and the meal is in the hall and ready when the doors open for registration, exhibitors can have a full hour of interaction.
 - b) A planned 20-25 minute break for refreshments and exhibit surfing in the morning or afternoon works well, too.
 - c) If the hall is open during lunch and the food is planned so that it is easy to eat while working the booth, the exhibitors will have more access to customers.
 - d) If there are door prize drawings – do it in the exhibit hall during exhibit times.



8. Promote the program vigorously through flyers, mailers and posters placed at refrigeration jobbers and parts houses.
 - a) Build a flyer that describes the program details to distribute by email.
 - b) Recognize the sponsors on the flyer. This is achieved with a simple list or could include logos of sponsors categorized by their donation level (bronze, silver etc.).
 - c) Personal visits to end user companies with flyers in-hand will help the turn out. Visits to training officers of the fire departments and police departments will yield similar results.

9. Secure knowledgeable and capable speakers.
 - a) Secure permission from presenters to distribute their presentations on paper, CD, or other means.
 - b) Require presenters to provide a white paper or at least a PowerPoint style hand out to the organizing committee. The committee sees to the printing of the handouts.

10. Celebrate - The planning and execution of a community safety day or a regional seminar takes significant effort and you will be tired at the end of the day. Plan a celebration party very soon after. You all worked very hard and accomplished much – celebrate it.

11. Review and Debrief
 - a) Every time you do an event that involves many people from different professional cultures there are opportunities to learn.
 - b) Treat the event like an emergency response – review what worked well, what didn't work well, decide what to do to improve when the next event is planned.
 - c) Look for opportunities – some Chapters that have traditional Safety Days have expanded these days to provide operational and maintenance instruction as well as emergency response instruction.
 - d) Look for your replacement – just like effective Chapter leadership, there need to be people in development to participate and assume responsibility. Find and train these people; be their mentor; you'll gain much for the effort.

12. Be Grateful - Formally thank the sponsors, exhibitors, presenters, the committee (and their employers) with a letter from the committee leaders and possibly a plaque or certificate of appreciation.



Attachment 5A

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!



6-1 SOCIAL ACTIVITIES

Although RETA's primary responsibility and focus is the education of its members, it is very important to offer the membership other activities that will foster Chapter camaraderie and involvement.

An important aspect of RETA membership is the occasional gettogether of members and their spouses at local Chapter events such as an installation of officers' dinner, picnic, and holiday party.

Some Chapters have used social activities as a fundraiser for a particular project or used the general fund money to host an activity as a means to give back to the members for a job well done.

Such events can be of great value in increasing meeting attendance because of the close relationships that develop. Involving the spouses will be sure to bring about closer ties throughout the RETA membership, as well as establishing long-lasting friendships.

All social activities require planning to be successful. In general, a committee is selected to determine the date, site and cost of the function. Sometimes, depending upon a Chapter's by-laws, dual functions can be combined, such as the installation of officers at the holiday party.

The Chapter is responsible for any contracts or agreements with hotels, restaurants, recreational facilities and parks.

Please use the following as a guide when planning your function.

6-1.2 Installation of Officers

This is a good reason for a dinner event. Entertainment (i.e. music, dancing) should be considered. If your treasury can afford it, cover the cost of the entertainment and charge only for the dinner.

6-1.3 Holiday Party

Once again, entertainment should be considered. A *grab-bag present* of minimal cost can liven things up, with each participant bringing something in order to qualify for receiving a gift in return.

6-1.4 Annual Picnic

The annual picnic is an event of great importance for Chapters wishing to promote social activities among members.

This event is organized chiefly by the Chapter Vice President/Program Chairman but will usually involve assistance from most or all Chapter officers for the most successful outcome.

The 2nd Vice President and their committee should select a date and location, which will allow the greatest number of members and guests to conveniently attend.

A plan for organizing the picnic with specific duties delegated to the appropriate individuals should be prepared and distributed. A list consisting of the following items should be prepared:



RETA Chapter Operations Guidelines

1. Financing the occasion. Can the Chapter afford it? Should an opportunity drawing be organized to help pay for the event? Are corporate members or their companies willing to provide support?
2. Should utensils and condiments be supplied by the Chapter? By members?
3. What activities, if any, should be provided at the picnic? Horseshoes, volleyball, softball, ping pong, egg toss, softball, or other suggestions from members.

It should be stressed that the picnic is a social event and all members' families, friends and business acquaintances are welcome to stop in and enjoy a relaxing and fun-filled day!

6-1.5 Golf Tournament

Some Chapters have taken the planning and execution of their golf tournament to an art form. The success seen at recent tournaments had these common denominators that contributed to the success of the event:

1. Course selection
 - a) The course is accessible, reasonably priced, has enough amenities (restaurant, carts, driving range) to serve the size of the group.
 - b) The course staff works well with the volunteer leadership. The course has its equipment in good order and is ready for use when the competitors arrive.
2. Strong volunteer organizers and management
 - a) The event leaders communicate with the course staff to negotiate a good rate.
 - b) The golf tournament is advertised throughout the Chapter's local area and beyond to other RETA Chapters within a decent driving distance.
 - c) The volunteers who staff the registration and check in tables do a lot to set the tone for the day. Enthusiasm is contagious and spills out onto the fairways.
 - d) An organized and easy check-in process helps maintain the enthusiasm.
 - e) Organizers have skill in securing sponsorships and donations from members and area businesses help to provide great raffle prizes. The prizes in turn generate sales of raffle tickets sold on the course by other enthusiastic volunteers.
3. Competition
 - a) A shot-gun start with *best ball* play seems to be the favorite mode of competition.
 - b) Recognition of significant accomplishments for both team play and individual play is celebrated with nice awards/prizes. Prizes can be given for low score, longest drive, closest to pin, best shot of day (shot described by team member, voted on by group). Sometimes high gross is awarded the very best prize. The point is to have fun.
4. Good food
 - a) It is popular to have a BBQ or other *sit down and visit* opportunities after coming in from play. After eating, the raffles and awards begin.
5. Appreciation
 - a) Those who benefited from this planned fellowship event make it known to the organizers that they appreciated the day and look forward to the next one.



7-1 CONSTITUTION AND BYLAWS

Please visit <http://reta.com/?page=governance> for a copy of the current RETA Constitution and Bylaws.

8-1 FORMING A CHAPTER

8-1.1 Why Form a Chapter?

Chapters may be formed when three or more people come together in like mind to:

1. Provide or receive education, theoretical and practical – to experience discussions and presentations that relate to their situation.
2. To access technical information through peer-to-peer interaction.
3. To become a part of something larger than themselves.
4. To build resources through acquaintance with engineers and others engaged in the same field – to learn from others.
5. To bring a sense of community within their local industry through fellowship and relationship building.
6. To be personally involved in meeting the Association's Mission Statement.

8-1.2 How to Form A New Chapter

The following specific steps for forming a Chapter may be used as a guideline to help interested parties get the process going.

1. Get interested parties together with these guidelines to find out if there is enough interest to start a RETA Chapter. A casual lunch is a good place to begin.
2. Review this guide once it is determined that there is a desire for a Chapter in your area.
3. Make the decision to hold a meeting locally, inviting as many individuals from industry as contact information can be obtained.
4. Contact RETA HQ about your intentions. There is a Non-Disclosure Agreement that the organizers need to sign to access contact information from RETA HQ. There may be RETA members At-Large in your area who might be interested in learning of the organizing efforts and would want to become charter members of the new Chapter. Posting flyers at companies where parts are picked up and passing the information through industry sales reps are good ways of getting the word out.



RETA Chapter Operations Guidelines

5. Secure a RETA speaker. There are RETA speakers throughout the United States. This could be any RETA member who is comfortable in front of a group sharing their experience of how they have benefited from their RETA membership. A great idea for a speaker is a member of the National Board. If there is no one in your area, contact RETA HQ for suggestions.
6. Send out an invitational letter (see Attachment 9A) to companies and even regulatory entities that might pass the word along to their employees. The RETA overview with Chapter Listing is available through RETA HQ along with organizational literature to give to potential members.
7. Contact RETA HQ if funding is needed to cover the costs of the first meeting. Other Chapters in your area may be available to assist you with this process and loan your Chapter the funds to cover costs that may arise. Frequently, companies that are interested in participating in this type of association will sponsor meals.
8. Be sure to bring this guideline to this meeting; interested people will want to see what it's all about. It's also a good idea to bring a couple of the RETA course books and copies of the RETA *Breeze* and *Technical Report* to give people a better idea of what the benefits are of being a member. Have a supply of membership application forms on hand so people can join right away or let them know they can visit www.reta.com to complete the membership process online. Those who are going to serve as charter members and Chapter officers need to be RETA members in good standing.
9. Have a good time learning and educating yourselves by working together. If the decision of those gathered is to petition for a charter, hold an election to place people in leadership positions.
10. Complete the chartering petition (Attachment 9D) at the meeting and send it to RETA HQ. The petition will be brought to the attention of the Executive Committee and will be placed on the agenda of the next scheduled National Board meeting. After making copies of the petition for all of the officers elected at the meeting, scan and email the petition to Dan Denton, Chapter Relations Manager, at ddenton@reta.com or mail the original copy to RETA HQ, 1725 Ferry St SW, Albany, OR 97322.

The Chapter Relations Manager will contact you to inform you that the petition arrived and is being moved through the process.

11. Be prepared to move on to the next steps once the Board of Directors has granted your petition to charter.

8-2 GUIDELINES FOR FORMING A LEGAL ENTITY (once the National Board has approved a new Chapter's Charter)

The first step in the process is contact the bank with which you wish to open your Chapter's checking account. Ask them the following question, "What will you need from me to open a checking account for a 501(c)(6) not-for-profit organization?" They will more than likely ask for several of the following things in no particular order.



RETA Chapter Operations Guidelines

- Stamped/Certified Articles of Incorporation
- Federal Taxpayer ID Number (FEIN or EIN)
- Fictitious Business Name Statement
- Corporate Resolution
- Account Signature Card

Articles of Incorporation – These must be filed to do business within a state. To find out what it takes to do this in *your* state, contact your state's Secretary of State or visit their website. They will usually have an Articles of Incorporation template form that must be filed for a *non-profit/not-for-profit* organization in your state. The majority of states now have all of this information on their websites. Search on the internet (see Attachment 8B) for your State's *business, and corporation web page* to find the procedural steps you need to follow.

Note – We have learned through experience two important things in this process.

1. The form must read word for word as the template is laid out or it will be rejected.
2. It is better to select your directors after the filing is complete, rather than including them in your *Articles* filing.

You must have a *registered agent* who is a resident in your state to file the Articles of Incorporation. This is an individual or entity, which receives your annual renewal notice of the corporation's filing and many times may assist in the preparation and filing of paperwork. Many times, the *registered agent* is the elected President or Secretary of the forming Chapter.

NOTE: Once you have read through the outline from your State, you may choose to use the services of an attorney for the establishment of your Chapter's legal entity. If you wish to do so, please contact RETA HQ at 541-497-2955. The Chapter may borrow up to \$500 from the national treasury to pay for these initial costs of establishing the Chapter.

FEIN – After obtaining Articles of Incorporation, complete a blank form SS-4 found here <https://www.irs.gov/pub/irs-pdf/fss4.pdf>. Call the IRS office indicated in the instructions and they will ask you for the information on the form line by line. Once they have collected all of the information from you, they will give you the FEIN number, which you will write in the upper right-hand corner of the form, where indicated. This becomes the IRS reporting number for your Chapter. **KEEP FOR YOUR RECORDS; THIS IS THE NUMBER THAT YOU WILL USE FOR ALL IRS REPORTING.**

Fictitious Business Name Statement – Application may be obtained from and filed with the *County Clerk's Office* for a modest fee, generally in the range of \$20.00. Once filed, they will return several copies to you, which you then take to a local newspaper. You will also pay them a fee somewhere in the range of \$50-\$100. The newspaper will run an ad and forward proof to you and to the *County Clerk*. You will have an extra copy of the filing to provide to the bank for their use.

Corporate Resolution – This document acts as a power of attorney. It allows the bearer to act on behalf of the Chapter in financial matters and is the proof that said bearer is authorized to do so. The Executive Director will send you a letter on RETA national letterhead that may serve as the Corporate Resolution.



Bank Account Signature Card – The officers shall determine the need for multiple signers on the account and the number of signatures required on a check. Signatories on the account must fill out the necessary information on the bank’s signature card. Each signatory will have to arrange to go the bank and sign the card.

Additional Thoughts & Suggestions

Copies of all legal documents should be forwarded to RETA HQ once you have completed this process. Thereafter, annually, the Chapter should forward the renewal of corporation paperwork to RETA HQ. By doing so, HQ is in a position to help you train new officers using current and accurate information regarding your Chapter.

It is recommended that you use some sort of simple checkbook accounting program such as QuickBooks, to manage the account, especially if you find that there is a lot of activity.

You will be required to annually report the income and expenses that are incurred by the Chapter and provide bank account activity, along with miscellaneous reporting information, to the national organization. Reporting paperwork will be provided early in the first quarter of the year. You will be asked to complete and submit it to RETA HQ by March 1st. You will be assisted in this process, if necessary, by staff or committee members. If you are using a simple accounting program, you will find this *annual reporting* very simple.

If your Chapter’s annual income is less than \$25,000 you may wish to have your Chapter’s tax filing included with those of the national organization and other Chapters in the same situation. If so, you will complete a letter of authorization and return it with the annual reporting paperwork.

If your Chapter earns more than \$25,000 in annual income, you must file Form 990 and your state’s non-profit filing by the 15th of the 5th month after the close of the annual accounting period, the following year. (ex: Accounting Period Jan.-Dec. files by the 15th of May the following year.)



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 invite 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

The screenshot shows a Microsoft Internet Explorer browser window with the title "new york secretary of state" - Live Search - Microsoft Internet Explorer. The address bar shows the URL "http://search.msn.com/results.aspx?q=%22ne". The search bar contains the text "new york secretary of state" and the search button is labeled "Search". The search results page displays several links, including "New York Secretary of State Business Incorporation and LLC Filings..." which is highlighted as the target link for the document.

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.



Attachment 8C

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



PRESIDENT	
Name:	
Company:	
Address:	
City/State/Zip:	
Phone:	Member Number:
1st VICE PRESIDENT	
Name:	
Company:	
Address:	
City/State/Zip:	
Phone:	Member Number:
2nd VICE PRESIDENT	
Name:	
Company:	
Address:	
City/State/Zip:	
Phone:	Member Number:
SECRETARY	
Name:	
Company:	
Address:	
City/State/Zip:	
Phone:	Member Number:
TREASURER	
Name:	
Company:	
Address:	
City/State/Zip:	
Phone:	Member Number:



OTHER OFFICER [SPECIFY TITLE/POSITION]:		
Name:		
Company:		
Address:		
City/State/Zip:		
Phone:		Member Number:
OTHER OFFICER [SPECIFY TITLE/POSITION]:		
Name:		
Company:		
Address:		
City/State/Zip:		
Phone:		Member Number:

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.

Name:		Member Number:
Name:		Member Number:
Name:		Member Number:
Name:		Member Number:
Name:		Member Number:
Name:		Member Number:
Name:		Member Number:
Name:		Member Number:
Name:		Member Number:
Name:		Member Number:
Name:		Member Number:
Name:		Member Number:
Name:		Member Number:
Name:		Member Number:
Name:		Member Number:

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