

3.800 ASHRAE ASSOCIATES

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Requirements and Application Procedure For Association with the American Society of Heating, Refrigerating and Air-Conditioning Engineers, Inc.

ASHRAE, in its desire to broaden its scope of activities in the world and thereby make possible a more effective and fruitful exchange of knowledge and ideas among engineers engaged in the arts and sciences of heating, ventilation, air-conditioning and refrigeration, has decided, by recommendation of its Executive Committee and approval of the Board of Directors, to make it possible for any qualifying society, engaged in the same field of activity, to become an Associate of ASHRAE.

I. BASIC REQUIREMENTS

The basic requirements for association are as follows:

- A.** Application will be limited to organizations located outside of the United States and Canada whose purpose is to advance the arts and sciences of heating, refrigerating, air-conditioning or ventilation.
- B.** Organizations applying for association must have been in existence a minimum of three consecutive years and have no less than 100 members in good standing.
- C.** The membership requirements of organizations applying for association must be open to all individuals who meet the minimum requirements for ASHRAE membership. (Note: Please see Section VII for qualifications of ASHRAE membership.)

II. RIGHTS AND PRIVILEGES

Each Associate is entitled to the following rights and privileges:

- A.** Members of ASHRAE and the ASHRAE Associate in good standing are entitled to register for meetings and conferences at member registration fees.
- B.** Members in good standing are entitled to purchase publications at member prices.
- C.** Members in good standing may apply for membership in the other organization subject to meeting the minimum requirements of the said organization.
- D.** ASHRAE and the Associate will provide to each other its principal publications.
- E.** An ASHRAE Library which consists of the following publications: monthly ASHRAE Journals, annual volumes of the Handbook series, Meeting Transactions, ASHRAE Standards as they are developed and revised.
- F.** Associates may translate and reprint ASHRAE meeting and ASHRAE Journal papers following formal written requests to do so.

III. OBLIGATIONS OF ASSOCIATES

Each ASHRAE Associate has the following obligations:

- A.** To promote the advancement of HVAC&R technology.
- B.** The ASHRAE Library provided to Associates must be placed in a well patronized location.
- C.** An annual report on ASHRAE activities (promotional activities, membership levels, library usage, ASHRAE membership groups where applicable) must be submitted.

IV. IDENTIFICATION OF ASSOCIATION

Associates may print on their letterhead: Associate of the American Society of Heating, Refrigerating and Air-Conditioning Engineers, Inc.

V. DISASSOCIATION

ASHRAE reserves the right to disassociate with any Associate. Reasons for disassociation include but are not restricted to:

- Failure to extend reciprocal privileges to ASHRAE members.
- Failure to maintain timely communication with ASHRAE.
- Failure to exchange principal publications.

VI. APPLICATION PROCEDURE

If the national Society in your country meets the basic requirements for association as outlined herein and desires to apply for association with ASHRAE, the "Applications Procedure" is to be as follows:

- A.** A formal letter/request signed by an authorized officer of your national Society shall be directed to the Executive Vice President of ASHRAE, stating that your national Society, by approval of its Governing Board, has voted to apply for status as an ASHRAE Associate Society. This letter must state that your national society is fully aware of the basic requirements for association with ASHRAE and that it agrees to the basic "Rights and Privileges."
- B.** Attach to this letter/request a brief description of the nature of your national society, its aims and scope of activity, the date of its formation and present number of active members.
- C.** Attach a statement of the "Requirements for Membership" by your national Society.
- D.** State whether your national Society publishes a journal and give the name of the publication and its frequency of issue, whether monthly, semi-annually, or otherwise.
- E.** Give the names and addresses of the officers of your national Society such as President, Vice President, Treasurer and Secretary.
- F.** Mail this document to:

Carolyn Kettering, Director of Member Services
ASHRAE
1791 Tullie Cir NE
Atlanta, GA 30329

Fax: 404-321-5478
Email: ckettering@ashrae.org

Upon receipt of letter/request for association, it will be reviewed by the Executive Committee for compliance with requirements and submitted to the ASHRAE Board of Directors for approval. The national Society applying for association will then be officially notified of the action taken by the Board of Directors of ASHRAE. Should the number of Associate Societies in any country increase, ASHRAE reserves the right to review its relations with the Associate Society in that country to ensure maximum cooperation and to avoid duplication of effort.

VII. EXTRACT FROM ASHRAE BYLAWS

Section 2.6 Member. A Member shall have the equivalent of twelve Society-approved years of experience composed of an approved combination of (a) completed education beyond high school, (b) work experience, and (c) professional engineering or related professional registration or license issued by a legally authorized body.

All technical and scientific education shall be based on curricula approved by the Board of Directors.

Approved engineering curricula shall be equivalent to that accredited by the Accreditation Board for Engineering and Technology in the United States of America or the Canadian Engineering Accreditation Board. Scientific education in fields other than engineering shall be from a college or university course of study which has been accredited by an organization charged with monitoring standards of performance.

Society-approved years of experience shall be credited as follows:

One and one-half years of credit for each year of completed education for graduates of approved technical curricula.

One year of credit for each year of education for non-graduates who have completed at least two years of approved technical curricula.

One year of credit for each year of completed education for graduates of colleges or universities which do not have accreditation. Those holding associate degrees from technical institutions shall also be credited for one year for each year of education.

One year for each year of qualifying work experience in the performance of duties in work related to ASHRAE fields of interest and shall have included research, teaching, design, contracting, engineering sales, or engineering management.

Three years of credit for professional registration or license issued by a legally authorized body in engineering or related fields, the requirements of which as to education, examination, and active practice are satisfactory to the Board of Directors.

Section 2.7 Associate Member. An Associate Member shall have had experience in technical matters or in design, operation, or maintenance in heating, refrigerating, air-conditioning, or ventilating fields; shall have an interest in the advancement of the Society's aims; and shall possess sufficient qualifications to cooperate with heating, refrigerating, air-conditioning, or ventilating engineers in the advancement of knowledge relating to heating, refrigerating, air-conditioning, or ventilating engineering and its application.

Section 2.9 Student Member. A Student Member shall be matriculated in an approved course of study in Society-related fields of education at a university, college, junior college, or technical institute. The Board of Directors may establish other criteria for acceptable student membership school.

Amended by BOD 05-06-29-10

3.810 OPERATIONAL GUIDELINES FOR ASHRAE ASSOCIATE SOCIETY ALLIANCE (AASA)

(Approved by Board of Directors 97-01-26-13. Includes revisions through 2002-06-23.)

1. NAME

ASHRAE Associate Society Alliance. (97-06-29-22)

2. ESTABLISHMENT

The ASHRAE Associate Society Alliance (hereinafter referred to as the Alliance) is an assembly of representatives of Associate Societies of ASHRAE and ASHRAE.

3. SCOPE AND PURPOSE

This Alliance shall advise the Executive Committee on possible cooperative efforts with one or more Associate Societies to advance the arts and sciences of HVAC&R. Examples of cooperative activities may include joint sponsorship of conferences (see "Rules of the Board, Book 2, Conferences" for co-sponsorship criteria), jointly funded research and educational programs. In addition, the Alliance shall serve as a source for possible cooperative activities between organizations represented in the Alliance.

4. RESPONSIBILITIES/DUTIES

4.1 The Alliance vice chair shall submit to the Executive Committee, prior to meetings of the Society, reports of its activities, and shall submit progress reports at other times at the request of the President. (99-01-24-25/02-06-23-08)

4.2 Duties of the Alliance include:

(a) Recommending sites and subjects for possible jointly sponsored conferences and educational programs and the promotion of such programs. Costs associated with these activities may be the total responsibility of the host associate society(s). Any cost absorbed by ASHRAE will be at the discretion of the ASHRAE Board of Directors upon recommendation of the Executive Committee.

(b) Promoting joint research projects between their country/region's universities and other research facilities and ASHRAE in accordance with policies and procedures developed and approved by ASHRAE.

5. MEMBERSHIP

5.1 Composition

5.1.1 The Alliance shall consist of one representative from each of the ASHRAE Associate Societies. Representatives will be selected by their respective societies. (99-01-24-25)

5.1.2 The coordinating officer of the alliance shall be the ASHRAE President.

5.1.3 The ASHRAE President may appoint any person or persons to serve in a consulting capacity to the Alliance. (SBL 7.2)

5.2 Qualifications (97-06-29-24)

5.2.1 The chair of the Alliance shall have been a member of the ASHRAE Board of Directors with international experience and be appointed by the ASHRAE Society President. (02-06-23-08)

5.2.2 The vice chair of the Alliance shall be appointed by the president from within the Executive Committee.

5.2.3 The ASHRAE Society immediate Past President shall be a member. (02-06-23-08)

5.3 Term of Service

5.3.1 The chair will serve for three years. (99-01-24-25/02-06-23-08)

5.3.2 The vice chair will serve for one year. (02-06-23-08)

5.3.3 Leadership of the Alliance shall change from the old to the new when the new Board convenes for the first time. (ROB 100-103-001)

6. MEETINGS

6.1 Number and Time

The Alliance may annually meet in conjunction with the ASHRAE Winter Meeting or other venue as is advantageous to both the Associate Societies and ASHRAE. (01-01-31-23)

6.2 ASHRAE will not reimburse any members of the Alliance other than the chair and vice chair and consultants appointed by the president for expenses incurred to participate in the activities of the Alliance.

7. CONDUCT OF MEETINGS

7.1 Rules of Order

The conduct of meetings of the Alliance shall be governed by the current edition of *Robert's Rules of Order Newly Revised*.

7.2 Voting

The Alliance may vote on issues needing an indication of consensus. Each representative and the chair and vice chair will be the voting members of the Alliance. (99-01-24-25)

7.3 Executive Session

The Alliance will not hold executive sessions.

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3.900 MISCELLANEOUS PROCEDURES

3.910 STAFF MANUAL