



WELCOME RACCA MEMBER!

RACCA is Florida's oldest and one of the largest local HVACR Association. Our primary geographical coverage is Hillsborough and Pinellas Counties. Additionally, we have member firms located in Pasco.

TABLE OF CONTENTS

1. Why Contractor's become RACCA Members
2. Local and State Representation
3. Meetings and Events
4. Communications and Surveys
5. Educational Programs
6. Apprenticeship Program
7. Media, Unlicensed Contractors and Consumers
8. Consumer Information & Flyers
9. Other Services
10. Directory of Members
11. Directory of Building Departments
12. Letter regarding RACCA's Tax Exempt Status and the Deductibility of your Dues
13. Contacting RACCA
14. RACCA By-Laws

The following Information may be reprinted for the use of RACCA members in good standing. All other uses are prohibited. The following information is protected by copyright. Copyright © 2020 Refrigeration and Air Conditioning Contractors Association. REVISED 05/01/2023

WHY CONTRACTORS CHOOSE RACCA MEMBERSHIP

We are an Association of professionally licensed air conditioning, heating and refrigeration contractors established in Tampa in 1949. We provide ongoing educational and training programs for our member firms and their employees. We assist in the development of codes and industry standards. We provide the public with free information and advice on matters relative to the industry. RACCA is a not-for-profit corporation and our efforts are funded in large part by membership dues. Our members agree, and are expected to adhere to a "Code of Ethics".

One of the primary reasons for the existence of RACCA is representation of the contractor members and their positions on industry problems and regulations.

RACCA was founded in 1949 by a group of pioneer contractors in the heating, air conditioning and ventilation trade. The Association incorporated in 1966 as a tax-exempt organization and hired its first Executive Director. The Association's longevity and impeccable reputation locally and statewide, over the years, has served to enhance the organization's credibility in the industry today.

Small and large business owners just do not have the time to spend hours on the phone researching code interpretation, license regulations, tax issues, etc. In many cases RACCA can cut through the bureaucratic red tape and departmental buck-passing.

In most cases the Association's staff already know the right people and "buttons to push" in the resolution of problems. RACCA not only handles problems in codes and licensing, but can provide answers concerning other problems such as; Sales Tax questions, Construction Lien and other areas affecting your business operations.

Call RACCA's office if you have a business problem. You may find that problem research by the Association will result in better time management and that savings alone would justify Association membership.

The following Information may be reprinted for the use of RACCA members in good standing. All other uses are prohibited. The following information is protected by copyright. Copyright © 2020 Refrigeration and Air Conditioning Contractors Association. REVISED 05/01/2023

REPRESENTATION

One of the primary reasons for the existence of RACCA is representation of the Contractor members and their positions on industry problems and regulations.

RACCA represents its membership in a number of ways. Professional industry boards in both Pinellas and Hillsborough counties solicit the Association for members to fill its seats.

RACCA members hold seats on the following Regulatory Boards:

Hillsborough County Mechanical Board of Adjustments, Appeals, and Examiners.
Pinellas County Construction Licensing Board (PCCLB) PCCLB Countywide Board of Adjustments, Appeals, plumbing, mechanical, and Gas. Florida Building Commission, Energy Code Technical Advisory Committee. Additionally, RACCA sponsors a membership meeting once annually with area Building Inspectors. This provides the opportunity for members to meet these officials and ask questions.

STATE ASSOCIATION MEMBERSHIP

If you are a regular contractor member of RACCA, you are automatically a member of Florida RACCA, Inc. (FRACCA). RACCA is one of four original founding Chapters of this statewide organization. FRACCA represents our contractors at the state level and employs a full-time governmental affairs representative for state legislative and agency issues.

The following Information may be reprinted for the use of RACCA members in good standing. All other uses are prohibited. The following information is protected by copyright. Copyright © 2020 Refrigeration and Air Conditioning Contractors Association. REVISED 05/01/2023

MEMBERSHIP MEETINGS & EVENTS

Our typical annual schedule of meetings events:

January - Annual Awards & Installation of Officers Banquet
February - Membership Program
March - Annual Sporting Clays Shoot & BBQ, Membership Program
April - Membership Program
May - Apprenticeship Graduation Banquet
June - Summer Break
July - Summer Break
August - Summer Break
September - Membership Program with Local Building Inspectors
October - Annual Golf Tournament, Membership Program
November - Membership Program
December - Election of Officers and Charity Event

The Membership Programs are conducted at an area restaurant/banquet facility. Meal costs are reasonable, as the Association makes no effort to develop revenue from these events. Meals may be paid for in advance, at the door or billed to you on a monthly statement. We accept cash, checks or credit cards. Reservations are called for in advance and cancellations are allowed up until Noon two day before the meeting. Unfortunately, we must charge for non- cancelled meals or no-shows since a guarantee was given to the venue.

ANNUAL BANQUET

Aside from special occasions and events, the Annual Banquet is RACCA's main social event of the year. It takes place every January and includes the installation of officers, presentation of industry awards, speakers and entertainment. There is a nominal fee charged per person and a cancellation policy based on the facility rules where the event is held. Dress is: Business, Dressy/Cocktail. The Banquet is promoted beginning in November and reservations are taken as early as December.

The following Information may be reprinted for the use of RACCA members in good standing. All other uses are prohibited. The following information is protected by copyright. Copyright © 2020 Refrigeration and Air Conditioning Contractors Association. REVISED 05/01/2023

GOLF TOURNAMENT

Annually, in October, RACCA hosts its Golf Tournament at one of the many fine courses in the Tampa Bay area. The event is a four-person scramble with a lunch or dinner immediately following play. Hundreds of dollars in prizes are distributed at the conclusion of lunch or dinner.

SPORTING CLAYS

The Sporting Clay Tournament is normally held in the Spring at the Tampa Bay Sporting Clays in Land O Lakes. Sporting Clay Tournaments are very similar to golf events in many respects. In both events, participants ride in golf carts and keep scores with a scorecard. In a Tournament, each participant is shooting at anywhere from 50-100 targets and mark their scorecards with either a "hit" or "miss" mark. Participants shoot from 10-20 stations similar to golfers playing 18 holes. There is a barbecue lunch following the tournament with door prize drawings and the presentation of trophies for the winners.

COMMUNICATIONS, E-NEWSLETTERS E-SURVEYS & RACCA'S WEBSITE

E-NEWSLETTERS & WEBSITE

The Association provides to its members E-Newsletters concerning industry news at national, state and local levels. The E-Newsletter as well as our Website is an excellent, cost-effective vehicle for Associate members to advertise products and services. If you are an Associate member interested in putting your message in an e-newsletter or on our Website; please contact the Association office for a quotation.

E-BULLETINS

E-Bulletins are sent out as necessary. If something occurs that will impact your business, we try to let you know as soon as possible. E-Bulletins are emailed out to all members.

WAGE AND BENEFITS E-SURVEY

Bi-Annually RACCA E-Surveys its membership in the Tampa Bay area concerning wages and benefits. This popular survey has been conducted for 4 decades. The rate of response from Contractor members has averaged 65%. You must participate in the E-Survey in order to receive the composite results.

E-Survey measurements include the following composite information:

1. High, low and average hourly wage ranges for most industry skill positions.
2. High, low and average salary ranges for non-production overhead positions.
3. Statistics on company size and make-up.
4. Statistics on benefit packages, including; profit sharing, group insurance, vacations, holidays and sick pay.

*The E-Survey questionnaires are held in strict confidence and only the Executive Director compiles the final report. **Remember! Companies must participate to receive a final composite report.***

The following information may be reprinted for the use of RACCA members in good standing. All other uses are prohibited. The following information is protected by copyright. Copyright © 2020 Refrigeration and Air Conditioning Contractors Association. REVISED 05/01/2023

EDUCATION SEMINARS AND COURSES

Every Spring and Fall, the Association provides a series of technical seminars for the employees of member firms. These classes are held during the day and evenings. Schedules and reservation forms are sent to member firms in advance. The cost per person may vary depending on course content or material furnished. RACCA will also sponsor longer daytime seminars occasionally, which will cover extensive review of special subjects. Cost for these seminars will vary and will be advertised in advance.

RESERVATION AND CANCELLATION POLICY

Reservations for any course or seminar may be made up to 5:00 PM two days before the seminar—unless otherwise stated on the reservation flyers. Cancellations of reservations cannot be accepted after 12:00 p.m. two days before the seminar.

OUR RESERVATION AND CANCELLATION POLICY IS BASED ON TWO CRITERIA.

1. Some courses may require a minimum amount of enrollment in order to justify the cost of putting on the course. If minimum enrollment is reached based on reservations and then attendance falls below minimum because of late cancellations or worse yet, no shows, the Association must conduct the course anyway. It is the same as ordering and paying for a dinner and no one comes to eat it.
2. Many times a course will “sellout” and some members are denied the opportunity to attend. This scenario has two ramifications when late cancellations occur or there are “no shows”. First, the Association loses a participant and the registration income it might have otherwise had. Second, a member who may have really needed or wanted to come was “blocked out” by your unused reservation.

The policy is: If you registered by mail, online or telephone and you did not cancel in time or fail to show up you are still liable for the registration fee. If you have not already paid, please expect a billing. RACCA accepts cash, check or credit cards for registration fees.

The following information may be reprinted for the use of RACCA members in good standing. All other uses are prohibited. The following information is protected by copyright. Copyright © 2020 Refrigeration and Air Conditioning Contractors Association. REVISED 05/01/2023

CONTINUING EDUCATION

The 1993 Florida Legislature voted to enact “Continuing Education” requirements for contractor license bi-annual renewals. All state certified and registered contractors must now attend 14 credit hour classes in order to renew their certificates every 2 years.

RACCA and our State Association, FRACCA, provides continuing education credit courses for contractors. FRACCA has a full range of industry related and state approved courses to help contractors meet their C. E. requirements. Watch the mail, email and website for class schedules in the Spring and early Summer.

The following Information may be reprinted for the use of RACCA members in good standing. All other uses are prohibited. The following information is protected by copyright. Copyright © 2020 Refrigeration and Air Conditioning Contractors Association. REVISED 05/01/2023

APPRENTICESHIP PROGRAM

THE RACCA, INC. APPRENTICESHIP PROGRAMS AT PINELLAS TECHNICAL COLLEGE CLEARWATER CAMPUS G.N.J

Residential and Light Commercial Heating & Air Conditioning Installer/Service, and Refrigeration Mechanic. A Registered program to meet state and federal standards.

A four-year program of 624 classroom hours and 8,000 On-The-Job (OJT) hours. When completed the student is recognized as a Journeyman in residential and light commercial heating and air conditioning service and installation. Additionally, the Apprentice can elect to take a fifth year in refrigeration.

- **First Year Curriculum** Fabrication and Installation of Air Distribution systems. Includes rigid fiberglass duct board, flexible duct and sheet metal. Special attention to industry standards and codes. The characteristics of air flow design and construction safety practices.
- **Second Year Curriculum** Fundamentals of refrigeration, system components, piping and setting equipment, evacuation, charging and recovery.
- **Third Year Curriculum** Basic electricity, Ohms law, series circuits, parallel circuits, low and line voltage training on boards. Control circuitry for residential and light commercial HVAC. There may be several seminars and field trips as time permits.
- **Fourth Year Curriculum** Psychrometrics, residential load calculations, layout and design (one project), electric heat and gas fired systems overview, heat pump analysis and troubleshooting will complete this year's training. At this point the four-year program is completed, however you can transfer your credit into a commercial refrigeration program for additional training and credentials.
Apprentice Responsibilities: Basically, you must abide by the rules set forth in the "Standards of Apprenticeship", the rules of the School Board of Pinellas County, and of the school itself (PTC- Clearwater). You must be able to get to school on-time. You must be employed full time by a Participating Employer.

The following information may be reprinted for the use of RACCA members in good standing. All other uses are prohibited. The following information is protected by copyright. Copyright © 2020 Refrigeration and Air Conditioning Contractors Association. REVISED 05/01/2023

Employer Responsibilities:

The employer must sign a “participating employers agreement” which agrees to pay the apprentice at least a minimum wage for his/her level in the program (in accordance with the scale found in the “Standards of Apprenticeship”). The employer is responsible for the payment of tuition and books for the program. The employer has an active role in the educational process by giving “On the Job” experience that is consistent with what the apprentice is currently studying.

For more information regarding our apprenticeship programs please visit our website at: www.racca-florida.org

James McCann, Apprenticeship Coordinator PTC- Clearwater
Phone (727) 538-7167 ext 2158

Keane Bismarck, RACCA Apprenticeship Program Administrator Phone (813) 253-9859

MEDIA, UNLICENSED CONTRACTORS & CONSUMERS

MEDIA

RACCA works closely with the electronic and print media to expose “scams and rip offs”. We have also been recognized by the media as a legitimate clearing house for advice and information on industry standards and practices. It is important for us to have this relationship and recognition from the media. They have come to respect the honest contractor as a true “professional” and that the majority of the industry is not made up of fly-by-night outfits and con men. Can you imagine the public image if newsmen were allowed to tell stories without the input of an industry association? We have had many successes, however, this is a problem that will never be completely solved and continued vigilance and resolve must attend this issue.

UNLICENSED ACTIVITY REPORTS

RACCA continues to combat the unfair competition created by unlicensed contractors in the Tampa Bay area. If you spot suspicious unpermitted activity, unmarked vehicles or advertising that does not contain license numbers, we urge you to file a report with the Association office. We have already established good communication with the Building Departments and can usually get faster action on a complaint than can the individual contractor. When you call in with information, a report is filled out and the information is communicated to the proper authorities. This allows the reporting contractor to remain anonymous.

INDUSTRY ETHICS

Not only does the industry worry about the unlicensed, now it must deal with the licensed individual who engages in unethical and fraudulent business practices.

CODE OF ETHICS

RACCA’s Board of Directors works hard to prevent this type of firm from obtaining membership. The Association has established a “Code of Ethics. Members agree to this code when they join.

The following information may be reprinted for the use of RACCA members in good standing. All other uses are prohibited. The following information is protected by copyright. Copyright © 2020 Refrigeration and Air Conditioning Contractors Association. REVISED 05/01/2023

OTHER SERVICES

AWARDS AND RECOGNITION

Each year at the annual installation and awards banquet individuals and firms are recognized for their contributions on behalf of the Association and the industry. A point earning system has been developed to help in the selection of members who are deserving of recognition.

DECALS

RACCA logo truck decals are provided to members for the purposes of promoting the Association and identification of the member as a professionally licensed contractor. A member decal is provided free with initial membership. Additional decals for trucks are available at the request of each member.

RECOMMENDATION OF SERVICES

When contractors request the Association's recommendation on products or services, RACCA will always suggest those provided by its associate members. In this case the Association will provide a list of all associates that provide services or products in a particular category. Many times consumers will request the Association to recommend contractors. We will suggest several members based on the product lines, if any, specified by the consumer. We will refer consumers to our contractor members (located in the vicinity of the consumer) on a rotating basis.

ASSOCIATE NETWORKING

In addition to regular meetings, there will be several social/business events during the year that will allow associate and regular members to interact. Two such events are the Sporting Clay Tournament and the Annual Golf Tournament.

EMPLOYMENT

The Association does not sponsor a formal job placement program. RACCA is concerned that offering such a program would encourage proselytism among member firms. RACCA does, however, keep records of applicants seeking certain positions and employers searching to fill certain positions. When applications or resumes are received by unemployed or new-to-the- area job seekers, every effort is made to put them in touch with firms that have indicated an opening. RACCA also provides an ongoing placement program for individuals who have applied to the Apprenticeship Program and are not yet employed in the industry.

The following information may be reprinted for the use of RACCA members in good standing. All other uses are prohibited. The following information is protected by copyright. Copyright © 2020 Refrigeration and Air Conditioning Contractors Association. REVISED 05/01/2023



P. O. Box 2403 Oldsmar, FL 34677

Phone # 727-209-5745

Memo to: All RACCA Member Firms

Subject: Tax Deductions for Membership in Trade Associations and the Requirements
Re: The 1993 Revenue Reconciliation Act

Dear Member:

The Federal laws require that we provide notice to you on the following:

RACCA is a Tax-exempt Non-profit Trade Association as defined by Section 501 C (6) of the IRS Code. Under this section you may not deduct your dues as a charitable expense. You may however, deduct your dues as a legitimate business expense.

The 1993 Revenue Reconciliation Act provides that you may not deduct those portions of your dues that the organization spends on "lobbying or legislative influence" on your behalf at the state and federal level. We have estimated that 6% of the Associations total annual dues income is directed to these areas.

As a result of this federal requirement. You may only deduct 94% of your annual dues as a business expense. This is required even if you paid your dues in advance of January 1st - for this year.

Important Note - If you do not handle the tax filing for your firm, please pass this information on to your accounting department or CPA.

Sincerely,

Michael Tarris

RACCA Acting Executive Director

The following information may be reprinted for the use of RACCA members in good standing. All other uses are prohibited. The following information is protected by copyright. Copyright © 2020 Refrigeration and Air Conditioning Contractors Association. REVISED 05/01/2023

CONTACTS

RACCA ACTING EXECUTIVE DIRECTOR

Michael Tarris, 727-209-5745 racca@racca-florida.org

OFFICE ADMINISTRATOR

Darla Bismarck, 727-209-5745 darla@racca-florida.org

MAILING ADDRESS:

P. O. Box 2403 Oldsmar, FL 34677

WEB ADDRESS:

www-racca-florida.org

APPRENTICESHIP:

Keane Bismarck, 813-253-9859 keane.bismarck@gmail.com

James McCann, 727-538-7167 Ext: 2158

BUILDING DEPARTMENT DIRECTORY

HILLSBOROUGH BUILDING/CONSTRUCTION SERVICES

601 E. Kennedy Blvd.
Tampa, FL 33602

<https://www.hillsboroughcounty.org>

Phone: (813) 272-5600 Option 1

Permits & Records - <https://www.hillsboroughcounty.org/en/businesses/permits-and-records>

Inspections - <https://www.hillsboroughcounty.org/en/businesses/permits-and-records/inspections>

Codes & Ordinances - <https://www.hillsboroughcounty.org/en/businesses/permits-and-records/construction-codes>

Commercial Inspection Codes - <https://www.hillsboroughcounty.org/en/businesses/permits-and-records/inspections/commercial-inspection-codes>

Residential Inspection Codes - <https://www.hillsboroughcounty.org/en/businesses/permits-and-records/inspections/residential-inspection-codes>

Staff Directory - <https://www.hillsboroughcounty.org/en/businesses/permits-and-records/inspections/contact-your-inspectors>

John Barrios - Building Official (813) 276-8334

David Anthony - Chief Inspector (813) 641-6926

Steve Buhler - (813) 521-1835, **Josh English** - (813) 728-0563, **Dan Folwell** - (727) 409-6163,

Mike Jenkins - (813) 326-3995, **Michael Jones** - (813) 404-6802, **Mark Leytze** - (813) 404-7931,

Dario Mesa - (813) 520-9632, **Robert Meulener** - (813) 335-7568, **Juan Reina** - (813) 335-7304,

Fred Schuler - (813) 335-7308, **Jason Steele** - (727) 851-1099 & **Tom Joshi** - (813) 450-6278

Local Government Contacts - <https://www.hillsboroughcounty.org/en/government/board-of-county-commissioners/contact-your-commissioner>

The following information may be reprinted for the use of RACCA members in good standing. All other uses are prohibited. The following information is protected by copyright. Copyright © 2020 Refrigeration and Air Conditioning Contractors Association. REVISED 05/01/2023

PINELLAS BUILDING/CONSTRUCTION SERVICES

440 Court Street
Clearwater, FL 33756

<http://www.pinellascounty.org>

Phone: (727) 453-4000

Building Inspections - https://www.pinellascounty.org/build/inspection_request.htm

Codes & Ordinances - <https://www.pinellascounty.org/build/codes.htm>

Staff Directory - <https://www.pinellascounty.org/build/phone-numbers.htm#mechanical>

Marty Marcum - Chief Inspector (727) 464-5151

Andrew Devereux - (727) 464-5154, **Charles “Gordy” Barnes** - (727) 464-5157,

Jeff Reed - (727) 464-4096 & **Tony Stran** - (727) 464-5158

Questions for the Inspection Desk: (727) 464-3888 (Select options 1,1)

Local Government Contacts - <http://www.pinellascounty.org/commission/default.htm>

PASCO BUILDING/CONSTRUCTION SERVICES

8731 Citizens Dr. Suite 230 New Port Richey, FL 34654

<https://www.pascocountyfl.net/>

Phone: (727) 847-8127

Building Inspections - <https://www.pascocountyfl.net/2941/Structural-Inspections>

Codes & Ordinances - <https://www.pascocountyfl.net/429/Codes-Ordinances>

Staff Directory - <https://www.pascocountyfl.net/Directory.aspx?DID=10>

Sally Sherman - Building Construction Services Admin Director ssherman@pascocountyfl.net

Ramon Blanco - Deputy Building Official- Building Inspections rblanco@pascocountyfl.net

Jeff Blaskvitch - Plans Examiner Supervisor jblaskvitch@pascocountyfl.net

Marisel Mellinger - Central Permitting Manager mmellinger@pascocountyfl.net

Esther Oluyemi - Building Official- Director eoluyemi@pascocountyfl.net

Glenn Wardell - Deputy Building Official- Minimum Standards wardell@pascocountyfl.net

Local Government Contacts - <https://www.pascocountyfl.net/750/Local-Government>

The following Information may be reprinted for the use of RACCA members in good standing. All other uses are prohibited. The following information is protected by copyright. Copyright © 2020 Refrigeration and Air Conditioning Contractors Association. REVISED 05/01/2023

REFRIGERATION AND AIR CONDITIONING CONTRACTORS ASSOCIATION BY-LAWS

THIS DOCUMENT IS INTENDED TO BE GENDER NEUTRAL. FOR PURPOSES OF BREVITY AND CLARITY THE TERM "HE" MAY APPEAR. THIS TERM REFERS TO POSITION ONLY AND SHOULD NOT BE CONSTRUCTED AS ANY BIAS.

ARTICLE I

NAME, THIS ASSOCIATION SHALL BE CALLED:

REFRIGERATION AND AIR CONDITIONING CONTRACTORS ASSOCIATION (RACCA).

ARTICLE II

SECTION 1: OBJECTIVES

THE OBJECTIVES FOR WHICH THIS ASSOCIATION WAS FORMED ARE:

1. TO ARRANGE FOR AND PROVIDE MEETINGS OF REFRIGERATION AND AIR CONDITIONING CONTRACTORS REGARDLESS OF GEOGRAPHIC LOCATION. IN ADDITION, THERE SHALL BE ASSOCIATE, AFFILIATE AND HONORARY MEMBERS AS PROVIDED FOR UNDER ARTICLE III.
2. TO PROMOTE THE WELFARE OF ITS MEMBERS.
3. TO COMPILE AND DISTRIBUTE DATA PERTAINING TO THE BUSINESS OF REFRIGERATION AND AIR CONDITIONING PROBLEMS.
4. TO ISSUE ENGINEERING AND DATE SHEETS REQUIRED IN REFRIGERATION AND AIR CONDITIONING CONTRACTING PROBLEMS.
5. TO COMPILE AND DISTRIBUTE INDUSTRY STATISTICS.
6. TO AID IN BRINGING ABOUT MORE FRIENDLY RELATIONS BETWEEN REFRIGERATION AND AIR CONDITIONING CONTRACTORS AND OTHERS ENGAGED IN THE REFRIGERATION AND AIR CONDITIONING INDUSTRY.
7. TO ASSIST IN MARKETING HIGH GRADE REFRIGERATION AND AIR CONDITIONING MATERIAL AND APPARATUS.
8. TO ENCOURAGE ITS MEMBERS IN ESTABLISHING AND CONDUCTING ATTRACTIVE PLACES OF BUSINESS.
9. TO ENCOURAGE AND FOSTER HARMONIOUS RELATIONS BETWEEN EMPLOYEES AND EMPLOYERS.

The following information may be reprinted for the use of RACCA members in good standing. All other uses are prohibited. The following information is protected by copyright. Copyright © 2020 Refrigeration and Air Conditioning Contractors Association. REVISED 05/01/2023

10. TO ELEVATE THE STANDARD OF REFRIGERATION AND AIR CONDITIONING INSTALLATIONS AND TO COOPERATE WITH THE INSPECTION AUTHORITIES FOR THE MAINTAINING OF PROPER STANDARDS AND THE DEVELOPMENT OF LICENSING CODES AND ORDINANCES.

11. TO REPRESENT THE INTERESTS OF ITS MEMBERS IN MATTERS OF LEGISLATION AND REGULATION, AND IN OTHER PERTINENT SUBJECTS.

12. TO COOPERATE IN THE FURTHER DEVELOPMENT OF STANDARD REFRIGERATION CODES, TO SECURE APPROVAL BY THE VARIOUS STANDARDS ASSOCIATION, AND TO COOPERATE WITH FIRE PROTECTION ASSOCIATIONS IN ESTABLISHING PROPER STANDARDS FOR REFRIGERATION AND AIR CONDITIONING MATERIAL AND EQUIPMENT AS WELL AS THEIR INSTALLATION.

13. TO COOPERATE WITH ARCHITECTS AND ENGINEERS IN THE PREPARATION OF ADEQUATE SPECIFICATIONS FOR REFRIGERATION AND AIR CONDITIONING INSTALLATIONS.

14. TO COOPERATE WITH MANUFACTURERS AND WHOLESALERS OF REFRIGERATION AND AIR CONDITIONING SUPPLIES IN PROBLEMS OF MANUFACTURING STANDARDS AND METHODS OF DISTRIBUTION.

15. TO COOPERATE WITH THE PUBLIC UTILITIES COMPANIES IN REFRIGERATION AND AIR CONDITIONING PROBLEMS, AND FOR THE IMPROVEMENT OF SERVICE TO THE PUBLIC.

16. TO COOPERATE WITH MUNICIPAL, STATE AND FEDERAL GOVERNMENTS IN MATTERS OF PUBLIC INTERESTS.

17. TO DISTRIBUTE INFORMATION TO THE PUBLIC THAT WILL AID IN OBTAINING BEST PRACTICES IN REFRIGERATION AND AIR CONDITIONING INSTALLATIONS, INCLUDING SAFETY TO LIFE AND PROPERTY, PERMANENCY, ADEQUACY, EFFICIENCY AND ECONOMY OF OPERATION WITH PROPER REGARD FOR COST.

18. TO COOPERATE WITH OTHER ASSOCIATIONS IN PROBLEMS OF TRADE RELATIONS, MERCHANDISING POLICIES AND FOR THE IMPROVEMENT OF SERVICE TO THE PUBLIC.

19. TO AID AND ASSIST IN THE DEVELOPMENT OF STANDARDIZED FORMS.

20. TO HAVE WORKERS' COMPENSATION AND OTHER TYPES OF REFRIGERATION AND AIR CONDITIONING INSURANCE GIVEN REFRIGERATION AND AIR CONDITIONING CLASSIFICATIONS.

21. TO DO ANY AND ALL OTHER THINGS WHICH COME WITHIN THE SCOPE OF THE ASSOCIATION'S BY-LAWS WHICH WILL AID ANY MEMBER IN THE SOLUTION OF HIS PARTICULAR PROBLEM.

22. TO ASSIST IN THE DEVELOPMENT OF EDUCATIONAL AND TRAINING PROGRAMS FOR THE INDUSTRY WORKFORCE.

The following information may be reprinted for the use of RACCA members in good standing. All other uses are prohibited. The following information is protected by copyright. Copyright © 2020 Refrigeration and Air Conditioning Contractors Association. REVISED 05/01/2023

SECTION 2: CODE OF ETHICS

IN KEEPING WITH THE ASSOCIATION'S STATED GOALS AND OBJECTIVES FOR THE PROTECTION OF THE CONSUMER AND THE INDUSTRY IMAGE, MEMBERS ARE ASKED TO OBLIGATE THEMSELVES TO THE FOLLOWING CODE OF ETHICS:

1. MEMBERS AGREE TO PROVIDE THE BEST AVAILABLE QUALITY OF SERVICE AND INSTALLATION, USING TRAINED, EXPERIENCED MECHANICS.
2. MEMBERS AGREE TO OBEY THE LOCAL AND STATE LAWS AND BUILDING CODES APPLICABLE TO OUR INDUSTRY.
3. MEMBERS AGREE TO ASSIST THE ASSOCIATION AND STATE AND LOCAL AUTHORITIES IN THE APPREHENSION OF UNLICENSED PRACTITIONERS.
4. MEMBERS AGREE TO COMPETE FAIRLY WITH OTHER LICENSED CONTRACTORS AND THEY WILL ALWAYS PROVIDE AN ESTIMATE OF COST, TO REPAIR OR REPLACE, TO THE CONSUMER, BEFORE PROCEEDING WITH THE WORK.
5. MEMBERS AGREE TO USE ONLY THOSE SUBCONTRACTORS WHO ARE PROPERLY LICENSED AND QUALIFIED TO WORK IN OUR INDUSTRY.
6. MEMBERS AGREE TO DISCOURAGE THEIR EMPLOYEES FROM PARTICIPATING IN SIDEWORK OR OTHER ILLEGAL ACTIVITY AS IT CONCERNS THIS INDUSTRY.
7. MEMBERS AGREE TO DELIVER THE ADVERTISED PRODUCTS AND SERVICES AT THE ADVERTISED PRICE.
8. MEMBERS AGREE THAT WHEN CLEANING, INSPECTIONAL AND TUNE-UP SERVICES ARE OFFERED, THEY WILL PROVIDE A MECHANIC, PROPERLY TRAINED, TO PERFORM THIS WORK. IF THE MECHANIC HAS ONLY BEEN TRAINED FOR, AND IS ONLY COMPETENT TO PERFORM, PREVENTATIVE MAINTENANCE TYPE WORK, HE SHALL REFRAIN FROM MAKING MORE TECHNICAL OR DIAGNOSTIC DECISIONS CONCERNING SYSTEM REPAIR OR DESIGN, INCLUDING SALES OF PROPOSALS BASED ON THOSE DECISIONS.
9. MEMBERS AGREE **NOT** TO ALLOW THEIR EMPLOYEES TO DELIBERATELY DAMAGE EQUIPMENT OR KNOWINGLY MAKE FRAUDULENT STATEMENTS CONCERNING EQUIPMENT CONDITION FOR THE PURPOSE OF MAKING A SALE.
10. MEMBERS AGREE TO ALWAYS RESPECT ANY LAWFUL RIGHT TO RESCISSION BY THE CONSUMER.
11. MEMBERS AGREE TO REFRAIN FROM MAKING DISPARAGING STATEMENTS, CONCERNING OTHER MEMBERS, TO CONSUMERS OR REGULATORY OFFICIALS. IF ANOTHER MEMBER FAILS TO ACT IN THE BEST INTERESTS OF A CONSUMER, OR VIOLATES REGULATORY STANDARDS, THE INCIDENT WILL **FIRST** BE REPORTED TO THE ASSOCIATION.

The following information may be reprinted for the use of RACCA members in good standing. All other uses are prohibited. The following information is protected by copyright. Copyright © 2020 Refrigeration and Air Conditioning Contractors Association. REVISED 05/01/2023

SECTION 3: ETHICS VIOLATIONS

NO COMPLAINTS AGAINST ASSOCIATION MEMBERS SHALL BE RECEIVED UNLESS THEY ARE SUBMITTED IN WRITING. UPON RECEIPT OF SUCH WRITTEN COMPLAINT, THE EXECUTIVE DIRECTOR SHALL CONTACT THE PARTIES INVOLVED AND VERIFY THE FACTS CONCERNING THE COMPLAINT. IF, IN THE EXECUTIVE DIRECTOR'S OPINION, NO VIOLATION OF THE ASSOCIATION'S CODE OF ETHICS HAS OCCURRED, THE EXECUTIVE DIRECTOR SHALL NOTIFY THE PARTIES OF THAT DECISION AND NO FURTHER ACTION WILL BE NECESSARY. IF, IN THE EXECUTIVE DIRECTOR'S OPINION, THE COMPLAINT MAY VIOLATE THE CODE, BUT IS FRIVOLOUS IN NATURE, THE EXECUTIVE DIRECTOR MAY ELECT TO ATTEMPT A MEDIATION OF THE DISPUTE BETWEEN THE PARTIES. IF THE EXECUTIVE DIRECTOR IS NOT SUCCESSFUL IN REACHING AN ACCEPTABLE RESOLUTION OF MINOR DISPUTES, OR IF THE COMPLAINT IS NOT FRIVOLOUS IN NATURE, THE COMPLAINT SHALL BE FORWARDED TO THE - BOARD OF DIRECTORS.

THE BOARD OF DIRECTORS SHALL REVIEW WRITTEN COMPLAINTS AND EVIDENCE SUBMITTED AGAINST ASSOCIATION MEMBERS AND SHALL ACT ON THOSE COMPLAINTS.

THE BOARD OF DIRECTORS MAY TAKE ONE (1) OF THE FOLLOWING ACTIONS UPON A PROPER MOTION, SECONDED AND APPROVED BY A MAJORITY OF THE VOTING QUORUM PRESENT:

1. DISMISS THE COMPLAINT WITH NO FURTHER ACTION.

2. POSTPONE ACTION AND REQUIRE ADDITIONAL INFORMATION.

3. ISSUE A LETTER OF GUIDANCE TO THE MEMBER IN WHICH THE CODE VIOLATION IS DESCRIBED AND RECOMMENDATIONS ARE MADE TO HELP AVOID FUTURE REOCCURRENCES.

4. CONSIDER EITHER SUSPENSION OR EXPULSION, IN WHICH CASE THE BOARD SHALL ACT IN ACCORDANCE WITH ARTICLE III, SECTION 9. OF THESE BY-LAWS.

The following Information may be reprinted for the use of RACCA members in good standing. All other uses are prohibited. The following information is protected by copyright. Copyright © 2020 Refrigeration and Air Conditioning Contractors Association. REVISED 05/01/2023

ARTICLE III

MEMBERSHIP

SECTION 1: MEMBERSHIP OF THIS ASSOCIATION SHALL BE OF FOUR (4) CLASSES:

(1) REGULAR, (2) ASSOCIATE, (3) AFFILIATE, (4) HONORARY.

REGULAR MEMBERSHIP

SECTION 2: ANY FIRM, CORPORATION OR INDIVIDUAL LAWFULLY ENGAGED IN HEATING, AIR CONDITIONING, REFRIGERATION, VENTILATION, MECHANICAL, OR SHEET METAL CONTRACTING AS THEIR PRINCIPAL ESTABLISHED BUSINESS, REGULARLY CARRYING ON SUCH BUSINESS, AND WITH AN ESTABLISHED PLACE OF BUSINESS SHALL BE ELIGIBLE FOR REGULAR MEMBERSHIP IN THE ASSOCIATION.

ASSOCIATE MEMBERSHIP

SECTION 3: ASSOCIATE MEMBERSHIP SHALL STAND IN THE NAME OF THE FIRM OR CORPORATION, WHICH SHALL BE REPRESENTED BY A DULY ACCREDITED REPRESENTATIVE. IF THE SAME PRINCIPAL OR PRINCIPALS ARE INVOLVED IN MORE THAN ONE (1) FIRM AND ONE OF THOSE FIRMS QUALIFIES AS A REGULAR MEMBER, THEN NONE OF THESE FIRMS CAN APPLY FOR ASSOCIATE MEMBERSHIP UNLESS THE QUALIFIED FIRM OR FIRMS ALSO APPLIES FOR REGULAR MEMBERSHIP. ASSOCIATE MEMBERS SHALL NOT BE ELIGIBLE TO ATTEND CLOSED MEETINGS EXCEPT ON SPECIAL INVITATION OF THE MAJORITY OF THE BOARD OF DIRECTORS. ONE ASSOCIATE MEMBER WILL BE ELIGIBLE TO BE ELECTED TO THE BOARD OF DIRECTORS AND SHALL BE ELIGIBLE TO VOTE BUT NOT HOLD OTHER OFFICE. ASSOCIATE MEMBERS SHALL HAVE ALL OTHER PRIVILEGES AS AFFORDED TO REGULAR MEMBERS. ASSOCIATE MEMBER FIRMS ARE DESCRIBED AS THOSE BUSINESSES THAT NORMALLY SELL THEIR PRODUCTS OR SERVICES DIRECTLY TO THE CONTRACTING INDUSTRY.

AFFILIATE MEMBERSHIP

SECTION 4: ANY FIRM, CORPORATION OR INDIVIDUAL THAT IS NOT A LICENSED CONTRACTOR AND IS PROFESSIONALLY CONNECTED WITH, BUT NOT NORMALLY SELLING TO THE INDUSTRY, MAY BE AN AFFILIATE MEMBER (IE; ENGINEERS, ARCHITECTS, OFFICIALS, STUDENTS, ETC.). AFFILIATE MEMBERSHIP MAY ALSO BE AVAILABLE TO FIRMS OR INDIVIDUALS WHO WOULD NORMALLY QUALIFY AS REGULAR CONTRACTOR MEMBERS, WHOSE BUSINESS IS LOCATED OUTSIDE OF THE ASSOCIATION'S SERVICE AREA. AFFILIATE MEMBERS SHALL NOT BE ELIGIBLE TO ATTEND CLOSED MEETINGS EXCEPT ON SPECIAL INVITATION OF THE MAJORITY OF THE BOARD OF DIRECTORS AND THEY SHALL NOT BE ELIGIBLE TO VOTE OR HOLD OFFICE. BUT THEY SHALL HAVE ALL OTHER PRIVILEGES AS AFFORDED TO REGULAR MEMBERS. EMPLOYEES OF LICENSED CONTRACTORS OR INDUSTRY SUPPLIERS ARE NOT ELIGIBLE FOR AFFILIATE MEMBERSHIP IF THEIR EMPLOYER IS ELIGIBLE FOR REGULAR OR ASSOCIATE MEMBERSHIP, RESPECTIVELY, AND IS CURRENTLY NOT A MEMBER. IN UNUSUAL CIRCUMSTANCES, THE BOARD MAY ELECT TO WAIVE THIS REQUIREMENT. THE BOARD MAY ALSO ELECT TO DENY MEMBERSHIP, IN THIS CATEGORY, TO AN INDIVIDUAL WHOSE EMPLOYER HAS BEEN PREVIOUSLY DENIED MEMBERSHIP .

The following Information may be reprinted for the use of RACCA members in good standing. All other uses are prohibited. The following information is protected by copyright. Copyright © 2020 Refrigeration and Air Conditioning Contractors Association. REVISED 05/01/2023

HONORARY MEMBERS

SECTION 5: HONORARY MEMBERSHIP SHALL NORMALLY BE BESTOWED UPON AN INDIVIDUAL. HONORARY MEMBERS SHALL NOT BE ELIGIBLE TO ATTEND CLOSED MEETINGS EXCEPT ON SPECIAL INVITATION OF THE MAJORITY OF THE BOARD OF DIRECTORS AND THEY SHALL NOT BE ELIGIBLE TO VOTE OR HOLD OFFICE. BUT THEY SHALL HAVE ALL OTHER PRIVILEGES AS AFFORDED TO REGULAR MEMBERS.

CERTIFICATE OF MEMBERSHIP

SECTION 6: A CERTIFICATE OF MEMBERSHIP IN SUCH FORM AS MAY BE PRESCRIBED BY THE BOARD OF DIRECTORS SHALL BE ISSUED TO EACH MEMBER.

AUTHORITY OF MEMBERS

SECTION 7: NO MEMBER SHALL HAVE ANY POWER OR RIGHT TO ACT OR SPEAK FOR THE ASSOCIATION, UNLESS SUCH MEMBER IS AN OFFICER, DIRECTOR, OR OTHER AUTHORIZED REPRESENTATIVE, ACTING IN THE COURSE, AND WITHIN THE SCOPE, OR AUTHORITY ENTRUSTED IN HIM BY THE BOARD OF DIRECTORS. USE OF THE RACCA LOGO, EMBLEMS, OR OTHER MATERIAL IDENTIFYING OR IMPLYING THAT AN INDIVIDUAL OR FIRM IS A MEMBER, IS EXCLUSIVELY RESERVED FOR ACTIVE MEMBERS IN GOOD STANDING. UNAUTHORIZED USE OF THESE MATERIALS BY OTHERS INCLUDING REPRESENTATIONS OF MEMBERSHIP, EITHER VERBAL OR WRITTEN, IS PROHIBITED. MEMBERS WHO RESIGN OR ARE TERMINATED SHALL REMOVE ANY FORM OF IDENTIFICATION THAT WOULD INDICATE MEMBERSHIP IN THE ORGANIZATION, ON THEIR VEHICLES, IN THEIR PLACE OF BUSINESS, IN THEIR ADVERTISING OR MARKETING PROMOTIONS, BUSINESS PROPOSALS AND THEIR FORMS OF CORRESPONDENCE. FAILURE TO DO SO MAY BE CAUSE FOR LEGAL ACTION AT THE DISCRETION OF THE BOARD OF DIRECTORS. IN THE EVENT THAT A FORMER MEMBER FAILS TO COMPLY WITH THE PROVISIONS OF THIS PARAGRAPH, SUCH FORMER MEMBER ACKNOWLEDGES THAT THE ASSOCIATION WILL NOT HAVE AN ADEQUATE REMEDY AT LAW AND THE ASSOCIATION SHALL BE ENTITLED TO SUCH EQUITABLE AND INJUNCTIVE RELIEF AS MAY BE REASONABLY NECESSARY TO RESTRAIN OR FORCE THE FORMER MEMBER TO COMPLY WITH ITS OBLIGATIONS UNDER THIS PARAGRAPH. NOTHING HEREIN SHALL BE CONSTRUED AS PROHIBITING THE ASSOCIATION FROM PURSUING ANY OTHER REMEDIES AVAILABLE FOR BREACH OR THREATENED BREACH OF THE FORMER MEMBER'S OBLIGATIONS, INCLUDING NECESSARY TO ENGAGE THE SERVICES OF AN ATTORNEY TO ENFORCE THE PROVISIONS OF THIS PARAGRAPH, FORMER MEMBER ACKNOWLEDGES AND AGREES TO PAY ALL COSTS, INCLUDING REASONABLE ATTORNEYS FEES WHICH MAY BE INCURRED BY THE ASSOCIATION IN ENFORCING THE TERMS AND CONDITIONS OF THIS PARAGRAPH.

The following information may be reprinted for the use of RACCA members in good standing. All other uses are prohibited. The following information is protected by copyright. Copyright © 2020 Refrigeration and Air Conditioning Contractors Association. REVISED 05/01/2023

TERMINATION OF MEMBERSHIP

SECTION 8: RESIGNATION

ANY MEMBER WHOSE DUES ARE PAID IN FULL MAY RESIGN AT ANY TIME, AND SUCH RESIGNATION IS EFFECTIVE UPON THE BOARD OF DIRECTORS RECEIPT OF THAT MEMBER'S LETTER OF RESIGNATION.

SECTION 9: SUSPENSION OR EXPULSION

ANY MEMBER MAY BE SUSPENDED FOR A PERIOD, OR EXPELLED, FOR CAUSE SUCH AS VIOLATION OF ANY OF THE BY-LAWS OR RULES OF THE ASSOCIATION, OR FOR CONDUCT PREJUDICIAL TO THE BEST INTERESTS OF THE ASSOCIATION, OR FOR THE BREACH OF ANY OF THE PROVISIONS AND CONDITIONS CONTAINED IN THE APPLICATION UPON WHICH SUCH MEMBERSHIP WAS GRANTED.

SUCH SUSPENSION OR EXPULSION SHALL BE BY ANY TWO-THIRDS VOTE OF THE MEMBERSHIP OF THE BOARD OF DIRECTORS, PROVIDED THAT A STATEMENT OF THE SAID CHARGES SHALL HAVE BEEN MAILED BY REGISTERED MAIL TO THE MEMBER CHARGED, AT HIS OR ITS LAST RECORDED ADDRESS, AT LEAST 15 DAYS BEFORE FINAL ACTION IS TAKEN THEREON.

THIS STATEMENT SHALL BE ACCOMPANIED BY A NOTICE OF THE TIME AND PLACE THE BOARD OF DIRECTORS IS TO TAKE ACTION ON THE CHARGES, PROVIDED THAT THE SAID MEMBER SHALL HAVE BEEN GIVEN AN OPPORTUNITY TO PRESENT A DEFENSE AT THE TIME AND PLACE MENTIONED IN SUCH NOTICE.

SECTION 10: BANKRUPTCY

THE MEMBERSHIP OF ANY MEMBER AGAINST WHOM PROCEEDINGS IN A LIQUIDATION BANKRUPTCY ARE INSTITUTED SHALL IMMEDIATELY TERMINATE AS A RESULT OF SUCH ACT WITHOUT FURTHER ACTION ON THE PART OF THE ASSOCIATION. HOWEVER, IF THE BANKRUPTCY PROCEEDINGS ARE REORGANIZATIONAL AND THE MEMBER REMAINS CURRENT IN RESPECT TO DUES AND ASSESSMENTS, THE MEMBERSHIP STATUS SHALL REMAIN EFFECTIVE UNTIL SUCH TIME AS THE DUES AND FEES BECOME 30 DAYS DELINQUENT, AT WHICH TIME SAID MEMBERSHIP SHALL AUTOMATICALLY TERMINATE. THE BOARD OF DIRECTORS MAY ELECT TO FILE A "PROOF OF CLAIM" WITH THE BANKRUPTCY COURT IN A REORGANIZATION PROCEEDING.

The following Information may be reprinted for the use of RACCA members in good standing. All other uses are prohibited. The following information is protected by copyright. Copyright © 2020 Refrigeration and Air Conditioning Contractors Association. REVISED 05/01/2023

ARTICLE IV

APPLICATION

SECTION 1: APPLICATIONS FOR MEMBERSHIP SHALL BE MADE TO THE ASSOCIATION ON FORMS APPROVED BY THE BOARD OF DIRECTORS.

SECTION 2: AN APPLICATION FOR REGULAR CONTRACTOR MEMBERSHIP SHALL BE REVIEWED FOR A HISTORY OF COMPLAINTS WITH AN APPROPRIATE CONSUMER AFFAIRS AGENCY AND/OR LICENSING AUTHORITY. THE BOARD OF DIRECTORS MAY USE THIS INFORMATION IN ITS REVIEW OF THE APPLICATION. COMPLAINT HISTORY MAY, OR MAY NOT, BE A DETERMINING FACTOR IN THE BOARD'S FINAL DECISION ON THE APPLICATION.

APPROVAL

SECTION 3: THE APPLICATION AND ADVANCE DUES, SHALL BE SUBMITTED TO THE BOARD OF DIRECTORS. NOTICE OF THE APPLICATION SHALL BE PUBLISHED TO THE GENERAL MEMBERSHIP, AT THE NEXT REGULARLY SCHEDULED MEETING, THE APPLICATION WILL BE PRESENTED TO THE BOARD OF DIRECTORS WHO WILL DECIDE WHETHER OR NOT TO ACCEPT THE APPLICANT ON A PROVISIONAL BASIS. IF APPROVED BY A MAJORITY VOTE OF THE BOARD OF DIRECTORS, THE APPLICANT SHALL BE RECEIVED INTO THE ORGANIZATION AS A PROVISIONAL MEMBER FOR A PERIOD OF SIX MONTHS. DURING THIS SIX MONTH PERIOD, THE ASSOCIATION RESERVES THE RIGHT TO TERMINATE THE PROVISIONAL MEMBERSHIP AT ANY TIME FOR ANY REASON.

IF THE PROVISIONAL MEMBER IS TERMINATED BY THE BOARD, DUES PAID IN ADVANCE OF THE DATE OF TERMINATION SHALL BE RETURNED.

AT THE END OF SIX MONTHS, IF NO OBJECTIONS ARE RECEIVED, THE PROVISIONAL MEMBER BECOMES A REGULAR MEMBER.

INITIATION TO MEMBERSHIP

SECTION 4: AFTER AN APPLICANT HAS BEEN ADMITTED TO MEMBERSHIP, HE SHALL BE INVITED TO APPEAR AT THE NEXT REGULAR SCHEDULED MEMBERSHIP MEETING AND WILL BE INTRODUCED TO THE GENERAL MEMBERSHIP .

ARTICLE V

DUES

SECTION 1: EACH MEMBER SHALL PAY DUES AS SET BY THE BOARD OF DIRECTORS AND APPROVED BY FIFTY-ONE PERCENT (51%) VOTE OF THE GENERAL MEMBERSHIP PRESENT AT THE NEXT REGULAR MEETING, IN ACCORDANCE WITH ARTICLE VIII, SECTION 4. DUES SHALL BE PAYABLE IN ADVANCE.

DELINQUENT DUES

SECTION 2: ANY MEMBER WHO SHALL FAIL TO PAY DUES BY DUE DATE, SHALL BE CONSIDERED PAST DUE AND SHALL BE NOTIFIED ACCORDINGLY. SHOULD THE MEMBER'S ACCOUNT BECOME NINETY (90) DAYS PAST DUE, THE MEMBER SHALL BE NOTIFIED, THAT IF PAYMENT IS NOT MADE WITHIN THE NEXT SUCCEEDING FIFTEEN (15) DAYS, THE ACCOUNT WILL BE REPORTED TO THE BOARD OF DIRECTORS AS "IN ARREARS". IF ORDERED BY THE BOARD OF DIRECTORS, THE DELINQUENT MEMBER SHALL BE DROPPED FROM THE ROLLS AND SHALL FORFEIT ALL RIGHTS AND PRIVILEGES.

IF SUCH MEMBER'S DELINQUENT OBLIGATIONS ARE NOT PAID UP IMMEDIATELY, THEN THE ASSOCIATION SHALL HAVE THE RIGHT TO TAKE ANY ACTIONS DEEMED NECESSARY FOR COLLECTION.

SECTION 3: THE DUES AND FISCAL YEAR WILL BEGIN ON JANUARY 1, EACH CALENDAR YEAR, AND RUN THEREAFTER THROUGH DECEMBER 31. HOWEVER, PAYMENT MAY BE MADE AS SET FORTH BY THE BOARD OF DIRECTORS AND APPROVED BY A FIFTY-ONE PERCENT (51%) VOTE OF THE GENERAL MEMBERSHIP PRESENT AT THE NEXT REGULAR MEETING, IN ACCORDANCE WITH ARTICLE VIII, SECTION 4.

ASSESSMENTS

SECTION 4: IN CASE OF NECESSITY TO MEET ANY FINANCIAL OBLIGATION, EACH MEMBER SHALL PAY SUCH ASSESSMENTS AS PRESCRIBED BY THE BOARD OF DIRECTORS AND APPROVED BY A FIFTY- ONE PERCENT (51%) VOTE OF THE GENERAL MEMBERSHIP PRESENT AT THE NEXT REGULAR MEETING.

ARTICLE VI

FINANCES

SECTION 1: THE ACTIVITIES OF THE ASSOCIATION SHALL BE FINANCED BY ANNUAL DUES OF THE MEMBERS OR ANY OTHER MEANS AS APPROVED BY THE BOARD OF DIRECTORS IN ACCORDANCE WITH ARTICLE VIII, SECTION 4.

FISCAL YEAR

SECTION 2: THE FISCAL YEAR OF THE ASSOCIATION SHALL BEGIN JANUARY 1, AND SHALL TERMINATE DECEMBER 31, ANNUALLY.

AUDIT

SECTION 3: THE PRESIDENT SHALL ORDER AN INDEPENDENT FINANCIAL REPORT AT THE CLOSE OF EACH FISCAL YEAR, AND AN AUDIT AT THE TERMINATION OF THE EMPLOYMENT OF ANY EXECUTIVE DIRECTOR. SUCH AUDIT, UPON ITS COMPLETION, SHALL BE REPORTED TO THE BOARD OF DIRECTORS AT THEIR NEXT REGULAR MEETING. THE AUDIT SHALL BE APPROVED OR FURTHER ACTION INSTITUTED.

ARTICLE VII

NOMINATIONS

SECTION 1: AT LEAST SIX (6) WEEKS PRIOR TO THE ANNUAL ELECTION THE PRESIDENT SHALL APPOINT A THREE MEMBER NOMINATING COMMITTEE COMPRISED OF PAST PRESIDENTS IN WHICH THE MOST RECENT TO HAVE SERVED WILL CHAIR THE COMMITTEE. THE EXECUTIVE DIRECTOR SHALL, BY MAIL OR ELECTRONIC COMMUNICATIONS, SEND A SURVEY TO ALL ASSOCIATION MEMBERS. THE SURVEY SHALL SEEK THE INTEREST OF THE MEMBER IN SERVING ON THE ASSOCIATION'S BOARD OF DIRECTORS. THE SURVEY WILL INCLUDE A LIST OF ELIGIBILITY REQUIREMENTS AND QUALIFICATIONS USED BY THE NOMINATING COMMITTEE IN ITS SELECTION PROCESS. THE NOMINATING COMMITTEE WILL USE THIS SURVEY IN ORDER TO DETERMINE THE MOST QUALIFIED CANDIDATES TO FILL DIRECTOR VACANCIES ON THE BOARD.

THE NOMINATING COMMITTEE SHALL MEET AT LEAST FOUR (4) WEEKS PRIOR TO THE ANNUAL ELECTIONS AND PLACE IN NOMINATION NAMES FOR EACH OFFICER AND EACH MEMBER OF THE BOARD OF DIRECTORS TO BE VOTED UPON BY THE MEMBERSHIP. THESE NAMES SHALL BE SENT TO THE GENERAL MEMBERSHIP AT LEAST THREE (3) WEEKS PRIOR TO THE ANNUAL ELECTION, ACCOMPANIED BY A NOMINATION BALLOT.

TWO (2) WEEKS PRIOR TO THE ANNUAL ELECTION, ANY FIVE (5) MEMBERS MAY, BY BALLOT, NOMINATE OTHER NAMES THAN THOSE SUGGESTED BY THE NOMINATING COMMITTEE. IF THE ASSOCIATION RECEIVES FIVE (5) OR MORE NOMINATION BALLOTS ON AN INDIVIDUAL'S NAME, THAT PETITIONED NAME SHALL BE PLACED ON THE BALLOT TO BE VOTED UPON

AT THE ANNUAL ELECTION. NO PERSON SHALL BE NOMINATED FOR OFFICER OR DIRECTOR WHO IS NOT A MEMBER IN GOOD STANDING.

VOTING

SECTION 2: ONLY MEMBERS IN GOOD STANDING OR A DULY AUTHORIZED REPRESENTATIVE OF FIRMS OR CORPORATION IN GOOD STANDING SHALL BE PERMITTED TO VOTE. A MINIMUM OF FIFTEEN (15) VOTING MEMBERS SHALL BE PRESENT TO CONSTITUTE A VALID ELECTION.

NO FIRM, COMPANY, CORPORATION, OR INDIVIDUAL SHALL BE ENTITLED TO MORE THAN ONE VOTE.

PROXIES AND ABSENTEE BALLOTS SHALL BE RECOGNIZED BY PROCEDURE AS APPROVED BY THE BOARD OF DIRECTORS.

THE BALLOTS MUST IN EACH CASE BE THE OFFICIAL BALLOT FURNISHED BY THE ASSOCIATION AS DIRECTED TO BE PRINTED AND DISTRIBUTED BY THE SECRETARY AND EACH MEMBER VOTING SHALL EXPRESS HIS CHOICE BY PLACING AN (X) BEFORE THE NAME OF HIS CHOICE.

AFTER VOTING BY THE MEMBERS PRESENT AT THE ANNUAL ELECTION, THE NOMINATING COMMITTEE SHALL ACT AS TELLERS AND UPON TABULATION, THE SUCCESSFUL CANDIDATES SHALL BE PUBLICLY ANNOUNCED, AND THEY SHALL ASSUME THEIR DUTIES AT THE NEXT MEETING.

The following information may be reprinted for the use of RACCA members in good standing. All other uses are prohibited. The following information is protected by copyright. Copyright © 2020 Refrigeration and Air Conditioning Contractors Association. REVISED 05/01/2023

ARTICLE VIII

ANNUAL MEETING

SECTION 1: THE ANNUAL MEETING OF THIS ASSOCIATION SHALL BE HELD ON THE SECOND (2nd) THURSDAY IN DECEMBER EACH CALENDAR YEAR. SHOULD IT BE FOUND DESIRABLE FOR ANY REASON TO VARY THE DATE MENTIONED OR THE HOUR OF THE MEETING, SUCH ACTION MAY BE TAKEN BY THE BOARD OF DIRECTORS ON A MAJORITY VOTE AND NOTICE TO THE ENTIRE MEMBERSHIP AT LEAST TEN (10) DAYS PRIOR TO THE ANNUAL MEETING.

ELECTION OF OFFICERS

SECTION 2: THE ELECTION OF OFFICERS AND DIRECTORS SHALL BE HELD IN THE MANNER AS HERETOFORE DESCRIBED UNDER ARTICLE VII, SECTION 2 OF THE BY-LAWS AND SHALL BE SUBJECT TO THE SAME CONDITIONS AND DATE AS THE ANNUAL MEETING.

GENERAL MEMBERSHIP

SECTION 3: A GENERAL MEMBERSHIP MEETING OF THE ASSOCIATION SHALL BE HELD ON THE SECOND (2nd) THURSDAY OF EVERY MONTH, OR AS THE BOARD OF DIRECTORS MAY DIRECT. A QUORUM FOR THESE MEETINGS SHALL BE FIFTEEN (15) VOTING MEMBERS OR FIFTY-ONE PERCENT (51%) OF THE VOTING MEMBERS, WHICHEVER IS LESS.

BOARD OF DIRECTORS

SECTION 4: THE BOARD OF DIRECTORS SHALL MEET THE SECOND (2nd) THURSDAY OF EACH CALENDAR MONTH UNLESS IT IS FOUND DESIRABLE TO VARY THE DATE AND TIME OF THIS MEETING. THIS SHALL BE LEFT TO THE OPTION OF THE PRESIDENT. A QUORUM NECESSARY SHALL BE SIX MEMBERS.

SPECIAL

SECTION 5: SPECIAL MEETINGS MAY BE CALLED AT ANY TIME BY THE PRESIDENT, MAJORITY VOTE OF THE BOARD OF DIRECTORS OR BY THE PETITION OF ANY FIVE (5) REGULAR MEMBERS. WHEN SUCH A MEETING IS DEEMED NECESSARY, A NOTICE SHALL BE SENT TO ALL REGULAR MEMBERS AT LEAST TEN (10) DAYS PRIOR TO THE DATE OF THE MEETING, SETTING FORTH IN WRITING THE PURPOSE THEREOF.

SECTION 6: CHANGES IN BY-LAWS MAY BE ACCOMPLISHED IN THE FOLLOWING MANNER: UPON ACCEPTANCE BY THE BOARD OF DIRECTORS OF PROPOSED CHANGES TO THE BY-LAWS, A MEETING WILL BE SCHEDULED WITHIN TEN (10) WORKING DAYS AFTER MAILING COPIES OF THE PROPOSED CHANGES TO ALL VOTING MEMBERS. BY-LAWS MAY BE CHANGED BY AN AFFIRMATIVE VOTE OF A MAJORITY OF THE VOTING MEMBERS PRESENT.

SECTION 7: IF FIFTY-ONE PERCENT (51%) OF THE VOTING MEMBERSHIP SIGN A PETITION TO RECALL A BOARD DECISION, THE ISSUE WILL AUTOMATICALLY REVERT BACK TO THE BOARD FOR REVIEW. AND IF THE BOARD'S DECISION REMAINS UNCHANGED, THE ISSUE WILL BE BROUGHT BEFORE THE NEXT REGULAR SCHEDULED MEMBERSHIP MEETING AND A FIFTY-ONE PERCENT (51%) MAJORITY OF THOSE VOTING MEMBERS PRESENT WILL BE REQUIRED TO OVERRIDE THE BOARD'S DECISION.

The following information may be reprinted for the use of RACCA members in good standing. All other uses are prohibited. The following information is protected by copyright. Copyright © 2020 Refrigeration and Air Conditioning Contractors Association. REVISED 05/01/2023

ARTICLE IX

OFFICERS

SECTION 1: PRESIDENT. THERE SHALL BE A PRESIDENT. NO PRESIDENT SHALL SERVE MORE THAN TWO (2) CONSECUTIVE YEARS.

SECTION 2: PRESIDENT ELECT. THERE SHALL BE A PRESIDENT ELECT.

SECTION 3: VICE PRESIDENT. THERE SHALL BE A VICE PRESIDENT.

SECTION 4: SECRETARY-TREASURER. THERE SHALL BE A SECRETARY- TREASURER.

SECTION 5: EX-OFFICIO. THE PAST PRESIDENT SHALL SERVE AS A VOTING EX- OFFICIO MEMBER OF THE BOARD OF DIRECTORS.

SECTION 6: DIRECTORS. THERE SHALL BE SIX (6) ELECTED DIRECTORS. DIRECTORS SHALL BE SELECTED FROM THE REGULAR MEMBERSHIP, EXCEPT THAT ONE (1) OF THE DIRECTORS MAY BE AN ASSOCIATE MEMBER. DIRECTORS' CHAIRS SHALL BE POSITIONED BY NUMBERS ONE (1) THROUGH SIX (6), EXCEPT THAT, IN THE EVENT ONE CHAIR IS FILLED BY AN ASSOCIATE MEMBER, HE/SHE SHALL BE EXCLUDED AND THE CHAIRS SHALL BE POSITIONED BY NUMBERS ONE (1) THROUGH FIVE (5) FOR THE REGULAR MEMBER DIRECTORS. EACH ELECTION THE DIRECTOR IN CHAIR NUMBER ONE (1) SHALL BE CONSIDERED FIRST BY THE NOMINATING COMMITTEE FOR PROMOTION TO OFFICER VACANCIES BEGINNING WITH SECRETARY- TREASURER AND ASCENDING TO THE PRESIDENCY. IF MORE THAN ONE OFFICER VACANCY EXISTS, EACH SUCCEEDING DIRECTOR'S POSITION SHALL BE CONSIDERED IN ORDER. IN THE EVENT THAT A DIRECTOR IS UNWILLING, OR UNABLE, TO SERVED IN A HIGHER CAPACITY, THE POSITION SHALL BE OFFERED TO THE NEXT DIRECTOR'S POSITION, IN ORDER. EACH YEAR THE NOMINATING COMMITTEE SHALL VERIFY THE CHAIR POSITIONS OF DIRECTORS BASED ON THE FOLLOWING CRITERIA IN ORDER; FIRST, THE DIRECTOR'S SENIORITY BY TIME OF SERVICE ON THE BOARD; SECOND, BY SENIORITY IN TIME OF EXPERIENCE IN THE INDUSTRY AND; THIRD, BY THE DIRECTOR'S WILLINGNESS TO SERVE. NEWLY NOMINATED DIRECTORS SHALL FILL ANY VACANT LOWER CHAIRS USING THE SAME CRITERIA.

SECTION 7: EXECUTIVE DIRECTOR. IN ADDITION TO THE ELECTED OFFICERS AND DIRECTORS, THERE SHALL BE AN EXECUTIVE DIRECTOR. THE EXECUTIVE DIRECTOR SHALL BE A PAID EMPLOYEE OF THE ASSOCIATION. THE EXECUTIVE DIRECTOR SHALL BE HIRED BY THE BOARD OF DIRECTORS AND HE SHALL BE RESPONSIBLE TO THEM THROUGH THE AGENCY OF THE PRESIDENT.

GENERAL DUTIES

SECTION 8: THE OFFICERS AND DIRECTORS SHALL HAVE GENERAL CHARGE OF THE AFFAIRS, PROPERTY AND ASSETS OF THE ASSOCIATION. IT SHALL BE THEIR DUTY TO CARRY OUT THE OBJECTIVES AND PURPOSES THEREOF, AND TO THIS END, BETWEEN MEETINGS OF THE ASSOCIATION IT MAY EXERCISE ALL POWERS OF THE ASSOCIATION, SUBJECT, HOWEVER, TO ANY RESTRICTIONS AS MAY BE PLACED UPON SUCH POWER BY A MAJORITY OF THE MEMBERS OF THE ASSOCIATION AT ANY OF ITS REGULARLY CALLED MEETINGS.

EXPENDITURES OF THE ASSOCIATION SHALL BE MADE ONLY WHEN APPROVED BY THE OFFICERS AND DIRECTORS, OR AS AUTHORIZED BY THE PRESIDENT DURING INTERIM PERIODS BETWEEN MEETINGS.

THE OFFICERS AND DIRECTORS SHALL SUBMIT A REPORT OF THE AFFAIRS OF THE ASSOCIATION AND OF THEIR OWN PROCEEDINGS IN RELATION THERETO, AT EACH MEETING AND AT SUCH OTHER TIMES AS MAY BE REQUIRED BY THE MEMBERS OF THE ASSOCIATION.

OFFICERS AND DIRECTORS SHALL HAVE THE POWER TO PASS REASONABLE RULES AND REGULATIONS COVERING THE CONDUCT OF THE MEMBERS OF THE ASSOCIATION IN CONNECTION THEREWITH, AND MAY REPRIMAND A MEMBER FOR ANY VIOLATION THEREOF, OR FOR ANY OTHER CONDUCT, WHICH IN THE OPINION OF THE OFFICERS AND DIRECTORS IS IMPROPER OR INJURIOUS TO THE WELFARE OR REPUTATION OF THE ASSOCIATION.

ANY MEMBER OF THE BOARD WHO SHALL ABSENT HIMSELF FROM THREE (3) CONSECUTIVE MEETINGS OF THE BOARD, WITHOUT EXCUSE SATISFACTORY TO THE BOARD, SHALL CEASE TO BE A MEMBER THEREOF UPON DUE NOTICE FROM THE BOARD.

VACANCIES

SECTION 9: IN CASE OF DEATH, REMOVAL, OR RESIGNATION OF ANY MEMBER OF THE BOARD OF DIRECTORS, OR OF ANY OFFICER, THE BOARD OF DIRECTORS SHALL, WITHIN THIRTY (30) DAYS BY MAJORITY VOTE, FILL SUCH VACANCY FOR THE UNEXPIRED TERM OF THAT OFFICE. THE BOARD MAY USE THE SAME FORMULA OF SELECTION AS THE ONE DESCRIBED IN ARTICLE IX, SECTION 6.

ARTICLE X

DUTIES OF THE PRESIDENT

SECTION 1: THE DUTIES OF THE PRESIDENT SHALL BE TO PRESIDE AT THE MEETINGS OF THE ASSOCIATION, DECIDE POINTS OF ORDER AND APPOINT COMMITTEES NOT OTHERWISE PROVIDED FOR.

THE PRESIDENT SHALL ALSO BE, BY VIRTUE OF HIS OFFICE, A MEMBER EX- OFFICIO OF ALL COMMITTEES, EXCEPT NOMINATING COMMITTEE.

HE SHALL HAVE THE POWER TO CALL SUCH SPECIAL MEETINGS AS PROVIDED FOR IN ARTICLE VIII, SECTION 6 OF THE BY-LAWS.

DUTIES OF THE PRESIDENT ELECT AND THE VICE PRESIDENT

SECTION 2: THE DUTIES OF THE PRESIDENT ELECT AND THE VICE PRESIDENT SHALL BE TO ASSIST THE PRESIDENT IN HIS DUTIES. THE PRESIDENT ELECT AND THE VICE PRESIDENT MAY PRESIDE OVER MEETINGS AND FULFILL THE DUTIES REQUIRED, AND ACT IN AN ADVISORY CAPACITY TO THE PRESIDENT IN THE FULFILLMENT OF HIS DUTIES. THE PRESIDENT ELECT SHALL RELIEVE AND ASSIST THE PRESIDENT IN ALL MATTERS OF ASSOCIATION ADMINISTRATION, MANAGEMENT AND POLICY, AND SHALL PERFORM SUCH SPECIAL ASSIGNMENTS AS MAY BE REQUIRED BY THE PRESIDENT. IN THE EVENT OF A PERMANENT INCAPACITY AS DETERMINED BY THE BOARD OF DIRECTORS, OR DEATH, RESIGNATION OR UNWILLINGNESS OF THE PRESIDENT TO ACT, THE PRESIDENT ELECT SHALL FORTHWITH BECOME PRESIDENT TO SERVE OUT THE UNEXPIRED TERM OF OFFICE. IN THE EVENT OF THE ABSENCE OF THE PRESIDENT OR HIS TEMPORARY INCAPACITY TO ACT, THE PRESIDENT ELECT SHALL FORTHWITH BECOME PRESIDENT TO SERVE OUT THE UNEXPIRED TERM OF OFFICE. IN THE EVENT OF THE ABSENCE OF THE PRESIDENT OR OF HIS TEMPORARY INCAPACITY TO ACT, THE PRESIDENT ELECT SHALL ACT AS PRESIDENT. UNDER THE SAME CIRCUMSTANCES ALREADY DESCRIBED AND IN THE UNLIKELY EVENT THAT BOTH THE PRESIDENT AND PRESIDENT ELECT ARE INCAPACITATED OR OTHERWISE UNABLE TO PERFORM THE DUTIES OF THEIR RESPECTIVE OFFICES OR IN THEIR ABSENCE, THE VICE PRESIDENT SHALL ACT AS PRESIDENT .

The following Information may be reprinted for the use of RACCA members in good standing. All other uses are prohibited. The following information is protected by copyright. Copyright © 2020 Refrigeration and Air Conditioning Contractors Association. REVISED 05/01/2023

DUTIES OF THE SECRETARY-TREASURER

SECTION 3: THE SECRETARY-TREASURER SHALL BE PRESENT AT ALL REGULAR MEETINGS OF THE ASSOCIATION AND AT ALL BOARD OF DIRECTORS MEETINGS AND KEEP MINUTES THERE-OF.

THE SECRETARY-TREASURER SHALL HAVE CHARGE OF ALL FUNDS AND SHALL DEPOSIT THEM TO THE CREDIT OF THE ASSOCIATION, IN SUCH DEPOSITORY AS MAY BE DESIGNATED BY THE BOARD OF DIRECTORS.

HE SHALL CONDUCT THE ROUTINE OF CORRESPONDENCE, RECEIVE ALL COMMUNICATIONS ADDRESSED TO THE ASSOCIATION AND PRESENT THE SAME TO THE ASSOCIATION OR THE PROPER COMMITTEE.

HE SHALL PAY ALL DULY APPROVED BILLS AND SHALL KEEP ACCOUNTS OF ALL HIS RECEIPTS AND EXPENDITURES, WHICH SHALL BE AT ALL TIMES OPEN TO THE INSPECTION OF THE OFFICERS.

AT LEAST ONCE A MONTH HE SHALL PRESENT TO THE BOARD OF DIRECTORS A DETAILED STATEMENT SHOWING THE RECEIPTS AND EXPENDITURES DURING THE PREVIOUS PERIOD.

HE SHALL MAKE A REPORT TO THE ASSOCIATION AS TO THE FINANCIAL STANDING OF THE ASSOCIATION AT ANY TIME THEY MAY CALL FOR IT, PROVIDED THAT NOT LESS THAN THREE (3) DAYS NOTICE SHALL HAVE BEEN GIVEN.

HE SHALL KEEP A COMPLETE LIST OF MEMBERS, WITH THEIR ADDRESSES, APPOINTMENTS TO OFFICE OR COMMITTEE AND STANDING.

HE SHALL PERFORM SUCH OTHER DUTIES PERTAINING TO THIS OFFICE THAT SHALL BE ASSIGNED BY THE PRESIDENT.

THE SECRETARY-TREASURER SHALL PERFORM HIS DUTIES WITH THE ASSISTANCE OF THE EXECUTIVE DIRECTOR AS NECESSARY.

DUTIES OF DIRECTORS

SECTION 4: THE DIRECTORS WILL SUPERVISE THE CARE OF ALL PROPERTY OF THE ASSOCIATION AND SHALL MANAGE AND CONDUCT ITS AFFAIRS AND BUSINESS, IN CONJUNCTION WITH THE OFFICERS, IN ACCORDANCE WITH THE CONSTITUTION AND BY-LAWS.

EXECUTIVE DIRECTOR

SECTION 5: IT SHALL BE THE DUTY OF THE EXECUTIVE DIRECTOR TO CONDUCT THE BUSINESS AFFAIRS OF THE ASSOCIATION'S OFFICE. ADDITIONALLY, HE SHALL ASSIST THE OFFICERS AND DIRECTORS IN THE PERFORMANCE OF THEIR DUTIES. HE SHALL ALSO PERFORM ANY OTHER DUTIES ASSIGNED TO HIM BY THE BOARD OF DIRECTORS.

The following information may be reprinted for the use of RACCA members in good standing. All other uses are prohibited. The following information is protected by copyright. Copyright © 2020 Refrigeration and Air Conditioning Contractors Association. REVISED 05/01/2023

ARTICLE XI

COMMITTEES

SECTION 1: THE FOLLOWING COMMITTEES SHALL BE STANDING COMMITTEES AND SHALL FUNCTION CONTINUOUSLY THROUGHOUT THE PERIOD OF THEIR TENURE. COMMITTEES SHALL BE APPOINTED BY THE PRESIDENT.

SECTION 2: CODE AND INDUSTRY RELATIONS

SECTION 3: APPRENTICESHIP

SECTION 4: TRADE SHOW

SECTION 5: LEGISLATIVE

SECTION 6: IMAGE AND PROMOTIONS

SECTION 7: MEMBERSHIP

The following Information may be reprinted for the use of RACCA members in good standing. All other uses are prohibited. The following information is protected by copyright. Copyright © 2020 Refrigeration and Air Conditioning Contractors Association. REVISED 05/01/2023

ARTICLE XII

PARLIAMENTARY RULES

ALL QUESTIONS ARISING AT ANY MEETING INVOLVING PARLIAMENTARY RULES NOT PROVIDED FOR IN THESE BY-LAWS SHALL BE GOVERNED BY "ROBERTS RULES OF ORDER".

ARTICLE XIII

ORDER OF BUSINESS

AFTER THE MEETING HAS BEEN CALLED TO ORDER BY THE PRESIDENT, OR IN HIS ABSENCE BY THE PRESIDENT ELECT OR VICE PRESIDENT, THE FOLLOWING ORDER OF BUSINESS WILL BE OBSERVED:

BOARD OF DIRECTORS:

1. APPROVAL OF THE AGENDA
2. APPROVAL OF THE MINUTES OF THE LAST MEETING
3. REVIEW OF FINANCES
4. MEMBERSHIP APPLICATION APPROVALS
5. MEMBERSHIP TERMINATIONS
6. COMMITTEE REPORTS
7. UNFINISHED/MISCELLANEOUS BUSINESS
8. NEW BUSINESS
9. ADJOURN

MEMBERSHIP MEETINGS:

1. INTRODUCTION OF NEW MEMBERS
2. INTRODUCTION OF GUESTS
3. COMMUNICATIONS
4. REPORTS OF OFFICERS AND COMMITTEES
5. PROGRAM
6. ELECTION OF OFFICERS AND DIRECTORS
7. UNFINISHED/MISCELLANEOUS BUSINESS
8. NEW BUSINESS
9. ADJOURNMENT

The following Information may be reprinted for the use of RACCA members in good standing. All other uses are prohibited. The following information is protected by copyright. Copyright © 2020 Refrigeration and Air Conditioning Contractors Association. REVISED 05/01/2023