

By-laws of the REHVA's professional section of in-person members

Preamble

These by-laws govern the In-Person Membership of individual professionals within the REHVA European Federation of HVAC Engineers Associations, supporting In-Person Members from regions unrepresented by existing REHVA Member Associations.

Definition

An In-Person Member as described in these by-laws is not an association member as defined in the Article of the Association. The main goal is to provide services to professionals that are interested to join REHVA European family and follow the HVAC European technology and science development.

Article 1: Eligibility of In-Person Members

1.1 In-Person Members are eligible professionals¹ in the HVAC, refrigeration, sanitary and other building services fields, energy efficiency and architecture. They must reside in countries not represented by a REHVA Member Association (MA). They must fill in a specific form found on the REHVA website.

1.2 In-Person Members of a REHVA's Member Association can become REHVA's In-Person Members as defined in the art.1.1 only if that REHVA Member Association cancels its membership (according to the REHVA Articles of Association *approved by the General Assembly*) and a period of at least 10 years has passed since that membership cancellation.

Article 2: Rights of In-Person Members

2.1 Educational resources access

In-Person Members are entitled to REHVA materials, including:

2.1.1 Guidebooks and technical publications available on the REHVA eShop.

2.1.2 Webinars, online or in-person courses, and exclusive content from the REHVA Academy.

2.1.3 Other tools to support professional development and knowledge dissemination within the global HVAC industry.

2.2 Event participation

In-Person Members may attend REHVA events like:

2.2.1 Committee meetings, without voting rights.

2.2.2 Selected REHVA events with prior invitation and, if applicable, online registration.

¹ engineers, architects, researchers, facility managers, and sustainability experts actively engaged in designing, operating, or improving energy-efficient systems; additionally, policymakers, manufacturers, and consultants contributing to HVAC advancements or promoting sustainable practices are highly compatible.

2.3 Networking

In-Person Members gain access to REHVA's professional network through:

- 2.3.1 E-newsletters with EU policy updates and HVAC news.
- 2.3.2 REHVA's journal and social media for ongoing field engagement.

2.4 Certifications and competitions

In-Person Members may apply for REHVA certifications and compete in specified REHVA contests.

Article 3: Obligations of In-Person Members

3.1 In-Person Membership fees

In-Person Members pay an annual fee determined by REHVA (€50 plus VAT if applicable).

3.2 Code of ethics and professional standards

- 3.2.1 In-Person Members adhere to REHVA's Code of Professional Conduct and must maintain professional standards.

3.3 Automatic In-Person Membership expiration

In-Person Membership expires automatically if a national association from the member's country joins REHVA according to the REHVA by-laws.

3.4 Confidentiality agreement

In-Person Members agree to the Application Declaration.

Article 4: Restrictions on In-Person Membership rights

4.1 Voting and office eligibility

In-Person Members cannot vote or hold office within REHVA.

Article 5: Integration into existing REHVA standing committees

5.1 Involvement

In-Person Members shall be encouraged to participate in REHVA's existing Standing Committees as non-voting members. Within the standing committees, they will contribute to discussions and projects and provide perspectives from regions not represented by existing Member Associations.

5.2 Participation

In-Person Members may apply to join committees relevant to their expertise. Committee Chairs will inform the REHVA Board at least every 6 months about new applications and the status of the in-person participation to the committee meetings.

Article 6: Sanctions for non-compliance

6.1 Grounds for sanctions

In-Person Members who fail to comply with REHVA's by-laws, Code of Professional Conduct, or the Application Declaration be subject to sanctions. Grounds for sanctions include, but are not limited to:

- 6.1.1 Failure to pay annual membership fees.
- 6.1.2 Breach of confidentiality or unauthorized sharing of REHVA resources.
- 6.1.3 Violation of REHVA's Code of Professional Conduct and professional standards.
- 6.1.4 Non-compliance with REHVA policies or directives.

6.2 Types of sanctions

Depending on the severity and frequency of the violation, REHVA may impose one or more of the following sanctions:

6.2.1 Written Warning: A formal written notice indicating the violation and warning of further action if non-compliance continues.

6.2.2 Temporary Suspension: Suspension of membership rights and access to REHVA resources for a specified period.

6.2.3 Termination of Membership: Permanent revocation of membership and all associated rights. Terminated members are not eligible for reapplication for a minimum period of two years.

6.2.4 Financial Penalties: If applicable, members may be required to cover damages or losses resulting from breaches of confidentiality or violations of the Application Declaration.

6.3 Procedures for enforcement

6.3.1 Investigation: REHVA's board will investigate reported violations to determine the appropriate sanction.

6.3.2 Notice of Sanction: The member will receive written notification of the sanction and a summary of findings.

Article 7: REHVA board representative for In-Person Members' section

7.1 Designation

The REHVA Board shall designate a Board Member or one or several appointed REHVA representatives to serve as the primary liaison and coordinator for activities related to the In-Person Members' section.

7.2 Role and responsibilities

7.2.1 Coordination of activities: The designated REHVA representative shall oversee and coordinate all activities, programs, and initiatives specifically developed for the In-Person Members' section. This includes organizing educational events, workshops, and networking opportunities tailored to the professional development of In-Person Members.

7.2.2 Strategic planning: The representative shall participate in strategic planning sessions to ensure that the interests and needs of In-Person Members are considered in REHVA's long-term plans and objectives.

7.2.3 Representation and advocacy: The designated representative shall serve as an advocate for In-Person Members within the REHVA Board, communicating their feedback, concerns, and proposals to ensure they have a voice in decision-making processes.

7.2.4 Monitoring compliance and standards: The representative shall work to ensure that all activities and members comply with REHVA's by-laws, Code of Professional Conduct, and professional standards.

7.2.5 Support for member engagement: The representative shall actively promote REHVA resources, certifications, competitions, and professional networking opportunities to In-Person Members, encouraging their engagement and involvement in REHVA activities.

7.3 Reporting and accountability

7.3.1 Regular Reporting: The REHVA representative shall provide bi-annual reports to the REHVA Board on activities, challenges, and developments within the In-Person Members' section, along with any recommendations for enhancing member engagement and support.

7.3.2 Performance Evaluation: The REHVA Board shall review the representative's performance annually, assessing the effectiveness of the In-Person Members' section activities and their alignment with REHVA's mission and objectives.

7.4 Term of Appointment

7.4.1 Term duration: The representative shall serve a 3-year term, renewable at the REHVA Board's discretion, based on performance and the needs of the In-Person Members' section.

7.4.2 Succession planning: In the event of a vacancy, the REHVA Board shall promptly appoint a new representative to maintain continuity in supporting the In-Person Members' section.

Article 8: Enactment and amendment of by-laws

8.1 Effective Date

These by-laws shall become effective immediately upon approval by the REHVA Board.

8.2 Amendments or modifications

Amendments or modifications to these by-laws may be proposed by the REHVA Board, or by majority recommendation from REHVA's Member Associations. Proposed amendments must be reviewed and approved by a majority of the REHVA Board before enactment.

8.3 Review and Compliance

These by-laws shall be reviewed every three years by the REHVA Board or as deemed necessary to ensure alignment with REHVA's mission and objectives.

8.4 All In-Person Members and their representatives are responsible for understanding and complying with these by-laws.

Certification of Approval:

These by-laws have been reviewed and adopted by the REHVA Board on 14/11/2024.

Signature:

REHVA President

Cătălin LUNGU

A handwritten signature in blue ink, consisting of several fluid, overlapping strokes that form the name 'Cătălin Lungu'.