



MINUTES

Winter Meeting – 10-February-2025

NOTE: These minutes were approved by the ASHRAE
Associate Society Alliance on June 2, 2025.

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Attachments:

Attendee Roster	Attachment A
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ACTION ITEMS**Orlando W25 - Action Items**

AI#	PG#	Action Item	Duty	Due Date	Status
1	2	Work with IIR and UNEP to establish an AASA seminar related to refrigeration for Las Vegas Meeting	Bjarne	June 2025	Open
2	3	Detail responsibilities and coordination required for Website and Communications subcommittees	Farooq	June 2025	Open
3	3	Start WhatsApp Group		June 2025	Open
4	3	Connect with ASHRAE GAC to exchange information		June 2025	Open



MINUTES
ORLANDO, FLORIDA
MONDAY, 10-FEBRUARY-2025 | 9:00 AM - 12:00 PM EST

AASA Mission Statement

To establish a global platform to raise the stature of HVAC&R, related industries and its science and application, in order to influence decision makers in creating a more sustainable world.

I. Call to Order

Bjarne Olesen called the meeting to order at 9:00 am

II. ASHRAE Value Statement

In ASHRAE meetings, we will act with honesty, fairness, courtesy, competence, inclusiveness and respect for others, which exemplify our core values of excellence, commitment, integrity, collaboration, volunteerism and diversity, and shall avoid all real or perceived conflicts of interest. Our culture is one of inclusiveness, acknowledging the inherent value and dignity of each individual. We celebrate diverse and inclusive communities, understanding that doing so fuels better, more creative and more thoughtful ideas, solutions and strategies for the Society and the communities our Society serves. We respect and welcome all.

Code of Ethics - <https://www.ashrae.org/about/governance/code-of-ethics>

Core Values - <https://www.ashrae.org/about/ashrae-s-core-values>

Diversity Statement - <https://www.ashrae.org/about/diversity-equity-and-inclusion-dei>

III. Members Present (Attachment A)

IV. Review of Agenda

There were no additions or changes to the agenda as written

V. Approval of Minutes

MOTION 1: That the minutes from the June 24, 2024 Annual Meeting of AASA be approved.

MOTION 1 PASSED. (unanimous voice vote, chair not voting)

VI. Making AASA more visible (MBO 2024-25 continue)

AASA Seminar Orlando: 60-70 participants; good discussion

Seminar 14: New Standards, Guidelines or Regulations for Ventilation due to COVID-19

Sunday, February 9, 2025, 11:00 am – 12:30 PM EST

Hilton Orlando, LL, Orange B

Proposed AASA Seminar Las Vegas 2026 – Suggestions:

- Embedded Carbon in HVAC Systems
- Refrigeration (knowledge transfer; vital infrastructure; raise awareness about use)
- UNEP & IIR: start with Webinar, then go for in-person seminar in other parts of the world.

AI1: Work with IIR & UNEP to establish Refrigeration seminar for Las Vegas.



VII. AASA MBO Review – Olesen (continued from 2024-25)

MBO #	Description	Action/Initiatives
MBO #1	Improve relation between AASA members and local chapters	<ol style="list-style-type: none"> 1. Organize survey related to new agreement between ASHRAE and AASA 2. Summer Meetings outside US: Hold June 2025 AASA Meeting in Europe at RHEVA meeting on June 2nd in Milan

VIII. Standing Committee Updates – no reports

Sami Zheng, Gratiela- Maria Tarlea, Gerardo Alfonso and Madi Sakande added to Communications and Website Subcommittees

AI2: Detail responsibilities and coordination required for Website and Communications subcommittees

- **Communications Committee:** added three new members
 - Franco D'Atri (Americas) Maged Fouad Hashem (Africa/Middle East)
 - Ana Fernandes (European) Madi Sakande
 - Gerardo Alfonso

AI3: Start WhatsApp Group

- **Government Affairs Committee**
 - Jun Young Choi (Asia/South Pacific) Dr. Kemal Gani Bayrakar (Africa/Middle East)
 - Cesar Luis DL Lim (Asia South Pacific) Dr. Gratiela-Maria Tarlea (Europe)
 - Eleazar Rivera (Americas) Olli Seppanen (Europe)

AI4: Connect with ASHRAE GAC to exchange information

- **Website Committee: added one new member**
 - Vishal Kapur (Africa/Middle East) Dominador Castro, Jr. (Asia/South Pacific)
 - Sami Zheng Dr. Gratiela-Maria Tarlea

IX. Presentations by Associate Societies (5 minutes each)

Organization	Presenter	Organization	Presenter
SAREK	Jun-Young Choi	AGFR	Gratiela Tarlea
AIIR	Ioan Dobosi	AiCARR	Claudio Zilio
STP	Karel Kabele	PHVACR	M Baig

X. Other Business – Olesen

- Basecamp link [AASA General Assembly \(basecamp.com\)](https://aasa-general-assembly.basecamp.com)
- Call for Councilor Nominations – Asia/South Pacific & European Zones (2025-28)

Two new councilors approved:

Asia/South Pacific Zone	European Zone
Akio Miyara (JSRAE - Japan)	Gratiela Maria Tarlea (AGFR - Romania)

**AASA Leadership Council**

Name	Position	Zone	Term	Organization
Bjarne Wilkens Olesen	Chair		2023-26	
Farooq Mehboob	Vice Chair		2023-26	
Charle E Gulatedge, III	Member		2024-25	
Hasan Alpay Heperkan	Councilor	AASA Africa-Middle East	2024-26	TTMD
Oswaldo D S Bueno	Councilor	AASA Americas	2020-26	ABRAVA
Noboru Kagawa*	Councilor	AASA Asia-South Pacific	2020-25	JSRAE
Carlos E Lisboa	Councilor	AASA European	2020-26	EFRIARC
Ioan S Dobosi*	Councilor	AASA European	2022-25	AIIR

*New Councilor appointments will serve starting July 1, 2025 – June 30, 2028. Akio Miyara (JSRAE – Japan) will be new Councilor for Asia-South Pacific; Gratiela Maria Tarlea (AGFR – Romania) will be the new Councilor for Europe

XI. Next Meeting

REHVA Annual Meeting/CLIMA 2025 Conference (2-3 June, 2025). The meeting will be June 2nd, 2025 from 11:00-12:30 at the Centro Filologico Milanese in Milan, Italy. It is in the same location as the REHVA meetings. Details will follow in a separate mail

XII. Adjournment

Review of Carryover Action Items

2024 AASA ANNUAL MEETING (24-June-2024)					
AI#	PG#	Action Item	Duty	Due Date	Status
1	2	Add U-3ARC to roster & webpage	Staff	2/2025	Complete
2	3	Add new councilor to leadership roster/basecamp	Staff	2/2025	Complete
2024 AASA WINTER MEETING (22-January-2024)					
AI#	PG#	Action Item	Duty	Due Date	Status
1	3	To submit comments for updates to AASA Guidelines	AASA Representatives	6/2024	Complete
2	3	To mail certificates to organizations not present.	Staff	6/2024	Complete



UPCOMING EVENTS

ASHRAE 2025

Third International Conference on Energy and Indoor Environment for Hot Climates
Wednesday, April 23 – Thursday, April 24 • Doha, Qatar

2025 ASHRAE Annual Conference

Saturday, June 21 – Wednesday, June 25 • Phoenix, Arizona

2025 ASHRAE Conference for Integrated Design, Construction and Operations

Wednesday, August 13 – Friday, August 15 • Denver, Colorado

IEQ 2025 Conference, Co-Organized by ASHRAE and AIVC

Wednesday, September 24 – Friday, September 26 • Montreal, Quebec, Canada

2025 ASHRAE Building Decarbonization Conference

Wednesday, October 22 – Friday, October 24 • Chicago, Illinois

2025 Buildings XVI Conference

Monday, December 8 – Thursday, December 11 • Clearwater Beach, FL

ABOK 2025

2025 VIII International Congress AIRVent

Wednesday, February 5 • Moscow

ACAIRE 2025

2025 ExpoACAIRE & Congress

[2025 ExpoACAIRE](#)

Wednesday, August 13 – Friday, August 15 • Barranquilla, Colombia

XXII SEMINARIO INTERNACIONAL IIAR de Refrigeracion Natural para Latinoamérica

Thursday, November 6 – Friday, November 7 • Cali, Colombia

[XXII Seminario IIAR](#)

AiCARR 2025

CLIMA 2025 REHVA 15th HVAC World Congress

Wednesday, June 4 – Friday, June 6 • Milan, Italy

AIIR 2025

CN AIIR 2025

Sunday, October 12 – Tuesday, October 14 • Casino Sinaia, Romania

IRHACE 2025

HVAC&R South 2025

[HVAC&R South 2025](#)

Wednesday, May 28 – Thursday, May 29 • Wolfbrook Arena, Christchurch

HVAC&R Hub 2025

[HVAC&R Hub 2025](#)

Tuesday, July 15 – Wednesday, July 16 • Auckland Showgrounds, Auckland

ARBS NZ Study Tour

[ARBS NZ Study Tour](#)

Tuesday, July 15 – Thursday, July 17 • Auckland Showgrounds, Auckland



JSRAE 2025

2025 JSRAE Annual Conference

Wednesday, September 10 – Friday, September 12 • Tokyo, Japan

KGH 2025

56th International HVAC&R Congress and Exhibition

December 2025

[56th Intl HVAC&R Congress](#)

SAREK 2025

2025 SAREK Summer Conference

[SAREK](#)

Wednesday, June 18 – Friday, June 20 • Alpensia Resort

SWKI 2025

2025 SWKI General Assembly

[2025 SWKI General Assembly](#)

Friday, March 28 • Gurtenpark Bern

SWKI Building Technology Forum

Friday, July 4 • University Technology & Architect, Horw

Swiss Building Technology and Planner Day

Tuesday, November 11 • Trafo Hall, Baden

STP 2026

RoomVent 2026

Tuesday, September 15 – Friday, September 18 • Prague, Czech Republic

<u>Country</u>	<u>Organization</u>	<u>Representative</u>	<u>President</u>	<u>Chief Staff Officer</u>
ARGENTINA	AAF	Javier C Korenko, Sr	Roberto R Aguilo	Roberto R Aguilo
AUSTRALIA	AIRAH	Paul Jackson	Paul Jackson	Trish Hyde
AUSTRIA	OEKKV	Irene Reichert	Dietmar Grois	Franz Seyfried
BAHRAIN	BSE	Masoud Ebrahim Al Hermi	Dheya A Aziz Towfiqi	Jaffar Y Alsameikh
BELGIUM	ATIC	Jean J Lebrun	Joris P Mampaey	Veronique Mathys
BRAZIL	ABRAFAC	Ricardo Crepaldi	Irimar Palombo	Jose Sandim Neto
BRAZIL	ABRAVA	Oswaldo D S Bueno	Arnaldo Basile	Tales Felipe de Melo
BRAZIL	ASBRAV	Mario A Ferreira	Luiz A Dias	Caroline Pires
BRAZIL	SBCC	Eduardo Almeida Lopes	Gerson Luís Castro Catapano, Sr	Rodrigo Mercado
BURKINA FASO	U-3ARC	Madi Sakande	Madi Sakande	Said El Harch
CHILE	CCHRYC	Carlos Alberto Mitroga	Klaus Peter Schmid	Carlos Alberto Mitroga
CHILE	DITAR	Juan Carlos Troncoso Urzua	Joaquin Reyes	Isabel Margarita Carrera Cuevas
CHINA	CAR	Jing Huaqian		Meng Qinguo
CHINA	CCHVAC	Xudong Yang	Wei Xu	
COLOMBIA	ACAIRE	Gerardo Alfonso	Giovanni Barletta	Claudia Sanchez Mendez
CZECH REPUBLIC	STP	Karel Kabele	Karel Kabele	Marek Madr
DENMARK	DANVAK		Christina Dael	Claus Andreasson
DENMARK	DRA		Dan Fred Jakobsen	Egil Nielsen
ECUADOR	ATEAAR	Jorge Eduardo Donoso	Jorge Eduardo Donoso	Graciela Alban
EGYPT	ESME	Ashraf A El-Attar		
FINLAND	FINVAC	Risto Kosonen	Risto Kosonen	Siru Lonnqvist
FINLAND	LIVI	Matti Remes	Olli A Seppanen	
FRANCE	AICVF	Francis Allard	Michel Duclos	Marylene Morfouace
FRANCE	IIF IIR	Didier Coulomb	Felix Ziegler	Didier Coulomb
GEORGIA	GARCAE	Sulkhan Suladze	Sulkhan Suladze	Vazha Kobakhidze
GERMANY	DKV	Rainer M Jakobs	Yves Wild	Carmen Stadtlaender
GREECE	TEE	Dimitris A Charalambopoulos	Giorgos Stasinos	Olga Kalantzopoulou
HUNGARY	ETE	Zoltan Magyar	Zoltan Magyar	Zoltan Magyar
ICELAND	ICEVAC	Kristjan Ottosson	Gudmundur Hjalmarsson	
INDIA	ISHRAE	Vikram Murthy	Yogesh Thakkar	Ashwini Mehra
IRAN	IRSHRAE	Abdolrazzagh Kaabi-nejadian	Abdolrazzagh Kaabi-nejadian	Abdolrazzagh Kaabi-nejadian
ITALY	AICARR	Luca Alberto Pitera	Filippo Busato	Luca Alberto Pitera
JAPAN	JSRAE	Akio Miyara	Kiyoshi Saito	Choiku Yoshikawa
JAPAN	SHASE	Junta Nakano	Takashi Akimoto	Atsushi Sugiyama
LATVIA	AHGWTEL	Egils Dzelzitis	Egils Dzelzitis	Inese Bersacka
LEBANON	OEAB	Eddy Abdel-Hay	Aref Hassan Yassin	Simon Nasr
LEBANON	OEAT	Mohamad Hazim	Bassam Ziadeh	Anthony Azar
LITHUANIA	LITES	Stasys Sinkunas	Rimantas Bakas	Rolandas Jonynas
MEXICO	AMERIC	Sahel Carrillo	Sahel Carrillo	Alberto Martinez
NETHERLANDS	KNVVK	Jan Aufderheide	Peter EJ Augustinus	Joop H Hoogkamer
NETHERLANDS	TVVL	Hans Besselink	Jaap Dijkgraaf	John Lens
NEW ZEALAND	IRHACE	Gina McMaster	Phil Mohan	Gina McMaster
NORWAY	NORVAC		Jo Helge Gilje	Thor-Jostein Egeland
PAKISTAN	PHVACR	Mohammad Abbas Sajid	Ramzan Sharif	Saqib Rasool
PERU	APVARC	Luis M Yamada	Luis M Yamada	Luis M Yamada
PHILIPPINES	PGBI	Dominador De Guzman Castro, Jr	David B Farala	Dominador De Guzman Castro, Jr

<u>Country</u>	<u>Organization</u>	<u>Representative</u>	<u>President</u>	<u>Chief Staff Officer</u>
PHILIPPINES	PSME	Cesar Luis D L Lim	Jeffrey F Singson	Grace Fruto
PHILIPPINES	PSVARE	Leandro Austria Conti	Jaime Jajay E Cruz	Jaime Jajay E Cruz
POLAND	PZITS	Piotr Bartkiewicz	Anna Bogdan	Miroslawa Gebska
PORTUGAL	EFRIARC	Ana Fernandes	Claudia Casaca	Isabel Cesar
ROMANIA	AFCR	Florea N Chiriac	Liviu Geo Drughean	Alexandru Serban
ROMANIA	AGFR	Gratiela Maria Tarlea	Gratiela Maria Tarlea	Gratiela Maria Tarlea
ROMANIA	AIIR	Ioan Dobosi	Ioan Dobosi	Irina Stoica
RUSSIA	ABOK	Marianna M Brodatch	Yuri A Tabunschikov	Vadim Potapov
SERBIA	KGH	Bratislav D Blagojevic	Branislav B Todorovic	Vladan Galebovic
SLOVAKIA	SSTP		Dusan Petras	Zuzana Svecova
SLOVENIA	SITHOK	Mitja Lenassi	Uros Strith	Suzana Domjan
SOUTH AFRICA	SAIRAC	Marlene Gamble	Robert Fox	Marlene Gamble
SOUTH KOREA	KIAEBS	Jong Hoon Ahn	Cheol-Soo Park	Minki Sung
SOUTH KOREA	SAREK	Jun Young Choi	Doo-Sam Song	Hyun-Kyung Jeon
SPAIN	ACTECIR	Francesc X Besso	Elias Martinez	Sonia Navarro
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SWEDEN	SWEDVAC	Veronica Eade	Goran Werner	Jaana Petherbielke
SWITZERLAND	SWKI	Thomas Doebeli	Daniel Buhrer	Ruth Hess
TURKEY	TTMD	Kemal Gani Bayraktar	Nermin Koroglu	Bengusu Gurcay
UNITED KINGDOM	IOR	Graeme Fox	Graeme Fox	Miriam Rodway
VIETNAM	VISRAE	Cu X Dong	Ta Quang Ngoc	Nguyen Xuan Tien

2020-26	ABRAVA	Oswaldo D S Bueno	Councilor	AASA Americas
2024-26	TTMD	Hasan Alpay Heperkan	Councilor	AASA Africa-Middle East
2020-25	JSRAE	Noboru Kagawa	Councilor	AASA Asia-South Pacific
2022-25	AIIR	Ioan Dobosi	Councilor	AASA European
2020-26	EFRIARC	Carlos E Lisboa	Councilor	AASA European

2023-26	Bjarne Olesen	AASA Chair
2023-26	Farooq Mehboob	AASA Vice Chair
2024-25	Charles Gulleedge	AASA Member
2024-25	Dennis Knight	Coordinating Officer

Meeting Date	Attendees	WebEx ID
February 10, 2024 9:00 AM EST	In Person: 38 Virtual: 2	2348 612 2590

Details - In Person

Name	Organization	Country	Email Address
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levelplus-anthony@hotmail.com
liviu.drughean@utcb.ro
liya67@ktl.re.kr
lucapitera@aicarr.org
lyamada@pucp.pe
mabbassajid@gmail.com
madi.sakande@newcoldsystem.it
mail@dkforening.dk
management@atecyr.org
marioalexandre@projetosavancados.com.br
mark.meyer@danfoss.com
marko.ignjatovic@masfak.ni.ac.rs
matti.remes@hepacon.fi
mgtarlea2001@yahoo.com
michel.duclos@aicvf.org
mike@busnessedgeltd.co.uk
minki.sung@gmail.com
miriam@ior.org.uk

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mitja@lenassi.si
miyara@me.saga-u.ac.jp
mohandis@batelco.com.bh
mohandis@bse.bh
mqinguo@car.org.cn
mrbaig2@yahoo.com
mrjaman@gmail.com
nagano@eng.hokudai.ac.jp
national@psme.org.ph
nationalsecretary@sairac.co.za
nerminkoroglu@gmail.com
noboro.kagawa@aoni.waseda.jp
norvac@skarland.no
odete.almeida@pqf-ingenheiros.pt
office@agfro.ro
office@aiiro.ro
office@criofrig.ro
office@drwild.de
office@drwild.de
office@oekkv.at
office@smeits.rs
okal@central.tee.gr
olli.seppanen@finvac.org
oswaldo@bueno.eng.br
paul.jackson62@bigpond.com
pgbi.secretariat@gmail.com
phil@acslgroup.nz
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potapov@abok.ru
presedinte@aiiro.ro
presidencia@abrava.com.br
Presidencia@americmx.com
presidencia@ateaar.org
president@actecir.cat
president@atecyr.org
president@central.tee.gr
president@hvacr.org.pk
president@ishraehq.in
president@ording.org.lb
president@sairac.co.za
president@u-3arc.org
presidente@abrafac.org.br
presidente@asbrav.org.br
presidente@efriarc.pt
prof_944@hotmail.com
psme_national@yahoo.com

psvare@pldtdsl.net
qkqudy@gmail.com
rdonoso@sumacinc.com
reito@jsrae.or.jp
reto.vital@insel.ch
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rimantas.bakas@LTERA.lt
risto.kosonen@aalto.fi
rolandas.jonynas@LTERA.lt
rolandas@listia.lt
rraguilo@yahoo.com
Sahel.Carrillo@americmx.com
saito@waseda.jp
sami.zheng@airah.org.au
samoel@cacr.com.br
sbcc@sbcc.com.br
secretari@actecir.cat
secretaria@abrava.com.br
secretaria@efriarc.pt
secretariat@aicvf.net
secretariat@aicvf.org
secretariat@u-3arc.org
sekretar@smeits.rs
serenum05@gmail.com
shan497@gmail.com
shehade.khoury@khater-eng.com
siru.lonnqvist@finvac.org
sithok@fs.uni-lj.si
smeits@eunet.rs
sstp@sstp.sk
sstp@zsvts.sk
stasin@ktu.lt
stp@stpcr.cz
sugiyama@shase.or.jp
sulkhansuladze@gmail.com
suzana.domjan@fs.uni-lj.si
Tab@ABOK.ru
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technostock@gmail.com
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ASHRAE Associate Society Alliance

Collaboration Agreement and Membership Requirements

ASHRAE's mission statement requires Society "To serve humanity...". At the same time, we recognize that ASHRAE, working alone, cannot make a difference in the 'critical issues' that we all face worldwide. Accordingly, ASHRAE, in its desire to best serve humanity by creating a more sustainable, resilient world for all, endeavors to produce a more effective and fruitful exchange of technical information, knowledge and ideas among engineers engaged in the arts and sciences of heating, ventilation, air-conditioning and refrigeration by making it possible for any qualifying society, engaged in the similar fields of technical activity, to become an Associate Society of ASHRAE.

Due to the importance of our mission, it is imperative that ASHRAE has clear policies to amplify our ability to collaborate and cooperate with like-minded HVAC&R societies while minimizing any negative, unintended consequences from competition and conflict. This collaboration agreement between ASHRAE and an Associate Society is intended to identify the rights, responsibilities and requirements that are attributable to both ASHRAE and its Associate Societies.

I. BASIC REQUIREMENTS

The basic requirements for an organization within the built environment to become an ASHRAE Associate are as follows:

- A. Application will be limited to HVAC&R societies located outside of the United States and Canada whose purpose is to advance the arts and sciences of heating, refrigerating, air-conditioning or ventilation. Applications for affiliate, non-voting AASA membership can also be accepted from industrial/manufacturer associations (such as EUROVENT, AMCA, etc.) and federations (such as FAIAR, REHVA, etc.) within and outside of North America.
- B. Organizations applying for association must have been in existence a minimum of five consecutive years and have no less than 50 members in good standing at the signing of agreement. The membership requirement is waived for affiliate, non-voting AASA membership.
- C. The membership requirements of organizations applying for association must be open to all individuals who meet the minimum requirements for ASHRAE membership. (Please reference ASHRAE's website at <https://www.ashrae.org/membership/join> for qualifications of ASHRAE membership.) The membership requirement is waived for affiliate, non-voting AASA membership.
- D. All organizations seeking membership in AASA shall adhere to ASHRAE's Code of Ethics (<https://www.ashrae.org/about/governance/code-of-ethics>)

II. RIGHTS, RESPONSIBILITIES AND PRIVILEGES ATTRIBUTABLE TO ASHRAE

ASHRAE acknowledges the following:

- A. ASHRAE will strive to collaborate and cooperate with the Associate Society to advance the arts and sciences of the HVAC&R industry to serve humanity.
- B. ASHRAE will act with honesty, fairness, courtesy, competence, inclusiveness, and respect for others, which exemplify our core values of excellence, commitment, integrity,

collaboration, volunteerism, and diversity.

- C. ASHRAE will avoid any real or perceived conflict of interest in its dealings with the Associate Society.
- D. ASHRAE will endeavor to avoid unfair competition¹ with the Associate Society with respect to membership recruitment or revenue streams
- E. ASHRAE will continue to grow its membership and serve its members² in keeping with its mission.
 - i. The formation of chapters, sections, and student branches is a decision to be made by local ASHRAE members and is therefore not controlled by ASHRAE. The rules and regulations regarding the formation of chapters, sections, and student branches is contained within the Manual of Chapter Operations (MCO) (<https://www.ashrae.org/communities/chapters/ashrae-chapters/manual-for-chapter-operations>).
 - ii. If local ASHRAE members choose to form a chapter, section, or student branch, the local AASA society should be informed of the intent and the process to be followed to form a chapter, section, or student branch.
 - iii. If an ASHRAE chapter, section, or student branch is already existing in that country, the proposed new ASHRAE chapter, section, or student branch shall be comprised of new ASHRAE members and shall not compete with the existing ASHRAE chapter, section, or student branch.
 - iv. The proposed ASHRAE chapter, section, or student branch will endeavor to work in harmony with the local AASA societies to ensure that both the local ASHRAE chapter, section, or student branch and the local AASA organization benefit humanity.
- F. ASHRAE may promote, endorse, sponsor and/or collaborate on joint conferences, seminars, forums, and other technical events with an AASA organization if it is mutually determined that the collaboration benefits both organizations and the community as a whole.
 - i. If it is mutually determined that ASHRAE should be involved in a joint endeavor, a business case on any particular collaboration project shall be agreed upon and balanced benefits measured. A clear statement of benefits to each organization shall be developed.
 - ii. If a local ASHRAE chapter or group is available, and so inclined, it shall similarly be involved in the joint endeavor and will be held to the same rights, responsibilities, and privileges as ASHRAE Society.
 - iii. If it is mutually determined that ASHRAE and/or a local ASHRAE chapter or group shall be involved in a joint endeavor, a detailed budget must be prepared showing all expected expenses and revenues for the endeavor. A detailed explanation of how the expenses, revenues and excess are to be divided between ASHRAE, its local chapter or group and the AASA organization shall be produced.
 - iv. If the joint activity is dependent on ASHRAE funding, the funding request shall be submitted to ASHRAE prior to the end of the preceding Society year, so that it may be included in the current year's budget.

¹ ASHRAE will avoid recruiting an Associate Society's members, sponsors, or supporters by using unfair or unethical methods.

² Serving members includes, but is not limited to, holding seminars, DL lectures and other similar activities

- v. ASHRAE must inform the local AASA organization if an ASHRAE topical conference is planned in that country.
- vi. ASHRAE and its chapters and groups shall comply with the requirements for product shows and equipment expositions, as outlined in the Manual of Chapter Operations (MCO) (<https://www.ashrae.org/communities/chapters/ashrae-chapters/manual-for-chapter-operations>).

G. Members of ASHRAE in good standing are entitled to register for meetings and conferences conducted by AASA organizations at AASA member registration rates. Each Society agrees to provide the other with one complimentary VIP registration to the primary annual meeting of the other organization.

H. Members of ASHRAE in good standing are entitled to purchase publications of AASA organizations at AASA member prices.

I. ASHRAE will provide each AASA organization with any regular monthly publication produced by ASHRAE.

J. In an attempt to facilitate communication and collaboration, ASHRAE will survey their members in the country of the AASA organization and request their permission to share their name and contact information with the AASA organization. To reciprocate, the AASA organization will survey its members to identify ASHRAE members and request their permission to share their name and contact information with ASHRAE. It is hoped that this common pool of ASHRAE volunteers will serve as the foundation for future collaboration and communication.

III. RIGHTS, RESPONSIBILITIES AND PRIVILEGES ATTRIBUTABLE TO THE ASSOCIATE SOCIETY

Each ASHRAE Associate Society Alliance (AASA) organization acknowledges the following:

- A. The AASA organization will strive to collaborate and cooperate with ASHRAE and its local chapters to advance the arts and sciences of the HVAC&R industry to serve humanity.
- B. The AASA organization will act with honesty, fairness, courtesy, competence, inclusiveness, and respect for others, which exemplify ASHRAE's core values of excellence, commitment, integrity, collaboration, volunteerism, and diversity.
- C. The AASA organization will avoid any real or perceived conflict of interest in its dealings with the ASHRAE and its local chapters.
- D. The AASA organization will endeavor to avoid unfair competition³ with ASHRAE and its local chapters with respect to membership recruitment or revenue streams.
 - i. The AASA organization will not distribute ASHRAE standards, DL presentations, Handbooks or other ASHRAE member benefits for free or at a reduced rate without the written permission of ASHRAE.
- E. The AASA organization will continue to grow its membership and serve its members in

³ The Associate Society will avoid recruiting ASHRAE members, sponsors, or supporters by using unfair or unethical methods.

keeping with its mission⁴.

- i. The formation of affiliated groups to serve an AASA organizations members, students, or other similar groupings is a decision to be made by the AASA organization.
- ii. If an AASA organization chooses to form affiliated groups, ASHRAE Society and the local ASHRAE entity should be informed of the intent and the process to form such affiliated groups.
- iii. The proposed AASA affiliated group will endeavor to work in harmony with ASHRAE Society and the local ASHRAE entities to ensure that both the local AASA affiliated group and ASHRAE, and the local ASHRAE entities, benefit humanity.
- iv. An AASA organization, in consensus with ASHRAE, may establish an ASHRAE group, chapter, section, or student branch within its organization. The process of establishing an ASHRAE group, chapter, section, or student branch will follow the 'Model Plan to Establish Chapters with National Associations', attached as Attachment A.

F. An AASA organization may promote, endorse, sponsor and/or collaborate on joint conferences, seminars, forums, and other technical events with ASHRAE if it is mutually determined that the collaboration benefits both organizations and the community as a whole.

- i. If it is mutually determined that ASHRAE should be involved in a joint endeavor, a business case on any particular collaboration project shall be agreed upon and balanced benefits need to be measured. A clear statement of benefits to each organization shall be developed.
- ii. If an AASA chapter and/or a local ASHRAE chapter or group is available, and so inclined, it shall similarly be involved in the joint endeavor and will be held to the same rights, responsibilities, and privileges.
- iii. If it is mutually determined that ASHRAE should be involved in a joint endeavor, a detailed budget shall be prepared showing all expected expenses and revenues for the endeavor. A detailed explanation of how the expenses, revenues and excess are to be divided between ASHRAE, and the AASA shall be produced.
- iv. The AASA organization must inform ASHRAE and any local ASHRAE chapter if a topical conference is organized in the country of the AASA member or AASA affiliate member.

G. Members in good standing of AASA organizations are entitled to register for Society meetings and conferences of ASHRAE at ASHRAE member registration rates. Each Society agrees to provide the other with one complimentary VIP registration to the primary annual meeting of the other organization.

H. Members in good standing of AASA organizations are entitled to purchase ASHRAE Society publications at ASHRAE member prices.

I. AASA organizations will endeavor to attend an AASA meeting twice a year. ASHRAE will organize an AASA meeting at each winter meeting. The second yearly meeting could be at the ASHRAE annual meeting or at another location to be decided by AASA..

⁴ Serving members includes, but is not limited to, holding seminars, DL lectures and other similar activities

- J. A virtual ASHRAE Library, consisting of monthly ASHRAE Journals, annual volumes of the Handbook series, Meeting Transactions will be provided to each AASA member in good standing.
 - i. AASA members may translate and reprint ASHRAE meeting and Journal papers following formal written permission to do so.

IV. IDENTIFICATION OF ASSOCIATION

Associates may print on their letterhead: Associate of ASHRAE

V. DISASSOCIATION

ASHRAE reserves the right to disassociate with any AASA organization by withdrawing their 'in-good-standing' status, due to a failure to meet these AASA membership requirements, ASHRAE's Code of Ethics, or precipitating a conflict of interest.

VI. APPLICATION PROCEDURE

If the applicant meets the basic requirements for association as outlined herein and desires to apply for association with ASHRAE as an AASA member, a 'Collaboration Agreement and Membership Requirements' form, signed by an authorized officer of the organization, shall be transmitted to ASHRAE as outlined herein. Further, a formal letter/request signed by an authorized officer of the applicant organization shall be directed to the AASA chairman, and the Manager of Region Services of ASHRAE, stating that the national Society, by approval of its Governing Board, has voted to apply for status as an ASHRAE Associate Society. This letter must state that the national society is fully aware of the basic requirements, rights, responsibilities, and privileges for association with ASHRAE and that it agrees to this 'Collaboration Agreement and Membership Requirements'.

When completed, mail this agreement, the above referenced letter, and the attached AASA Application Request Form to:

Manager – Region Services
C/o ASHRAE
180 Technology Parkway
Peachtree Corners, GA 30092

Email: AASA@ashrae.org

Upon receipt of this 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 organization 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.

Once AASA membership has been approved by the ASHRAE Board of Directors, a membership certificate will be issued.

Agreed and accepted:

For the organization

For ASHRAE

Signature:

Name:

Title:

Date:

Signature:

Name:

Title: ASHRAE President

Date:



ASHRAE ASSOCIATE SOCIETY ALLIANCE APPLICATION REQUEST FORM

GENERAL INFORMATION

Society Name: _____

Address Line 1: _____

Address Line 2: _____

Address Line 3: _____

Country: _____

Telephone: _____

Facsimile: _____

Email: _____

Web Address: _____

AASA OFFICIALS (Please list elected officials on a separate page)

CHIEF STAFF OFFICER (Please list person responsible for correspondence with ASHRAE – include formal title)

Name: _____ Title: _____

Email: _____

ASHRAE Member? Yes Membership Number: _____

No

AASA PRESIDENT

Name: _____

Email: _____

Term of Office: From: _____ To: _____

ASHRAE Member? Yes Membership Number: _____

No

AASA REPRESENTATIVE

Name: _____

Address Line 1: _____

Address Line 2: _____

Address Line 3: _____

Country: _____

Telephone: _____

Facsimile: _____

Email: _____

ASHRAE Member? Yes Membership Number: _____

No

PUBLICATIONSPublication NamePublication Frequency

MEMBERSHIP

Total Membership: _____

Membership GradesApproximate Number of Members

SOCIETY MEETINGS (include 5 year listing)DatesLocation

OTHER SOCIETY INFORMATION

Native Language: _____

Brief description of the nature of your national association, its aims and scope of activity, the date of formation, and include a copy of the certificate of national registration.

Submitted by:

Name: _____

Title: _____

Email: _____

Date: _____

Return Completed Application form and a copy of your Society Bylaws to:

Tammy Catchings

ASHRAE

180 Technology Parkway • Peachtree Corners, GA 30092

Email: AASA@ashrae.org