

**Official Bylaws for the
Manufacturers' Service Advisory Council (MSAC) of the
Refrigeration Service Engineers Society (RSES)**

1.0 MISSION

- 1.1 The MISSION of the Manufacturers' Service Advisory Council (MSAC) of the Refrigeration Service Engineers Society (RSES) shall be to provide an organization through which personnel, who are actively involved with the HVACR industry, may assist RSES in its educational efforts concerning the common problems related to the application, installation, service and maintenance of HVACR equipment, auxiliaries and accessories.
- 1.2 This MISSION is to be implemented by:
- 1.2.1 Conducting two (2) scheduled MSAC business meetings annually. A mid-year business meeting usually hosted at a Council Member's facility or at the RSES Headquarters in Des Plaines, IL. Also, a second MSAC business meeting held in conjunction with the RSES Annual Conference.
 - 1.2.2 Discussion of the items of mutual interest, which shall be of educational value only. Members shall not be asked to divulge the data which, in their opinion, may not be to the best interests of themselves or their employers.
 - 1.2.3 Close cooperation between MSAC and RSES, together with the facilities of RSES for the dissemination and distribution of information and procedures developed by the MSAC for the benefit of the industry in improving the standards/practices of installing, servicing, repairing or maintaining HVACR equipment, auxiliaries and accessories.

2.0 MEMBERSHIP

2.1 Eligibility:

Membership in MSAC includes a group of industry experts including, but not limited to, HVACR consultants, retired RSES Members, national service managers, training directors, application engineers, consulting engineers and technical specialists employed by manufacturers of HVACR equipment, auxiliaries and accessories and who have responsibility for the installation, service repair or maintenance of that manufacturer's equipment, or who have responsibility for developing and disseminating information to RSES Members who are performing similar functions.

2.2 Titles of Members:

In some cases, individuals who meet the above requirements will have the title of national service managers, training directors, application engineers, consulting engineers, technical specialists, etc. It is recognized, however, that various companies are structured so that this function is performed by an individual having some other title than what is listed above.

2.3 Determination of Eligibility:

- 2.3.1 Determination of Eligibility shall rest with the Executive Committee.
- 2.3.2 All active Members of MSAC should also be Members of RSES.
- 2.3.3 If a Member so chooses, they may designate an alternate to represent them at any regular or special MSAC meetings. The alternate shall properly identify themselves to the Council.

2.4 Classification of Membership:

The following classifications of Membership shall apply:

- 2.4.1 **MEMBER:** A Member is that individual fulfilling the requirements for membership and who has been elected to membership in accordance with the MSAC Bylaws.
- 2.4.2 **ASSOCIATE MEMBER:** An Associate Member is a Member of MSAC who shall cease to meet the eligibility requirements through a position change. Their membership in MSAC may continue as a non-voting Associate Member. In the case, the Associate Member's company may also have a regular voting Member.
- 2.4.3 **HONORARY MEMBERS:** The current elective Board of Directors, Executive Committee and Educational & Examining Board shall be Honorary Members of MSAC and entitled to attend meetings of the Council, but shall have no vote in the proceedings of MSAC.

2.5 Procedure for Election to Membership:

- 2.5.1 An application form and MSAC brochures shall be provided by the MSAC Secretary to the applicant.
- 2.5.2 The completed application shall be forwarded to the MSAC Secretary.
- 2.5.3 Applicants shall be reviewed by the Executive Committee at the next scheduled meeting.
- 2.5.4 Approved applications shall be acted upon by vote of the Members present at the meeting.
- 2.5.5 The final results of action on each application shall be conveyed to the applicant in writing by the MSAC Secretary.

2.6 Duties of Members:

In order to accomplish the ongoing functions of the MSAC in support of RSES, the Member agrees to the following:

- 2.6.1 Assist in reviewing and/or rewriting Chapters of the RSES Service Application Manual (SAM), or providing technical input when requested as time becomes available.
- 2.6.2 Attend MSAC meetings when possible.
- 2.6.3 Make prompt replies, when requested, to MSAC Hotline questions for publication in the *RSES Journal*, or to other requests for educational input.
- 2.6.4 Serve on the Executive Committee or other MSAC committees when requested.

3.0 ORGANIZATION

- 3.1 There shall be an Executive Committee which shall direct all activities of the MSAC.
- 3.2 All actions of the Executive Committee shall be subject to the approval of a simple majority of those Members present at any regular meeting of the MSAC.
- 3.3 The Executive Committee shall consist of three Members of MSAC—Chairperson, 1st Vice President and 2nd Vice President.
- 3.4 The Editor and/or Publisher or any other designated person serving in an editorial capacity of the *RSES Journal* will serve as the MSAC Co-secretaries.
- 3.5 One new Executive Committee Member shall be elected every third year at the annual spring meeting.
- 3.6 In the event that a Member of the Executive Committee shall cease to be a Member of MSAC, the present Executive Committee Members will advance to fill the vacancy and a successor will be elected at the next scheduled meeting.
- 3.7 An Executive Committee position *requires* an RSES Membership.

4.0 COMMITTEES

- 4.1 To provide a means of carrying out the educational or other projects of the MSAC, such committees as may be desired shall be appointed by the MSAC Chairperson.
- 4.2 Project Committees: Project Committees shall be appointed to develop recommendations for industry procedure standards concerned with the classifications of installation, service, repair or maintenance of HVACR equipment, auxiliaries and accessories.
- 4.3 Special Committees: Special committees shall be appointed for assignments as may be deemed necessary by the Executive Committee.
- 4.4 Duties of Committees:
 - 4.4.1 Committees shall actively work upon the project assigned under the direction of the Committee as needed.
 - 4.4.2 The Committee Chairperson shall call meetings of the Committee as needed.
 - 4.4.3 The Committee Chairperson shall provide reports of actions and/or recommendations to the Members present at a regular MSAC meeting.
- 4.5 Tenure of Committees:
 - 4.5.1 Whenever possible, the MSAC Chairperson shall set a time limit for each committee.
 - 4.5.2 The final report of the Committee shall be presented to the membership at the next regular meeting following the pre-arranged time limit.
 - 4.5.3 Upon receipt of the final report, the Committee shall be discharged.

5.0 MEETINGS

- 5.1 Regular Meetings:
 - 5.1.1 Annual Meeting: The annual MSAC Business Meeting shall be held in conjunction with the RSES Annual Conference. The annual meeting shall review Committee progress and

MSAC activities that have occurred and/or been finalized since MSAC's Mid-year Business Meeting.

5.1.2 Mid-year Meeting: The Mid-year Business Meeting shall be held at such locations as determined by the Chairperson (usually hosted at an MSAC Member's manufacturing facility). The Mid-year Meeting shall be a "working" meeting, with time allotted for Committee reports, follow-up Council actions and possibly a plant tour of the manufacturing facility.

5.2 Special Meetings:

Special meetings shall be held at the direction of the Executive Committee.

5.3 Notification:

The Membership shall be notified of all meetings via their choice of mail, e-mail or fax forty-five (45) days prior to the meeting date by an MSAC Co-secretary. (See MSAC Bylaws 7.2)

5.4 Attendance:

Attendance at meetings shall be limited to Members of the MSAC, Associate Members of the Council, Honorary Members of the MSAC and invited guests.

6.0 PARLIAMENTARY RULES

The MSAC Chairperson's Rules of Order shall govern procedures at Council meetings, provided they do not conflict with neither the MSAC Bylaws nor the RSES Bylaws.

7.0 MSAC SECRETARY/CO-SECRETARY

The Editor and/or Publisher and/or any other designated persons serving in an editorial capacity of the *RSES Journal* will serve as the MSAC Secretary and/or Co-secretary. Responsibilities include:

7.1 Co-Chair the two MSAC Business Meetings during the year with the MSAC Chairperson.

7.2 Assist in the preparation of meeting announcements and distribution to Membership forty-five (45) days in advance of each meeting. Distribute a follow-up copy of the meeting notice again twenty-five (25) days in advance of each meeting. Appropriate telephone contact should be conducted to the Membership fourteen (14) days in advance of each meeting.

7.3 Coordinate the logistics of the meeting with the MSAC Chairperson and host Member(s), which includes, but is not limited to, preparing meeting Agendas and Minutes.

7.4 Collate and distribute MSAC Hotline questions during yearly meetings and coordinate follow-up activity.

7.5 Solicit MSAC Membership in areas where Council expertise is lacking via mail, e-mail, fax and/or personal contact at industry trade activities/shows

7.6 Other assignments as requested by Council Chairperson.

8.0 AMENDMENTS

These Bylaws may be amended by two-thirds (2/3) majority of the Members of the MSAC in attendance at any properly called meeting of the Council, *provided* that notice of the proposed amendment shall have been delivered (via mail, e-mail or fax) to all MSAC Members at least sixty (60) days before such meeting by the MSAC Secretary and/or Co-secretary.