

New Jersey Chapter Bylaws & MOP Committee

Dec. 13, 2002

The below MOP #25, addition #5 was APPROVED at the Board of Governor's meeting, held 12/12/2002.

>>> **SEE PAGE 2**<<<

MOP Revision: To Manual of Procedures, dated 6/4/98

(The following is a MOP REVISION that would be changed from the existing MOP dated 6/4/98, and revised 5/13/99, 1/4/2000, 4/6/2000 & 11/7/2002)

25 Advertising Policy

The following NJ Chapter of ASHRAE "publications" are available for individuals and companies to purchase advertising in them:

"Thermogram" newsletter.

Membership Roster

Directory of Products and Services

New Jersey Chapter Web Site

Vendor tables

This MOP shall only apply to these items only.

There may be other situations where advertising may be sold by the NJ Chapter (such as Golf Outing hole sponsors etc.). However this MOP will NOT apply to those specific instances.

1.) Help Wanted Ads:

Any help wanted ads must be placed by a member of the NJ Chapter of ASHRAE. The ad must state the name of the company that is offering employment.

2.) Positions Wanted: ASHRAE members who are also PAID members of the New Jersey Chapter of ASHRAE shall be allowed to post a “Position Wanted” advertisement.
There will be NO COST to the member for this advertisement.
Size and space allotted for the ad will be at the sole discretion of the Newsletter Editor. The member may have to limit their ad size if requested by the Editor. This “position wanted” advertisement shall ONLY be for themselves. Members are limited to only ONE ad per each newsletter.

3.) Vendor Tables:

Vendors tables are available for products and services related to the HVAC & R industry.

4.) Advertising Rates: ALL advertising rates shall be set and approved by the Board of Governors of the NJ Chapter. Any revision to currently publicized advertising rates shall also require BOG approval. See Note #5 below, for “free” advertising.

(Complete MOP #25, and Notes #1-4 were approved at 1/4/2001 Board of Governors Meeting)

*****APPROVED ADDITION TO MOP #25*****

5.) “Free” Advertising:

The following types of notices / postings in either the Chapter Newsletter, or Chapter Web Site will be at no cost to the submitter:

- **Information from Non-Profit Organizations**
- **Industry Related information without “profit” motivation**
- **Services to our Members**

Examples: Non-ASHRAE Educational seminars, help wanted ads, position wanted ads, etc.

Questionable submissions may be subject to Board of Governors approval.

(This note #5 addition to MOP #25 was approved at the 12/12/2002 BOG Meeting.)