

MANUAL
FOR
CHAPTER OPERATIONS

ASHRAE
1791 TULLIE CIRCLE, NE – ATLANTA, GA 30329

rev. 01.23.12



ASHRAE Code of Ethics

As members of a Society

> "organized and operated for the exclusive purpose of advancing the arts and sciences of heating, refrigeration, air conditioning, and ventilation, the allied arts and sciences, and related human factors for the benefit of the general public,"
>
> ASHRAE Bylaws, June 1997

We recognize that honesty, fairness, courtesy, competence and integrity must characterize our conduct.

With the foregoing in mind

> Our efforts shall be directed at all times to the enhancement of the public health, safety and welfare.
> Our services shall be offered only in areas of our competence.
> Our products shall be offered only in areas of their suitability.
> Our public statements shall be issued only in an objective and truthful manner.
> Our endeavors shall carefully avoid conflicts of interest and the appearance of conflicts of interest.
> The confidentiality of clients' and employers' business affairs, proprietary information, and procedures shall be respected.

Approved by the Board of Directors June 22, 1986



ASHRAE

Technology for a Better Environment

ASHRAE Mission Statement

ASHRAE will advance the arts and sciences of heating, ventilation, air conditioning and refrigeration and related human factors to serve the evolving needs of the public and ASHRAE.

ASHRAE's Core Values

Excellence: We are committed to the achievement of technical quality and excellence in our programs, publications, courses and other activities.
Advancement: We are committed to the advancement of the arts and sciences of HVAC&R for the benefit of society, whether through technology transfer or education and training.
Integrity: We are committed to honesty in the practice of our profession as embodied in the ASHRAE Code of Ethics.
Leadership: We are committed to providing leadership within our industry, and developing leadership qualities in our members.
Service: We are committed to service to our members and to the public.

ASHRAE Vision

- ASHRAE will be the global leader in the arts and sciences of heating, ventilation, air conditioning and refrigeration;
- ASHRAE will be the foremost, authoritative, timely and responsive source of technical and educational information, standards and guidelines; and
- ASHRAE will be the primary provider of opportunity for professional growth, recognizing and adapting to changing demographics, and embracing diversity.

ASHRAE Strategic Goals

1. Make the Handbooks more relevant to ASHRAE's primary customers.
2. Create a comprehensive ASHRAE Business Plan.
3. Develop and maintain products and services to meet the needs of ASHRAE's primary beneficiaries.
4. Create a culture of innovation and flexibility within ASHRAE that recognizes and responds to technological change.
5. Optimize the use of volunteer's time.

TOLL FREE ☎ NUMBERS

US & Canada ..... **1-800-5-ASHRAE (1-800-527-4723)**

Australia **1-800-122-190**

Hong Kong **800-96-2655**

Mexico **001-800-258-1126**

Singapore **800-1300-245**

Taiwan **0080-14-9547**

United Kingdom **0800-96-2130**

FAX NUMBER (not toll free)

US & Canada **1-404-321-5478**

TOLL FREE FAX NUMBERS

Australia **1-800-122-189**

Brazil **1800-804-4822**

Hong Kong **800-96-2654**

Italy **1678-72106**

Japan **0066-33-820-418**

Malaysia **800-2466**

South Africa **0800-9-94166**

Taiwan **0080-14-9546**

United Kingdom **0800-96-2131**

These toll free numbers may be used for:

- ✓ Credit card payment for Society dues
- ✓ Publications orders paid by credit card
- ✓ Change of address reporting
- ✓ Request for Society promotional literature and general information
- ✓ Annual and Winter Meeting registration
- ✓ Professional Development Seminar registration

FOREWORD

This manual has been prepared to assist chapters of the Society in planning, organizing and improving their operation. It is intended as a guide and with certain exceptions, such as directions based on Rules of the Board, Chapter Constitution and Bylaws, etc., the chapters should feel free to amplify and modify the suggestions to suit their own needs. Any changes to the MCO and CRC Manual, other than ROBs or changes affecting ROBs or policy shall not require BOD approval. 600-100-002/94-06-30-15A/95-01-29-07/05-06-27-37

Chapter officers and committee chairs should keep in mind there is no better way to assure the success of a chapter than to have each member feel a definite sense of responsibility. To accomplish this, participation is important and, insofar as practicable, every person should be a part of at least one committee.

Good liaison among chapters in a specific region and between chapters and Society Headquarters is vital to the overall effectiveness of the Society. For chapters assigned to Regions the Regional Chairs are the liaison agents who channel information among the chapters and it is important that these chapters maintain effective communication through their Regional Chair. Regional boundaries are outlined in Appendix P.

The Society is governed by the following documents in the order listed:

A. Certificate of Consolidation (Appendix E)

B. The Society Bylaws (Appendix E)

C. Rules of the Board

D. Chapter Constitution and Bylaws (Model – Appendix DD1)

Copies of this manual may be downloaded from the ASHRAE website. Updates are added to the Manual for Chapter Operations on ASHRAE's website following the winter and/or annual meetings. (00-06-25-22B)

The obsolete manual should be destroyed and the new downloaded from the website.

The new president should conduct a planning meeting early in the year, using this manual as a guide to set goals and objectives. All officers and board members and committee chairs should attend the planning meeting.

In cases of incorporation in certain jurisdictions, the designation "Board of Directors" may be required in lieu of "Board of Governors." This document does not prohibit that terminology.

TABLE OF CONTENTS

SECTION	NAME OF SECTION
PAGE 1	**WHAT'S NEW IN THE MCO**
Section 1	CHAPTER OFFICERS
Section 2	CHAPTER COMMITTEES
Section 3	MEMBERSHIP
Section 4	CHAPTER FINANCES
Section 5	MEETINGS
Section 6	CHAPTER PUBLICATIONS
Section 7	CHAPTER PUBLICITY
Section 8	RECORDS AND REPORTS
Section 9	MANAGEMENT BY OBJECTIVES
Section 10	VISITS TO CHAPTERS BY SOCIETY AND REGIONAL OFFICERS
Section 11	CHAPTER RESPONSIBILITIES TO STUDENT BRANCHES
Section 12	GUIDELINES FOR SPONSOR CHAPTERS AND NEWLY CHARTERED CHAPTERS
Section 13	REGIONAL ACTIVITIES
Section 14	CHAPTER SECTION OPERATIONS
Section 15	MENTORING

APPENDICES – TABLE OF CONTENTS

A	Suggested Chapter Operations Calendar
B	Sample Membership Listing/ Membership Grades – Code Descriptions
C	Suggested Chapter Organization Chart
D	Rules of Board of Directors Concerning Chapter Operations
E	Certificate of Consolidation / Society Bylaws
--	Membership Application (Apply Online or Contact Headquarters for current application)
--	Student Membership Application (Apply Online or Contact Headquarters for current application)
H	History of Chapter Officers/Property
I	Minutes Format
J	Chapter Information Questionnaire (see online instructions)
K	Guidelines for Presenting Chapter Sponsored Education Lecture Series or Seminars
L	Guidelines for Co-sponsored Conferences
N	ASHRAE Honors and Awards
N1	Distinguished Service/Exceptional Service Award Point Tally Form
N2	Guidelines for Selection of ASHRAE Fellows (Sample)
N3	Point Score for Regional Award of Merit (Sample)
N4	Point Score for Chapter Service Award (Sample)
--	*Insights* Sample (see online)
P	ASHRAE Regional Boundaries and Chapter Locations
Q	Steps in Membership Processing
R	Public Relations Manual for ASHRAE Chapters
S	Summary - Robert's Rules of Order
T	ASHRAE Chapter Officer Installation Ceremony
T1	ASHRAE Section Officer Installation Ceremony
U1	Guidelines for Motions
U2	Format For Motions
V	Instructions to Delegate & Alternate for CRC
W	Instructions for CRC Summary Report and Sample CRC Summary Reporting Form
X	Sample Nominations Work Sheet for CRC Executive Session
Y	Management by Objectives
Z	Biographical Record Form (located on the ASHRAE website)
AA	Sample Chapter Liability Insurance Form
BB	Notice of Intent and Disclaimer for Chapter Product Shows and Equipment Expositions
CC	How To Write Effective Newsletters
DD1	Model Chapter Constitution and Bylaws
DD2	List of Acceptable Deviations
DD3	Procedures for Updating Chapter Bylaws
EE	List of Acronyms
FF	ASHRAE Commercialism Policy and Guidelines
FF1	ASHRAE Policy on Renting ASHRAE Membership Lists to Other Associations and Organizations
GG	Sample Letters Regarding Chapter Dissolution
HH	Transportation Reimbursement Policy

APPENDICES – TABLE OF CONTENTS (CONT'D)

II	Chapter Programs Evaluation Form
JJ	Criteria for the Formation of A New Region
KK	Petition For Establishing A Chapter Section
LL	Guidelines for Filing Tax Returns for USA Chapters
MM	ASHRAE Technical Committees Task Groups and Technical Resource Groups
NN	Sample Membership Promotion Letters to Employers
OO	ASHRAE Policy and Procedure for Format, Activity, and Content of Web Sites for ASHRAE Groups
PP	Logo Usage on Business and Member Cards, Email Signature, Business Correspondence, Restrictions
QQ	Certificate of Attendance of an ASHRAE Event
RR1	Reference Table For Chapter Officers
RR2	Reference Table For Chapter Committee Chairs
SS	Report on Agreed Upon Procedures Applied – Suggested Independent Accountant's Report
TT1	Research Promotion Donor Summary Form (1 of 2)
TT2	Research Promotion Donor Summary Form (2 of 2)
UU	Petition to Reassign New and Existing Chapters or Sub-region to Another Region

WHAT'S NEW IN THE MCO

MEETING	SECTION	APPENDIX	DESCRIPTION
2012 Winter Meeting	2.6.B		Student Activities Committee
	4.2.2		Reports
	4.6		Liability Insurance
	4.7		Fund Raising
	4.8.3		Chapter Dues Collection Program
	5.14.G.2		Student Meetings
	6.6		ASHRAE Logo – Use and Regulations
	11.3		Awards and Honors for Students
	11.4		Society Scholarship Program
	13.5		Regional Operating Fund
		D	Chapter Scholarships
		X	CRC Executive Session Worksheet
		HH	Transportation Reimbursement Policy
		PP	ASHRAE Logo Policy
2011 Annual Meeting	7.1		Chapter Publicity, General
	7.2		Functions of the Publicity Chair
	7.3		Reports for the ASHRAE Insights
		R	ASHRAE Public Relations Manual – A Guide for Chapters
2011 Winter Meeting	2.11		Membership Promotion Committee
	3.4		Admission and Grading
	3.8		Advancement to Higher Grade
	3.11		Chapter Membership Requirements
	13.2		Regional Officers
		LL	Guidelines for Filing Tax Returns for USA Chapters
2010 Fall Meeting	3.16		Deceased Members
	12.1		Qualifications for New Chapters
	12.2		Chapter Application Process
		DD1	Chapter Constitution & Bylaws – Committees
		HH	Transportation Reimbursement Policy for Regions (added YEA Regional Coordinator)

SECTION 1
CHAPTER OFFICERS

1.1 Selecting Chapter Officers
Duties of Officers
1.2 President
1.3 President-Elect and/or Vice Presidents
1.4 Secretary
1.5 Treasurer
1.6 Board of Governors
1.7 Suggested Format for Installation of Chapter Officers
1.8 Officer Commendations

SECTION 1
CHAPTER OFFICERS

This section covers the selection of chapter officers and is intended for the guidance of chapter officers and committees.

In view of the misunderstanding that sometimes prevails as to the duties and functions of various officers and committees, it is recommended that each chapter follow this manual, except as these rules are modified locally, consistent with the bylaws of the chapter, to take care of any unusual local conditions or situations.

All chapter officers shall refer to Appendix A, “Suggested Chapter Operations Calendar,” to become completely familiar with proper scheduling of chapter administrative functions.

This manual is designed for chapters having a May election date. Chapters having other election dates should adjust accordingly.

1.1 Selecting Chapter Officers

Some factors to be considered when selecting officers are:

A. The nominee shall have the grade of associate member or higher, in good standing.

B. The requirements of the job and the personal qualifications of nominees to meet these demands.

C. Business position and facilities that are available for carrying out duties of appointment. It is important that a chapter secretary have secretarial help.

D. Will nominee's employer approve of time and probable expense involved?

E. Are nominees members with good attendance records, and have they demonstrated willingness to accept chapter responsibilities through committee work?

F. Are prospective officers and committee members prequalified for the duties of the offices?

G. If the chapter has a regular order of progression through the chairs, each person nominated for the initial position must be evaluated on the basis that they are being selected as a future president of the chapter.

H. Chapter officers are expected to attend the Chapters Regional Conferences (CRC).

I. Each Chapter Officer is encouraged to display leadership by contributing to ASHRAE Research/Resource Promotion at or above the Honor Roll level (05-02-07-12).

Duties of Officers

The officers and other members of the Board of Governors are elected by the chapter in accordance with its bylaws. Their duties are explained in the following subsections.

See Appendices RR1 and RR2 for sections of this manual that are of special interest to various officers.

1.1.1 Selecting Chapter Committee Chairs

The selected Chapter Committee Chair must be a member of Society in good standing and shall have the grade of Associate Member or higher. (99-10-03-54)

1.2 President

The president shall be responsible for the conduct and supervision of all activities of the chapter during his/her term of office, all in accord with the bylaws of the Society and the chapter. The president will be expected to preside at all meetings of the chapter and of the chapter's Board of Governors. As soon as possible after being elected, and prior to the first chapter meeting of the year, the president should call a meeting of the Board of Governors and invite members of the previous Board and committee chairs. At this first meeting, review the Manual for Chapter Operations to ensure that all officers and committee chairs are familiar with their duties and explain any special assignments.

The president should develop a calendar of events (Appendix A) for the chapter operating year and distribute it to all officers and committee chairs. This calendar will probably change during the year, so that it will be necessary to issue revisions.

It is the responsibility of the president to prepare agendas and assure that all meetings start and end on time and that scheduled events are accomplished. Although committees are assigned duties related to the initiation and conduct of chapter activities, it is the responsibility of the president to correlate such activities. The president is also charged with the responsibility of seeing that the enthusiasm among chapter members is constantly stimulated.

1.3 President-Elect and/or Vice Presidents

Each chapter elects one president-elect and one or more vice presidents, as its own bylaws indicate. These individuals, in order, assume the presidency in the event it becomes temporarily or permanently vacant. In addition, they are members of the chapter's Board of Governors. They will also assume whatever duties are assigned them by the chapter president or the Board of Governors.

Prior to taking office as President, the President-Elect will appoint those committee chairs who will be serving during his/her year as President. These appointments should be made in consultation with the current President and currently serving committee chairs. The President-Elect shall present his/her proposed appointments to the Board of Governors for its approval. When possible, effective chairs should be encouraged to continue in their posts. Failing in this, members of the retiring committee should be given preferred consideration. These appointments should be made sufficiently far in advance of the CRC to permit attendance by the appointees at CRC workshops in the period prior to the appointees' active participation as chair of the chapter committees. At the time chapter committee chairs of those committees having workshops at the Chapters Regional Conference are appointed, they must be reminded of the expectation that they will attend their workshop at the CRC and will register at the CRC.

1.4 Secretary

The secretary takes part in all activities of the chapter, particularly as a record-keeper. The secretary is responsible for the matters listed below. The work may be lightened, if certain details are delegated to other responsible members.

Specific tasks which are the secretary's responsibility are:

A. Act as secretary for the business part of each chapter meeting and for meetings of the Board of Governors.

B. Function as a member of the Board of Governors; keep all chapter records; act as liaison between the chapter and Society Headquarters.

C. Be familiar with "Roberts Rules of Order (Revised)" (Appendix S) for conducting business sessions.

D. Maintain a record of each member's attendance and chapter activities for use of the Nominating Committee.

E. Send separate minutes of the chapter meeting and the Board of Governors' meeting to the Regional Chair and the Regional Vice Chair of Chapter Technology Transfer (where applicable) within three weeks of each meeting. The standard form (Appendix I) may be copied from this manual, or you may retype a facsimile of the standard form. Use a separate form for the board meeting, the chapter meeting and the section meeting. Clearly identify the meeting for which each set of minutes is recorded.

F. Keep lists of members and prospective members up to date, cooperating with the Membership Promotion Committee. Certify to the Board of Governors that all chapter members are bona fide members of the Society.

G. Obtain and distribute forms, supplies, etc., as needed. Certain supplies may be obtained from Society Headquarters.

H. Act for the Board of Governors in taking charge of all property of the chapter, such as the charter, bylaws, banners, projectors, etc.

I. Arrange for printing and mailing of meeting notices.

J. Promptly notify the officers, nominated candidates and members of all committees of their selection, nomination or appointment.

K. Complete the online Chapter Information Questionnaire on the ASHRAE website, and email to Society Headquarters, prior to June 1 (fall CRCs); February 15 (spring CRCs) of each year.

L. Be responsible for preparing a chapter roster. A copy of this roster must be sent to the Regional Chair (where applicable).

M. An updated roster of chapter members can be downloaded using the online reports from the ASHRAE website. (see Section 8.6.G., Chapter Reports, Steps for Accessing Chapter Reports) (09-01-26-04)

N. Make certain that the Regional Chair receives a copy of chapter correspondence (where applicable).

O. Perform other functions as outlined in subsequent parts of this manual.

1.5 Treasurer

The treasurer is responsible for the receipt, safekeeping and disbursement of chapter funds; for keeping adequate records of finances; for keeping chapter expenditures in line with income. The treasurer will keep the Board of Governors informed of the financial condition of the chapter and submit a financial report complete with the report of the Audit Committee annually to the Board of Governors, with a copy to the Regional Chair. The treasurer should obtain and study the chapter bylaws and operate in compliance with both documents. The treasurer is responsible for complying with the following sections of the MCO (02-10-19-59):

Section 2.3 “Audit Committee”
Section 2.8 “Finance Committee”
Section 4 “Finances”
Section 8.4 “Filing”

Appendix LL "Guidelines for Filing Tax Returns"
Appendix RR1 "Reference Table for Chapter Officers"
Appendix SS "Report on Agreed Upon Procedures Applied – Suggested Independent Accountant's Report"

The Treasurer should accomplish the following duties:

MONTHLY:

- Make deposits to checking account: Retain documentation showing date, amount and from whom received.
- Write checks:

  Retain documentation for all checks written showing check number, date and amount paid.
- Record all transactions in check book and ledger.
- Reconcile bank account with bank statement.
- Certificates of deposit:
  When a CD is ready to mature, discuss with the board whether to let it roll over or to cash it in to meet the chapter's financial needs or to invest the funds elsewhere.
- Prepare treasurer's report for Board of Governors:
  Beginning balances off all accounts
  Receipts for the month by source
  Disbursements for the month by category
  Ending balances of all accounts
- Maintain treasurer's files.

ANNUALLY (05-06-27-28/08-01-21):

Federal tax form 990 due the 15th of the 5th month following the end of the chapter's fiscal year. For chapters whose fiscal year ends June 30th, that date is November 15th.

Determine if filing is required by retaining services of a CPA for filing tax returns or go to the IRS website at www.irs.gov. Refer to MCO Appendix LL.

US Chapters follow Appendix LL for federal tax filings.

Non-US chapters, contact your local tax authorities to determine any tax implications.

All chapters – within 30 days following the chapter's fiscal year end, prepare annual financial report and present copy of financial report and Audit Committee report to chapter BOG and DRC.

ASSIST TRANSITION OF NEW TREASURER:

- Obtain new signature cards for banks (checking and certificate of deposits).
- Notify banks of change of address.
- Update Treasurer's Duties.
- Turn over all treasurer's files to new treasurer.
- Forward any ASHRAE treasurer documents/checks you receive to the new treasurer immediately.

ANNUAL AUDIT:

Annual audit by the Chapter Audit Committee is mandatory. One copy of the report should be retained by the outgoing treasurer for personal records. Copies must be submitted to the chapter BOG and to the DRC.

The treasurer functions as a member of the chapter's Board of Governors. The treasurer is responsible for coordinating the preparation of the annual budget, for coordinating the collection of local dues or funds, and for disbursing funds as

authorized by the Board of Governors. Any investment of chapter funds should be approved by the local chapter's Board of Governors. Whether or not the treasurer is also responsible for handling dinner-ticket money and similar items is optional with the chapter. (This detail may be the responsibility of the Reception Committee or any individual named by the Chapter Technology Transfer Committee.)

Tax Implications for Non-USA Chapters

Non-USA chapters will have to contact local tax authorities to determine any tax implications.

1.6 Board of Governors

The Board of Governors consists of the chapter's elected officers, the most recent past president and other members elected by the membership in accordance with the chapter's bylaws.

The Board of Governors manages and conducts the affairs of the chapter in accordance with the bylaws of the chapter and has supervision and care of all property of the chapter. It presents to the members at the annual meeting a general statement on the work of the year and the condition of the chapter. The Board of Governors must meet once each month, at a designated time that does not conflict with other chapter activities.

The Board of Governors, at its first meeting, should review the chapter bylaws to be sure that the current operations of the chapter are in accordance with the provisions of the bylaws. If any of the procedures deviate from what is written in the Model Chapter Bylaws (Appendix DD1), or from the list of acceptable deviations (Appendix DD2), the bylaws should be amended to reflect current practice. (See Appendix DD3, *Procedures For Updating Chapter Bylaws.*) If there is any question as to whether or not the bylaws should be amended, please address them to your DRC or to the C&BL Staff Liaison at Society Headquarters, who will consult with the C&BL Committee for advice.

Note: The Chapter Constitution and Bylaws has been combined into one (1) document and is the universal guidelines for ASHRAE chapters and ASHRAE groups. The five (5) year review of the chapter's bylaws are no longer required, however, if your current bylaws change, you must submit a copy of the signed document to Society headquarters each time a change is made to the bylaws. (08-06-23-10)

Prior to the installation of officers, the Board of Governors will appoint from among the active members of the chapter three auditors to examine and certify the accounts of the treasurer. No officer or member of the Board of Governors is eligible to serve as an auditor.

1.7 Suggested Format for Installation of Chapter Officers

Election to chapter office is a distinct honor bestowed upon ASHRAE members by their peers for their efforts, but more importantly, it is in anticipation of placing the chapter interest on their list of priorities. It goes without saying, for any chapter to provide the appropriate and expected service to its members, the chapter officers and Board members must be committed to the tasks required and specified in the Manual for Chapter Operations, which is necessary to achieve the Society's purpose of advancing the arts and sciences of heating, refrigerating, air-conditioning and ventilating.

Past Society or regional officers, or past chapter president should be considered to install the chapter officers.

President Board of Governors

President-Elect Board of Governors

Vice-President Board of Governors

Treasurer Board of Governors

Ask each individually, “Do you _____, promise to fulfill the duties and responsibilities of your office as specified in the Manual for Chapter Operations? Your response being affirmative indicates your willingness to accept the responsibility being placed upon you by your chapter, your region and your Society. I, therefore, install you as the duly elected and sworn officers and Board members of the

_____Chapter of ASHRAE.

In closing, may I remind you that you have capable, willing chapter members to assist you, BUT the success of the chapter is in your hands."

(NOTE: Refer to Appendix T for a long-form installation ceremony that may be used at the chapter installation meeting.)

1.8 Officer Commendations

Certificates of appreciation, past presidents' pins and other forms of appreciation should be employed by the chapter's Board to indicate their appreciation for the efforts on the part of their members in taking leadership roles. At annual meetings or other special events, the chapters are urged to express their appreciation and thanks for the diligence of their leadership.

SECTION 2
CHAPTER COMMITTEES

2.1 Formation and Operation of Chapter Committees
2.2 Attendance Committee
2.3 Auditing Committee
2.4 Chapters Regional Conference
2.5 CRC Action Committee
2.6 Student Activities Committee
2.7 Chapter Technology Transfer Committee (BOD 03-06-27-1C)
2.8 Finance Committee (Optional)
2.9 Historical Committee and/or Chapter Historian
2.10 Honors and Awards Committee
2.11 Membership Promotion Committee
2.12 Nominating Committee and Election Procedure
2.13 Publications and/or Newsletter Editor
2.14 Publicity Committee
2.15 Reception Committee
2.16 Refrigeration Committee
2.17 Research Promotion Committee
2.18 Special Events Committee
2.19 Technical Committees, Task Groups & Technical Resource Groups
2.20 Young Engineers in ASHRAE Committee (YEA) (08-10-25-13)
2.21 Job Description for Chapter Webmaster (optional) (09-10-25-22)

SECTION 2
CHAPTER COMMITTEES

2.1 Formation and Operation of Chapter Committees

Chapter committees consist of those elected by the chapter and those appointed by the President-Elect or Board of Governors. Appointive committees should be appointed by the President-Elect as soon as practicable. These committees should normally consist of a chair, vice-chair and two members, except as provided by the chapter bylaws. (See Appendix C for *Suggested Chapter Organization Chart.)*

The President and the Board of Governors should consider that the longer term strength and growth of the chapter will be enhanced if (a) the continuity of each committee is planned for by including a variety of age and experience level, and (b) the selection of homogeneous (clique) committees is avoided by making a conscious effort to include members from different occupations and various backgrounds.

Be mindful that committee work can help train and motivate all members and familiarize new members with the rewards and benefits of ASHRAE.

It is strongly recommended that the chairs of

chapter committees, who have workshops at CRCs, be advised that they are **expected** to attend these workshops. A minimum of three (3) hours should be allotted for all committee training workshops at CRCs (08-01-21-04).

Elected committees should be formed and operated as indicated in this manual or as covered in the chapter bylaws. Each committee should meet immediately after its appointment to plan its activities. Committees should meet at regular intervals thereafter, at least bimonthly. Committee chairs should report to the Board of Governors in person when requested or through the assigned officer when requested. At the conclusion of the chapter year, each committee chair should submit a written report to the Board of Governors, including a summary of the committee's activities for the year and suggestions for the incoming committee. It is desirable to have at least one member of the preceding year's committee on the new committee to maintain continuity, and that committees be supervised by at least one officer or member of the Board of Governors. It is also recommended that the chair hold the office for two years.

2.2 Attendance Committee

The Attendance Committee is appointed by the President-Elect in conformance with the chapter bylaws and consists of at least three members. It is the duty of this committee to foster increased member participation in chapter affairs, particularly at chapter meetings. The “telephone squad” principle is suggested as a method of contacting chapter members who are not regular in attendance. This committee should also make an effort to determine why members are not attending meetings and if the reasons are related to particular chapter activities, such information should be brought to the attention of the chapter officers.

The Attendance Committee works with the Reception Committee to see that proper records of members’ attendance are maintained. Although it is advisable to have separate Attendance and Reception Committees, it may be necessary, particularly in smaller chapters, to assign these responsibilities to the same group.

2.3 Auditing Committee

The Auditing Committee is appointed by the Board of Governors and consists of three members of the chapter, in conformance with the chapter bylaws. The committee selects one of its members as chair. No member of the Board of Governors is eligible to serve as an auditor.

The committee meets in sufficient time to audit the annual report of the treasurer before the last meeting of the chapter year. The following shall be examined:

A. Cash book, ledger and other books of account.

B. Checkbook and bank statements.

C. Receipted bills for all expenditures and authorization for same.

D. Transmittal letters received by the treasurer from the secretary accompanying all remittances.

E. Duplicate copies of transmittal letters which the treasurer has receipted and returned to the secretary.

F. All other documents or papers pertaining to the receipts and disbursements of funds.

G. All physical property of the chapter.

The committee shall certify to the accuracy of the treasurer's annual report at the Annual Meeting.

2.4 Chapters Regional Conference

The CRC business session is a meeting of the general committee of the Society serving a designated regional area and consists of a chair, who is the Regional Chair, and one delegate and one alternate selected by each chapter in the region. The delegates and alternates to the CRC are selected by the chapters from the chapter's Board of Governors. The delegate must be either the president, president-elect, vice-president or immediate past president. The alternate must be a member of the Board of Governors and,

preferably a chapter officer. No individual is allowed to serve for more than two consecutive years in either of these positions and not more than four consecutive years in both positions. The delegate and alternate take office on July 1 and serve for a period of one year.

Accreditation of delegates and alternates from a chapter to the CRC is accomplished by the chapter's secretary certifying their selection, in writing, to the Society, with a copy to the Regional Chair, on or before June 1. If a change in the delegate or alternate is required during the Society year, the Board of Governors of the chapter will make the selection and certify the change to the Society and to the Regional Chair through the secretary of the chapter.

Although last minute changes are to be discouraged they are sometime necessary. In this event, the Regional Chair must be advised of the change and the reason for it in writing, with as much advance notice as possible.

The period of service shall run from the close of business of the Annual Meeting of the Society to the close of the next Annual Meeting. In the event of disability, death or resignation, a replacement may be made by the chapter Board of Governors, or as provided in the chapter bylaws.

The chapter delegate or alternate to the Chapters Regional Conference represents the chapter at the CRC and reports to the chapter and Board of Governors at the first chapter meeting after the CRC, and at any other time when requested. They shall also maintain liaison between the chapter and the Regional Chair, as well as other chapters.

Society-approved transportation costs of approved chapter representatives to CRC meetings will be reimbursed in accordance with current Society policy. (Appendix HH)

Please Note: According to Society policy, the following statement is strongly enforced: All claims should be submitted to ASHRAE's comptroller within 30 days of the travel date. Claims submitted after 90 days will not be reimbursed. (See page 2 of the Society Travel Voucher, Documentation 2.) (09-01/26-04)

It is acceptable practice for the chapter to supplement the Society reimbursement of transportation expenses by paying, upon request, expenses for room and board, or to pay the transportation of others it would like to have in attendance at these meetings.

Chapter officers and all chapter members should be encouraged to attend the Chapters Regional Conference. Attendance at the meetings of the Chapters Regional Conference is expected of all chapter delegates and alternates, Regional Historian, Regional Refrigeration Chair (Optional), Regional Webmaster, Regional Vice-Chairs for Membership Promotion, Student Activities, Chapter Technology Transfer, Research Promotion, regional member and alternate to the Nominating Committee and chapter committee chairs of the above-mentioned committees. (00-06-25-25/BOD 03-06-27-1C) A minimum of three (3) hours should be allotted for all committee training workshops at CRCs (08-01-21-04).

More complete information to guide the delegate and alternate in preparing for the CRC meeting is sent directly from Society Headquarters. Also, to help a chapter which is selected as host for a CRC, Headquarters will send a number of copies of the *Manual for Conducting Chapters Regional Conference.*

Refer to Appendix U1 for *Guidelines for Motions* to be presented at the CRC by action committees; Appendix W for *Instructions and Sample CRC Summary Reporting Form*; and to Appendix X for a sample of the *Worksheet for CRC* for recommendations for Society and regional officers and committee members and candidates for honors and awards. The summary report and worksheets for CRCs are revised each year and mailed to the chapter Alternate and Delegate.

2.4.1 Executive Session (02-10-19-63)

A. The Regional Nominating Committee Member shall chair the CRC Executive Session. The CRC Executive Session is open only to the Regional Nominating Committee Member, Alternate, Reserve Alternate, chapter delegates and alternates of that particular region and is

not open to any other members of the Society Nominating Committee. Any current Society Board member shall not attend a Regional Caucus or Executive Session held in any region. (85-01-31-33/97-01-26-01/98-01-18-16/01-01-28-01/ 02-10-19-63/03-01-30/40B-BOD/06-06-26-28)

B. If a CRC-elected Member cannot attend either Society meeting of the Committee, the CRC-elected Alternate shall become the Member. If willing and able, the originally elected Member may then serve as the Alternate. If not, the CRC-elected "reserve" Alternate shall become the Alternate representing the region. (91-06-23-01/01-01-28-01/02-10-19-63)

C. If neither the Member nor the Alternate elected by the CRC can serve, the CRC-elected "reserve" Alternate, shall become the Member representing the region. If no one elected by the CRC is able to serve, the DRC may appoint a Member to represent the region. (91-06-23-01/01-01-28-01/02-10-19-63)

2.4.2 Regional Vice Chairs (07-06-25-15)

1. The Chapters Regional Committee (consisting of Chapter Delegates and Alternates) of each region in Executive Session shall select three candidates for Regional Vice Chairman. The Chapters Regional Committee before turning in its list of candidates shall determine that each candidate is capable, qualified and willing to serve and understands the commitment of time and the expenses to be anticipated if selected for the respective committee position.

2. The Director & Regional Chairman and outgoing Regional. Vice Chairman of the respective committee shall jointly review the candidates for the committee and select one candidate. The order of preference submitted by the caucus shall be considered as a factor in the selection.

3. The Director & Regional Chairman and the respective outgoing Regional Vice Chairman shall recommend their selected candidate to the Society President-Elect for appointment for a term of one year. No individual shall serve in any one position for more than three years.

4. If a member appointed is unable to serve or complete a term, the Director & Regional Chairman and the respective preceding Regional Vice Chairman shall confer and select a replacement candidate to recommend to the Society President for appointment.

5. The Society President shall have the right to replace any member of a grass roots committee who is not serving as an effective member of the committee.

6. The Society President-Elect will send an appointment letter of intent to each Regional Vice Chair (RVC) nominee in November of each year prior to taking office. (BOD 71-08-21-20/78-06-28-39/79-06-27-46/84-02-0215/95-01-29-05/96-06-26-22/99-06-24-36/06-06-28-10/MC 07-06-25-15)

2.5 CRC Action Committee

This committee shall be composed of the two immediate past delegates to the CRC, the present delegate and alternate and the upcoming alternate, when selected, in conformance with the chapter bylaws. The chair should be the immediate past president of the chapter.

The committee should meet at least bimonthly throughout the chapter year and should attend all meetings of the chapter Board of Governors. The duties of this committee are as follows:

A. Solicit and develop material for submittal to the CRC. This should be done throughout the chapter year as items considered important for the CRC discussion may arise.

B. Constantly encourage general

membership participation at the CRC and to instill the philosophy that ASHRAE is each individual member.

C. Train future delegates as to the purpose and function of the CRC and to acquaint them with their duties and responsibilities as a delegate.

D. Report to the chapter Board of Governors and general membership on the activities of the committee and to give a full report on the annual CRC.

E. Establish better communications and understanding among Headquarters staff, the Board of Directors and the general chapter membership through the CRC.

F. Delegate – The delegate is the voting member of the Chapters Regional Conference (CRC) and is selected from the chapter's Board of Governors. The delegate shall be either the chapter president, the president-elect, vice president or immediate past president. The delegate shall take office on July 1 and serve for a period of one year. The delegate shall be present at all committee meetings and participate in the deliberations. No individual is allowed to serve for more than two consecutive years in this position and not more than four consecutive years as a delegate or alternate. Society-approved transportation costs (only) are reimbursed in accordance with current Society policy. (Appendix HH)

Each chapter delegate is required to:

1. Attend the orientation session, caucus, executive session and all business sessions.

2. Prepare the chapter report. (Appendix W)

3. Present the chapter's motions and discussion items. (Appendices U1-U2)

4. Present the items of discussion submitted by the chapters and officers.

5. Vote on behalf of the chapter.

G. Alternate – The alternate shall be present at all committee meetings and participate in the deliberations but shall not vote except in the absence of the chapter delegate. The alternate shall take office on July 1 and serve for a period of one year. The alternate must be a member of the chapter Board of Governors and preferably, a chapter officer. No individual is allowed to serve for more than two consecutive years in this position and not more than four consecutive years as a delegate or alternate. Society-approved transportation costs (only) are reimbursed in accordance with current Society policy. (Appendix HH)

Each chapter alternate is required to:

1. Attend the orientation session, caucus, executive session and all business meetings.

2. Assist the delegate and vote in the delegate's absence.

3. Present the items of discussions submitted by the chapters and officers.

2.6 Student Activities Committee

The Student Activities Committee is appointed by the President-Elect in conformance with chapter bylaws and should be composed of a chair and at least three chapter members. It is recommended that the chair accept a term of at least two years so as to maintain continuity of the chapter educational activities. The chair of the committee is expected to attend the Student Activities Committee Workshop at the CRC. A minimum of three (3) hours should be allotted for all committee training workshops at CRCs (08-01-21-04). For those regions where the CRC is in the Spring, it is suggested that the Student Activities

Chair for the next chapter year also attend the Student Activities Workshop and CRC. The committee should be responsible for performing the following functions as directed by the chapter:

A. Act as liaison between the chapter and area educational institutions.

B. Develop and coordinate awards, scholarships and other student incentives. (12-01-23-17)

C. Encourage the formation and continuing operation of student engineering organizations such as ASHRAE Student Branches and recruit new students.

D. Provide information on present and future industry manpower needs at both faculty and student levels, by means of counseling, programs, group discussion, etc.

E. Promote credit courses in the fields of heating, ventilating, air conditioning and refrigerating at universities, colleges, technical institutes and junior colleges.

F. Provide speakers to college and high school groups. Provide individual counseling to promote HVAC&R fields of interest to college students.

G. Plan use of visual aid presentations for junior and senior high schools and trade school groups. Materials are available through your Regional Vice-Chair for Student Activities.

H. Cooperate with and seek advice from the Regional Vice-Chair for Student Activities (for chapters assigned to a region).

I. Provide to the Regional Vice-Chair (where applicable), in a timely fashion and according to the rules, completed statistical report forms for the Presidential Award of Excellence. Chapters that are not assigned to a region should submit their PAOE forms directly to Society Headquarters.

J. Chapter student branch presidents may be ex-officio members of chapter Student Activities Committee. (09-10-25-6B)

2.7 Chapter Technology Transfer Committee (BOD 03-06-27-1C)

The Chapter Technology Transfer Committee is appointed by the President-Elect in conformance with the chapter bylaws. The committee should be composed of the chair and at least three members. The chair of the committee is expected to attend the Chapter Technology Transfer Workshop at the CRC meeting. A minimum of three (3) hours should be allotted for all committee training workshops at CRCs (08-01-21-04). The duties of this committee are as follows:

A. Coordinate dissemination of technical information in the chapter's geographic area.

B. Promote and administer Technology and Government Affairs Awards program at the chapter level and encourage entries in the regional competition.

C. Provide input to, and maintain liaisons with local, provincial and state governments on technical issues.

D. Promote the appointment of chapter members to local, provincial and state governmental advisory bodies.

E. Keep the chapter informed on governmental activities on technical issues related to heating, ventilating, refrigeration and air conditioning.

F. Investigate government-related matters as may be referred by the chapter's president or Board of Governors.

G. When the chapter has been requested by a governmental body to assist in the writing or development of a regulation, a code, an ordinance or law, or to participate as a member of an advisory group to a government agency, it may do so when approved by the Board of Governors, provided such activity (05-06-

27-30):

- Does not conflict with Society or chapter bylaws;
- Does not conflict with Society publications;
- Involves technical aspects only and not political aspects;
- Does not involve lobbying (see government affairs section in the *Chapter Technology Transfer Manual for Chapter Chair)*;

Note: All responses and recommendations to local, provincial, and state governmental advisory boards or agencies shall be based upon existing Board approved policy such as Position Documents, or upon Board approved publications such as Standards or Handbooks. (05-06-27-30)

Where such policy information is not clear or readily available, the CTTC chair may request input from the Society Advocacy Committee or from the Washington Office. (05-06-27-30)

H. Provide assistance to the Chapter Publicity Committee in contacting local news media and chapter publications and offering to provide necessary information and material.

I. Provide assistance to the Chapter Historian in maintaining a history of the chapter's technical, energy and governmental activities.

J. Chapters assigned to a region report to the Society through the Regional Vice Chair for the Chapter Technology Transfer Committee.

K. Chapters assigned to a region assist the Regional Vice Chair for Chapter Technology Transfer to achieve the goals of the Society at the chapter level.

L. Hold the first meeting as soon as practicable after appointment to plan the overall program and to discuss subjects and speakers. By making one member individually responsible for each meeting, an active sense of participation is encouraged. The Chapter Research Promotion Chair is responsible for one of the chapter Fall meetings dedicated to "Research." This is often referred to as the Chapter's Research Promotion Night. (00-10-28-56)

M. Contact and make arrangements for speakers for programs and technical sessions at chapter meetings. Expenses that may be involved should be anticipated and reported to the Board of Governors to obtain authorization for reimbursement.

N. Determine any special requirements of the speaker – projector, (and operator), screen, P.A. systems, blackboard, chalk, pointer, lectern, etc.

Obtain a brief outline of the talk to be presented and a thumbnail sketch of the speaker's background for introduction purposes at the meeting. Make arrangements for the speaker's arrival at the meeting and his/her introduction to officers before the meeting and act as his/her host throughout the meeting. Assist the speaker with hotel accommodations and travel arrangements.

O. Thirty days prior to any meeting, give the secretary and Publicity Committee a brief description of the talks to be presented for use in preparing the announcement of that meeting.

P. Send to the speakers, in advance of the meeting, a copy of Section 5.10 of this manual, entitled "Advice to Speakers."

Q. Distribute Chapter Evaluation Form to be used for the evaluation of chapter programs, technical sessions and technical seminars.

R. Write a letter to the speaker after the

meeting, expressing appreciation for his/her time and effort.

S. Keep a record of meeting attendance for future planning.

T. Coordinate with other chapters or the Regional Vice Chair of Chapter Technology Transfer (where applicable) to enable outside speakers to participate in consecutive meetings.

U. Coordinate the efforts of the chapter regarding continuing education by making arrangements with area educational institutions for continuing education courses and by other available means.

V. Develop and administer an active "Speakers Bureau" to present talks and seminars to chapters and regions.

W. Coordinate the efforts of the chapter regarding "Joint Activity" with other technical groups at chapter and when necessary at regional levels. (99-06-20-31)

- **Distinguished Lecturers Program (09-10-25-24)**

  The ASHRAE Distinguished Lecturer Program provides ASHRAE chapters, student branches, and other organizations with lecturers equipped to speak on relevant subjects of interest to ASHRAE members and guests. The Distinguished Lecturer Program is supervised by the Chapter Technology Transfer Committee. A specific number of visits are allocated to each ASHRAE region, each Society year. The CTTC Regional Vice Chair for each region allocates visits to the chapters.

2.8 Finance Committee (Optional)

The Finance Committee, if appointed by the President-Elect, usually consists of three or more members; the present treasurer as chair, the past treasurer and one or two additional members. The duties of this committee are as follows:

A. Formulate an annual budget.

B. Arrange with the Chapter Technology Committee for obtaining funds necessary to defray the expenses of any special events or endeavors the chapter may be authorized to undertake.

C. Attend to any other financial matters referred by the President or Board of Governors.

2.9 Historical Committee and/or Chapter Historian

The Chapter Historian and/or Historical Committee is appointed by the President-Elect in conformance with the chapter bylaws and shall be a member who is interested in collecting historical data. Duties of the Chapter Historian shall include the following:

A. Request long-time members to write their versions of the industry history and its progress. These could be in the Historian's file and shown at CRC.

B. Take pictures of chapter functions and, if possible, of old air conditioning and refrigeration installations in the chapter area, for inclusion in records and for programs.

C. Check with the chapter secretary for the availability of chapter items of a historical nature.

D. If the chapter is in a metropolitan area, try to get a member to furnish library space for artifacts and historical materials for chapter use.

E. Attend each CRC and report its progress to the Regional Historian for comparison with other chapters. (For chapters assigned to a region.)

F. Prepare chapter history starting with the chapter historical questionnaire furnished by Headquarters.

G. Update historical records yearly.

H. Provide the chapter newsletter editor something about chapter history and progress to include in the newsletter when appropriate.

I. Prepare a display for a chapter meeting at least once a year.

2.10 Honors and Award Committee

The Honors and Awards Committee is appointed by the President-Elect. This committee should include the chair and at least two additional members, preferably past chapter presidents. The duties of this committee are as follows:

A. Promote the recognition of outstanding chapter members within the chapter, the region, Society, associated societies and the community.

B. Submit the names of chapter members to ASHRAE and other organizations for honors and awards given by ASHRAE and the other organizations.

C. Consider chapter, regional and Society-level awards, including ASHRAE Fellow and Honorary Member Membership grades.

D. Society-level awards, the Regional Award of Merit and the Chapter Service Award are described in Appendix N, N1-N4 (99-01-24-25). Nominations for Society honors and awards must be made by a sponsor (ASHRAE member, chapter, region or committee) to the Honors and Awards Committee and must include a current ASHRAE Biographical Record (where applicable). Nominations for Fellow must include a completed current Fellow Nomination Form, nomination for the Distinguished Service and Exceptional Service Awards must include a completed current DSA/ESA Tally Form, and nominations for the Hall of Fame must include a Hall of Fame Nomination Form. For all other awards, documentation of the candidate's accomplishments with at least two letters of recommendation is required (05-02-07-30). Society personal awards and personal awards for general Society activities are:

- ASHRAE Hall of Fame
- F. Paul Anderson Award
- Louise & Bill Holladay Distinguished Fellow Award
- Fellow
- Andrew T. Boggs Service Award
- ASHRAE Award For Distinguished Public Service
- E.K. Campbell Award of Merit
- Honorary Member
- Distinguished Fifty-Year Member Award
- Exceptional Service Award
- Distinguished Service Award

E. Awards that are considered at a Winter Meeting are presented at the following Winter Meeting, if granted, and awards considered at the Summer Meeting are presented at the next Summer Meeting, if granted, (Example: Nominations for "Fellow" made following a Fall CRC are considered by Society Honors and Awards Committee at the next Winter Meeting. Those accepted by H&A are recommended to Members Council and voted at the next Summer meeting. Those elected by Members Council are presented at the next Winter Meeting.) Times of presentation of awards are indicated in Appendix N. The recipient of the Regional Award of Merit or the Chapter Service Award is elected by the delegates in executive session at the CRC.

2.11 Membership Promotion Committee

The Membership Promotion Committee is appointed by the President-Elect in conformance with chapter bylaws and should be composed of a chair, co-chair and at least 3% of the chapter's area-assigned members. It is recommended that the co-chair accept a term of at least two years so as to maintain continuity of the chapter membership promotion activities. (First year as co-chair; second year as chair). The duties of this committee are as follows:

A. Attract qualified new members who will take an active part in the activities of the Society, both locally and at Society level.

B. Broaden the type of membership to include all grades of eligible members from all segments of industry which are concerned or connected with heating, refrigerating, air conditioning and ventilating.

C. Encourage advancement to higher grade of membership when candidates' qualifications meet the specified requirements.

D. In conjunction with the secretary, ascertain that all prospective chapter members are bona fide members of the Society.

E. Reduce the number of member resignations.

F. Advise the President and the Reception Committee when new members are elected or when members advance in membership grade, to ensure proper recognition at the chapter meetings and in the chapter publications.

G. Organize and execute membership drives.

H. Receive from Attendance and/or Reception Committee a record of the names of people attending the chapter meetings.

I. For chapters assigned to a region, cooperate with and seek advice from Membership Promotion Regional Vice Chair.

J. Obtain and maintain an adequate supply of membership application forms and see that there is a supply at chapter meetings.

K. Review each member's status to select and recommend to Society, members for honors and awards. (See Appendix N, N1-N4)

L. Encourage upgrade of student members.

M. For chapters assigned to a region, the incoming chair of this committee is expected to attend the Membership Promotion Workshop at the CRC. A minimum of three (3) hours should be allotted for all committee training workshops at CRCs (08-01-21-04).

Recommended Procedures for Achieving Society Goals for Growth:

A. Incoming president and chair solicit a minimum of 3% of the area-assigned members to serve a one-year term on the committee.

B. Typically, the chair spearheads efforts related to recruiting new members and obtaining grade advancements while the co-chair spearheads efforts to reduce delinquencies.

C. Names of potential new members can usually be generated by reviewing the company names in the chapter roster for new or existing employees who are not members. A list of new or existing companies in affiliated industries can be generated through other members, running a cancellation report and by targeting firms that currently have no members. This work should be accomplished at a July or August Board of Governors meeting. (01-31-11-14)

D. Assignments should then be made to committee members so that no one is required to recruit more than four (4) new members, contact no more than seven (7) delinquent members and obtain one (1) advancement.

E. Emphasis should be placed on recruiting the new members from July through November. Delinquency contacts and advancements can be accomplished from January through April 15.

2.12 Nominating Committee and Election Procedure

The Nominating Committee, elected by the chapter at least sixty days prior to the March meeting, consists of five members, in conformance with the chapter bylaws.

NOTE: FOR SPECIFIC DATES SEE CHAPTER BYLAWS.

This committee selects candidates, from members in good standing, for officers and Board of Governors and, if the bylaws provide, for a member and alternate to the Chapters Regional Conference, obtaining the written consent of the members selected to stand for election.

Immediately after the Nominating Committee is elected it should obtain from the chapter secretary a list of members' attendance and activities during the preceding months.

At the March meeting, the committee presents to the secretary the names of candidates selected. At the April meeting, nominations may be made from the floor.

Upon receipt of the list of nominees from the Nominating Committee, and before the date of the May meeting, the secretary prepares a sample ballot with the names of candidates, including those nominated from the floor at the April meeting, and forwards same to the chapter members eligible to vote.

At the May meeting, the election is held by ballot, the president appointing three tellers to conduct the election. In selecting a slate of officers, care must be taken by the Nominating Committee to achieve balance among the various interest that may be represented in a chapter's membership. If the chapter has a regular order or progression through the chairs, each person nominated for the initial position must be evaluated on the basis that he/she is being nominated for the ultimate position of president of the chapter. This same care should be extended to avoid any geographical concentration in instances where a chapter covers a wide territory.

THE CHAPTER SECRETARY SHALL CERTIFY THAT ALL NOMINEES ARE MEMBERS IN GOOD STANDING OF THE SOCIETY.

2.13 Publications and/or Newsletter Editor

The Newsletter Editor is appointed by the President-Elect in conformance with the chapter bylaws. Typically, it is a single person position; not a committee. The duties of the Newsletter Editor shall include the following:

A. Publish a monthly newsletter to promote the activities of the chapter. At least ten issues a year should be published.

B. Communicate with the chapter president, program chair and all other chapter chairs to obtain information to include in each month's newsletter.

C. Organize and edit the information into the appropriate format.

D. Arrange for the printing and mailing of the newsletter so that it is received by the members one week prior to the meeting date. The regional officers should be included in the mailing.

E. Items to consider for newsletter content:

1. Answer the who, what, when, where (and why and how when necessary) of the monthly meeting.

2. Photograph(s) or art work to create interest.

3. A message from the chapter president.

4. A message from each of the grass roots committees–Student Activities, Membership Promotion, Research Promotion and Chapter Technology Transfer. (00-06-25-26/BOD 03-06-27-1C)

5. Promotion of Regional Dinners at Society meetings.

6. Listing of chapter officers and committee chairs. This could be as part of the newsletter organization such as in a side bar.

7. Occasional listing of regional officers.

8. Human interest items – short bio of a new member or a retired member. Other news of individual members.

9. Listing Help Wanted notices.

10. Occasional review of PAOE point status. Explain to the membership the program and how points are earned.

11. What happens next month.

2.14 Publicity Committee

The Publicity Committee is appointed by the President-Elect in conformance with the chapter bylaws, and consists of three or more members. The editor of the chapter publication should be a member of this committee. The duties of this committee are as follows:

A. Procure (from the Chapter Technology Transfer Committee or other source) and review biographical sketches of speakers, prominent guest and officers who may attend chapter meeting, as a basis for preparing publicity. (BOD 03-06-27-1C)

B. Obtain publicity in the local press, radio and TV stations and elsewhere, on activities of the chapter, and publicize important meetings in the Society newspaper, *Insights.*

C. Prepare suitable copy pertaining to chapter speakers and meeting. Photographs should be obtained when practicable.

D. Suggest subjects and furnish suitable copy to the editor of Society *Insights* for possible use in the “Chapter News” or “News of Members” section. See Appendix O for ASHRAE *Insights* sample.

2.15 Reception Committee

The Reception Committee is appointed by the President-Elect in conformance with the chapter bylaws and consists of at least three members. The duties of this committee are as follows:

A. Arrive at chapter meeting at least fifteen minutes prior to starting time.

B. Greet all members and visitors and introduce them to other members.

C. Name Badges – This is a two-sided identification card indicating, by color, whether a person is a guest or a member. It is recommended that these cards for chapter members be collected after each meeting and reused at subsequent meetings. A supply of these badges is sent to each chapter upon request.

D. Request all visitors to fill out a registration card designating name, home and business addresses, telephone number, FAX and E-mail address and name of member who has invited them to the meeting. These cards are to be turned over to the Membership Promotion Committee for follow-up.

E. Keep a record of all members and all guests attending the meeting and submit report to the secretary and to the Membership Promotion Committee Chair.

F. Publicly introduce visitors.

Refer to Section 2.2 "Attendance Committee." In some cases these two committees are combined.

2.16 Refrigeration Committee (00-06-25-27/BOD 03-06-27-1C)

The Refrigeration Committee coordinates all activities with the Regional Vice Chair of Chapter Technology Transfer and is appointed by the President-Elect in conformance with the chapter bylaws and should include a chair and at least two additional members. The chair of the committee should be refrigeration-oriented. The duties of this committee are as follows:

A. Promote the interests and activities of those ASHRAE members whose primary concern is refrigeration.

B. Cooperate, coordinate the efforts of and seek advice from the Chapter Technology Transfer Regional Vice Chair and Regional Refrigeration Chair (if applicable).

C. Coordinate the efforts of the chapter regarding continuing education by assisting the Chapter Technology Transfer Committee with chapter-sponsored seminars, by assisting the Student Activities Committee in making arrangements with area educational institutions for continuing education courses and by other available means.

D. Provide or arrange for technical talks to the chapter membership at regular chapter meetings through the Chapter Technology Transfer Committee.

E. Cooperate with the Membership Promotion Committee chair in identifying potential new members who are refrigeration-oriented.

2.17 Research Promotion Committee

The Research Promotion Committee is appointed by the President-Elect in conformance with chapter bylaws. The chair in turn appoints a vice chair and a committee. The number of committee members will depend upon the expected work load. **The more individuals, the lighter the load on any single volunteer.** Willingness to do the work, however, is most important. Assignments should be made so that no one has more than eight (8) contacts to make. Refer to the **Research Promotion Training Manual, Timeline Section** for suggestions in structuring the committee (06-06-26-30). The duties of this committee are as follows:

A. Communicate effectively about the objectives, accomplishments and benefits of ASHRAE research and its value to every ASHRAE member and the industry.

B. Increase the annual income for Society-sponsored research through chapter solicitation of members and businesses which directly or indirectly benefit from ASHRAE research. Contribution goals for businesses are shown in the Research Promotion Training Manual, Timeline Section under the index tab marked "Overview" (06-06-26-31). Contributions from one hundred percent of the membership should be solicited in amounts not less than those used in the formula for Research Promotion for the Presidential Award of Excellence (PAOE).

C. Develop a plan and set a total goal for funds to be collected. This goal shall be set with the input and commitment of chapter officers.

D. Develop a prospect list of businesses in the area, especially those represented in the Society membership and those in an ASHRAE-related field.

E. Assign minimum goals for these prospects as outlined in B above. Discuss each goal and how it was set

with each committee member.

F. Assign each prospect to a committee member and prepare a detailed program with targeted dates for activities and reports. If it appears the schedule will not be met, assign another solicitor to the prospect. Do not hesitate to tactfully remove anyone who is not doing the job.

G. Follow current administrative procedures for collecting and reporting contributions.

H. Complete Research Promotion Donor Form and submit with all checks sent to Research Promotion. (See Appendices TT1 and TT2) (03-10-18-59)

I. Keep good records. A chronological log of events will be useful to committee members in following years. Maintain a written record of each activity.

J. Cooperate and coordinate efforts with Regional Vice-Chairs for Research Promotion. (For chapters assigned to a region.)

K. The Research Promotion Committee shall determine the locations in which the Research Promotion training of Research Promotion chapter chairs shall be held. These trainings shall take place between July 15th and September 30th. (520-164-006)(06-01-25/26-10B)

L. Work with the President-Elect to select the Research Promotion Chair one year prior to appointment and involve this person in the current Research Promotion campaign.

M. Coordinate with chapter officers one meeting per year with “Research” as a theme.

2.18 Special Events Committee

The Special Events Committee is appointed by the President-Elect in conformance with the chapter bylaws and consists of at least three members.

This committee works with the Chapter Technology Transfer Committee to arrange special events at meetings or to plan dances, picnics, golf tournaments, etc. (BOD 03-06-27-1C)

2.19 Technical Committees, Task Groups & Technical Resource Groups

Chapter presidents should make the local chapter members aware that they can volunteer to actively participate at various Society technical committees, task groups and technical resource groups. There are approximately 90 of these committees, organized into ten sections according to related technical interests (Refer to Appendix MM of the *Manual for Chapter Operations*). Chapters may provide the forum for these volunteers to make presentations of the progress of their technical work at either the Board of Governors or regular monthly meetings.

Presentations can be made once a month and shall be limited to about 10-15 minutes. It shall not conflict with any business meeting of the chapter, but, can supplement these meetings. It can be a good kick-off for some related main program or technical session.

A. Introduction

The technical expertise of ASHRAE is concentrated in its Technical Committees, Task Groups and Technical Resource Groups. These groups are responsible for preparing the text of the ASHRAE Handbooks, originating, coordinating and supervising the Society-sponsored research projects, presenting programs at ASHRAE meetings, reviewing technical papers, evaluating the need for standards and advising the Society on all aspects of the technology it embraces.

B. TCs, TGs and TRGs

ASHRAE Technical Committees (TCs) consist of people who have recognized proficiency in a specific field of interest. Task Groups (TGs), similar to TCs, are formed when a subject of current interest

is not covered in the scope of an existing TC or when the subject encompasses the scope of several TCs. TGs may become TCs if it is determined that their subject is of continuing interest, or TGs may be dissolved when their work is completed. Technical Resource Groups (TRGs) are similar to TCs except that their responsibilities are limited to preparing, reviewing or revising technical material. They do not have responsibilities for programs, research or standards. TCs, TGs, and TRGs generally consist of 6-18 people.

2.20 Young Engineers in ASHRAE Committee (YEA) (08-10-25-13)

For chapters that are able, it is recommended YEA be considered a subcommittee of Membership Promotion. The President-Elect, Membership Promotion Chair and Student Activities Chair would work together to nominate an eligible chair in conformance with the chapter's bylaws and needs. The subcommittee should be composed of the chair and any needed volunteers. It is recommended the chair accept a term of at least two years to maintain continuity of the chapter YEA activities. A YEA member is classified as an ASHRAE member (Associate, Member or Affiliate) age 35 or younger. The committee should be responsible for performing the following functions as directed by the chapter:

A. Attract qualified new YEA members who will take an active part in the activities of the Society, both locally and at Society level.

B. Broaden the type of membership to include all grades of eligible members from all segments of industry which are concerned or connected with heating, refrigerating, air conditioning and ventilating.

C. Coordinate a mentoring program for new YEA members with seasoned chapter members.

D. Organize activities focused at attracting and retaining YEA members.

E. Work with the Student Activities Committee to encourage student transfers.

2.21 Job Description for Chapter Webmaster (optional)

The Chapter Webmaster may provide the following support services to the members of the Board of Governors for the local chapter:

1. Be the interface between the Board of Governors (BOG) and the website maintenance company to ensure all items requested by the BOG are uploaded/updated on the website.

2. Manage the website budget to include the costs of the website maintenance company and any revenue from business card ads, job postings and online store sales. Budget to be provided to the treasurer by the beginning of the Society year.

3. Scrutinize issues on chapter's website with Society's website policies and ensure all errors are corrected.

4. Interface with the Regional Electronic Communications Chair (RECC), for all questions, concerns and updates to ECC rules and regulations.

5. Attend all Board of Governors meetings.

6. Assist the board in learning and utilizing any new software that is available such as web conferencing.

7. Other duties as assigned by chapter president.

SECTION 3
MEMBERSHIP

3.1 General
3.2 Qualifications for Membership
3.3 Application for Membership
3.4 Admission and Grading
3.5 Remittances
3.6 Treatment of New Members
3.7 Reinstatement
3.8 Advancement to Higher Grade
3.9 Transfer of Membership
3.10 Logo Merchandise
3.11 Chapter Membership Requirements
3.12 Honors and Awards
3.13 Life Member Grades
3.14 Retiree Grade Membership
3.15 Service to Remote Society Members Assigned to the Chapter
3.16 Removal of Deceased Members from Membership Rolls
3.17 ASHRAE Hardship Cases and Natural Disaster Relief Action
3.18 Dues Program for Developing Countries (09-10-25-25)

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SECTION 3
MEMBERSHIP

3.1 General

The Membership Promotion Committee of the chapter is charged with the promotion of increased membership enrollment and the upgrading of members. See Appendix Q for steps in membership processing.

The following suggestions are made to help in the recruitment of potential members:

A. Develop a mentor program in which the chapter provides a member for each candidate in order to:

1. Introduce the candidate to the chapter membership.
2. Provide information on chapter activities and meeting time.
3. Arrange transportation.
4. Encourage involvement in chapter programs.
5. Keep the chapter informed on the candidate's progress.

B. Invite and encourage graduating students to become ASHRAE members.

3.2 Qualifications for Membership

Individuals connected with "the arts and sciences of heating, refrigeration, air conditioning and ventilation and the allied arts and sciences and related human factors, for the benefit of the general public" may be eligible for admission to

the Society.

Membership in the Society is in several grades, as set forth in the Bylaws (Article II of Appendix E) and in Rules of the Board, and as reprinted on the required application forms. Only members of the Society in good standing shall be eligible to become and remain chapter members. Chapter members will hold the same grade in the chapter as they hold in the Society.

3.3 Application for Membership

Application for membership is made on the standard form. There is a special application form for students; both are available from Headquarters and on the ASHRAE website.

3.4 Admission and Grading

In making application for membership, all data indicated on the form must be supplied. Staff will assign appropriate membership grade based on both the applicant's wish and qualifications based on Society bylaws. (01-31-11-14)

3.5 Remittances

When submitting an application for membership, mail the completed application form to the Society with a check or money order that covers the first year's dues. If for any reason the applicant is not elected, the monies will be returned.

3.6 Treatment of New Members

Many times new applicants or new members are overlooked during the period of application processing or during the first few months of membership. It is important that these individuals be made welcome and, if possible, given a part in the chapter activities. The following suggestions are made to help hold the interest of a new member:

A. Put name on mailing list immediately upon receipt of application.

B. See that meeting notices are mailed for each meeting.

C. Set up installation procedure for induction into chapter. Consider presentation of ASHRAE pin, along with membership certificate.

D. Give publicity in chapter publication immediately upon election.

E. Assign to Reception Committee for three or more months.

F. Introduce to the members at first chapter meeting following election.

G. Put name on chapter roster at first opportunity.

H. When new member is finished with Reception Committee work, give him/her another assignment.

3.7 Reinstatement

A former member who has resigned or who has been dropped from membership may apply for reinstatement in the grade to which he/she formerly was assigned by filling out a new application, indicating on the face of the form that application is being made for reinstatement. The reinstatement fees are the same as those charged a new member. Or, members may be reinstated by paying the amount of dues for which they are in arrears, thus maintaining their seniority rights.

3.8 Advancement to Higher Grade

Each member should be encouraged to advance to the highest grade attainable in order to receive the greatest benefit from, and to be able to provide the most input into, the functioning of the chapter, the region and Society. Certain restrictions that are applicable to a member's participation in ASHRAE activities are as follows:

A. Voting privileges at chapter, regional or Society level require Associate Member or higher grade.

B. To hold an elected chapter office requires membership grade of Associate Member or higher.

C. To hold a Regional Vice-Chair office requires membership grade of Member or higher for a period of at least three years before appointment to that office.

D. To hold an elected Society office, including Regional Chair, requires membership grade of Member or higher for a period of at least five years before election to the office.

Additionally, grade advancement is an indication of a member's continuing education. To advance from Associate to Member, members should update their member bio online, and send and email to membership@ashrae.org indicating a desire to advance. To advance from Student to Associate, members should participate in the SmartStart Student Transfer program, which can be found online at the StudentZone and YEA pages. (01-31-11-14)

3.9 Transfer of Membership

The rights and privileges of a member shall be personal to the individual and shall not be delegated or transferred, except that each member entitled to vote may do so in person, by proxy or action by letter ballot, electronic or other approved means given to another member entitled to vote (as set forth in Section 3.3 of the Society Bylaws), and dated within three months of the election.

No member shall describe himself/herself in connection with the Society in any advertisement, letterhead, printed matter or any manner other than as an Honorary Member, Presidential Member, Fellow, Life Member, Member, Associate Member or Student (Society Bylaws, 99-06) and as the case may be, except in official business of the Society.

3.10 Logo Merchandise

ASHRAE-approved logo merchandise is available for purchase by members and chapters. Chapters may wish to give items as gifts to speakers or as new member recruitment incentives. For more information, contact the Member Services Department at ASHRAE headquarters.

3.11 Chapter Membership Requirements

Only members of the Society in good standing shall be eligible to become and remain chapter members. Chapter members will hold the same grade in the chapter as they hold in the Society. A chapter may not have a member who is not a member in good standing of the Society.

To remain a member in "good standing," a member must pay his/her current dues by the expiration date of the current membership. (01-31-11-14)

Chapters are able to run all of their membership reports in real time, including a delinquency report, to stay abreast of members they should be contacting. (01-31-11-14)

Chapter dues may be levied in amounts approved by the chapter membership. Delinquency in chapter dues may prevent a member from voting in a chapter or holding chapter office, but will not affect his/her standing in the Society.

3.12 Honors and Awards

Qualifications of members should be periodically reviewed for recommendations to the Honors and Awards Committee through the Chapters Regional Conference.

3.13 Life Member Grades

The Society Bylaws set forth the requirements for these categories in Article II, Section 2.5 (Appendix E).

3.14 Retiree Grade Membership

Qualifications for Retiree Grade Membership are:

- Completely retired from active business participation
- ASHRAE member in good standing for 10 years
- At least 55 years of age

Retiree Members receive monthly Journals and *Insights* newsletters. The annual volume of the Handbook is not a benefit of this grade. Annual dues are $20.00.

3.15 Service to Remote Society Members Assigned to the Chapter

A. Investigate the viability of a new chapter or section.

B. Consider rotation of regular meeting site.

C. Consider special meetings beyond normal chapter meeting. (See Section 14)

D. In lieu of chapter dues, make chapter publications available at cost.

3.16 Removal of Deceased Members from Membership Rolls (03-10-18-REF M5/10-10-24-33)

The following procedures are used to notify Society headquarters of the death of chapter members. Before any names can be removed from the rolls, Society must have some notification of the death, such as the following: email or call from a chapter officer or membership promotion chair; newspaper obituary; written notification from family member; returned mailing indicating "addressee deceased;" or copy of death certificate.

3.17 ASHRAE Hardship Cases and Natural Disaster Relief Action

Hardship Cases (ROB 2.103.003.4)

Members Council shall be responsible for determining what constitutes a hardship case and provide guidance to staff for determination of special consideration with respect to dues and other member benefits, issues not covered by this guidance shall be ruled on by the chair of Members Council in consultation with staff. For more information, contact: membership@ashrae.org.

ASHRAE Natural Disaster Relief Action

Should a natural disaster occur, the DRC will determine which chapters/members in their respective region are affected and if relief is warranted. The DRC should notify ASHRAE and let staff know which chapters are affected, ASHRAE will then post the information via the ASHRAE website and through blast emails. The Natural Disaster Relief Action Plan will include waiving membership dues and replacing the current Handbook upon request. The DRC will make the final decision if a natural disaster occurs. For more information, contact membership@ashrae.org.

3.18 Dues Program for Developing Countries

To encourage membership outside North America, ASHRAE launched a program that provides a decreased dues structure option for individuals residing in countries categorized as developing countries by the World Bank List of Economies statistics. (Visit the ASHRAE website for the most current World Bank listing.) The program is open for members qualifying for full Member or Associate Member grades. This program is applicable to more than 100 countries defined by the World Bank as low-income or lower-middle-income.

The discounted dues per year includes benefits of electronic-only monthly access to the ASHRAE Journal and ASHRAE Insights, and the annual ASHRAE Handbook in CD format. Members in eligible countries also can pay full membership dues and receive full benefits (ASHRAE Journal and Handbook in print).

By offering more affordable dues to members in developing countries, ASHRAE is expanding its reach into countries that can contribute to and benefit from the technology and information sharing in the Society. This will help in creating a worldwide best practices databank of innovative and successful technologies that can serve the HVAC&R community.

The program is part of ASHRAE's strategic plan, which calls for reaching global goals through increased membership. This reduced fee

structure ensures that ASHRAE membership is fiscally feasible for potential members worldwide. A shift in membership benefits for this dues structure enables ASHRAE to offer this program while allowing the Society to remain financially healthy, ensuring many years of continued service to its diverse membership worldwide.

SECTION 4
FINANCES

4.1 Chapter Finances
4.2 Reports
4.3 Tax Status
4.4 Record Keeping
4.5 Incorporation
4.6 Liability Insurance (12-01-23-18B)
4.7 Fund-Raising Activities
4.8 Chapter Dues Collection Program

4.1 Chapter Finances

The fiscal year of the chapter is considered as extending from July 1 to June 30, coinciding with the fiscal year of the Society. The treasurer is responsible for the receipt, safekeeping and disbursement of chapter funds and for keeping proper records. These records should be sufficiently detailed to facilitate necessary comparisons with the chapter's budget at intervals and to form the basis for a new chapter-operating budget each year.

The purpose of these funds is to enable the chapter to carry out the constitutional objectives of the Society, and it is the responsibility of the chapter officers to carry on the work of the chapter in such a manner that expenses can be met. Any investment of chapter funds should be approved by the local chapter's Board of Governors.

A chapter has better control of its expenses if it prepares a budget for its own use for comparison and control purposes. Preparing the budget is one of the most important administrative activities a chapter can do because it represents a concise written statement of the chapter's goals and intentions for the coming year. More than a financial base, it is a map of the current philosophy of the Board of Governors. The treasurer should maintain a file with the notes and calculations used in determining budget line items for future reference. This will be invaluable when comparing actual versus estimated income and expenses and when preparing the next year's budget. Budgets should be designed to be balanced. That is, estimated expenses should equal estimated income. Furthermore, budgets should be conservative, with overestimated expenses and underestimated income.

Arrangements for the safekeeping of chapter funds and for their withdrawal should be established by the chapter Board of Governors. One satisfactory method is the use of a checking account, subject to withdrawal by the signature of the treasurer and another officer, usually the president.

In establishing the account, local banking requirements must be complied with. The account should be carried in the name of "_____" Chapter, American Society of Heating, Refrigerating and air-conditioning Engineers," to avoid possible misidentification with Society funds.

The identification number on the account should be the chapter's Employer Identification Number. It is not appropriate to have any individual's Social Security number on this account. The arrangement should be such that when new officers are installed, the bank may easily be authorized to honor the new signatures.

All disbursements should be by check, with receipts obtained wherever practicable. Postal

employees will initial or stamp statements presented when stamps are purchased. Expenses incurred in entertaining a speaker, invited guest, etc., should be borne by the individual or committee charged with this function. The treasurer should reimburse this individual or committee upon written invoice or request, and should obtain a receipt. (08-01-21-06)

4.2 Reports

The treasurer shall tender a monthly report to the chapter's Board of Governors, detailing receipts and expenditures. This report should contain three principal elements.

1. Budget Comparison

   Cover the period through the end of the last month prior to the Board of Governors meeting. Compare actual versus estimated figures for both this period and the year to date. Comment at the meeting as to any inordinate discrepancies, plus or minus.

2. Status of Principal Accounts

   This can include the operating account reserve fund, fund for awards, scholarship endowment fund, etc. (12-01-23-17)

3. Disposition of Assets

   For each of the principal accounts, how are the assets invested? How much are they earning? How secure are they?

The treasurer shall submit an annual financial report, accompanied by all records and receipts, to the Board of Governors who shall designate another individual or a group to audit it. The audited report shall be included with the chapter's CRC Summary Report.

4.3 Tax Status

Each chapter is responsible for filing the necessary form for tax exemption with all governing agencies in the country in which it operates. (08-01-21-06)

4.4 Record Keeping

TREASURER FILES (08-01-21-06):

The treasurer's files should contain:

- Bylaws (original and any amendments)
- Minutes of meetings (optional for treasurer to keep, get these from the secretary)
- List of officers' names, addresses and phone number (for each year)
- List of members (optional – should be able to get from the secretary)
- Certificates of Deposit, including all documents and correspondence from banks:
- Checking account statements and reconciliation
- Check books and ledger sheets
- Documents to back up all payments
- Detailed deposit records
- Treasurer's reports
- Tax returns
- Tax exempt application, notification of tax exempt status and tax identification number
- Sales tax exemption number

It is recommended that the following permanent financial records be kept by the chapter:

- All treasurers' reports
- Old financial statements (banks, investment, etc)
- All final audit reports

The chapter historian should assist with the permanent filing of these records at the end of each fiscal year.

4.5 Incorporation

In the past, chapters were urged to consider incorporation as a method for limiting liability. Since the Society has furnished umbrella insurance for chapter activities, including host/ guest liability insurance, it is no longer necessary for chapters to consider incorporation for this reason.

A chapter having large membership and appreciable assets may want to incorporate for reasons of control and management. However, once a corporation is organized, it must comply with the laws and regulations of the jurisdiction in which it is formed. This may require such things as issuance of membership certificates, adoption of bylaws, holding of annual meetings for the election of officers and directors, giving notice of annual and special meetings and presentation at its annual meeting of its verified report showing the amount and location of the corporation's property, investments, property acquired and the manner of acquisition, expenditures and their purposes and the names and residences of new members and the keeping of minutes of the annual meeting, special meetings and directors meetings.

Should the chapter elect to incorporate, the expense is ordinarily modest, but general counsel should be retained to assist with the appropriate governmental regulations.

4.6 Liability Insurance

ASHRAE provides Comprehensive General Liability insurance for chapters in the U.S. and Canada only. It is not necessary for these chapters to obtain their own general liability insurance. This policy has, as additional insured, all members of the chapters, but only with respect to their liability for activities of the ASHRAE chapter. (03-10-18-60)

This insurance will pay all sums which the chapters and/or members are legally obligated to pay as damages because of bodily injury or property damage. This coverage will defend the insured against such suits even though the suit may be groundless, false or fraudulent. (03-10-18-60)

ASHRAE provides Directors & Officers Liability Insurance (D&O) worldwide. D&O protects all individual directors and officers for all allegations of wrongful acts that are made as a result of serving as a volunteer director and/or officer.

This coverage is not designed to cover the members individually, or to in any way replace the individual's personal and/or business insurance.

Each year, during the month of August, each chapter president in the U.S. and Canada is sent an insurance certificate describing policies (Appendix AA). Should chapters have specific questions regarding Comprehensive General Liability coverage, please send these questions to the ASHRAE comptroller at Society Headquarters in writing. All questions will be brought to the attention of our insurance agent and answered as soon as possible. (03-10-18-60)

- **ASHRAE Chapter Event Insurance (12-01-23-18B)**

Hanover Insurance Company provides a General Liability policy for ASHRAE. The policy does extend to chapters in the United States. For chapters, the policy's intent is to insure the risk associated with monthly chapter meetings. Hanover Insurance Company will provide coverage for chapter **picnics, golf outings and facility tours** with respect to these events.

Any other activities or events are not covered by ASHRAE's General Liability policy. That includes racing, skiing, firearms, boating, mechanical bulls and other activities. For these exposures, ASHRAE requires that the local chapter purchase Special Event Insurance for itself and ASHRAE, at least 30 days in advance of the event. Please see Amateur Sports Special Event Supplemental Application from the Philadelphia Insurance Companies on the ASHRAE website at www.ashrae.org on the Chapters' web page. This supplemental application must be completed and submitted

per instructions on the ASHRAE website 30 days in advance of the event. The insurance agency will get the premium indication and keep a list of the events that have been applied for, who bought the coverage and who did not.

Insurance protection for the event must be in force before the event start date. The cost of insurance will be a Chapter expense. For most special events, a minimum limit of $1,000,000 will be provided. If a special event seems more hazardous, our provider will review with ASHRAE to determine whether higher limits are necessary.

4.7 Fund-Raising Activities

Many chapters use various ways and means to support their chapter's activities. ASHRAE is a non-profit organization which specifically precludes many of the types of fund-raising activities normally associated with charitable organizations. No contributions, except dues, funds for research promotion, awards, endowed scholarships and chapter operations, shall be received or solicited by chapters without the written approval of the Board of Directors. Designated funds raised by chapters must be used for the programs identified in the advertised fundraising, and not for other chapter or Society programs not associated with the event. (99-10-03-57A)

Chapters should endeavor to conform to the wishes of the Society with regard to contributions. However, there are fundraising activities which have received prior sanction by the Board in areas such as Research Funds, endowed Scholarship Funds, Roster/directory, cosponsored conferences, all of which are covered under specific guidelines elsewhere in this manual. If a chapter fundraising activity is not covered by guidelines existing in this manual, the Regional Chair must be contacted for interpretation or for appropriate pre-approval of the activity by the Board of Directors. (12-01-23-17)

4.8 Chapter Dues Collection Program (01-10-06-58)

As an **Optional** service, **ASHRAE** will invoice and collect chapter dues during the annual Society Membership Renewal cycle. The following rules apply to this service.

1. The Chapter President or Treasurer shall notify Society before February 15 whether or not the Chapter will participate in the Society Dues Collection Program. (05-06-27-28) For Chapters participating in the Program, the notification shall include Chapter Name, # and Region; Chapter Treasurer, membership number, address, telephone and fax numbers and the amount of Chapter Dues to be billed. The chapter is responsible for notifying Society of any changes in the above data. Unless the Chapter notifies Society in writing of intent to begin or end this service, participation (nonparticipation) will be automatically renewed each year.

2. Members will be billed for Society and Chapter dues at the same time. The Society Renewal Notice will reflect (under Chapter Dues) the amount for Chapter Dues previously requested by the Chapter.

3. The word “dues” does not include meal plans, awards and endowed scholarship funds, etc. The Chapter is responsible for billing for these miscellaneous charges. (12-01-23-17)

4. Life members, student members, student transfers, reinstatements and new members will not be billed Chapter dues by Society. Chapter dues should not be submitted to Society for these individuals. If the Chapter charges local dues to these members, the chapter is responsible for billing them.

5. Monies collected by ASHRAE for your chapter will be reimbursed to the chapter monthly. Contact headquarters

if you would like to receive checks in a different timeframe. The chapter Dues Paid/Unpaid Report must be downloaded from the ASHRAE website **monthly** at www.ashrae.org to review the status of your membership. The monthly check total should balance with the total column "Paid this Period" on the monthly Chapter Dues Paid/ Unpaid Report. **(See Section 8.6.G of the MCO for more information on this report.** (05-06-27-28)

6. Members who pay only Society dues will not receive any follow-up notices for "Unpaid Chapter Dues" from Society. The chapter will be responsible for follow-up and collection of local dues not paid through Society.

SECTION 5
MEETINGS

5.1 Meetings
5.2 Definition of a Good Meeting
5.3 Selection of Speakers and Subjects for Chapter Meetings
5.4 Meeting Notices
5.5 Mailing Lists
5.6 Protocol
5.7 Keeping Commercialism Out of Chapter Meetings, Technical Sessions, Seminars or Other Events (10-01-25-08)
5.8 Treatment of Speakers
5.9 Introduction of Speakers
5.10 Advice to Speakers
5.11 Post-Meeting Letter
5.12 Outline of Duties of Officers, Committee Chairs and Members for a Typical Chapter Meeting
5.13 Difficulties and Remedies of Chapter Meetings
5.14 Suggestions for Chapter Programs
5.15 Chapter Product Shows at Monthly Meetings
5.16 Chapter-Sponsored Equipment Expositions
5.17 ASHRAE Regional and Chapter Alcohol Policy
5.18 Chapter Clause Agreement

SECTION 5
MEETINGS

5.1 Meetings

The hub of chapter activities is the monthly meeting. It is the obligation of the officers and the committee members in charge to make the meetings interesting and instructive to all areas of membership interest, and to make prospects, guests and members feel welcome and "at home."

The number of meetings scheduled will vary, but each chapter should schedule at least eight chapter meetings per year. At least six of the chapter meetings shall include ASHRAE industry related programs.

Certain activities must be accomplished at designated meetings to comply with Society and chapter Bylaws. (Appendix A lists required activities.)

Robert's Rules of Order Revised are recommended as the prevailing procedure for conducting chapter meetings. (See Appendix S for summary of these rules.)

5.2 Definition of a Good Meeting

Why do people attend? The most frequent reasons are:

A. To receive and transmit technical information.

B. For better acquaintance among members

and others engaged in the same fields.

C. Fellowship and enjoyment.

D. To develop knowledge of the problems encountered in the industry.

A successful meeting is one which is designed to provide opportunities for the maximum amount of these four things. Some criticisms of meetings and possible remedies are listed on subsequent pages, under *Difficulties and Remedies of Chapter Meetings*.

Matters pertaining solely to politics, religion or trade are considered inappropriate for a Technical Society and, therefore, shall not be a subject of discussion at meetings of the Society or be included in any of its publications.

5.3 Selection of Speakers and Subjects for Chapter Meetings

The selection of good speakers and appropriate subjects for meetings is probably the most important single responsibility in a chapter, because the attendance at meetings depends mostly upon the degree of excellence of the speakers and their subjects. Therefore, extreme care should be used in selecting speakers and subjects which will appeal to the greatest percentage of the membership. The following procedure has produced good results:

A. Poll the members about the first of April in order to find out which subjects will be of interest to the greatest number. The form which is mailed to them may contain as many subjects as deemed desirable.

B. When the results of the membership poll indicate the preferred subjects, the Chapter Technology Transfer Committee should start as soon as possible, preferably in May – to line up suitable speakers for the following year, with emphasis on speakers in the area. Out-of-town speakers are sometimes desirable, but there is often a tendency to overlook local speakers, both outside and from within the membership. It may be advisable to solicit the opinion of the Board of Governors.

C. A panel of two or more people on a selected subject is often very effective, but should be properly prepared in advance.

D. If practicable, all of the meetings during the year should be arranged by September, so that they may be published in the chapter roster.

E. Two chapters in close proximity can consult with each other to coordinate the exchange of speakers. Also, for chapters assigned to a region the regional vice-chair for Chapter Technology Transfer should be contacted for speaker suggestions.

5.4 Meeting Notices

The most important sales piece the chapter puts out is the meeting invitation and notice. It is this notice and the material presented therein that helps the addressee to determine whether or not he/she will attend a meeting.

The production and mailing of notices is usually the largest single item in the chapter budget; therefore, close attention must be paid to achieving a proper balance between cost and attractiveness. A notice, if well executed, need not be expensive to attract and hold attention. Meeting notices should include the following, clearly set forth:

A. The name of the Society and the chapter.

B. Date, time and place of meeting.

C. Name and business connection of speaker and title of presentations, together with reasons why members will benefit by attending.

D. A clear indication that the member or guest is welcome at the meeting, even if he/she can't make the dinner.

E. Procedure for making dinner reservations: Either a return postcard or

phone number to call, or both. If return postcards are used, they should, of course, be addressed and composed so that they can be filled in and returned with a minimum of effort. The use of business reply type cards may be less expensive than supplying double postcards with each notice. This type of card may be printed as part of the meeting notice, perforated for easy separation. Arrangements for the use of this card must be investigated with the local post office.

No reference may be made to door prizes, drawing for free meals or anything similar in meeting notices for United States chapters. To do so violate the anti-lottery rules of the United States Post Office and the meeting notices may not be mailed.

The use of postcards as reminders or follow-ups may be worthwhile, but efficient telephone committees can work wonders.

The timing of notices and reminders is very important. A timing schedule that has been most effective, particularly for smaller chapters, is as follows for a chapter meeting on a Thursday:

Notices mailed Tuesday–nine days prior to meeting.

Postcard reminders mailed Monday, preceding meeting.

Phone calls made day before and day of the meeting.

Try to arrange mailing of meeting notices so that they arrive after Monday, but before the last working day of the week. A recipient's Monday mail is usually heavy, and at the end of the week, they'll be cleaning up the week's work. Notices received on Mondays or Fridays are apt to attract less attention.

Sufficient extra copies should be made to fill the needs of some of the other committees, particularly Publicity, for local newspaper use.

5.5 Mailing Lists

Some chapters keep lists on word processors of members and others to whom notices are sent, when a mailing-house or some member provides mailing service. In the case of names that are not permanent, such as guests, prospective members, etc., this may not be economical, as compared with hand-addressing.

In addition to the members, the chapter mailing lists should include active membership prospects. This group should be checked frequently with the Membership Promotion Committee.

Chapter publications and meeting notices must be sent to the Regional Chair (where applicable) and should also be sent to:

A. Headquarters for publicity and record purposes.

B. Presidents and newsletter editors of other chapters in your region.

The speaker, of course, should receive a copy of the meeting notice. The local office of his/her company and anyone known to be especially interested in the speaker's particular subject should also be sent the meeting notice.

5.6 Protocol

When speakers or other dignitaries have accepted an invitation or announced their intention to visit a chapter, they shall be entitled to all the courtesies that any of us would extend to a guest in our own home. Moreover, the visiting dignitaries or their companies may have gone to considerable expense to ensure their presence at the chapter meeting. Common courtesy dictates that such individuals be shown every thoughtful consideration.

Before their visit, find out if there are any hotel or transportation arrangements to be made. If there are, delegate this duty to some responsible person. Should the dignitary express a desire to meet any particular persons or visit any particular places in your locality, make the necessary arrangements. It may be, however, that the special guest will have personal or company

business in your area and may appear to be left "on his/her own."

Make sure that the dignitaries are properly escorted to the meeting place and that they are not left unattended during any social period which may precede the meeting. They are the guests of the chapter, of course, at the cocktail hour and at dinner.

Following the meeting, the dignitaries should be escorted to their transportation or hotel.

Refer to Section 10 for protocol on visits to chapters by Society and regional officers.

5.7 Keeping Commercialism Out of Chapter Meetings, Technical Sessions, Seminars or Other Events

Commercialism is deemed to be the inclusion of visual, written, or verbal references to any organization for the promotion or commercial advantage of that organization or the commercial disadvantage of a competing organization. Chapters should request a copy of the speaker's presentation weeks in advance of their chapter meeting, tech session or seminar to preview the presentation. The chapter must notify the speaker if there is commercialism in the presentation (other than the first slide); this will also ensure that the speaker is aware of the ASHRAE's Commercialism Policy and Guidelines (See Appendix FF).

What Is Not Allowed:

- References to companies, universities, consulting firms, contracting agencies, research agencies, government agencies and government-sponsored agencies.
- Inclusions of trade names, names of software, logos or other readily recognized identifiers.
- Inference that ASHRAE approves or endorses any product, software or system for any reason, even if the product, software or system complies with an ASHRAE standard.
- Copies of papers or portions thereof, draft position papers or recommendations, brochures, or other information SHALL NOT be made available at ASHRAE technical sessions, symposia, seminars, or forums.
- Seminar "papers" can be handed out after the session is over or distributed on TC websites, but they must comply with the ASHRAE commercialism policy; Technical and symposia papers are sold by ASHRAE (See Appendix FF).

What Is Allowed:

- On the first slide, the presenter's listing may include the name of the author(s)/presenter(s), their affiliations, companies, supporting organizations, sponsoring technical committee, and corporate logo. For case studies, with permission from the study subject, the slide may also reference the facility owner, facility or site of the study. Basically, anything can go on the first slide.

Example of First Presentation Slide:

Speaker's Name
Company's logo, sponsors, etc.
All commercialism goes here (on the first slide only).

- Bibliographies are allowed, but they must be the last slide. It must be true bibliography and not a list of all publications from a single organization. Trade or company names and/or logos of historical nature.
- Specific reference may be made to industry-related standards, test methods and codes.

- Make, model or sole source of ***critical*** test instrumentation, reagents or apparatus may be identified as a footnote.

- The research, programs, policy, legislation or name of organizations, software, government agencies and government-sponsored agencies may be referenced only in order to maintain presentation clarity and relevance.

Things to Watch Out For:

- Logos and watermarks on presentation slides.
- Photographs of equipment with names and logos.
- Building signs (especially if the organization competes with other organizations that are likely to be involved in ASHRAE).
- Names or logos on software screen displays – photos of displays or LCD projection systems.
- Do not imply that ASHRAE approves or endorses a product because it complies with an ASHRAE standard or for other reasons.
- Do not hand out materials at sessions.
- Use generic names.
- Be aware of what you are photographing.
- Cover product logos before you photograph.
- Look at your software displays.

5.8 Treatment of Speakers

Equipment, such as projector, screen, pointer or blackboard that the speaker may need, should be provided. Should a speaker use slides, the projector operator should be introduced and instructed. Often, a speaker will have display or demonstration equipment. While the speaker will know more about unpacking and setting up such equipment than anyone else, there should be willing hands to help. Especially important is the repacking later. All too often, a tired speaker is left to repack complicated equipment alone. This is an unpardonable breach of courtesy.

No one in the audience has any right to be rude to an invited speaker regardless of how widely his/her opinions may differ. The discussion following a talk should serve to highlight and augment the points expressed and to confirm or contrast certain aspects of it. Someone, perhaps the program or technical committee chair, or whoever introduced the speaker–shall act as moderator and see that a discussion participant is properly identified and that questions raised and the pertinent answers are audible to the entire group.

After a proper interval, the speaker shall be formally thanked by letter in the name of the chapter and, if practicable, a letter should be sent to the speaker's superior. Should there be any newspaper publicity covering the meeting, a clipping should be sent to the speaker. If the speaker wishes names and addresses of those attending the meeting, or any other data, these should be promptly provided.

5.9 Introduction of Speakers

The following points are abstracted from: *How to Introduce a Speaker* by Dr. James F. Bender (*Sales Management*).

A. Make sure of your facts. If the speaker has an official position be sure to get the title correctly, and mention it. Do you know the speaker's full name and how to pronounce it? You may wish to ask what they would like to have included in the introduction. If, for example, the speaker has published articles, you may want to announce them. The speaker will probably be grateful for the publicity.

B. Make it short. Broadly speaking, the more famous the speaker, the shorter the introductory remarks should be. Be kind, but don't take too much time. You can speak at the rate of approximately 150 words a minute without rushing. If your introduction consumes more than a minute and a half, it probably needs editing.

C. Don't overdo it. Many a seasoned speaker has winced inwardly at off-the-

cuff introductions, particularly if they contain too much praise or flattery. The audience then expects too much and the speaker begins at a disadvantage. Don't refer to the speaker as your friend, unless he/she is. Let your sincerity of expression make the speaker feel important. Let the speech prove the speaker's worth.

D. Don't steal the thunder. Whenever you say anything in your introduction beyond the essentials, you run the danger of encroachment.

E. Don't forget to announce the subject properly, particularly if the speaker has specified an exact wording.

F. Make your remarks pertinent to the occasion. A joke just for the sake of a joke without relevance had best be omitted, but an appropriate pleasantry is always in order. Even a bit of "kidding" is often welcome, if the speaker is an old friend of yours and well known to the audience. Familiarity may not breed contempt, but it usually takes the edge off admiration.

G. Conclude the introductory remarks by pronouncing the speaker's name as you turn toward the speaker with a smile or inclination of the head. This transfers the audience's attention from you to the speaker and gives him/her the cue to begin.

H. Remain standing until the speaker takes his/her place and begins the presentation.

5.10 Advice to Speakers

As most of the chapter speakers are not professional speakers, it will not be out of order to solicit their cooperation by suggesting adherence to the following fundamentals for good programs. The Chapter Technology Transfer Committee Chair is responsible for bringing this to the speaker's attention at the time the invitation to speak is extended.

A. An invitation to speak before an ASHRAE group is an honor that should not be abused. In addition to having a thorough knowledge of the subject, the speaker should be thoroughly prepared to deliver the message.

B. Most programs are timed for the convenience of the members. Speakers will normally be allowed a maximum of forty-five minutes for their portion of the program.

C. Slides or illustrations should be used, if possible. Such material should be large enough for the entire audience to see, and legible to be read and/or understood. Generally, the screen size will determine slide size. As a rule of thumb, the screen size may be selected as follows (based on 500-watt carousel projector with 5" lens):

Number in Audience	**Width of Screen**
25 to 50	60” (1.4 M)
75	70” (1.8M)
100	84” (2M)
150 and over	96”(2.5M)

Slides with too much information are not interesting. Use slides with less detail to hold attention of the audience.

D. The number of video monitors needed for the number in attendance must be available.

E. The presentation must be free of commercialism and there shall be no distribution of company literature. (Appendix FF)

5.11 Post-Meeting Letter

Some chapters find that a post-meeting letter, featuring highlights of the meeting and talk, from the chapter president to the membership, is an effective means of sustaining interest. This may be accomplished by means of a chapter bulletin. Also, the chapter president should write to the speaker, thanking him/her for an interesting

program, with a copy to the speaker's boss.

5.12 Outline of Duties of Officers, Committee Chairs, and Members for a Typical Chapter Meeting

Secretary Or Treasurer:

Arrive at location where dinner and meeting are being held in sufficient time to check with maitre d' hotel regarding details.

Attendance Or Reception:

Arrive at meeting at least fifteen minutes ahead of scheduled committee meeting or dinner hour to welcome members and guests. Sell dinner tickets. Furnish Chapter Technology Transfer committee chair with complimentary ticket(s) for speakers, visitors, etc. Prepare note for presentation to treasurer for reimbursement after meeting. Close refreshment facilitates when dinner is announced.

Chapter Program Committee:

Check availability of blackboard, pointer, podium and projector as required by speaker(s). Check seating arrangements in meeting room including place cards for officers and speakers(s). Adhere to an established time schedule, distribute and collect Chapter Program Evaluation Forms. (Appendix II)

Membership Promotion Committee Chair:
Have supply of membership applications available. Promote Society membership among guests.

A suggested agenda for a meeting night might include:

A. A Technical Workshop

B. Dinner

C. Introduction of members and guests

D. Business Meeting (kept to a minimum)

E. Grassroots Committee Reports (kept to a minimum)

F. Break

G. Introduction of Speaker

H. Program

I. Discussion

J. Programs Committee Chair announces plans of forthcoming meeting(s)

K. Meeting is adjourned

5.13 Difficulties and Remedies of Chapter Meetings

Some criticisms of meetings, and possible remedies, follow:

A. Receipt and transmittal of technical information:

1. Subject matter poorly selected by the committee or speaker and not of general interest to the membership. Have chair of the Chapter Technology Transfer Committee try to poll the members during the Spring, inquiring as to what subjects they would like discussed.

2. Speakers are poor if they are hard to hear, repeat themselves and do not present subjects clearly. In other words, their delivery is bad, and/or their preparation inadequate. A good speaker with a poor subject is much better than a poor speaker with a good subject. Everyone can't be a polished public speaker, so the secret for most people is proper planning of the talk. Most talks are longer than they need to be because of inadequate planning and failure to avoid repetition.

   Give the speaker factual information on the time allocated for his subject, the approximate

size of the audience and the type of audience to be expected. Meet with the speaker on the afternoon of the meeting, if possible, to go over the subject. Be sure speaker is given advice in Section 5.9.

3. Necessary equipment (such as blackboard, loud-speaker system, lighting, etc.) not available or poorly set up. Check and test all necessary equipment, such as public address system, projector, screen, lighting, etc. beforehand and be sure to set up and test each one just before the meeting starts. Many talks are ruined by poor staging.

4. Discussion period and questions poorly handled and answered. Too much time monopolized by individual members of the audience or the speaker on irrelevant subjects. To prevent monopolization of the discussion period by a few individuals, institute a card system, whereby all questions are written and handed to the chair of the Chapter Technology Transfer Committee for sorting and handling by the speaker. Writing out the question often clarifies it and makes for much better discussion. It also effectively distributes the questions among the audience.

   Stimulate the discussion with planted questions made up in advance, when going over the talk with the speaker. This becomes easy with the card system or question period.

B. Fellowship and enjoyment:

1. Inadequate refreshment facilities prior to dinner for chapter meetings. Too crowded; no room for conversation. Arrange the meeting space so that refreshment facilities can be set up exclusively for the use of people attending the meeting.

2. Poor food. If the meeting is always held at the same place, it may be possible to work out one or two exceptional meals during the year which will be the ones that are remembered, although every effort should be made to insure that all dinners are well prepared and served.

3. Poor acoustics, vision, lighting, ventilation and air-conditioning. Care and effort in selecting a meeting place can, by itself, increase the attendance an average of 20 to 40 percent. Chapters should refuse to meet in meeting rooms that are not air-conditioned.

4. Too much chapter business; too many reports; reports too long. While it is certainly necessary to obtain as much member participation as possible and give every person a title and a job, reports can be greatly streamlined. At least one chapter has followed the practice of printing any important reports on the back of the announcement, so the members may read it at their leisure. This has the effect of shortening the business meeting and promoting much clearer and better discussion.

   Minutes of the previous meeting should be read at the Board of Governors' session, held separately from the chapter meeting, together with other reports not of general interest to the membership. For example, committee chair reports should

be given at the Board of Governors meetings.

5. Meeting not prompt. Punctuality is all-important. Many members have other engagements following the meeting and get restless whenever the time stretches beyond the moment set to start the dinner, the business meeting, the talk or the discussion. One great advantage of separate refreshment facilities for the members is that they may be closed in time to start dinner promptly, which, in turn, permits the meeting to get underway on schedule.

6. Member participation. One good way to take care of a chronic objector is to assign him/her to a committee and put him/her to work. The further a member is involved in a specific duty, the more interest they will have in the chapter and their attendance will improve proportionately.

   Insofar as the Chapter Technology Transfer Committee is concerned, an excellent practice is to have the committee large enough so that one meeting may be assigned to each person. This distributes the workload and sets up a competitive spirit within the committee.

   Meeting place with no parking facilities. It should, of course, have ample parking facilities, to avoid irritation and extra expense.

7. Attendance award. A very stimulating and inexpensive feature is the drawing of numbered cards, or the return of reservations, to provide one member with a free dinner.

C. Getting acquainted with other members:

   1. Older members make too little effort to become acquainted with newcomers. Put some of them on the Attendance Committee. Assign an older member as a mentor to each new member.

   2. Embarrassment of having met a person and forgotten his/her name. Identification cards with "Member" or "Guests" printed in different colors on reverse sides, with space for large lettering of the wearer's name, are available from Headquarters. These identify the wearer at a glance. Because of the ready identification of guests, these cards are recommended over any other type.

   3. Chapter announcements and publication. Most chapters send out their meeting announcements in the form of a two or more page newsletter or chapter bulletin, including news about the members, chapter activities, Society activities, secretary's report of the previous meeting, coming events, etc. These have helped increase membership and stimulate attendance at meetings.

   4. Past presidents are vital parts of your chapter. Utilize their experience. Have a past presidents' night each year and introduce them to the members. Other special means of recognizing past presidents will help to improve meeting attendance. (05-02-07-31)

5.14 Suggestion for Chapter Programs

One of the major topics brought up at the regional meetings is chapter programs. Many ideas have been discussed from time to time and the

following list presents some ideas which have been used successfully by different chapters. Some of these ideas may be tried for pre-dinner meetings.

The list is not necessarily in order of importance and is merely presented to assist the Chapter Technology Transfer Committee to select a series of programs which will be diversified, as well as interesting to the membership, which, of course, is the major objective of any program.

A. Technical Talks

1. General Topics: There are many general topics which are of broad interest to our members. Some of these are: Comfort, Psychrometry, Insulation Requirements, Refrigerants, Noise and Vibration, Industry Market Trends, Historical Talks, Weather Data and many others.

2. Specific Topics. This list is practically unlimited, but could get boring. This type of talk is used too often. Some of these are: Heating Methods and Equipment, Cooling Methods and Equipment, Refrigeration, Food Freezing Techniques, Fan Design and Performance Pumps, Coil Design and Application Sorbents, Automatic Controls and any other items of equipment, design problems and applications pertinent to our industry. These are the old stand-by talks with which most chapters are thoroughly familiar.

3. Installation and Testing: These talks would discuss installation problems of equipment, ducts, piping, etc., to acquaint the audience with the knowledge of what to do and what not to do in the layout of job or selection of equipment. Methods of field testing, test procedure and analysis of results will reflect design criteria and equipment performance.

4. Maintenance and Operation: A great deal of emphasis is placed on system design, equipment selection, conservation of space and low initial cost of a project. What about maintenance and operation? What are the problems of the operating engineer who has to live with the job day after day? How can the design engineer improve the design to reduce operating and maintenance costs? How accessible is equipment for servicing and repair? Is equipment standard or special, requiring stocking of spare parts? The answer to these and many other questions by a good operating and maintenance superintendent can make an interesting and informative meeting.

B. Non-Technical Talks

1. Legal Aspects: Very few people are even vaguely familiar with the legal responsibility of the owner, architect, engineer, contractor, manufacturer and sales agent in our industry. The Bar Association will gladly cooperate to provide a speaker on this important subject.

2. Architect's Views: The architect-engineer-contractor relationship is an important one and one that should not be overlooked or taken for granted. Many chapters have had successful meetings with an architect-engineer-contractor panel to discuss their various individual problems relating to design, specifications and installations or project.

3. Building Manager's and Owner's

Problems: Building managers and owners who, by virtue of their position, are important people, are frequently overlooked or ignored in the design and installation phase of a project.

These people can be of valuable assistance because of their knowledge of the building facilities, space, construction details and many other factors which must be known to complete a project successfully. The Building Managers and Owners Association will be glad to cooperate with our chapters in creating a better understanding of our mutual problems.

C. Field Trips

1. Manufacturing Plants: Plant visits are both interesting and educational. Most manufacturers are proud of their plants, as well as their product, and usually welcome the opportunity to have groups visit them.

2. Application Installations: Visits to special and interesting refrigerating, heating and air-conditioning installations are conducted by many chapters in the interest of our profession. Including students in these visits helps to interest them in our industry, which is a part of our Society's *selling campaign*.

3. Research Laboratories: Many research laboratories welcome visits by interested groups and are willing to put on demonstrations which are sometimes akin to magic. Universities, private research laboratories and research departments of many manufacturers are potential sources of interesting meetings.

D. Research Talks

1. ASHRAE Research: The Society's research program covers a wide variety of subjects which are in various phases of research and study by our technical committees.

There are qualified speakers on the Society staff, as well as members of the Research and Technical Committee and the various research advisory committees who are available to talk on these subjects. Arrangements may be made through Headquarters office in Atlanta.

2. University Research: Many universities and colleges welcome the opportunity to talk about their research programs and projects, particularly those institutions where there is an ASHRAE cooperative Program.

3. Trade Association Research: Besides ASHRAE research, a large number of trade associations also conduct research which is of interest to our members.

E. Joint Meetings

1. Other Chapters: Some chapters have found it advantageous to join forces occasionally in order to attract an outstanding speaker and assure a large audience. This can be readily done where chapters are within a reasonable distance of each other.

2. Other Related Societies: Interesting meetings can be held jointly with other societies which have common interests with our

own. (99-06-20-45A)

F. Government Agencies

1. There are many government agencies spending thousands of research and development dollars in the fields in which we are interested. The U.S. Department of Agriculture, Research Branch, at Beltsville, MD, is an excellent source of information on food processing, such as drying, freezing, transportation and storage. The U. S. Navy, Bureau of Ships, Heat Transfer Section in Washington, D.C., can present talks on heating, air-conditioning and refrigerating problems common only to marine applications.

2. Public Relations Director of any government-civilian establishment or the Public Relations Officer of any military establishment can be of help in advising on the type and availability of speakers and programs of interest to the chapters.

G. Student Meetings

1. Students as Guests: Where there is a college or university with an engineering course near a chapter, many of the chapters arrange to invite students for each meeting and set aside one meeting for a "student night." The dinner costs are usually underwritten by members who "sponsor" a student or the chapter picks up a portion of the cost. This helps to interest students in our industry and also promotes student memberships and activities in the interests of our Society.

2. Students as Speakers: Some chapters devote a full meeting or portion of meetings for students to present papers on some subject of interest to our industry. In some cases the student presenting the paper or the best paper of the season is rewarded with a Handbook, Journal subscription or student membership. Some chapters have set up their own funds for awards and endowed scholarship to assist students. It should be kept in mind that students are future potential employees in our industry and members of our Society and should not be neglected. (12-01-23-17)

H. Panel Forums

1. The panel forum type of meeting, because of its controversial nature, is usually more entertaining than educational and in most cases draws the biggest attendance.

2. The subject of "specifications" with an engineer, a contractor and a manufacturer on the panel is one of the most popular forums.

3. The subjects of "*Centrifugal versus Reciprocating Compressor," "High-Velocity Duct Systems versus Fan Coil Units," "Electric Heating versus Fossil Fuel Heating"* or *"Warm Air versus Wet Heat Systems*" are all good for a controversial evening.

I. Seminars

Seminars are quite valuable in promoting the Society and our professions.

For example, a chapter could hold two

seminars a year: One in the Fall on heating and air-conditioning and one in the Spring on refrigeration.

J. Co-Sponsored Conference

Meetings held jointly with other organizations can be rewarding to both groups and are a recommended activity. (See Subsection E of this section.) Problems and possible legal complications can also develop, and the guidelines appearing in Appendix L should be carefully reviewed when considering this type of meeting.

Whenever product or equipment expositions are held in conjunction with a co-sponsored conference, a disclaimer (Appendix BB) shall be posted within the display area and a signed copy of the disclaimer shall be sent to the Director of Member Services at ASHRAE Headquarters.

5.15 Chapter Product Shows at Monthly Meeting

When conducting a product show at a regular monthly meeting, the following guidelines shall be followed:

- A maximum of three displays per meeting, with a 4' x 8' table for display.
- There are no restrictions on the number of products.
- The display and/or presentation cannot interfere with the technical or business session.
- No time shall be provided on the program for product discussion.
- A disclaimer will be posted adjacent to the display area and listed in any published announcements.

5.16 Chapter-Sponsored/Co-Sponsored Equipment Expositions (05-06-27-29)

Chapters are allowed to sponsor, co-sponsor, conduct, manage or operate equipment exhibits or expositions of products, equipment and systems, subject to the following restrictions:

- Chapters may only sponsor, co-sponsor, conduct, manage or operate exhibits or expositions which are confined to the immediate community of the chapter and are conducted for strictly scientific, educational and non-commercial use. (05-06-27-29)
- Chapters may not sponsor, co-sponsor, conduct, manage or operate exhibits or expositions during any meeting sponsored by the Society. (05-06-27-29)
- Chapters must ensure that the chapter name is always used in any publications or marketing promotions for the exposition they are sponsoring or co-sponsoring. If the ASHRAE logo is used without the chapter name, then it appears that ASHRAE the Society is sponsoring the exposition and that is against our own exposition policy. This is a mandatory requirement. (05-06-27-29)
- The net display area will not exceed 10,000 square feet (929 square meters);
- Individual display areas will not exceed 100 square feet (9.29 square meters);
- No organization will have more than two (2) display areas;
- One (1) display area will be dedicated to promoting Society publications and membership;
- A technical seminar of at least three (3) hours will be held in conjunction with this event;
- A disclaimer (Appendix BB) should be posted adjacent to the display area and listed in the published material. A signed copy of this disclaimer will be sent to the Director of Member Services at ASHRAE Headquarters; and
- A notice of intent to hold an exposition

must be sent through the Regional Chair (where applicable) and/or to the Director of Member Services prior to the exposition. (Appendix BB)

- The following statement should be visible during the chapter-sponsored equipment exposition:

  The _____ Chapter does not act for Society. The sponsor/co-sponsor of this event is the _____Chapter. (01-10-07-60)

5.17 ASHRAE Regional and Chapter Alcohol Policy (01-06-24-38)

ASHRAE Regions and Chapters when conducting Regional or Chapter meetings or other events that would warrant having alcohol on the premises shall adopt these policies.

If alcoholic beverages are to be sold or served at a Regional or Chapter meeting or other function on the Establishment's premises (or elsewhere under the Establishment's alcoholic beverage license), such beverages shall be dispensed only by the Establishment's employees and bartenders. The term "Establishment" shall mean the hotel, restaurant, club or other organization providing the meeting space to the ASHRAE Region or Chapter.

The Establishment represents and warrants that it carries adequate liquor and dram shop liability insurance to protect itself against claims arising from the Establishment's negligent activities where alcohol is served.

The Establishment agrees to comply with ASHRAE's request to discontinue all alcoholic service at any particular time during any of the ASHRAE Regional or Chapter events held at the Establishment.

- Service Requirements: The Establishment shall:

  a) request proper identification (photo ID) of any person of questionable age and refuse alcoholic beverage service if the person is either under age or proper identification cannot be produced;

  b) refuse alcoholic beverage service to any person who, in the Establishment's judgment, appears intoxicated; and

  c) instruct it's bartenders not to over pour.

- Training: The Establishment represents and warrants that all Establishment personnel have undergone adequate training to prevent any incidents which could result in claims for liquor liability.

- Indemnification: Notwithstanding any other provisions of this contract, the Establishment shall defend, indemnify and hold ASHRAE, the ASHRAE Region or Chapter, officers, directors, employees, agents and members harmless from and against any and all losses, damages, claims, expenses and liabilities of any kind, including costs of defense thereof, caused by or arising from the Establishment's sale or service of alcoholic beverages.

5.18 Chapter Clause Agreement

The agreement is between _____ ("Vendor") and XYZ Chapter/Region of ASHRAE, an independent entity separate from ASHRAE, Inc. Vendor understands and agrees that neither XYZ Chapter/Region nor its representatives have any authority whatsoever, expressed or implied, to bind ASHRAE, Inc. in any manner whatsoever. Vendor may not rely upon any representations or warranties made by any XYZ Chapter/Region representative to infer that such Chapter/Region representative has any authority to bind ASHRAE, Inc. to this agreement or otherwise. (05-10-30-20)

SECTION 6
CHAPTER PUBLICATIONS

6.1 General
6.2 Chapter Roster
6.3 Rules Pertaining to Chapter Publications
6.4 Chapters Translating Chapter Publications Into Other Languages
6.5 Guidelines for the Publication of Chapter Roster of Industry Representatives
6.6 ASHRAE Logo – Use and Regulations (see 6.6.1 and 6.6.2)

CHAPTER PUBLICATIONS

6.1 General

Several chapters have combined their announcements of meetings and other activities with a newsletter or chapter publication of two, four or more pages in order to create more interest among the members, increase membership and stimulate attendance at meetings.

The editor and assistant editor should be chosen from among the membership. They should be members who are interested in preparing this type of publication and willing to devote the time and effort required to produce a successful publication. (Appendix CC includes guidelines for writing effective chapter newsletters.)

The following items may be included:

- Announcement of current meeting.
- Announcement of future meetings and events.
- News about individual members.
- Activities of the chapter.
- Activities of the Society.
- Minutes of all chapter board meetings.
- List of new members.
- List of guests and company affiliations at last meeting.
- Message from the president.
- Items from the ASHRAE Journal and Insights.
- Article by chapter technical committee.

The following rules shall be observed in the preparation of chapter publications:

A. No contributions, except dues and research contributions, shall be solicited by chapters without prior approval of the Board of Directors. Chapters shall not issue publications or use the Society's name or emblem or chapter insignia without the approval of the Regional Chair. This is a mandatory requirement.

B. **ALL CHAPTER MEETING ANNOUNCEMENTS AND PUBLICATIONS MUST CLEARLY IDENTIFY THE CHAPTER NAME AND LOCATION.**

C. Copies of all news releases prepared by Society Headquarters and deemed to be of interest to chapters are mailed to the editors of all chapter publications.

D. All publications of chapters shall contain the following statement: "Statements made in this publication are not expressions of the Society or of the chapter and may not be reproduced without special permission of the chapter."

E. The publication content shall not be inconsistent with the purpose of the Society as stated in the Constitution and Bylaws of the Society and the method of presentation shall be fully professional.

F. Advertising in any chapter publication shall be limited to the reproduction of business cards or specific acknowledgments or compliments. Contributors to educational or resource promotion funds may also be listed.

G. No subscriptions shall be solicited.

H. A copy of each publication shall be mailed, faxed or emailed to the Regional Chair (where applicable), the chapter president and one copy to the Director of Member Services at Headquarters. (99-06-20-36)

I. Chapters are not allowed to sell/rent their mailing lists. (99-01-24-15)

6.2 Chapter Roster

Most chapters issue a directory or roster each year. A roster permits the membership to become better acquainted with each other and helps give them a feeling of belonging to the organization.

A roster should contain the following:

- List of Society and regional officers.
- Officers of the chapter.
- Chapter committees.
- Programs for the year, listing meeting dates, locations, speakers and subjects as completely as possible.
- Membership roster, including name, grade of membership, position, company, business address and phone, home address and phone.
- List of past presidents of chapter with dates.
- History of chapter.
- List of charter members.
- Geographical listing of members, if chapter covers a wide area.
- Pertinent parts of Society and chapter Bylaws, if desired.

One copy of the chapter roster shall be forwarded to the Regional Chair (where applicable).

6.3 Rules Pertaining to Chapter Publications

(Note: The following is Appendix B of the TAC Committee BAR.)

PURPOSE

The Society encourages chapters to initiate research and technical information activities which may result in Chapter Technical Publications. Such activities shall be conducted under the supervision and direction of the Technical Activities Committee and the appropriate TC/TG/TRG.

PROCEDURES

A Chapter desiring to initiate such an activity shall submit a copy of the outline of the proposed program to the Director of Technology for appropriate technical review. The Director of Technology will submit it to the appropriate TC/TG/TRG for review, advice, assistance and approval. Copies will be sent to the cognizant Section Head, Chair of Technical Activities Committee, Manager of Technical Services and Director of Publications.

The TC/TG/TRG shall promptly review the outline and make recommendations concerning it to the Section Head. Upon approval of the Section Head the TC/TG/TRG Chair shall appoint a subcommittee of the TC/TG/TRG to review the proposed activity, provide advice and assistance, and to finally recommend whether the activity shall be approved.

The subcommittee shall keep the TC/TG/TRG and the Director of Technology informed of the progress of the work by providing copies of the

minutes of its meetings and progress reports.

If the activity leads to the preparation of a Technical Publication, copies of all drafts shall be submitted to the TC/TG/TRG Chairperson. Sufficient copies of a final draft shall be submitted to the Chairperson for review by the TC/TG/TRG.

The TC/TG/TRG shall review and evaluate the draft and recommend action by the Technical Activities Committee.

The Technical Activities Committee, upon the recommendation of TC/TG/TRG, may recommend approval of a proposed Chapter Technical Publication to Technology Council which will recommend action by the Board of Directors, consistent with Section 7.7.6 of the Society Bylaws.

Two copies of the document shall be made available for review by the Chair of the Handbook Committee. Any desired portion of the Document may be used in the appropriate volume of the Handbook.

Conflicts between the Chapter Technical Publication and the Handbook shall be resolved by the Technical Activities Committee and the Handbook Committee.

The publication, if authorized, shall clearly give credit to the Chapter and to the Chapter Committee which performed the work. The publication shall be printed in a format acceptable to the Technical Activities Committee and the Director of Publications at no expense to the Society. One (1) copy of the publication shall be provided, without charge, to each of the following: the Director of Technology, the Director of Publications, and the Chair of the TC/TG/TRG.

Revision to the Chapter Technical Publication may be accomplished by the procedure for approval and publication.

6.4 Chapters Translating Chapter Publications Into Other Languages

Chapters who are interested in translating chapter documents or chapter publications, such as the chapter's approved Chapter Constitution and Bylaws, PAOE Newsletter, Manual for Chapter Operations and Manual for Conducting Chapters Regional Conferences, may do so at the chapter's expense. (07-01-29-16D)

6.5 Guidelines for the Publication of Chapter Roster of Industry Representatives

A. *Chapter Roster of Industry Representatives* is permitted to any chapter.

B. Roster may be restricted to title above or may include a chapter membership roster.

C. Each roster may include a forward containing the following statements:

1. The (year) Roster of Industry Representatives and Chapter Membership Listing has been prepared by the _____ _____Chapter of the American Society of Heating, Refrigerating and Air Conditioning Engineers, Inc., as a service to all members of the local industry.

Listings are not limited to ASHRAE members.

Preparation of the roster has been accomplished by a Chapter Roster Subcommittee composed of the following chapter members:

Name	Telephone
_____	_____
_____	_____
_____	_____

For future listing, contact any of the above. Copies are available to anyone at a charge of _____each.

This roster is intended to be an instrument for better communication within the industry. The roster does not advertise or endorse any product, manufacturer or representative.

To keep this publication current, the chapter

intends to re-issue an updated version of the roster on an annual basis.

2. The roster may also include:

   a. A table of contents

   b. Index of agents and manufacturers

   c. Index of manufacturers and their agents

   d. Index of products

3. The index of agents and manufacturers may:

   a. List correct and complete agency name.

   b. List agency address and telephone number.

   c. Include a listing of all agency staff, who may be identified as to:

      1. Chapter membership
      2. Field of work

   d. List all manufacturers represented with no product description, unless agency field is restricted by manufacturer to a portion of his products and then only the necessary qualifying words are permitted.

   e. The index of manufacturers and their representatives shall contain only manufacturer's name followed by representatives name(s).

D. Copy of roster format must be approved by the Regional Chair (where applicable) prior to public release.

E. Final copy must be supplied to both the Regional Chair (where applicable) and Society Headquarters.

F. Charge for listing under "Agents and Manufacturers" must be the same for each listing.

6.6 ASHRAE Logo – Use and Regulations

A. Chapters, student branches and sections shall not use the Society's name or logo without the approval of the Director and Regional Chair (where applicable), and/or the Society Director of Member Services except on stationery, flags and items supplied by the Society on order, and on meeting notices, minutes of meetings, reports, rosters of members, chapter Constitutions and Bylaws, Rules of Operational Procedures when used in accord with a format approved by the Board of Directors.

B. ASHRAE shall not grant or signify approval of any specific engineering project, commercial product or system or allow its imprint, logo or name to be used in any commercial context, except where the name is used to certify that the product has been tested in accordance with an ASHRAE-approved standard, and including the Standard number, nor shall ASHRAE engage in testing or rating of any product.

   The ASHRAE logo may not be used to imply corporate memberships nor ASHRAE endorsement.

C. No member shall describe himself/herself in connection with the Society in any advertisement, letterhead, printed matter or in any manner other than as Honorary Member, Presidential Member, Fellow, Life Member, Life Associate, Member, Associate Member or Student (Society Bylaws, 99-06), as the case may be, except in official business of Society. (Bylaws, Article II, Section 2.1)

6.6.1 Region, Chapter and Section Signature Guidelines

A. Overview

The ASHRAE logo signatures are meant to be used as a stand-alone lock-up to represent an approved region, chapter and section affiliation with the ASHRAE community. It identifies an entity as a fully chartered region, chapter and section of ASHRAE. The term “lock-up” refers to the ASHRAE brand logo and word mark of the designated region, chapter and section locked-up into one signature. The region, chapter and section signatures create the unique identifier for each region, chapter and section.

All ASHRAE signatures should be created in accordance with the ASHRAE region, chapter and section design template. Members and volunteers are prohibited from creating logos on any kind. All logos will be created internally by ASHRAE and disseminated.

B. Authorized Uses

Use of the ASHRAE logo and region, chapter and section signatures are authorized by ASHRAE. Only recognized provisional and full regions, chapters and sections may use the ASHRAE logo chapter signature. The signature must always be used in conjunction with the name of the region, chapter and section for all marketing and communications efforts including, but not limited to, web presence, e-communications, print collateral, print and electronic advertising, publicity, news items, tradeshow exhibit materials and fundraising literature. Regions, chapters and sections are encouraged to seek ASHRAE review and input prior to committing significant resources to design development and production.

C. Website Use

The region, chapter and section signature should be present in a prominent and noticeable position on the main landing page of the region, chapter and section website to identify the organization as an official ASHRAE region, chapter and section. The region, chapter and section signature, along with the descriptive region, chapter and section name text, should be oriented near the top, or otherwise primary location of the web page for immediate recognition of the region, chapter and section affiliation with ASHRAE. The signature may not be used to link to other pages on the websites belonging to the region, chapter section or any other third party.

6.6.2 Student Branch Signature Guidelines

A. Overview

The ASHRAE logo signatures are meant to be used as a stand-alone lock-up to represent an approved student branch affiliation with the ASHRAE community. It identifies an entity as a fully chartered student branch of ASHRAE. The term “lock-up” refers to the ASHRAE brand logo and word mark of the designated student branch locked-up into one signature. The student branch signatures creates the unique identifier for each student branch.

All ASHRAE student branch signatures should be created in accordance with the ASHRAE student branch design template when creating their identity. Members and volunteers are prohibited from creating logos of any kind. All logos will be created internally by ASHRAE and disseminated.

B. Authorized Uses

Use of the ASHRAE logo and student branch signature are authorized by ASHRAE. Only recognized student

branches may use the ASHRAE student branch signature. The signature must always be used in conjunction with the name of the branch for all marketing and communications efforts including but not limited to web presence, e-communications, print collateral, print and electronic advertising, publicity, news items, tradeshow exhibit materials and fundraising literature. Student branches are encouraged to seek ASHRAE review and input prior to committing significant resources to design development and production.

C. Website Use

The student branch signature should be present in a prominent and noticeable position on the main landing page of the student branch website to identify the organization as an official ASHRAE student branch. The student branch signature, along with the descriptive student branch name text, should be oriented near the top, or otherwise primary location of the web page for immediate recognition of the student branch affiliation with ASHRAE. The signature may not be used to link to other pages on websites belonging to the student branch or any other third party.

See Appendix PP – Logo Usage on Business and Member Cards, Email Signature, Business Correspondence, Restrictions

SECTION 7
CHAPTER PUBLICITY

7.1 General
7.2 Functions of the Publicity Chair
7.3 Reports for ASHRAE *Insights*

SECTION 7
CHAPTER PUBLICITY

7.1 General (11-06-27-7.5)

One way to help your chapter grow is by taking advantage of publicity and public relations efforts. Reach out to local media as well as to the local sister associations in the building industry to spread the word about the work of your chapter is vital to your growth and that of the Society.

The chair of the Publicity Committee of the chapter is the "voice" of ASHRAE in the local chapter area. The duties carry the responsibility to insure that wide publicity is given to the work of heating, refrigerating, ventilating and air-conditioning technicians, sales representatives, engineers and others in our industry and that new developments within the industry are publicized. The publicity should be directed toward and be of interest to:

A. ASHRAE members who seldom attend chapter meetings, to encourage them to become more active in chapter affairs.

B. Professional, technical and engineering groups that are, or should be, interested in ASHRAE activities.

C. The non-technical individual.

D. The public-at-large.

The Society's public relations activities are divided into two parts, those performed by Headquarters and actions of the local chapter publicity committees.

In general, it can be said that Society news originating at Headquarters is released from Atlanta. News developing within the chapter or chapter area relating to the work of the chapter should be handled by the chapter publicity chair.

A Public Relations Manual to help chapter publicity committee chairs increase the effectiveness of their local public relations is included as Appendix R.

7.2 Functions of the Publicity Chair (11-06-27-7.6)

The principal functions of the chapter publicity chair are:

A. Release information of chapter activities to local newspapers and the trade or technical press and to local chapters of Society allied industry groups on a regular basis, i.e., in regard to the monthly meeting of the chapter.

B. Release information on all chapter special events worthy of publicity, such as special meetings, speakers, educational programs, special events, etc.

C. Provide reports on chapter affairs for the Society newsletter, *Insights*, accompanied by properly captioned photographs.

D. Prepared news releases or stories should be brief and newsworthy, factual and of general reader interest. For smaller towns, releases should be given a

degree of "local color." The WHO, WHAT, WHEN, WHERE and WHY of the meetings are the principal points in which an editor will show interest. When dealing with special speakers, include brief biographical notes of their accomplishments and position in industry, in the Society, etc; also include a recent photograph with the release. ASHRAE Headquarters PR staff is happy to help you draft a news release and work to find the most appropriate local media to contact. Please contact the Communications Manager at publicrelations@ashrae.org if you are interested in writing a news release about an upcoming chapter event.

E. News releases should be presented on a planned basis. To best promote your chapter event, you should send media a preliminary meeting announcement letting them know what's going to happen at the meeting, when and where it will take place and why it is of interest to their readership. After your meeting, you can submit an article on what took place and again its interest to local readership.

F. There is only one satisfactory method to secure acceptance of press releases, and that is by personal contact with editors (city, financial, building, etc.). Mailing press releases without personal contact is likely to be unproductive. Editors, if cooperative, will arrange for reporter and photographer coverage at meetings.

G. The publicity chair should insure that full hospitality is extended to reporters and photographers and that these special visitors are provided with every facility to obtain their story and suitable pictures. A good host will obtain results beyond those which might normally be anticipated.

H. In addition, he/she should obtain, where possible, publicity through the media of radio, television and magazine and association papers. Engineering clubs, chambers of commerce and boards of trade generally issue monthly publications and these make ideal media for ASHRAE publicity. Again, ASHRAE Headquarters PR staff is available to help you with developing a list of local media.

Another outlet for publicizing the work of our Society is by talks before other groups, Rotary, Kiwanis, etc. The secretary of the local club is always on the lookout for speakers who can present informative and interesting programs at their weekly meetings. Some of the chapter members might well be qualified to speak on aspects of heating, refrigerating and air-conditioning in the chapter area.

Displays and participation in local exhibitions are other sources of publicity and public relations. Educational displays dealing with the industries participating in ASHRAE activities can be one of the best courses for securing a high standard of public recognition. However, commercialism in any form whatsoever must be completely avoided. (See Section 5.7)

7.3 Reports for the ASHRAE *Insights* (11-06-27-7.7)

Chapter Newsletter Editor shall promptly send the monthly chapter newsletter to ASHRAE *Insights* for the inclusion of the chapter monthly activities or any chapter special event. Follow the submission guidelines as given below. The editor of ASHRAE *Insights* reserves the right to include what should be published in *Insights.* By submitting your chapter article to *Insights*, you are sharing ideas with other chapters on programs that may be of interest to their local members.

SUBMISSION GUIDELINES FOR ASHRAE INSIGHTS

General Information

- The editorial staff follows *ASHRAE*

Insights mission to provide news about ASHRAE activities and events at the Society, regional and chapter levels.

- Submissions should be newsworthy and of general interest to ASHRAE members. Contact the Communications Manager at publicrelations@ashrae.org if you have any questions about an article you are considering submitting for publication.
- Submissions should be double-spaced and typed. Submissions should be submitted electronically to the Communications Manager at publicrelations@ashrae.org. Include contact name and telephone number in case more information is needed.
- News items should be submitted as soon as possible after an event. ASHRAE receives many submissions for *Insights* and strives to publish them in a timely manner.
- Submissions are subject to editing by staff.
- Send submissions to the Communications Manager at publicrelations@ashrae.org.

Monthly Chapter Reports

- Chapter members are encouraged to submit newsworthy articles relating to chapter activities. These articles may cover topics such as chapter activities which promote the Society's mission of advancing the HVAC&R arts and sciences, chapter community involvement, honors and awards, how-to approaches to planning chapter programs, or outstanding HVAC&R industry accomplishments of chapter members.
- Reports on student branch activities, specifically projects that they are engaged in, are requested for the Student Branch Corner.

Photographs

ASHRAE *Insights* will accept black and white and color photographs of any size.

Photographs should be of high quality; well focused and bright. Please send digital file of at least 300 dpi to publicrelations@ashrae.org.

Photographs illustrating news stories or ASHRAE activities have highest priority.

Identify those pictured in each photograph and provide a complete explanation of an event depicted.

SECTION 8
RECORDS AND REPORTS

8.1 Reports
8.2 Chapter Records
8.3 Membership Records
8.4 Filing Systems
8.5 Chapter Supplies
8.6 Correspondence Sent to Chapters from Headquarters
8.7 Chapter Submissions to Headquarters

SECTION 8
RECORDS AND REPORTS

8.1 Reports

Certain reports are to be sent to Headquarters with copies to interested chapter officers and the Regional Chair (where applicable), plus adequate file copies. These reports are:

A. **Formal Minutes**

Formal minutes of each chapter's regular and Board of Governors meetings are to be sent monthly by the secretary to the Regional Chair and the Regional Vice Chair of Chapter Technology Transfer within three weeks of the meeting (for chapters reporting to a Region).

These minutes should be on reproductions of the form and cover sheet shown in Appendix I, or facsimiles thereof.

B. **Chapter Information Questionnaire**

The Chapter Information Questionnaire is to be completed online from the ASHRAE website each year and emailed prior to June 1(fall CRCs); or February 15 (spring CRCs) by the incoming chapter president to Society Headquarters and to the Regional Chair (where applicable).

C. **Chapters Regional Conference (CRC) Reports**

1. Each chapter's Chapters Regional Conference (CRC) Committee shall be responsible for soliciting and developing motions and general discussion items to be submitted to the Chapters Regional Conference (CRC). (Appendices U1-U2)

2. The Chapter CRC Action Committee shall solicit from the chapters, sections and student branches within their respective regional areas, recommendations concerning the policies, procedures and operations of the Society, its chapters, sections and student branches. These recommendations will be reviewed and submitted to Members Council through their respective delegates. (BOD 04-01-23-2J)

3. Each chapter delegate is required to prepare the chapter report which includes the previous year’s activities, the goals for the coming year (Appendix W) and the chapter's motions and discussion items.

(Appendices U1-U2)

4. The minutes of the CRC shall be forwarded to the Director of Member Services at Headquarters in Atlanta within sixty days from the conclusion of the CRC. Headquarters will forward the final minutes to the delegates and alternates within ninety days of receipt.

5. Each DRC shall give each Regional Historian copies (electronic when available, and hard copies) of the following items, within 120 days of each CRC:

   - CRC minutes and motions
   - CRC Summary Report
   - Regional officers' names and positions
   - Regional recipients of Society and regional awards
   - Other important items such as photographs, articles, etc.
   - CRC meeting history report including total attendance and attendance at each function for future CRCs to use for space planning and social functions food/ beverages guarantees.

8.2 Chapter Records

The History of Chapter Officers/Property, attached sample form (Appendix H), should be prepared and kept up to date by the secretary. It is suggested with two purposes in view, one being the possible improvement in chapter records from the standpoint of completeness and availability, the other being to assist the chapter secretary.

Chapter records consist primarily of:

A. Charter governing documents, including the chapter Constitution and Bylaws and Charter.

Note: The Chapter Constitution and Bylaws has been combined into one (1) document and is the universal guidelines for ASHRAE chapters and ASHRAE groups. The five (5) year review of the chapter's bylaws are no longer required, however, if your current bylaws change, you must submit a copy of the signed document to Society headquarters for approval each time a change is made to the bylaws. (08-06-23-10)

B. Lists of members – names, addresses, business (Chapter Roster), chapter and Society dues records.

C. Financial records – chapter income and expense records.

D. Minutes of meetings and attendance records.

E. Chapter history.

F. Committee reports and correspondence.

G. Officers' names, addresses and charter duties.

H. Information on other chapters (officers' names and addresses, copies of chapter publications).

I. Miscellaneous and general (news reports of chapter activities, copies of papers presented before chapter, etc.)

In addition, there is certain material which does not form a part of the official records but which nevertheless should be preserved, at least until obsolete. This includes chapter bulletins, photographs, meeting notices of other chapters, etc. In general, all records should be in the hands of the chapter secretary and should be passed along from one secretary to the next. Obviously, many of the committees will originate

correspondence, and this remains in the hands of the committee until completed. Upon completion, however, each file should be turned over to the secretary for permanent filing.

RECORDS RETENTION – The following is a suggested records retention schedule:

Constitution: DO NOT DISCARD – PERMANENT

Bylaws: DO NOT DISCARD – PERMANENT

Charter: DO NOT DISCARD – PERMANENT

Minutes: DO NOT DISCARD – PERMANENT (Chapter, Board of Governors, CRC)

Honors & Awards: DO NOT DISCARD– PERMANENT (List of recipients)

*Financial & Tax Records: 7 YRS or Current

*Committee Reports: 1 YEAR

*Attendance Records: 1 YEAR

*Chapter Newsletters: 1 YEAR

*Membership Rosters: Keep current/discard old

*Discarded documents should be turned over to the chapter Historical Committee for review and possible insertion in chapter archives.

When electronic records are available, then a diskette of the current year's electronic information should be given to the incoming Secretary and the Chapter Historian for permanent retention.

8.3 Membership Records

It is advisable for the chapter to have the following membership information (records should be created and kept up to date for every member):

A. Name

B. Business address and telephone number

C. Home address and telephone number

D. Preferred mailing address and telephone number

E. Facsimile and E-mail numbers

F. Business position

G. Grade of membership and date of attainment

H. Activity in chapter-officers or committee appointments held, etc.

I. Activity on Society committees

J. Record of attendance

Headquarters provides a roster containing statistical data for all members in the chapter. This is a duplicate of the complete membership file in Headquarters.

8.4 Filing System

It is believed that one standard file drawer, supplemented by an optional card file, will prove adequate for filing chapter records. Filing should be done in standard manila file folders, properly labeled.

There should be partitions in the drawer in accordance with the suggested breakdown which follows. Partitions are indicated alphabetically, with suggested file folders for that category listed there under. Also indicated are the contents of each folder.

A. Membership Lists

1. New Members

Copies of letters of transmittal covering forwarding of applications to Headquarters; also correspondence pertaining to processing or grading of applicants.

2. Membership

   Correspondence pertaining to any member of the chapter subsequent to his/her election.

3. Delinquents

   Correspondence regarding delinquent members.

4. Attendance Records

   A copy of attendance report for each meeting.

B. Governing Documents

1. Charter

   It is assumed that the Charter will be framed and hung in the place of meeting or the office of a chapter officer. The folder should contain a copy of the original petition for charter, listing the charter members.

2. Bylaws

   This folder should include a copy of the approved chapter bylaws. There should be some notation that would refer to a file on the Chapter Bylaws Committee. The Bylaws Committee file should include all correspondence and records of deliberations concerning preparation, submission and approval of the chapter bylaws.

C. Finance Records:

1. Monthly Finance Reports

   This file should include copies of the monthly report from the chapter treasurer relative to chapter finances.

2. Receipts

   Duly signed receipts, canceled checks, bank statements, Auditing Committee reports, etc., shall be kept in this file. Optionally, receipts may be clipped to the proper monthly report. Receipts, canceled checks, etc., may remain in the custody of the treasurer until audited or reported and then entered in this file.

3. Miscellaneous

   This folder should contain correspondence or reports received or submitted which are not related to C.1. or C.2.

D. Meetings

(Use date of meeting). This file may contain a copy of the minutes of the meeting, program or meeting notice, record of attendance and such other material as may pertain to a particular meeting but not specifically filed elsewhere. Newspaper clippings, photographs, etc., should be kept in this file. A copy of the speaker's presentation for the meeting should be included whenever possible.

E. Board of Governors and Committees

1. Attendance Committee

2. Auditing Committee

3. Board of Governors

4. CRC Action Committee

5. Student Activities Committee

6. Chapter Technology Transfer Committee (BOD 03-06-27-1C)

7. Finance Committee (Optional)

8. Historical and/or Chapter Historian

9. Honors and Awards Committee

10. Membership Promotion Committee

11. Nominating Committee

12. Publicity Committee

13. Reception Committee

14. Refrigeration Committee

15. Research Promotion Committee

16. Special Events Committee

F. Officers

1. Regional Chair (This file should include copies of all correspondence sent to and received from the Regional Chair.) (For chapters reporting to a Region.)

2. President

3. President-Elect and/or Vice President

4. Secretary

5. Treasurer

G. Other Chapters

Copies of all correspondence with other chapters should go in this file.

H. Membership Prospects

Lists of prospective members should be retained in this file. Information must be reviewed periodically in order that prospects who have not joined the Society may be contacted again.

8.5 Chapter Supplies (10-06-27-16)

Chapter supplies are now inventory items. Chapters may place orders for items such as certificates, ribbons, badges, past president's pins, etc., by visiting the ASHRAE website and using the shortcut menu and selecting Chapter Supplies. Shipping charges are added to all orders.

A. Chapter Letterhead – The electronic template for ASHRAE chapter letterhead is available on the ASHRAE website. (09-01-26-04)

B. Name Badges – This is a two-sided identification badge indicating, by color, whether a person is a guest or a member. It is recommended that the badges for chapter members be collected after each meeting and reused at subsequent meetings.

C. Application for regular membership – Potential members should be encouraged to apply online or download PDF applications available on the ASHRAE website. Hardcopy membership applications may be ordered in bulk using the Order Form located on the website.

D. ASHRAE Publication Guides – Requests for the ASHRAE Publication Guide should be forwarded to (publications@ashrae.org) with the member's name, mailing address and the quantity needed.

8.6 Correspondence Sent to Chapters from Headquarters

A. Chapter Presidents (03-10-18-62)

1. PAOE newsletter and monthly reports (available on the ASHRAE website)

2. Chapter dues collection form (March)

3. CRC letters

4. CRC packets

5. 50 year-member certificates

6. Statistics report (Quarterly)

7. Insurance certificates (August)

8. cc: Student transfer letters

9. cc: Roster (by request only)

10. Chapter code to access the chapter's membership data via the ASHRAE Members Only Section of the homepage. (See Section 8.6.G., Chapter Reports, Steps for Accessing Chapter Reports)

11. Chapter Information Questionnaire (March, and available on the ASHRAE website)

B. Chapter Secretary

1. Chapter supplies (upon requests)

2. Past President certificates of appreciation.

3. Chapter roster (by request only)

4. Chapter change reports (available on the ASHRAE website)

5. Chapter code to access the chapter's membership data via the ASHRAE Members Only Section of the homepage. (See Section 8.6.G., Chapter Reports, Steps for Accessing Chapter Reports)

6. Elections (available on the ASHRAE website)

7. Application acknowledgement (available on the ASHRAE website)

8. cc: Life Member letters and certificates

C. Chapter Treasurer (03-10-18-62)

Chapters participating in the Society Chapter Dues Collection Program receive the following:

1. Chapter Dues Paid and Unpaid Report (accessed via ASHRAE website – no hardcopy, see Section 8.6.G) (05-06-27-28)

2. Checks for chapter dues payments (monthly)

3. Participation form (annually)

4. IRS Group Exemption Confirmation (August) – (US Chapters only)

D. Membership Promotion Chapter Chairs

1. Chapter change reports (accessed via ASHRAE website – no hardcopy, see Section 8.6.G) (05-06-27-28)

2. Chapter delinquency report (accessed via ASHRAE website – no hardcopy, see Section 8.6.G) (05-06-27-28)

3. Chapter rosters (by request only)

4. Student transfer listing (annually)

5. Chapter code to access the chapter's membership data via the ASHRAE Members Only Section of the homepage. (See Section 8.6.G., Chapter Reports, Steps for Accessing Chapter Reports)

6. Elections (available on the ASHRAE website)

7. Application acknowledgement (available on the ASHRAE website)

8. cc: Advancement letters

9. cc: Letters accompanying returned application

10. cc: A&A turndown letters

E. Chapter Grassroots Chairs

1. Correspondence from Regional Vice Chairs (where applicable) and staff

2. Chapter supplies upon request

F. Alternates/Delegates

1. CRC mailings

G. Chapter Reports (05-06-27-28/09-01-26-04)

1. You will be able to access and run a copy of the following online database chapter reports from the ASHRAE website; you will not receive reports in hardcopy format from Headquarters:

- Run Chapter Change Detail Report by Date
- Chapter Change Summary Report by Date
- Run Chapter dues Paid to Society Report by Date
- Run New Member Report by Date
- Run Chapter Master List Report for Excel – Real Time Report
- Run Chapter Master List Report for Excel – Preselected Data Report

Steps for Accessing Chapter Data Reports

a. From the ASHRAE homepage, enter your email address and password located on the left side of the screen.

b. Under the Society Groups tab, select Chapters.

c. Select Run Reports (located on the left side of screen).

d. Select your chapter's link.

e. On the screen below is a list of your chapter members, above the list and next to your chapter's name is the link to select to "Run Chapter Reports."

f. Select the appropriate link of the report to run, then enter the begin and end dates of your choice. (See list of available reports above in G.1., Chapter Reports.)

g. After the report runs, select the link to "Return to Chapter Reports" and repeat the process above in f. for each report except the master list Excel report. For the master list report, after the report runs, choose Select All, copy and paste into an Excel file, then save the report on your computer.

8.7 Chapter Submissions to Headquarters

A. Chapter Information Questionnaire (available on the ASHRAE website)

1. Due June 1 (fall CRCs); February 15 (spring CRCs) annually.

2. Submitted by chapter president to the Director and Regional Chair and Headquarters.

B. Newsletters

1. Two copies submitted to Society Headquarters.

C. Rosters of Industry Representatives

1. Submitted to the Director of Member Services if approved by DRC (where applicable).

D. Reports for ASHRAE *Insights*

1. Requests for publishing chapter news should be sent to the ASHRAE *Insights* editor at least eight weeks in advance.

2. Publication kits containing information on submitting articles for publication are available upon request from the ASHRAE *Insights* editor.

E. Chapter Bylaws Update

1. Chapter presidents are responsible for updating their bylaws and submitting them to Headquarters.

Note: The Chapter Constitution and Bylaws has been combined into one (1) document and is the universal guidelines for ASHRAE chapters and ASHRAE groups. The five (5) year review of the chapter's bylaws are no longer required, however, if your current bylaws change, you must submit a copy of the signed document to Society headquarters for approval each time a change is made to the bylaws. (08-06-23-10)

F. Chapter Dues Collection

1. Notify Society prior to April 15.

2. Society will mail a form to all chapters annually in March for use in joining or continuing in the program.

G. Requisition for Chapter Supplies

1. Submitted by chapter secretary.

H. CRC Minutes

1. The minutes of the CRC shall be forwarded to the Director of Member Services at Headquarters in Atlanta within sixty days from the conclusion of the CRC. Headquarters will forward the final minutes to the delegates and alternates within ninety days of receipt.

SECTION 9
MANAGEMENT BY OBJECTIVES

9.1 Introduction
9.2 Management by Objectives
9.3 Benefits of Planning
9.4 Forms
9.5 Construction of Properly Worded Objectives

SECTION 9
MANAGEMENT BY OBJECTIVES

9.1 Introduction

ASHRAE is a complex body consisting of approximately 50,000 members in the United States, Canada and overseas.

Society leadership consists of more than 3,000 members, who are volunteer participants in the many activities of the Society, whether they be in membership, chapter leadership, technical activities, research, publications, student activities or other related activities. The management of such a growing and diverse body would be virtually impossible without special attention to planning and coordination. Planning can be broken down into three basic categories: Long Term Planning, Functional Planning and Strategic Planning.

Long-Term Planning – as the term indicates, is a longer time-frame view, usually five to seven years. By the nature of it, Long Term Planning is: broad brush, generally philosophical, optimistic, ignoring flaws, obstacles and weaknesses and tends to be more "blue sky" in nature. It takes on the complexion of where you would like to be, if everything works out favorably.

Functional Planning – tends to be more short term, basically one year, and is much more definitive. The planner is dealing with much more controllable elements, such as recognized opportunities, known capabilities and weaknesses, established resources, identifiable obstacles and better defined needs and wants of the participants in the plan.

Strategic Planning – is the bridge between the short term, fairly well defined plan and the long term, fuzzy, blue sky plan. Strategic planning is the process by which one gets from the known to the unknown. By the nature of it then, strategic planning becomes much more liquid as it must be adjusted for obstacles and opportunities as they clarify. Alternate routes must be established as the planner keeps his eye on the target of the long-term plan.

Generally speaking, the short term functional (and fiscally related) plan is performed by line management, i.e., people who are involved in the "doing" of the tasks. Long term planning is usually done by very high level leadership who, in a sense, are committing to a “dream,” and who are committing efforts of the organization to the “could be.” The strategic planning function then is done by section heads and high middle level leadership who are aware of the short term functional planning and who are aware of the long term plan they are charged with, and who bear the responsibility for making sure that elements of the short term functional operation are consistent with the longer term plan. They deal with elements beyond the horizon of the short term plan and develop strategies for exploitation of opportunity or resolution of obstacles harmful to the direction being sought.

For purposes of chapter operations, this discussion is limited to short term functional planning. Although there are a number of labels,

techniques and concepts in this area, the Society leadership has chosen one specific planning technique for short term planning– MANAGEMENT BY OBJECTIVES (MBO). The remainder of Section Nine is devoted to an understanding of the benefits of planning, the general aspects of MBO and related forms which can be used for implementation at the chapter level.

9.2 Management by Objectives – A Management Planning Tool

Management by Objectives (MBO) is a specific process of functional planning that is an effective tool in attaining and measuring results. The main characteristics of MBO are as follows:

A. **Written**

The MBO process requires a written plan because the function of writing requires the planner to develop succinct, logical statements. Once written, the document can be referred to later for comparison, and there is no misunderstanding of the original statement, for being written, it has not changed through "recollection." Nor does the plan go away, for having been set in concrete, it is there for all to see, both the parties to the goal, as well as interested or related outside observers.

B. **Understandable**

It is essential that the planner use simple understandable language that is not subject to multiple interpretations. It must be clear and concise and properly describe the task in terms of being understandable to both the planner and the doer.

C. **Measurable**

For a task to be truly a part of an MBO, it must be stated in terms that are tangible and measurable, such as dollars, units or other countable benchmarks. Sometimes an objective is so obtuse that it is virtually impossible to define it in countable terms. In this instance, the objective should be broken down into a series of tasks that, upon their completion, become accountable benchmarks.

D. **Attainable**

Creating laudable sounding goals or objectives to impress others has absolutely no meaning as an objective. Because it is not attainable, therefore, it is not believable, nor realistic. If nobody believes the objectives are attainable, then there is little or no effort expended toward accomplishment. Objectives should be structured so they are realistic within the constraints of the situation.

E. **Challenging**

While an objective must be attainable, it also must be challenging. If the task is too easy, the joy of accomplishment is lost and less output is attained to benefit the organization. Thus, both the organization and the individual will lose for want of a challenging objective.

F. **Agreed-Upon**

Objectives must have the mutual commitment of both the planner and the doer. Unless both parties take ownership of the objective and agree that it is worthy, realistic and challenging, then nothing will happen.

G. **Costed**

For an objective to be truly evaluated and prioritized, there must be a price tag, either in actual money cost or in time expended. The costing of objectives allows the MBO to evolve into fiscal planning, as well as functional planning.

H. **Timed**

Objectives must have a point of conclusion. Often, the timeliness of accomplishment is crucial to the value of the effort. Whether too little, or too late,

there is still failure.

In summary, MBO is simply a plan that is written in understandable, measurable terms that present the planner, along with the participants, challenging attainable results. It is an objective that is affordable, yet can be completed in an acceptable time frame and has the full commitment and agreement of all the participants.

9.3 Benefits of Planning

Illustrated in Appendix Y are two styles of management. In the "fire-fighting" approach, the pyramid shows planning on top, then organizing, directing, coordinating and controlling, each taking progressively more time and effort in management The pyramid illustrates that the controlling aspect, or the actual doing aspect, takes the predominant amount of the time. If you visualize each of the tiers representing the amount of time devoted to the various functions, you will find that a small amount of planning requires a great deal of controlling.

The inverted pyramid (showing planning in the large tier) reverses the process, indicating that a great deal of planning tends to minimize the organizing, directing, coordinating and controlling aspects, which, in a sense, illustrates that more planning minimizes the effort of doing.

Another way of illustrating this is the execution diagram. This illustrates research performed with the DuPont organization in which identical projects were performed using each of the two management styles. The first style, often called the "fire-fighting" style, does very little planning and a great deal of doing in a given period of time. An identical group doing MBO style management devoted a great deal more time to the planning effort, attained execution, however, in a great deal less time with residual time left over. The significance of this process to a volunteer organization is overwhelming. It indicates that thorough planning simplifies the doing, which means that the volunteer's efforts take less time and are easier. That is an excellent motivator for volunteer organizations. The process of planning is an excellent tool to ease and spread the workload of activities at chapter level.

9.4 Forms

The MBO planning guide (Appendix Y) is a suggested form for use by chapters to allow for a simple written plan, spelling out specific objectives, establishing priorities, related tasks or methodology for measurement. It then provides columns for due dates and interim progress reports.

9.5 Construction of Properly Worded Objectives

The temptation for the planner is to over generalize the statement of objectives and the related illustration shows do's and don'ts of appropriate construction of objectives. The key is to state the objective as simply as possible, in terms that can be measured with a date of expected accomplishment. Next, develop strategy and related tasks that will fulfill the overall objective. The latter becomes your management plan for attaining your objectives.

The forms and illustrations in Appendix Y are oversized to facilitate usage in workshop sessions with key chapter officers and committee members.

SECTION 10
VISITS TO CHAPTER BY SOCIETY AND REGIONAL OFFICERS

10.1 Introduction
10.2 Protocol
10.3 Chapter Reports
10.4 Addressing the Chapter

SECTION 10
VISITS TO CHAPTER BY SOCIETY AND REGIONAL OFFICERS

10.1 Introduction

From time to time chapter visits will be made by Society officers, the Regional Chair and Regional Vice Chairs. The purpose of these visits is to improve the liaison between Society and the chapters, review chapter activities, provide the chapter members with information on Society activities and services offered by Society, to afford the chapter an opportunity to suggest changes to Society.

10.2 Protocol

Society and regional officers making scheduled visits to the chapter should be treated as honored guests. The chapter should contact the visiting officer to determine if assistance with travel arrangements is desired. The chapter should check with the visiting officer to see if he/she wants to address the chapter or schedule any special meetings with chapter officers and committees. If the meeting is a dinner meeting, the chapter should furnish the meal for the visiting officer. Optionally, chapters may furnish overnight accommodations for visiting officers.

10.3 Chapter Reports

The yearly visits by the Regional Chair or his delegates are specifically designed to review the chapter activities. The chapter officers and committees should have written reports prepared. Reports should follow the format of the Management by Objectives section of this manual.

10.4 Addressing the Chapter

The visiting officer should be seated at the head table during the business session of the meeting and proper introduction should be made prior to the officer's presentation. The chapter should schedule the meeting to allow sufficient time for the officer to address the chapter and make arrangements for any special training aids that may be required. The amount of time allotted for the speaker should be clearly defined so that the business session will not be unduly extended.

SECTION 11
CHAPTER RESPONSIBILITIES TO STUDENT BRANCHES

11.1 Introduction
11.2 Student Attendance at Chapter Meetings
11.3 Awards and Honors for Students
11.4 Society Sponsored Programs
11.5 Faculty and Administration Involvement
11.6 Recognition of Branch Officers
11.7 Recognition of Student Branch Advisor
11.8 Special Projects and Programs
11.9 Guidelines for a Regional Student Branch of the Year Award
11.10 Criteria for an Active Student Branch

SECTION 11
CHAPTER RESPONSIBILITIES
TO STUDENT BRANCHES

The support of a chapter is vital in establishing a student branch. However, once the branch has been formed, the chapter's responsibility is not over – it is really just beginning. It is important that the chapter remain involved and supportive of each student branch it sponsors. The BOD urges all chapters to encourage student membership in ASHRAE.

Suggestions for ways chapters can support their student branches are listed below.

11.1 Introduction

Organizing a student branch can be a very rewarding experience. Many chapters neglect organizing branches because they feel it is too difficult and time consuming. An ASHRAE chapter (or advisory committee) that is interested in forming a student branch can do so easily and without a lot of red tape or paperwork. If a subcommittee is formed and a few basic procedures are followed, you will find that organizing a student branch can even be fun!

The first and most important step in establishing a student branch is contact with the school. Having an interested faculty member who is willing to be the advisor to the student branch is one of the most important steps in forming a branch. Your chapter will also need to be supportive of the branch not only in the formation of the student branch but in its ongoing activities as well. Long term support of the branch is essential.

Student Branches are to be chartered and assigned in the same geographical area as the sponsoring chapter.

Student branches will be approved for charter upon completion of applicable paperwork and procedures and concurrence with the Director and Regional Chair.

Complete details for forming a Student Branch are contained in the Manual for Student Branch Operations which can be obtained from Society Headquarters. Also, contact the Regional Chair or Student Activities Regional Vice Chair and advise them of your intentions.

11.2 Student Attendance at Chapter Meetings

Encourage student attendance at chapter meetings and seminars. Inviting students to chapter functions will increase both student and chapter membership interest in the student branch.

Some ideas which have been used by other chapters in the past to encourage attendance are as follows:

Student Meal Discounts – Discount student and faculty liaison meals at monthly chapter meetings.

Seminar Fee Discounts – Discount fees or no charge to students and faculty liaison at chapter seminars.

Chapter Seminar Encouragement – Encourage faculty liaison and/or faculty staff participation at chapter seminars. An honorarium may also be considered.

School Mini-Session – Have a school mini session with a table, displays, etc., prior to a chapter meeting to provide a means for students to meet members and exchange information.

Monthly Flyer to Student Branches – Send a special announcement from the chapter to the student branch on monthly meetings and other pertinent information. Include the branch on your mailing list.

Adoption Programs – To promote a more social and compatible setting, chapter members can be encouraged to “adopt” a student for the evening. Some chapters assign chapter members to “adopt” students at a chapter meeting.

Chapter Student Night – A chapter meeting can be devoted to the student branch and faculty. Students and faculty may be speakers on the subject of education. This has proven to be a very interesting meeting for chapter members, as well as students. An arrangement should be made to offer the student a free meal or at a substantially reduced charge.

11.3 Awards and Honors for Students (12-01-23-17)

Recognizing students through special recognition programs helps introduce ASHRAE as a professional organization to the academic community, and assist students to develop into future promising ASHRAE members. Awards are not to be confused with scholarships which generally should be funded through endowments.

The President of ASHRAE helps encourage this type of activity by awarding special PAOE points for chapters that participate. Program suggestions are as follows:

Scholarships – Granted to students meeting prescribed criteria and attending educational institutions with specific criteria, and generally funded through endowments.

Awards – A subcommittee can be formed to offer academic and related awards to promising students. Any recommendation should be approved by the local board as to the amount of the award and candidate selection process. Awards are other than (endowed) scholarships and might include: cash, trophies, travel awards, publication awards, gift certificates, membership dues, etc.

Other ideas include:

A. Grants to reduce the price of the ASHRAE Handbook of Fundamentals to all new student members.

B. Funds to help buy a critical piece of laboratory equipment or instrumentation.

C. Partial subsidy of student members to attend either chapter meetings or the Society Annual or Winter Meetings.

Be sure to receive Board of Governors' approval before committing to any awards.

11.4 Society-Sponsored Programs

The following programs are some of the ways that students can benefit at the Society level:

Student Project Competition: This program recognizes undergraduate students who have completed design projects based on the topics prescribed in the current year's competition brochure. Design project teams of two or more students may compete in one of three categories: architectural systems design, HVAC system design, or HVAC system design. First and second place awards are available in each category. For further information on how to enter, contact ASHRAE Headquarters at students@ashrae.org. The deadline is May of each year.

Undergraduate Senior Project Grant: This program enables faculty members to apply for up to $5000 to fund equipment and supplies for undergraduate engineering senior projects and technical school capstone projects on ASHRAE-related topics. For further information, contact the ASHRAE Headquarters at students@ashrae.org. The deadline is December of each year.

Grant-in-Aid: Graduate students can receive up to $10,000 to assist them in a research project proposed by the candidate. Applications can be requested from and are to be sent to ASHRAE Manager of Research. The deadline is December 15.

Discounts: ASHRAE student members can receive considerable discounts on many ASHRAE publications.

Consignments: A faculty member, who must be an ASHRAE member in good standing, can make arrangements to receive copies of the Fundamentals Handbook for later sale to new student members. For further details contact ASHRAE Customer Service.

Annual/Winter Meetings: Student members can attend ASHRAE's two major technical meetings (each January and June) on a complimentary basis. Each meeting provides an opportunity to attend a variety of technical sessions, seminars, forums and symposia on current topics of interest to the HVAC&R engineer. Sessions are planned at the Winter Meetings specifically for students and/or faculty, such as the Student Breakfast and Career Opportunity Panel discussion. The exposition makes each Winter Meeting unique and offers an excellent opportunity to see first hand the latest in HVAC&R technology. Several months prior to each meeting, complete registration and meeting information is sent to all members.

Publicity: ASHRAE's monthly newspaper, *Insights*, is devoted exclusively to news and information about the Society at every level. Your student branch can receive publicity by submitting articles (and pictures). For specific details on deadlines for submitting information, etc., contact Headquarters. Let ASHRAE members know who you are and what your branch is doing.

Society Scholarship Program: Designed to encourage and assist HVAC&R education through the granting of scholarships at the undergraduate level. Applications are available through Society Headquarters. This program could also be in partnership with chapter endowed scholarships.

11.5 Faculty and Administration Involvement

After a student branch is formed, it is important to keep the faculty and the administration of the school aware of and involved in chapter activities. It is equally important for the chapter to become involved with the school wherever input is needed. Some ideas to assist in this process are as follows:

A. Have faculty liaison and faculty advisors serve as working members or the chair of the Student Activities Committee.

B. Have a Dean's Night as a separate event from Students' Night on the chapter's program schedule and invite the dean, chair and faculty as guests of the chapter and thus acquaint them with the membership and activities of the chapter. Select a meeting at which the topic and speaker will appeal to senior academic people. Alternatively, arrange a separate dinner meeting between the chapter Board of Governors and the dean and his people to review matters of mutual interest, such as academic programs, industry manpower needs, technology trends, etc. In any case, avoid mixing the

dean and his people in with students at the same chapter meeting.

C. Encourage faculty participation as speakers in chapter seminars. An honorarium may also be considered.

D. Include faculty liaisons on chapter mailing list to inform them of monthly meetings and other pertinent information.

E. Acknowledge the presence of faculty at the chapter meetings on the occasion of their first and second visits.

F. Encourage the student branch officers and the faculty advisor to establish a mutually agreeable meeting schedule of one or more joint meetings with the chapter; make the holding of such meetings a joint effort and firm commitment on the part of the chapter to support the student branch.

G. Encourage the university or college to join the commercial vendors in having exhibits at trade shows or similar events sponsored by the chapter. This will give them an opportunity to publicize their role in the continuing education of professional employees.

H. Work with the Continuing Education Offices and the Extension Services of the colleges and universities to offer courses on HVAC&R subjects.

I. Join with the university or college in the joint sponsorship of seminars, symposia and conferences on subjects related to HVAC&R.

J. Aid the colleges and universities in obtaining qualified part time instructors in HVAC&R.

K. Provide an advisory committee to aid a university or college to prepare a proposal to seek grants for research or other projects.

L. Sponsor a small “club room” or rest area in the engineering or engineering technology building at universities and colleges, possibly with vending machines and a microwave. Highlight the room with the ASHRAE logo, sponsoring chapter's name and industry pictures.

M. Provide professional people to serve on the academic advisory panels that many universities and colleges establish to guide and advise on the scope and nature of engineering and engineering technology programs.

11.6 Recognition of Branch Officers

Student branch officers should be recognized with some type of award. This could be an ASHRAE pin, cash award, gift certificate, etc. Chapter student branch presidents may be ex-officio members of chapter Student Activities Committee. (09-10-25-6B)

11.7 Recognition of Student Branch Advisor

Provide any and all forms of encouragement to this individual or individuals. Suggestions include:

- Letters of accomplishment and appreciation to advisor's supervisor.
- A plaque or certificate of appreciation.
- Repeated contact by the chapter, phone calls or notes.
- Subsidize advisor's membership to ASHRAE, meals, etc.
- Keep advisor posted on ASHRAE research grants and opportunities for ASHRAE research needs.
- Encourage advisor's activity in other aspects of ASHRAE.

11.8 Special Projects and Programs

To encourage enthusiasm with the student branch requires work and imagination from the

chapter. Sponsors of successful student branches get the students and chapter membership involved in a variety of projects. Some of the projects that have been successful in the past are:

Sponsoring Students Projects – Engineering colleges are usually full of ideas but short on funds. The Student Activities Committee can encourage members to support student projects. This is an excellent opportunity for a chapter member to become familiar with students for future employment. All projects should be coordinated through the student branch advisor.

Delivery of Used and Abandoned Equipment – Most engineering colleges are interested in getting used coils, pumps, dampers, thermostats, humidifiers, etc., for teaching aids. The Student Activities Committee can poll the chapter membership for availability of this equipment. Many firms throw away equipment which could be of great value as a teaching aid.

Delivery of Old ASHRAE Handbooks – Local chapters have been successful in gathering old ASHRAE Handbooks. The Handbooks make excellent student reference manuals. Many firms have volumes of these Handbooks sitting around collecting dust and would be only too happy to donate them to the student branch.

Chapter Monetary Support – A good student branch should have a modest treasury. Some local chapters donate “seed money” to get this treasury started.

Student Jobs Program – Both chapter and student members can benefit from a jobs program. Students are, of course, interested in gainful employment and members are always looking for well qualified employees. A chapter can help a student find summer employment, co-op and full-time employment upon graduation. The chapter can accomplish this by aiding students with resumes and compiling the resumes into a booklet for circulation to the chapter membership and local employers. Just make sure the ASHRAE logo and name are NOT used.

Speakers for Branch Meetings – Just like your local chapter, your student branch has a difficult time finding good speakers for its monthly meetings. Your local chapter has an almost unlimited resource for speakers. Students are hungry for information in all fields represented by your local chapter. Examples include: consulting engineering, sales engineering, estimating, contracting, technical subjects, etc.

Field Tours – Most students have never been on a construction job, or lack the knowledge to understand the HVAC or refrigeration system. Sponsoring a student tour to a convenient construction site or manufacturing plant would be of great interest.

Student Branch Handbook – A chapter may supply the student branch with a handbook each year to help the branch with organization and direction. It should be updated annually and include the following:

- ASHRAE officers and addresses at the Society, Regional and local levels, including the student branch advisor.
- Other ASHRAE committee information (i.e., research, energy, etc.)
- Student programs
- Student applications and Publications Catalog
- Chapter Roster (can also be used as a *Prospective Speaker* list)

Celebrate Engineers' Week – Join with other engineering and scientific societies, including IEEE, ASME, AIAA and Sigma XI-RESA, in the various shows, exhibits and other activities held at the local colleges and universities in celebration of National Engineers' Week. This will make ASHRAE known to a broader range of potential students and among fellow engineers.

Joint Activities – Arrange to have the chapter join the Affiliated Society Council, Joint Engineering Council or other “umbrella” groups available in many metropolitan areas. Support the programs sponsored by such groups, including

seminars, continuing education courses and student competitions. Such joint activities help the chapter members learn what other engineering and scientific societies are doing, particularly in conjunction with the local academic community and the students.

Chapter Support – Chapter support of the students and advisor is the key to maintaining and encouraging student participation and interest in pursuing a career in the heating, ventilation, air-conditioning and refrigeration field. Whatever the chapter can do to support and encourage student branches is well worth the effort.

11.9 Guidelines for a Regional Student Branch of the Year Award

Toward the end of the Society year, each student branch should submit its qualifications and accomplishments to their respective Student Activities Regional Vice Chair. The regional vice chair will then select the most outstanding student branch in the region. The following criteria could be used subjectively as a guideline for judging.

A. Student Branch Growth……20%

B. Student Branch Organization……...25%

1. Programs
2. Field Trips
3. Meeting Attendance
4. Liaison with other Engineering Societies

C. Participation in other ASHRAE Activities

1. Local Chapter Activities……10%
   a. Student Nights
   b. Career Fairs
   c. Chapter Meetings
   d. Student/Chapter Member Liaisons
   e. CRC Participation

2. Society Activities……10%
   a. Attendance at Society Meetings
   b. Student Scholarship Participation
   c. Student Project Competition

D. Participation in the Activities of the Local Engineering Community……..15%

1. Engineers Week
2. Local Interns with HVAC-Related Firms
3. Shadow Programs (Engineers Visits)

E. Enthusiasm for ASHRAE……10%

F. Miscellaneous……...10%

11.10 Criteria for an Active Student Branch

A. Student Branch Advisor required

B. Student officers must be elected annually and all positions must be filled

C. Fall status report and spring treasurer's report must be submitted to both the sponsoring chapter and Society

D. At least 2 activities* must be scheduled in the fall semester

E. At least 2 activities* must be scheduled in the spring semester

*An activity is defined as an organized event such as tours, field trips, presentations by guest speakers, fundraisers, etc. This does not include regularly scheduled organizational meetings.

1. To remain active, a student branch must achieve at least 3 of the 5 criteria. If a branch fails to meet at least 3 of the criteria, it will be put on a "warning status" for one year. Where applicable, Society will notify the student branch advisor, the Director and Regional Vice Chair (DRC), the Regional Vice Chair for Student Activities RVC-SA, and the chapter Student Activities Chair.

2. If the branch does not meet at least 3 criteria the second year as determined by the SA Committee at the Winter Meeting, the student branch advisor will lose the

student branch advisor dues privilege and the branch will be considered inactive. Where applicable, Society will notify the student branch advisor, the DRC, RVC-SA and the chapter Student Activities Chair.

3. If the branch does not meet at least 3 criteria the third year as determined by the SA Committee at the Winter Meeting, the branch will be dissolved. Where applicable, Society will notify the student branch advisor, DRC, RVC-SA and the chapter Student Activities Chair.

SECTION 12
GUIDELINES FOR CHARTERING AN ASHRAE CHAPTER

12.1 Qualifications for New Chapters (10-10-24-46)
12.2 Chapter Application Process (10-10-24-46)
12.3 Responsibilities of Steering Committee
12.4 Charter Night
12.5 New Chapter Officer Training
12.6 Presidential Award of Excellence
12.7 Management by Objectives
12.8 Procedure for Changing a Chapter Name
12.9 Guidelines for Voluntary Dissolution of a Chapter
12.10 Guidelines for Chapter Charter Revocation
12.11 Chapter or Sub-region Reassignment Procedures

SECTION 12
GUIDELINES FOR CHARTERING AN ASHRAE CHAPTER (10-10-24-46)

12.1 Qualifications for New Chapters (10-10-24-46)

The objective of forming a new chapter is to better serve our members and to increase ASHRAE membership. ASHRAE members in general geographically belong to different chapters, however in some countries where we do not have a chapter those members are not assigned to chapters. It is encouraged for those members to get together to form chapters in those areas to be served better by ASHRAE.

The potential membership for a new chapter should be representative of the different segments of the industry in the fields of interest of the Society as defined in the membership application requirement.

For instance, there should preferably be representation of consulting engineers, contractors, manufacturers, utilities, educational institutions, industry and sales representatives available to form the basis for a group of broad interests. It is also desirable to have representation from the fields of heating, refrigeration, ventilation and air-conditioning.

The local group should have a high degree of interest in the formation of a new chapter before formal steps are taken to request a charter.

The geographic areas to be served by the new chapter should be examined to make sure that it best serves the interests of the members in that area. The geographical boundaries should be established to have a sufficient number of active members within the geographical proximity of the chapter location to allow the members to participate in the chapters' activities.

Depending on the number of ASHRAE members and potential members in a geographical area, there are three options for consideration:

1. Formation of a new chapter: May be authorized upon approval by Members Council of a written petition of 40 members (Members & Associates in good standing) of the Society, and the adoption of Constitution and Bylaws based on the Model Constitution and Bylaws for chapters, which have been approved by Members Council, (Appendix DD1). It is desirable to have as many signatures on the petition as

possible. (02-01-13-24/08-01-21-13)

2. Formation of a new chapter evolving from an existing chapter: If Society members (Members and Associates in good standing) from an existing chapter intend to relocate to a newly proposed chapter, the following additional requirements will have to be met:

   2.1 The new evolved (spin-off) chapter must meet the requirements for the formation of a new chapter.

   2.2 The existing chapter should have been in operation for at least three consecutive years prior to the submission of an application for a new evolved (spin-off) chapter.

   2.3 The existing chapter should have a positive net growth for the past three years prior to the date of submitting the petition.

   2.4 There must be a minimum of 50 remaining Society dues paying members (Members & Associates in good standing) in the original existing chapter.

3. Formation of an ASHRAE Section: As an alternate to the formation of a separate chapter, a group of ten (10) or more ASHRAE Members in a remote area from an existing chapter may form a section sponsored by an existing chapter or the region or sub-region. Consult with the Director and Regional Chair and refer to Section 14 of this manual for details. It is encouraged that a section be formed for a minimum of three (3) years prior to spinning off from another chapter. (02-01-13-24)

4. The representatives of the proposed new chapter, evolved (spin-off) chapter, or new section shall contact the Director and Regional Chair initially for direction and concurrence. Guidelines for chartering a new chapter can be obtained from Society Headquarters. When a chapter is chartered, Members Council will assign the chapter to a region. (02-01-13-24/BOD 04-01-23-2J)

12.2 Chapter Application Process (10-10-24)

The Director and Regional Chair should investigate the responsibilities, analyze the needs and explore the interests of the Society members and potential Society members in areas where new chapters appear to be a likely possibility. The Director and Regional Chair will assign a chapter, region or sub-region that is geographically close to the prospective new chapter to act as a sponsoring chapter to help in counseling the prospective new chapter. (02-01-13-24)

The DRC will negotiate with other chapters in adjacent areas for release of the area to the new chapter and solicit their cooperation in forming the chapter. (02-01-13-24)

When the local group is ready to proceed and all paperwork is complete, the DRC should present the prospective chapter's formal petition to Members Council for action at its next meeting. (02-01-13-24/ BOD 04-01-23-2J)

Upon approval of the petition by Members Council and the Board of Directors, the DRC and sponsoring chapter, region or sub-region will assist the Steering Committee in conducting, organizing and preparing for the charter meeting. (02-01-13-24/ BOD 04-01-23-2J)

The next step is for the sponsoring chapter, region or sub-region to call an exploratory meeting, at which a minimum of ten members from the area should be present. At this meeting, or at the subsequent meetings, a Steering Committee should be formed and temporary officers elected, consisting of a chair, secretary and treasurer.

The Steering Committee shall request from the Society Director of Member Services the "Guidelines for the Formation and Initial Operation of ASHRAE Chapters" package which includes a petition and questionnaire that must be

completed by the Steering Committee of the prospective chapter and returned to the Society Director of Member Services. This "package" will also include a list of ASHRAE members, along with their contact information, who are located in the prospective chapter's geographical area. (02-01-13-24)

The DRC, the sponsoring chapter, region or sub-region and the Society Director of Member Services will assist the Steering Committee in holding organizational meetings, in determining the geographic area to be served, forming committees, preparing chapter bylaws, conducting a membership drive and preparing a program. (02-01-13-24)

12.3 Responsibilities of Steering Committee

The first responsibility of the Steering Committee is to appoint committees to do the necessary planning. If selected with care, they may form the nuclei of committees to be appointed by the new chapter after it has been authorized by the Board of Directors.

The Steering Committee should complete the questionnaire which accompanies the Model Constitution and Bylaws, that is included in "The Guidelines for Formation and Initial Operation of ASHRAE Chapters" package, have it signed by the Steering Committee and return it to Society Headquarters. A constitution and bylaws will be prepared for the chapter based on the model documents and the information in the questionnaire. These documents will then be returned to the chapter for ratification. (02-01-13-24)

A membership drive is an important activity to develop the potential for membership in the area and to ensure that there will be enough members to meet the requirements prior to receiving a charter. (02-01-13-24)

Until such time as a new group can meet the minimum requirements of members, it may elect to operate on a temporary basis, as though it were a chapter.

At the organization meeting of the new chapter, the Steering Committee should present the Chapter Constitution and Bylaws for ratification by the prospective members, and then request the Nominating Committee to present its slate of nominees for elective office. Upon election by the members present, the new officers and Board of Governors take office and the Steering Committee goes out of existence. The first act of the president upon election should be to thank the Steering Committee, its subcommittees, the DRC and any other contributors for the work done in organizing the chapter. If the chair of the Steering Committee is not elected president, the president should give some special recognition of the chair's contribution. (02-01-13-24)

At this point, the new group can function as a chapter, but will not have official status until it receives its charter.

12.4 Charter Night

Following approval of the charter by the BOD and approval of date and visiting Society officers by the President of the Society, the Charter Night will be conducted.

The following is a suggested Charter Night program:

A. Reception and social hour.

B. Dinner – the arrangement at the head table varies according to local custom, but it is suggested that the Director and Regional Chair, Society Officers, Society staff, president-elect of the chapter, president of sponsoring chapter, chair of the local organizing committee and local dignitaries (if any) be included. Whenever possible, the spouses of these individuals should also be seated at the head table. (02-01-13-24)

C. Following dinner, the DRC acts as Master of Ceremonies for the program and introduces the head table. (02-01-13-24)

D. The DRC gives some historical information on the new chapter. (02-01-13-24)

E. The DRC introduces the Society President (or the President's representative), who presents the charter to the president-elect of the new chapter. (02-01-13-24)

F. With the presentation of the charter, the officers of the new chapter can now be legally installed. The DRC installs the officers of the chapter with the usual charge that they carry out their responsibilities. (Appendix T) (02-01-13-24)

G. When the chapter president is installed, the DRC presents the gavel of authority to the chapter president. There may be other presentations, i.e., banner, etc. These should be made at this time. (02-01-13-24)

H. The DRC presents the President of the Society (or the President's representative), who extends congratulations to the chapter and comments briefly on the Society's activities and plans. (02-01-13-24)

I. Following comments by visitors, the DRC should ask the new chapter president to reply. This is the time when the DRC should turn the meeting over to the new chapter president who will reply be making appropriate comments and adjourning the meeting. (02-01-13-24)

12.5 New Chapter Officer Training

The DRC and Regional Vice Chairs or Sub-Regional Chairs, the sponsoring chapter officers and Society staff, will provide a chapter operations training session for the new chapter officers. (02-01-13-24)

This training session shall take place prior to the chartering of the chapter to insure the chapter getting on line as soon as possible.

The training session should be between two and four hours. (02-01-13-24)

The sponsoring chapter shall have the responsibility during the new chapter's first year of operation of providing continuing assistance and on-going training for the grassroots committees.

The newly formed chapter shall be monitored by the DRC and assistance and training will be provided wherever needed. (02-01-13-24)

Should a newly formed chapter assigned to a region not be chartered prior to the CRC, it is desirable that the chapter officers attend the CRC as non-voting members. (02-01-13-24)

It is appropriate that the DRC shall request that the transportation expenses for two (2) of the officers of the new unchartered chapter be paid to the CRC. (02-01-13-24)

12.6 Presidential Award of Excellence

A newly formed chapter will not be required to participate in the PAOE in its first year of existence.

The chapter will be allowed to accumulate PAOE points in its first year as a measuring tool for its effectiveness.

12.7 Management by Objectives

Prior to charter, the new chapter officers will submit an MBO to the DRC for review. (02-01-13-24)

The DRC and Regional Vice Chairs or Sub-Regional Chairs will assist in the development of the new chapter MBO. (02-01-13-24)

12.8 Procedures for Changing a Chapter Name

A chapter wishing to change its name shall follow the procedure listed below:

A. The Chapter President shall send a special letter to all chapter dues-paying members notifying them at least ten days in advance of a chapter meeting at which the proposed name change will be presented.

B. At the chapter meeting, a motion shall be presented, duly moved and seconded, stating the proposed name change with background supporting the reasons for the requested name change. A vote of a simple majority of those members present and voting will carry.

C. The Chapter President shall send the DRC a copy of the special mailing, the motion stating the name requested, the names of the chapter members moving and seconding the motion and the results of the chapter members' vote. (02-01-13-24)

D. Members Council will approve the requested name change and forward it to the Board of Directors as an Information Item. (BOD 04-01-23-2J)

12.9 Guidelines for Voluntary Dissolution of a Chapter

A. Dissolution

The Board of Governors of a chapter which no longer wishes to operate as a chapter of ASHRAE shall call a special meeting to obtain a member vote. The announcement of the meeting shall be by either standard, electronic-mail, by proxy or action by letter ballot, electronic or other approved means to all assigned members of the chapter. The mailing to chapter members in good standing shall include a proxy voting form that can be returned either by fax, standard or electronic-mail. If a vote to dissolve the chapter of at least sixty percent (60%) of the members in good standing is obtained, the Board of Governors shall notify the DRC of the result of the vote. (98-01-18-11/02-01-13-24/02-06-23-35)

Members Council shall make a recommendation regarding the dissolution to the Society Board of Directors. (BOD 04-01-23-2J)

B. Distribution of Members

Upon acceptance by the Board of Directors of the request to dissolve, counties encompassing the geographic area of the chapter will be distributed to neighboring chapters. Should neighboring chapters belong in a different region, the DRC shall consult with the neighboring DRC when applicable. (02-01-13-24)

C. Distribution of Funds

Any funds remaining in the chapter's treasury after all obligations have been satisfied, shall be contributed to the Society Research Promotion Fund.

All physical property and assets of the dissolved chapter, including but not limited to, banners, records, and the chapter charter should be returned to Society for disposition.

In the event that the Society is not then in existence or is not then exempt under applicable tax regulations for non-profit organizations or corresponding provisions of tax laws, the assets shall be conveyed to such organization then existent, dedicated to the perpetuation of objectives similar to those of the Society and exempt. (02-06-23-35)

12.10 Guidelines for Chapter Charter Revocation

It is the DRC’s responsibility to closely monitor chapter operations within their regions to insure that each chapter is operating and performing in accordance with Society policies and the *Manual for Chapter Operations.* When a DRC verifies that such is not the case and the chapter refuses to voluntarily dissolve, a recommendation can be made to Members Council for the revocation of the chapter's charter. (02-01-13-24/ BOD 04-01-23-2J)

When a chapter is not operating or performing in a satisfactory manner despite numerous attempts by the DRC to correct the situation and it refuses

to voluntarily dissolve, revocation of its charter may proceed in accordance with these guidelines. (02-01-13-24)

Not operating or performing satisfactorily includes, but is not limited to the following:

A. Continued failure to send a delegate or alternate to the CRC without sufficient cause or approval by the DRC. (02-01-13-24)

B. Continued failure of the delegate or alternate to attend required meetings at the CRC i.e., caucus, business meetings and executive session without reason or approval from the DRC. (02-01-13-24)

C. Continued failure to maintain any communication with the DRC, Regional Vice Chairs or Sub-Regional Chair or Society. (02-01-13-24)

D. Continued failure of the chapter to update its constitution or bylaws upon request.

E. Continued failure of the chapter to hold regular meetings, elect officers, provide technical sessions for its members, appoint committee chairs or collect dues for its effective operation, etc.

F. Continued failure to abide by:
   a. Certificate of Consolidation
   b. Society Bylaws
   c. Rules of the Board
   d. Chapter Constitution and Bylaws

   At this point the DRC shall write a letter to the chapter's current or last known president or its representative(s) explaining the charges against the chapter. This letter is to be sent by registered mail with return receipt requested and shall provide the chapter with a 60-day time period to respond to the charges. See *Letter A*, Appendix GG, for a sample letter to be sent by the DRC. (02-01-13-24)

   If a response is not received or the response is considered not acceptable by the DRC, the chapter shall be so notified by registered mail followed by a recommendation for revocation of chapter charter to Members Council at its next regularly-scheduled meeting. Concurrence with this recommendation by Members Council will result in a recommendation to the Board of Directors for revocation of the chapter's charter. (BOD 04-01-23-2J)

   If the Board of Directors, by a two-thirds vote of its members, agree with the recommendation of Members Council, then the Board, or its designee, shall send a letter to the chapter's current or last known president, or its representative(s), informing him/her/ them of their action. This letter will explain the procedures for another opportunity for the chapter president or its representatives to be heard before the full board or a committee of three or more members selected by the Board. See *Letter B*, Appendix GG, for a sample letter to be sent by the Board of Directors. (BOD 04-01-23-2J)

   The results of this Board hearing, if held, will be provided within 30 days of such hearing. If the recommendation of Members Council is upheld, the chapter president or its representatives will follow the procedures for the distribution of funds outlined in Section 12.9, Guidelines for Voluntary Dissolution of A Chapter. (BOD 04-01-23-2J)

12.11 Chapter or Sub-region Reassignment Procedures

Please note this reassignment process is not common practice. The Society has many reasons for establishing Chapter and Sub-region and Region boundaries and would be reluctant to change those boundaries without strong justification.

Should an existing chapter wish to change its region or sub-region assignment or an existing Sub-region determine that the region to which it is assigned should be changed, the Chapter

President or Board Of Governors (in the case of Chapter reassignment)or the Sub-region Chair (in the case of a Sub-region reassignment) needs to submit a petition, signed by 60% of the chapter membership but no less than 40 chapter members for a chapter reassignment and no less than 60% of the Sub-region membership for a Sub-region reassignment, to their current DRC and the DRC of the region to which they believe they should be reassigned. The petition should include the rationale and justification for this change. The petition should consider the following:

1. Geographical proximity. Will the change best serve the interest of all of the members in that area? Will the change in the geographical proximity enhance or deter the ability of the chapter, sub-region or region to operate more effectively?

2. Compliance with any government regulations that may affect the normal operation of the region, sub-region or Chapter, i.e., conduct of regional CRCs, technology transfer, travel requirements, etc.

3. Is the language, culture and ethnic background of the chapter or sub-region compatible with that of the region or sub-region to which they want to be reassigned, so that they can operate effectively?

4. Any fiscal impact to the Society, Region, Chapter or members such as travel costs and other cost increases related to distance between the chapter's location and the other chapters within the requested region or sub-region reassignment.

5. Any other items pertinent to the request other than those stated in **ROB 2.101.005.1 100-104-001 74-06-23-21 Matters pertaining solely to politics, religion, or trade are considered inappropriate for a technical society and, therefore, shall not be a subject of discussion at meetings of the Society or be included in any of its publications.**

Should the two DRCs agree to the proposed change then the change shall be submitted to Members Council for their consideration.

If the two DRCs do not agree to the proposed change then the petition is considered denied.

Should the petition be denied and the chapter or sub-region desire to further pursue the requested change the chapter or sub-region may appeal the decision of the two DRC's to Member's Council who shall have the final decision making authority on such requests.

SECTION 13
REGIONAL ACTIVITIES

13.1 Regional Organization
13.2 Regional Officers (BOD 03-06-27-1C)
13.3 Regional Planning Meeting
13.4 Chapters Regional Conference
13.5 Regional Operating Fund
13.6 Regional Dinner at Society Meetings
13.7 Regional Historical Records

SECTION 13
REGIONAL ACTIVITIES

13.1 Regional Organization

Chapters of Society are grouped into geographical areas by the Board of Directors, and these areas are designated regions. When a chapter is approved to be chartered, that chapter is assigned to the region within whose boundaries the newly chartered chapter lies. For the *Criteria For the Formation of A New Region* see Appendix JJ. (99-06-20-43)

Regional boundaries are identified in Appendix P.

13.2 Regional Officers

Regional Officers include the following (00-06-25-27/00-06-25-28/00-06-25-29/03-01-26-31/03-01-26-32/03-06-29-28/11-01-31-11):

A. Director and Regional Chair (DRC)

The Regional Chair is a Director of Society who also serves as a Regional Chair and directs the regional operations for the region. This includes detailing objectives and giving assistance to the Regional Vice Chairs of Student Activities, Chapter Technology Transfer, Membership Promotion and Research Promotion to the existing chapters in the region and to potential new chapters being formed. The DRC also represents the interests of the region in all matters of Society importance.

The Director and Regional Chair is the Chair of the Chapters' Regional Committee for the region. The DRC is responsible for planning and conducting this meeting in accordance with the *Manual for Conducting Chapters Regional Conference*.

The Director and Regional Chair is a member of the Members Council. The DRC's responsibility is to represent the region in deliberations of this council; to provide written reports to the Members Council on the activities of the chapters in the region; to recommend the formation of new chapters, sections and Student Branches in the region and to participate in formulating recommendations to the Board of Directors concerning policies, procedures and operation of the Society and its chapters. (BOD 04-01-23-2J)

The Director and Regional Chair is fully responsible for assisting in providing objectives; monitoring the operations of chapters in the region; and assuring that the chapters adhere to the requirements of the Society Bylaws and Rules of the Board of Directors and that their operations are carried on in an effective manner to advance the purposes of the

Society. Controversial issues involving the chapters or region will be handled through the DRC. (01-31-11-11)

The DRC is responsible for asking chapter officers, including the Board of Governors, if they would like "thank you" letters sent to their employers (05-02-07-32)

B. Regional Vice-Chair for Student Activities

This vice-chair is a member of the Society Student Activities Standing General Committee. Regional and chapter responsibilities include:

- Assisting chapters in planning, coordinating and administering their student educational activities.
- Encouraging continuing education.
- Assisting chapters in administering student educational activities.
- Preparing and conducting CRC workshops. A minimum of three (3) hours should be allotted for all committee training workshops at CRCs (08-01-21-04).
- Visiting chapters, as required, to assist and counsel.
- Report chapter activities to Society Headquarters.
- Select most outstanding student branch in the region to receive the "Regional Student Branch of the Year Award." (See Section 11.9)

C. Regional Vice-Chair for Chapter Technology Transfer (BOD 03-06-27-1C)

This vice-chair is a member of the Society Chapter Technology Transfer Standing General Committee. Regional and chapter responsibilities include:

- Coordinate government affairs at chapter and regional levels.
- Administer Technology Transfer Committee awards program.
- Prepare and conduct CRC workshops. A minimum of three (3) hours should be allotted for all committee training workshops at CRCs (08-01-21-04).
- Visit chapters, as required, to assist and counsel.
- Assist chapter in planning, coordinating and administering their chapter programs and technical sessions.
- Develop and implement chapter seminars.
- Develop program planning guidelines and a speakers' list for chapters.
- Review CRC technical sessions and compile list of qualified speakers and topics.
- Promote continuing education activities at the chapter level.
- Report chapter activities to Society Headquarters.

D. Regional Vice Chair for Membership Promotion

This vice-chair is a member of the Society Membership Promotion Standing General Committee. Regional and chapter responsibilities include:

- Provide assistance to chapters to publicize the aims, activities, achievements and scientific and educational purposes of the Society toward the end that persons duly

qualified shall apply for membership therein.

- Prepare and conduct CRC workshops. A minimum of three (3) hours should be allotted for all committee training workshops at CRCs (08-01-21-04).

- Visit chapters, as required, to assist and counsel.

- Act as liaison for the Regional Historian to Society.

E. Regional Nominating Committee Member

This regionally elected Nominating Committee member represents the region on the Society Nominating Committee.

An additional responsibility includes chairing the Executive Sessions at the CRC.

All discussions at the Nominating Committee meetings, caucus and Executive Sessions are confidential and shall not be divulged to any individual outside the meetings or sessions. (99-06-20-37)

F. Regional Nominating Committee Alternate

The Nominating Committee Alternate performs the functions of the member in case of the member's absence.

All discussions at the Nominating Committee meetings, caucus and Executive Sessions are confidential and shall not be divulged to any individual outside the meetings or sessions. (99-06-20-37)

G. Regional Vice-Chair for Research Promotion

This vice-chair is a member of the Society Research Promotion Standing General Committee. Regional and Chapter responsibilities include:

- Assist chapters in establishing research promotion activities and reporting these activities to Society Headquarters.

- To conduct a Research Promotion Workshop. The location of the Research Promotion Workshop will be at the discretion of the Director and Regional Chair (DRC). (ROB 520-160-012: 97-01-29-29) The Research Promotion Committee shall coordinate the location of the kickoff meeting with the Director and Regional Chair. (RP BAR 4.15: 98-01-16-17)

- Visit chapters as required.

- Report chapter activities to Society Headquarters.

H. Regional Historian (99-01-24-13)

Duties of the Regional Historian include:

- Encourage, aid and frequently communicate with the chapter historians so that chapter, regional and HVAC&R history is recorded and preserved.

- Review CHAPTER HISTORY PAOE REPORTING from chapters.

- Review and seek comments on the individual chapter Gold Ribbon entries, send entries to Society archives and present Gold Ribbon Awards at CRC.

- Maintain and record lists of all members receiving regional and

Society awards and a list of all regional officers.

- Allocate time and facilities at the annual CRC through the regional director to hold a meeting of chapter historians and encourage historians and others to attend. Take Society provided handbooks (modified/ annotated as desired) for chapter historians to use at the CRC workshop and take home for reference and guidance.

- Receive chapter publications, CRC reports and minutes of the annual CRC from the regional director. Also, receive copies of communications from headquarters staff that are sent by the Society to chapter historians.

I. Assistant Regional Chair (03-01-26-31/03-01-26-32/09-06-23-15C)

The Assistant Regional Chair is recommended by the Chapters Regional Committee at the Caucus Session and by the DRC to the Society President for appointment for a one-year term. The Assistant Regional Chair position should be used as a way of preparing, training and educating a candidate for the position of DRC. In no case should an Assistant Regional Chair be reappointed to the position for more than three consecutive years. It is recommended that the immediate past DRC serve in this position for one year following the last year of being DRC, to serve in a support function for the new DRC. The Assistant Regional Chair shall be a Member of Society in good standing, and shall have been a Member for three years prior to the start of his/her term. (88-06-30-51/00-02-09-31/01-01-28-19)

The transportation expense of the Assistant Regional Chair shall be reimbursed by Society to the Regional Planning Meeting and the Region's CRC. (88-06-30-51/00-02-09-31) The duties of the Assistant Regional Chair are directed by the DRC but could include:

1. Chapter visits and monitoring of MBO performance
2. CRC details
3. Regional newsletter
4. Monitor and assist in establishing student branches
5. Assist in chapter bylaw reviews
6. Assist in the formation of chapter sections
7. Regional dinners
8. Regional (CRC) awards
9. Conduct Chapter Operations Workshop at the CRC
10. Regional Refrigeration Chair

Listed below are some of the benefits of service an Assistant Regional Chair can provide:

1. Improved service to the chapter and membership
2. Better communications in the feedback from the chapters and membership
3. More effective use of DRC time
4. Continued growth of Society
5. Cultivates future DRCs although there is no commitment or implication that the ARC will become the DRC as the DRC is an elected position.

J. Regional Treasurer (07-06-25-16)

A position appointed by the DRC or elected by the CRC to assist in handling regional finances. This person may serve alone or as a member of a Regional Finance Committee. Duties are as defined by the DRC or CRC and may include preparation of the annual budget, disbursement of regional funds, collection of regional dues, preparation of an annual report to the CRC maintaining of regional fund balance sheet and

supporting documentation.

K. Regional Electronic Communications Chair (RECC – Optional, 07-06-25-9C)

Core Duties:

- Manages the Regional Webmaster and oversees the regional web site. (The RECC is not the Regional Webmaster but can be, i.e. these two positions can be the same person.)
- Oversees all of the Chapter Websites in the Region for content, accuracy, currency and functionality. Has the authority to shut down a chapter website.
- If requested, sets up ECC training at the Region President Elect training meeting and the Region CRC. This training can include WebPages development but could also includes optional subjects like email, mailing lists, newsletters, rosters, chapter support software, electronic meetings, podcasts, etc.
- Keeps track of and in contact with chapter webmasters.
- Liaison to the Society ECC Committee and other RECCs.

Optional Duties:

- Manages the Regional ECC budget expenses (which could cover expenses for WebEx, LiveMeeting, etc.)
- Maintains and publishes the Regional Chapter Information Questionnaire (CIQ)
- Maintains the ashrae.net email position aliases
- Maintains the regions Internal “secure” website
- Sets up regional list servers
- Assists the CRC Host Chapter with electronic communication issues (web pages setup, electronic registration, payment, CD/electronic meetings, Meeting AV, etc.)
- Recommends/helps Chapters get training on Chapter support software
- Recommends/helps Chapters get training on electronic communications software

L. Regional Representatives (03-06-29-28/09-01-26-06C)

An "optional" regionally appointed position to assist the DRC as needed. This person should have experience in the region (former RVC, DRC, Nominating Committee, etc.), with desire to assist the region in an official capacity. This person will visit chapters, sections, or areas without chapters as required to assist and counsel.

- Regional Representatives should have experience in the Region, (i.e. past DRC, RVC, Nominating, Delegate, etc.)
- Regional Representatives should have the desire and means to assist the Region in promoting ASHRAE activities.
- Regional Representatives should have current knowledge of ASHRAE goals, objectives, and opportunities.
- Regional Representatives should have working knowledge of ASHRAE membership goals, objectives and rules.
- Regional Representatives should be able to effectively communicate with the regional members in the area of growth.
- Regional Representatives should have working knowledge of PAOE information to help Chapters and Sections and Student Branches to comply and report.
- Regional Representatives should have communication and networking skills to promote ASHRAE activities.
- Regional Representatives should have working knowledge of grass roots committee objectives, such as Student Activities, Young Engineers in ASHRAE, Research Promotion, Membership Promotion and Chapter Technology Transfer.
- Regional Representatives should know and understand their regional financial and people resources and capabilities.
- Regional Representatives should promote recognition of ASHRAE members using the H&A Program opportunities.
- Regional Representatives should attend the CRC and other regional activities as recommended by the DRC.

- Regional Representatives should be recommended and appointed by the DRC for a term of 3 years.
- Regional Representative transportation expenses should be reimbursed per the current ASHRAE Transportation policy, and may be supplemented by the Regional Fund.

13.3 Regional Planning Meeting

The Regional Planning Meeting is called by the Regional Chair for the purpose of planning the year's activities, and for setting goals and developing a regional MBO plan.

All regional officers are expected to attend the meeting. Additional regional and chapter members, such as past chair and past vice-chair, Society officers residing within the region and chapter presidents may be invited to attend at the discretion of the Regional Chair. (See Appendix HH)

13.4 Chapters Regional Conference

(Note: See the "Manual for Conducting Chapters Regional Conferences" for more details)

The term "Chapters Regional Conference" (CRC) designates a business meeting of the delegates and alternates of the chapters in their region and will normally extend for a period of four to eight hours. The conference also includes a time set aside for technical sessions and chapter workshops. The regional conference will normally extend for a period of at least two days.

The CRC business sessions will be a Standing General Committee of the Society serving the designated region and consists of a chair, who is the Regional Chair, and one delegate and one alternate selected by each chapter in the region. The delegate must be a voting member and be either the president, president-elect, vice-president or immediate past president of the chapter, and the alternate must be a member of the Board of Governors and, preferably, a chapter officer. No individual is allowed to serve for more than two consecutive years in either of these positions, and not more than four consecutive years in both positions. The delegate and alternate take office on July 1 and serve for a period of one year.

The chapter secretary shall submit the names of the chapter delegates and alternates to Headquarters on or before June 1, or April 1 for spring Chapters Regional Conferences (CRCs), with a copy to the Director and Regional Chair (DRC). The Chapter Information Questionnaire is normally used for this purpose. In the event of disability, death or resignation, a replacement may be made by the Chapter Board of Governors or as provided in the chapter bylaws. Although last minute changes are to be discouraged, they are sometimes necessary. In this event, the Director and Regional Chair (DRC) must be advised in writing of the change and the reason for it, with as much advance notice as possible.

The CRC provides a forum for the dissemination of information pertaining to chapter and regional activities, and also provides a medium for:

- Chapters to report their previous year's activities and establish goals for the coming year. (Appendix W)
- Regional officers to report their activities and plans.
- Society officers to address the region with the Society plans, review chapter activities within the region and participate in workshops.
- Members and chapters to submit motions to the region and Society for proper review.
- Delegates and alternates to present nominees for Society and regional offices and candidates for honors and awards in caucus and executive sessions.
- Chapter officer and committee persons to attend workshops that will educate and train the participants.
- Conducting technical sessions to educate the attendees and attract attendance from the members who are not otherwise involved.

- Attracting attendance and building camaraderie engaging in informal activities with other members.

- Recognizing and presenting awards to chapter and regional members.

- Caucus and Executive Sessions are also held at the CRC (Appendix V). In the caucus, the delegates and alternates discuss nominees for:

- Society Nominating Committee.

- Candidates for elective and appointive Society offices.

- Propose recipients for regional honors and awards.

An Executive Session of the CRC must be held when so instructed by the Regional Chair.

During the Executive Session, recommendations are made for future officers of our Society, for technically competent specialists for Society Standing General and Technical Committees and to recommend honors and awards. All discussions at the Nominating Committee meetings, caucus and Executive Sessions are confidential and shall not be divulged to any individual outside the meetings or sessions. (99-06-20-37)

The area served by a CRC is the area of the region established by the Board of Directors. Current boundaries of the regions are shown Appendix P.

Attendance at meetings of the Chapters Regional Conference is expected of all chapter delegates, alternates, Regional Historian, Regional Refrigeration Chair (Optional), Regional Webmaster, Regional Vice Chairs, for Membership Promotion, Student Activities, Chapter Technology Transfer, Research Promotion, Historical Committees, regional member and alternate to the Nominating Committee and chapter committee chairs of the above mentioned committees. (00-06-25-30) In addition, any Society member residing in the region is encouraged to attend these meetings. The attendance of chapter officers and committee chair, although not mandatory, is strongly encouraged.

Each CRC is held once a year at least 30 days before the annual or winter meeting of Society. Those regions having fall conferences should schedule them prior to November 1 of each year. The time and place of each conference will be selected by the Director and Regional Chair and submitted to Members Council at least three years in advance of the selected date. (03-06-29-42/ BOD 04-01-23-2J)

13.4.1 Motions and Resolutions at the CRC

Chapter members have the right and the responsibility to present to the CRC Action Committee motions to enhance regional, chapter or Society activity. These motions should be presented during the open business session at the CRC where they can be discussed and voted on, following Robert's Rules of Order. Motions and resolutions coming out of the CRC can be most effective if presented in proper form. A fine conceptual resolution can be lost in the legislative process at Society level for want of proper wording, background explanation or research. The purpose of this document is to furnish suggestions for proper development of motions and procedures to funnel the motion into the correct committees.

All CRC motions are brought to the Members Council by the Director and Regional Chair for action. Members Council will approve, disapprove, postpone, amend or refer these motions in accordance with the following: (BOD 04-01-23-2J)

A. Committees and Councils to which Members Council refers a motion must report the disposition of the motion to Members Council.

B. CRC motions affecting the Presidential Award of Excellence will be reviewed and discussed by the Members Council and recommendations forwarded to the President-Elect.

C. The DRC has the responsibility of monitoring all CRC motions from his/her region and reporting at the next CRC the status of those motions.

MOTION FORMAT: The motion should be written in concise, succinct language ("whereas" and "legalese" do not enhance the understandability or acceptability of motions). A sample format is included in Appendix U1. The body of the motion should contain as completely as possible the following information:

A. State completely the action which is being recommended or required. Example: "Move that Society dues be lowered..."

B. Qualify wherever possible elements of the motion so that they are not open-ended or open for interpretation, debate or floor negotiation. Example: "Move that Society dues be lowered to $90 per year..."

C. Include wherever appropriate the time frame for the execution of your request. Example: "Move that Society dues be lowered to $90 per year, effective July 1, 1990" (with background data on fiscal impact, if possible).

D. Where a motion is expected to modify or to become a Rule of the Board (ROB), it should be worded as the proposed Rule of the Board it is intended to read.

REQUIRED BACKGROUND INFORMATION: As a separate statement, provide historical background, progression of events, related incidents or other general information which would be helpful for the council and subsequently Board of Directors to appropriately debate and decide on the issue. The more thorough the background, the more convincing the arguments, the more complete the research, the more beneficial the request is to the betterment of the Society, the more likely the matter will be dealt with favorably.

In summary, a good motion spells out who, what, when, how much and then explains why it is good and timely action.

COMMITTEES: Have defined scopes of particular activities or areas of Society intent. Committee chairs report to councils.

COUNCILS: Are arms of the Board of Directors (BOD) and can act for the Board of Directors in a limited capacity in specified areas of interest to their committees. Council chairs and their assigned Directors-At-Large report to the Board of Directors.

BOARD OF DIRECTORS (BOD): Responsible for Society policy.

EXECUTIVE COMMITTEE OF THE BOARD OF DIRECTORS (EX COM): Acts for the Board of Directors between Board of Directors meetings and for the Board of Directors on staff matters.

13.4.2 The ASHRAE Nominating Process (03-06-29-32)

ASHRAE has been well served in the past by its philosophy "The office seeks the person – the person does not seek the office." This means that it is improper to campaign and actively pursue an ASHRAE office. Those people with the requisite qualities to advance to leadership positions in ASHRAE are normally noticed and should be recommended by their peers. They are then contacted to make sure they are aware of the time and resources required to serve in the position for which they are recommended and asked if they are willing to accept the position offered. This nominating procedure applies to all levels in ASHRAE.

- **Election of Chapter Officers**

The chapter president normally appoints a nominating committee to identify a slate of chapter officers for the coming chapter year. This committee should diligently consider the people who have served on various chapter committees and by their leadership identified themselves as potential chapter officers. They will accept and consider recommendations from all members of the chapter.

The chapter nominating committee should then

discuss the demands of the office with the people so identified, and then propose a slate of candidates – one for each office to be filled. The chapter nominating committee normally reports this slate to the chapter membership. At a chapter meeting, the slate of officers recommended by the chapter nominating committee is presented, and chapter members have a chance to offer additional candidates. The new officers are then elected from the nominees presented by the committee and/or nominations from the floor.

- **Selection of Regional Leadership**

Once per year, all chapters send a delegate and an alternate to a meeting of the CHAPTERS REGIONAL COMMITTEE (CRC). Among other activities, one of the most important events that happen at the CRC is the nominating caucus. This caucus is held in executive session with only the chapter delegates and alternates and the regional Nominating Committee member and alternate in attendance. (Note: in some regions, the reserve alternate nominating member may also be present and in the ARC the Sub-Region Chairs are also voting delegates of the caucus.) In the caucus, each representative is encouraged to propose candidates for various positions within the region. The purpose of holding this meeting in executive session is to allow frank and open discussion about the qualifications, character, work ethic, work circumstances, and any other factors that might affect the ability of various proposed candidates to serve in the available offices. Since there is such frank discussion, the caucus is advised by the Regional representative to the Society Nominating Committee who chairs the caucus session that all discussions within the meeting are secret and should NEVER be divulged outside the caucus room.

The available offices in the region include the following:

REGIONAL NOMINATING COMMITTEE MEMBER, ALTERNATE, AND RESERVE ALTERNATE.

These are the only positions actually elected at the CRC. Ideal candidates selected to serve in this capacity should have considerable experience at either regional level and/or Society level, and should be thoroughly familiar with the nominating process. They must be willing to commit the time necessary for proper execution of the office. It is very helpful if they have a wide circle of acquaintances within the Society leadership.

These are very important positions as these people sit on the Society Nominating Committee (SNC) along with eight Board Elected Members. The SNC is charged with selecting the slate of nominees for Society Officers and Directors. During the caucus at the CRC, the only senior leaders available to help the delegates and alternates with their selection process are the regional nominating committee member and the alternate. These people are charged with conducting the meeting, and should be neutral regarding candidates being discussed. They may share information they have regarding candidates under discussion, but should exercise extreme caution not to influence or especially to dominate the meeting. The caucus belongs to the chapter delegates and alternates and they should guard their authority to conduct a fair and unbiased meeting.

- **Director and Regional Chair (DRC)**

The DRC is the principle leader of the region. This person normally serves a three year term and represents his/her region at the Members Council, and also sits as a director on the ASHRAE Board of Directors (BOD) where he/she must make major decisions concerning operation of ASHRAE as a whole. This is a very demanding job and the person selected must be willing to commit considerable time and resources to fulfill the position. (BOD 04-01-23-2J)

The selection of three candidates for DRC in priority order is one of the most important decisions made by the caucus, but this position is not actually elected at CRC. The CRC caucus makes its selection which is forwarded to the SNC which solely has the responsibility for nominating Society Directors and Officers. The SNC will seriously consider the priority for the Region (the CRC caucus's first selection) but on

rare occasions, the SNC has information available that might cause it to selection someone other than the first choice of the caucus. The required qualifications for a DRC are noted in the Rules of the Board, Book 2, Section 4.4.

In addition, it is desirable that the candidate should have some of the following experience: The candidate for DRC should have served with distinction in all chapter offices, a minimum of one three year term as an RVC, and possibly as ARC. The candidate should have some upper Society experience on Councils or Society level committees so he/she has good understanding of the complex policy issues likely to come before the BOD for a vote. A good knowledge of parliamentary procedures and of the workings of the "technical side" of ASHRAE is a strong qualification. Strong leadership qualities and the dedication required to put in the required hours of work are essential.

- **Regional Vice Chair (RVC)**

The "staff" of the DRC is a group of RVCs who serve in two capacities. They assist the DRC and the chapters in certain designated areas of interest (Membership Promotion; Student Activities; Chapter Technology Transfer; Research Promotion, etc.). They also sit as members of their corresponding Society level Committees (commonly referred to as "grassroots" standing committees). The caucus recommends names to serve three-year terms in these positions, but they are actually appointed for one-year terms by the Society President-Elect (with concurrence of the DRC and the Board of Directors). Each year the incoming President-Elect either re-appoints these people or recommends someone else for the position. As in the case of the DRC, the caucus recommendation is almost always followed by the president-elect, but he/she is not bound by the recommendation. The requirements for the RVC are part of the Grassroots Committee Board Approved Rules.

In addition, it is desirable that the candidate should have some of the following experience: The candidate for RVC should have served in various committee and officer positions within his/her chapter and must have shown leadership in carrying out those assignments along with a willingness to accept higher level responsibilities.

- **Additional Regional Staff**

The DRC usually also selects other regional staff such as an Assistant Regional Chair, a regional historian, a regional refrigeration chair (optional), a regional webmaster (optional), etc., to assist the DRC in operating the chapters of the region. These positions, however, do not carry automatic appointment to corresponding society level committees. These are considered good training for future RVC or DRC assignments.

- **Other Caucus Recommendations**

The caucus is encouraged to recommend qualified individuals to the Society Nominating Committee for selection as Society officers or Board of Directors. While not binding, these recommendations give additional support to potential nominees. The caucus is encouraged to make recommendations to the BOD for certain council and board elected committee positions and to the president-elect for the hundreds of committee appointments he/she must make each year. These recommendations are non-binding on the BOD or the president-elect, but are very helpful. They are a good way to advance the ASHRAE careers of young energetic chapter and regional leaders who are strong candidates to move up within the ASHRAE leadership structure.

The caucus selects persons to receive certain regional awards, and is also charged with recommending people for certain Society Honors and Awards. The Regional Award of Merit is determined at the caucus and all other recommendations are forwarded to the Society Honors and Awards Committee for consideration.

The above duties represent a very serious responsibility within ASHRAE. The CRC delegates and alternates should take this responsibility very seriously and should spend

the necessary effort to be fully prepared when they enter the caucus. An unprepared delegate (with voice and vote) could be easily dominated by a very well prepared alternate (with voice but no vote) within the caucus. Each delegate and alternate to the CRC caucus has a solemn duty to look after the vested interests of his own chapter members, the region, and ASHRAE as a whole. While they are obligated to look within their own chapters and region for quality individuals to recommend for Society Officers and Directors, if the best qualified individuals happen to reside in another region, they should advise their regional Nominating Committee Member to support the best qualified candidate for the good of the Society.

- **Selection of ASHRAE Officers And Directors**

The Society Nominating Committee is charged with identifying the best possible slate of nominees for the ASHRAE officers and directors. Their meetings are conducted in closed session as are the CRC caucus meetings because the good name and character of individuals will be discussed quite frankly. SNC MEMBERS SHOULD NEVER divulge anything that was discussed during executive session.

The SNC receives recommendations for officers and directors from numerous sources. These sources include CRC caucuses, Society committees and council members, officers and directors, past officers and directors, and from individual ASHRAE members. Every name recommended is considered by the SNC. As with caucus delegates, each SNC member is obligated to be fully knowledgeable and prepared to carry out his/her duties. Many of the members of the SNC may be prominent ASHRAE leaders. Each vote counts equally, so the persuasiveness of debate is very important. As with the CRC Caucus, the SNC chair cautions the committee about the fact that all deliberations are secret. The chair should be very careful to fulfill his duties on the committee, but be sure to conduct the meeting without undue influence.

The SNC deliberates and selects one nominee for each officer and director position to be filled. This slate of nominees goes out to the membership for vote each spring. Since only one name is submitted for each position, selection by the nominating committee is tantamount to election unless there is some extreme circumstance that would cause a very large write-in vote by the membership.

The positions to be filled include the following:

- **ASHRAE President**

Except in extreme circumstances (e.g. death, health problems, financial problems, etc.), the president-elect selected the year before moves up to ASHRAE President. This person has already made a very large commitment of time and resources in service to ASHRAE in reaching this position prior to his/her presidential year. The person must be able to represent ASHRAE to the general public as well as to the technical public world wide. His/her personal qualifications to lead the Board and to have a large organization of volunteers carry out his/her program should have been demonstrated at every position along the leadership path. The required qualifications for the President are in the Rules of the Board, Book 2, Section 4.10.

- **President-Elect**

Under normal circumstances, the Treasurer is the prime candidate to move up to President-Elect. This person hopefully has exhibited leadership qualities in reaching the office of Treasurer that singles him/her out as good presidential material. The president-elect serves on the ExCom, the BOD, and chairs the Members Council where he/she gains considerable experience regarding the issues of importance to the members in regions and chapters worldwide. (BOD 04-01-23-2J)

In addition, it is desirable that the candidate should have some of the following experience: The candidate for President-Elect should have served as a Society Treasurer for at least one term. This person should have considerable experience within the chapter/ regional organization of ASHRAE as well as considerable exposure to the “technical side” of the

organization. Prior service as a DRC and/or as a DAL and as a Vice President is essential. The ability to lead volunteers and get them to do what is good for the Society is also essential. The required qualifications for the President-Elect are in the Rules of the Board, Book 2, Section 4.9.

- **Treasurer**

Under normal circumstances, the person elected Treasurer moves up to President-Elect, so the same deliberation should be given to this office as for President and President-Elect.

In addition, it is desirable that the candidate should have some of the following experience: The candidate should be a former Society Vice President who has shown exceptional leadership in carrying out a number of assignments covering a broad spectrum of the Society. Character and leadership abilities must be exceptional. Experience on the Finance Committee, the Board Planning Committee, or the Board Policy Committee on Standards in addition to being a council chair is highly recommended. The required qualifications for the Treasurer are in the Rules of the Board, Book 2, Section 4.7.

- **Vice-President**

The Society has four vice presidents. Vice Presidents are elected for a one-year term, and may be re-elected for a second term, thus normally there are two “senior” vice presidents serving their second term, and two “junior” vice presidents in their first year of service. The vice presidents serve on the Executive Committee as well as on the Board of Directors. Each vice president is assigned to chair one of the Councils (other than Members Council which is chaired by the President-Elect) or the ASHRAE Learning Institute (ALI). As Council Chair, each V.P. is the Coordinating Officer (CO) and an ex officio member of each committee reporting to his/her council. (BOD 04-01-23-2J)

In addition, it is desirable that the candidate should have some of the following experience: The candidate for vice president should be a past DAL or DRC who has extensive experience within the committee structure of ASHRAE. Past vice presidents form a pool of highly qualified individuals who might be considered as candidates for Treasurer. Since two vice presidents normally complete their terms of service each year, there are a number of such people available for consideration. Vice presidents should be chosen as people with the personal traits that qualify them for higher office, and who will be polished as they gain experience leading councils or higher level committees. The required qualifications for the Vice-President are in the Rules of the Board, Book 2, Section 4.8.

- **Directors-At-Large**

The Society currently has nine Directors at Large (DALs). These DALs serve on the Board of Directors and the President-Elect Advisory Committee (PEAC). DALs normally serve three year terms. Each DAL is assigned to serve on at least one council or the ALI with senior DALs frequently serving as Council Vice Chair.

Additionally, each DAL is assigned to be an ex officio (ExO) member of two to three committees reporting to their councils. In this capacity, they are responsible for advising and assisting the committee chair in carrying out the duties of their committees. They are the communications link from the committees to the councils and from the councils to the committees.

There should be a synergistic relationship between the DALs and DRCs on the Board of Directors with the DALs providing knowledge and insight concerning “standing” committee activities to the DRCs while the DRCs provide similar knowledge and insight concerning regional and chapter “grassroots” issues to the DALs.

In addition, it is desirable that the candidate should have some of the following experience: The candidate for DAL must have the personal traits to lead a number of volunteer committees, and the dedication to spend long hours with the committee chair and individual committees. This person must also be able to represent his council and committees at the BOD level, and

must consider the interests of all Society members, not just his/her own council/ committee constituents when setting policy at BOD meetings. Past experience in Chapter and Regional leadership positions is a strong qualification. The required qualifications for the DALs are in the Rules of the Board, Book 2, Section 4.3.

- **Director and Regional Chair**

DRCs, while recommended by the CRC caucus to the position and duties as described above, are actually selected by the Nominating Committee which has sole authority to nominate Society Directors. On rare occasions, the SNC may have information that might cause it to select other than the first choice of the CRC caucus. The required qualifications for the DRC are in the Rules of the Board, Book 2, Section 4.4.

- **Conclusion**

ASHRAE is a worldwide organization with over 50,000 members. In order to prosper, it needs leaders of demonstrated character, ethics, and devotion to the organization in every office from chapter level through Society President. It is incumbent on every individual member to understand the nominating procedure and to see that such people are identified and recommended to the nominating process for every level of leadership. Individual members have a responsibility to point out potential chapter and regional leaders, and they also have the responsibility to recommend outstanding members to the SNC for officers and directors. Delegates and alternates to the CRC must recognize the responsibility being placed on them by their chapter, and must go to the meetings prepared to carry out their part of the nominating process. Individual members must select delegates to the caucus and the SNC that will take their jobs very seriously for the good of all ASHRAE members.

ASHRAE has been blessed with a large number of motivated individuals who generously volunteer considerable time and resources to serve as its leadership. These people are normally not prone to self promotion, and it is the duty of the members of the nominating process to recognize them and select those with the proper qualifications for the appropriate level of leadership. It is regrettable that not all dedicated and highly qualified members can advance to the position of ASHRAE president. We must have the confidence that our nominating process has succeeded in picking the correct people at the point where their experience and training will make them the most effective leaders for the Society worldwide.

13.5 Regional Operating Fund (02-10-19-59)

Several regions in the Society have funds supported by the chapters in the region for the purpose of financing various regional activities. The following guidelines are intended to assist regions by recommending common procedures in establishing, maintaining and operating a regional fund.

AUTHORIZATION OF REGIONAL FUND (07-06-25-17)

The business meeting at the Chapters Regional Conference (CRC) is the body that authorizes and controls the regional fund. The CRC must approve the fund, the level of the fund and the disbursement procedures. The CRC should develop and approve the types of items covered by the fund.

The fund may be authorized to cover some or all of the following items:

- Full or partial reimbursement of DRC and/or RVC expenses.
- Purchase of Regional Awards (plaques, pins, certificates or other suitable presentations).
- Purchase of films, slides, etc., for use by chapters in the region.
- Other items as approved by the CRC.

Funds may be financed by assessing the regional chapters based on: (12-01-23-19)

- Number of chapter area assigned members.

When the regional CRC's revenue exceeds expenses, a portion of the excess could help finance the fund at the Regional Chair's discretion.

A budget should be prepared and submitted to the CRC for approval. The fiscal year for the budget should be July 1 through June 30 to coincide with the fiscal year of the chapters and Society. In order to properly prepare a budget and account for the income and expenditures, a Regional Finance Committee (RFC) or Regional Treasurer (RT) may be appointed by the DRC (or elected by the CRC) with the authority to approve reimbursement requests and write checks on the account when designated by the CRC.

An auditing committee should be appointed by the DRC each year to conduct a mandatory annual audit of the fund and to report the results of the audit to the CRC. The CRC may direct that the regional fund be audited by a CPA at any time by a majority vote.

A disbursement procedure should be established. The DRC, RFC or RT should have the authority to approve properly documented reimbursement requests and issue checks on the fund to cover legitimate expenses. Detailed accounting of expenditures requests should be provided to the RFC or RT, by the requesting party, complete with documentation. Documentation procedures should be in accordance with IRS practices.

An annual report should be prepared by the RFC or RT and reviewed by the auditor prior to its submission to the CRC. It should itemize all income and expenditures and contain appropriate documentation consistent with good business practices.

Should a region accrue a large balance in the fund exceeding projected expenditures, the excess should be invested in a more lucrative account which might require a longer investment period.

The Regional Chair should be cognizant of the tax requirements for interest-bearing accounts and may contact the Society comptroller for latest requirements.

13.6 Regional Dinner at Society Meetings

At each Society meeting (Annual and Winter) the Director and Regional Chair is encouraged to arrange a time and place for a regional dinner for the ASHRAE members within the region. It has been the practice in recent years to hold these dinners on Monday evening. All members within the region are invited and encouraged to attend, along with spouses and guests. Attendance should be promoted through chapter newsletters.

13.7 Regional Historical Records

Each DRC shall give each Regional Historian copies (electronic when available, and hard copies) of the following items, within 120 days of each CRC:

- CRC minutes and motions
- CRC Summary Report
- Regional officers' names and positions
- Regional recipients of Society and regional awards
- Other important items such as photographs, articles, etc.
- CRC history (total attendance, attendance at each event, registration fees, etc.)

SECTION 14
CHAPTER SECTION OPERATIONS

14.1 Review Chapter Areas
14.2 Form Section Committee
14.3 Section Organization
14.4 Section Approval
14.5 Qualifications of Section Membership
14.6 Qualifications of Section Operations
14.7 Charter Meeting
14.8 Duties of the Section
14.9 Chapter Support of Sections
14.10 Dissolution of a Chapter Section (03-01-26-30)

SECTION 14
CHAPTER SECTION RESPONSIBILITIES

Chapter Responsibilities to Sections

Many members reside in areas that are geographically remote from the regular chapter meeting place. In lieu of periodically holding the regular chapter meeting in the remote areas, chapters should consider holding special meetings in those remote areas in addition to the regular schedule of chapter meetings. One technique to serve members in remote areas is to form a Chapter Section Committee and to appoint a representative from the remote area to act as liaison with the chapter.

The support of chapter sections is vital to the chapter's ability to provide services to geographical areas, within the chapter boundary, which are inhabited by groups of members whose numbers may not be sufficient enough to support a chapter, and who cannot attend regular chapter meetings due to their remote location.

14.1 Review Chapter Areas

Determine if there are groups of members within the chapter area who are not able to be served adequately by the normal chapter functions and if there is a desire among a sufficient number of these members to form a chapter section.

14.2 Form Section Committee

When an area is defined that is not being provided chapter services and in which a sufficient number of members wish to form a section, the chapter president shall appoint a Chapter Section Committee to start and maintain the chapter section. This committee shall represent all chapter sections formed within the chapter area.

14.3 Section Organization

The chapter president shall name a section representative from each section to be formed who shall serve on the Chapter Section Committee and maintain liaison with the chapter.

The section will operate within the chapter bylaws, a copy of which shall be provided to the section representative by the chapter president.

The section will operate according to the Manual for Chapter Operations, a copy of which shall be provided to the section representative by the Regional Chair (if applicable) and/or the Society Director of Member Services.

The section will not function as a chapter. All

activities must be approved by the chapter Board of Governors.

14.4 Section Approval

The Petition for Establishing a Chapter Section (Appendix KK) shall be signed by the following:

- A minimum of ten (10) chapter members who work or reside within the section's defined area
- The section representative
- The sponsoring chapter president
- The Regional Chair

The completed and signed petition shall be forwarded to the Director of Member Services at Society Headquarters. The signed petition must be on file at Headquarters before the chapter section can be officially approved.

Chapter sections are officially approved by the Members Council at the Winter, Annual and Fall Meetings each year. (BOD 04-01-23-2J)

Following the Winter, Annual or Fall Meetings, the Director of Member Services will notify the president of the sponsoring chapter or region of the approval of the chapter section in writing, with copies to the appropriate Regional Chair and Regional Vice Chair of Membership Promotion.

The Director of Member Services shall maintain a list of active sections within Society.

The Director of Member Services shall annually submit a list of active sections to Members Council. (BOD 04-01-23-2J)

14.5 Qualifications of Section Membership

Section members shall be members in good standing of the Society. A section member can be assigned to the sponsoring chapter or region; however the section member can elect to belong to any chapter he/she desires.

14.6 Qualifications of Section Operations

- Must be ASHRAE-related and technical by nature.
- Must have at least two formally-organized meetings during the Society Year, each of which shall be a minimum of one-hour duration.
- Where applicable a meeting attendance roster and minutes must be submitted to the Director and Regional Chair and the Regional Vice Chair of Chapter Technology Transfer, along with the chapter submittals by the chapter secretary. (BOD 03-06-24-1C)
- The amount of section dues is determined by the Chapter Board of Governors (98-01-18-12). If meal costs are subsidized by the chapter, this should be taken into account when determining the amount of said dues.
- The name of sections shall take the following form:

  The_____Section of the_____Chapter.

- Responsibilities of Sponsoring Chapter or Region (98-01-18-AI6/09-10-25-13)

  The chapter or region should provide any operating funds required by the section. If meal costs are subsidized by the chapter, this should be taken into account when determining the amount of said dues.

- Chapter Assignment of Section Members (98-01-18-AI6)

  A section member can only be assigned to the sponsoring chapter or region; however, the section member can *elect* to belong to any chapter he/she desires.

- Section Petition, Minutes, Banner and Charter (98-01-18-AI6)

  The section petition, minutes, banner and charter will be the same as for a chapter because they serve as a tangible

presentation of the existence of the section, chapter, region and Society. If a section has these items, it may encourage the section to become a chapter.

14.7 Charter Meeting

Once a newly-established chapter section has been approved by Members Council, a chapter section banner and charter will be ordered by Society Headquarters at no expense to the section, sponsoring chapter or region. The banner and charter will be sent to the sponsoring chapter's president or DRC. (BOD 04-01-23-2J/09-10-25-13)

The first meeting of the section shall include the presentation of the section banner by the DRC (if applicable) or the chapter president. (See Appendix T1) (02-01-13-15)

14.8 Duties of the Section

The section representative shall preside over all section meetings.

The section representative may appoint a co-representative and may form subcommittees to serve the section membership and the Chapter Section Committee, maintain a liaison to the chapter, and provide service to the section members.

The section representative shall provide the chapter president with an annual report to be submitted with the chapter's CRC Summary Report (Appendix W).

14.9 Chapter Support of Sections

- Maintain a section committee to act as liaison between section, chapter or region. A section representative may be the Chapters Section Committee chair.
- Provide operating funds to the section from the chapter or region's annual budget.
- Include the section meeting notice and news in the chapter meeting notice and newsletter.
- Provide support by all chapter committees for the section activities.
- Provide the section with speakers for programs and assist in promoting Society-sponsored programs, special projects and special programs, including seminars.

14.10 Dissolution of A Chapter Section (03-01-26-30)

If the sponsoring chapter or region of a chapter section determines that the section no longer operates sufficiently as a chapter section even after the chapter or region has exercised all responsibilities in maintaining the chapter section to keep it active, then the sponsoring chapter or region shall determine if the chapter section shall be dissolved:

a) The sponsoring chapter or region shall notify the chapter section that the section no longer meets the minimum requirements as shown in Section 14 of the Manual Chapter Operations;

b) The sponsoring chapter or region shall send a letter to all known members of the section no less than 90 days prior to the CRC informing them of dissolving the section;

c) The sponsoring chapter or region shall bring a formal motion to their respective CRC for dissolution of the chapter section after which, the motion would be forwarded to Members Council for consideration. (BOD 04-01-23-2J)

SECTION 15
MENTORING
(00-10-28-29-53)

15.1 ASHRAE Local Chapter Mentoring Program
15.2 Mentoring Subcommittee Guidelines
15.3 ASHRAE Mentoring Activities
15.4 Mentors
15.5 Protégés
15.6 Tracking the Program
15.7 Mentoring Resources
15.8 Guidelines for New Member Participation

SECTION 15
MENTORING
(00-10-28-29-53)

15.1 ASHRAE Local Chapter Mentoring Program

- Members helping members gain experience that will carry ASHRAE into the future.

The Mentoring Program is the responsibility of a subcommittee of the Chapter Membership Promotion Committee. Discuss it with your Chapter Board of Governors to gain their support and encourage chapter members to join the team.

15.2 Mentoring Subcommittee Guidelines

- The best time to start a mentoring program is now, not later.

Recognize that you may have many questions and few answers at first. Decide as a Mentoring Committee what seems to make the most sense to you and what fits your capabilities the best. Try it for two or three months, then reconvene as a committee. Review your results and determine where your process is giving you the results you want and where it isn't. Keep the parts that are working, change the ones that aren't.

The Subcommittee Chair should contact the Membership Promotion Chair for anything they may need that's available from the chapter, or from the Regional Vice Chair for what's available from Society.

It may be wise to work with some highly experienced, respected chapter members to develop a list of candidates from which you may want to select your mentors.

Try to ensure that there is no conflict of interest created by assigning a given mentor to a given protégé.

15.3 ASHRAE Mentoring Activities

- **A mentor may act as the protégé's teacher by:**

A. Providing the protégé with ASHRAE and industry organizational information and practical training on strategies to overcome obstacles in their careers.

B. Showing the protégé how to assess and monitor his/her performance.

C. Acting as a role model for proper conduct in a variety of situations.

- **A mentor could coach the protégé by:**

A. Discussing new initiatives and risk taking strategies to help the protégé regarding how he/she may assume greater responsibilities, within ASHRAE and the HVAC&R industry.

B. Fostering creativity and helping the protégé to develop his/her own effective business style.

C. Providing advice and guidance for achieving goals and tasks successfully.

- **A mentor may counsel the protégé by:**

A. Soliciting the protégé's opinion, taking him/her into their confidence, building his/her sense of competence by demonstrating trust in them.

B. Showing genuine interest in the protégé's values and concerns by listening, offering advice, asking challenging questions, and serving as a soundboard.

- **A mentor could even be the protégé's champion by:**

A. Providing the protégé access to in-house contacts, lines of communication or other resources that are not usually available.

B. Praising the protégé's performances to others, establishing the perception that he/she is competent and capable.

15.4 Mentors

Who Are Mentors?

Mentors are experienced ASHRAE members who help inexperienced ASHRAE members or student members (the protégés) in development by effective teaching, coaching, counseling, and/or championing.

The mentor acts as a role model, which in a one-on-one relationship helps a protégé by relating his/her experiences in ASHRAE related work. The mentor's task is to focus on the protégé's professional and ASHRAE development.

Best Prospective Mentor Pool

It seems evident that the best prospects for mentors are past Chapter Presidents plus members who have remained active in chapter activities over several years. These people tend to have a strong desire to see the chapter continue to succeed. On the other hand they often don't want to take on any major long term chapter responsibilities, figuring they've done that already. Often these people are also recognized in our industry.

What a combination: On one hand, people who are very knowledgeable in ASHRAE, the chapter, and the industry but don't want to do the same thing again or don't want a major time commitment and on the other, a brand new program that enables knowledgeable people to apply their experience and expertise to the benefit of others and does not entail a major time commitment.

15.5 Protégés

- Give all new members and student members the opportunity of the mentoring program by calling them and offering them the benefit of another ASHRAE member's experience/expertise.

- Don't force it on them! Make them aware that this is another benefit of belonging to ASHRAE.

- Find out what their industry interests are, what experience they have and what type of help they could use in finding out "what else there is to being a member of ASHRAE."

- Get a verbal resume, similar to the ones you should also receive from the mentors.

- Once you have a protégé with a need, link them up with an appropriate mentor from your "pool."

- If you have any doubts whatsoever related to the match-up, discuss it with your committee, or a chapter board member.

15.6 Tracking the Program

After a predetermined time frame, review the individual partnerships:

- Have both participants openly and willingly taken part in the exchange of information?
- Have both participants made a commitment to advancing professional development?
- Have both participants realized professional growth and personal satisfaction?

15.7 Mentoring Resources

- Your Board of Governors
- Past Chapter Presidents
- Local Chapter Members
- Society's Mentoring Program Guide
- Your Regional Vice Chair
- Utilize the ASHRAE Home Page

15.8 Guidelines for New Member Participation

Objectives

Provide a tool for chapter president and committee officers to:

- Mentor new members
- Provide better services to new members
- Measure new members feedback
- Look for and develop new committee officers

Functions

- Membership Promotion Chair to review new members feedback
- Chapter President/Secretary to prepare questionnaire to evaluate new members satisfaction
- Chapter officers to remind and motivate new members to participate in chapter programs
- Chapter officers to look for their alternates or deputy for future replacement

ASHRAE
SUGGESTED CHAPTER OPERATIONS CALENDAR

MONTH	BOARD OF GOVERNORS	CHAPTER PRESIDENT	OFFICER OR COMMITTEE	MEETING
JUNE	Incoming officers, Board of Governors and Committee Chairs meet with outgoing officers, Board of Governors and Committee Chairs to become familiar with chapter operations, problems, goals and functions in order to affect an orderly transfer of responsibilities, administrative functions, chapter records and manuals.			
JULY	Organization meeting. Discuss and approve budget and committee appointments.	1. Submit list of committee appointments to BOG 2. Review Chapter Roster of previous year. Also, list of all members coded to chapter's geographic area. 3. Prepare MBOs for chapter with copy to regional chair.	1. SECRETARY–Receive all records and Manuals for Operations (published on website), etc. from previous Secretary and prepare new roster and mailing list. Notify all officers, candidates, committee chairs and members of appointments. 2. **CTTC COMMITTEE–Survey needs of chapter and organize programs for the season. 3. FINANCE COMMITTEE–Prepare new budget for Board of Governors approval.	
AUGUST	Develop items for CRC Meeting scheduled for the Fall.	Approves program for the year and publishes in the Newsletter.	Chapter chairs submit MBOs to chapter president.	
SEPTEMBER	Act on Agenda items for Fall CRC Meeting.		1. TREASURER–Mail out Dues Statements, after approval of budget at Sept. Meeting.	Confirm by Meeting vote–Board actions on budget and committee appointments. Follow with announcement that chapter dues are payable as of Oct. 1st.
OCTOBER	Delegate or Alternate to Fall CRC Meeting reports business transacted and items requiring action.	Present items reported from CRC Meeting before Chapter Meeting.		Act on CRC items as required.
NOVEMBER		Announce formation of Chapter Nominating Committee. Call for nominations from the floor.		Members to nominate members for Chapter Nominating Committee.
DECEMBER	FOR CHAPTERS HOLDING NO DECEMBER MEETING–CARRY OVER INTO JANUARY			
JANUARY	ELECTION OF NOMINATING COMMITTEE			
FEBRUARY	Develop items for CRC Meeting scheduled for the Spring.		Membership to be notified of the report of the Nominating Committee–by mail–prior to the March Meeting; or by announcement at the meeting.	
MARCH	Act on Agenda items for Spring CRC Meeting.	Prepare spring CRC report on your year as president.		1. Nominations for Officers presented to floor–Nominations received from floor–Nominations closed. 2. Poll members for program items for the coming year.
APRIL	Appointment of Audit Committee.	Appoint Tellers of Election	SECRETARY–Mail specimen ballot to members entitled to vote, prior to meeting.	
MAY	1. Delegate or Alternate to Spring CRC Meeting reports business transacted and items requiring action. 2. Board to receive all committee reports.	1. Present items reported from CRC Meeting before Chapter Meeting. 2. Report on results of election–Installation of Officers, if no June meeting. 3. Review and general report on chapter organization progress and statement of current condition. 4. President-elect selects chair for all chapter committees. 5. New president to announce chair of committees for the following year, if no June meeting.	1. COMMITTEE CHAIRS–Submit report to Board of Governors prior to president's report to Annual Meeting. 2. AUDIT COMMITTEE–Audit Treasurer's records and prepare certification. 3. TREASURER–Submit Annual Report to chapter, with copy to Regional Chair. 4. SECRETARY–Prior to June 1st, must notify Headquarters and Regional Chair names of Delegate and Alternate to CRC Meeting. 5. SECRETARY–Prepare and submit Chapter Annual Information Questionnaire.	Act on CRC items, as required. Conduct Chapter Annual Meeting. Installation of Officers and Board of Governors.
JUNE		6. See that chairman appoints committees. 7. Mail Questionnaire to Society and Regional Chair. 8. Prepare fall CRC report on your year as president.	6. Finance Committee–Formulate Annual Budget	Installation of officers, if carried over from May.
	Outgoing officers, Board of Governors and Committee Chairs meet with incoming officers, Board of Governors and Committee Chairs to instruct them on chapter operations, problems, goals and functions in order to affect an orderly transfer of responsibilities, administrative functions, chapter records and Manuals.			
	**CTTC – Chapter Technology Transfer Committee: approved by the Board of Directors – 03-06-27-1C			

APPENDIX A

MEMBERSHIP GRADES

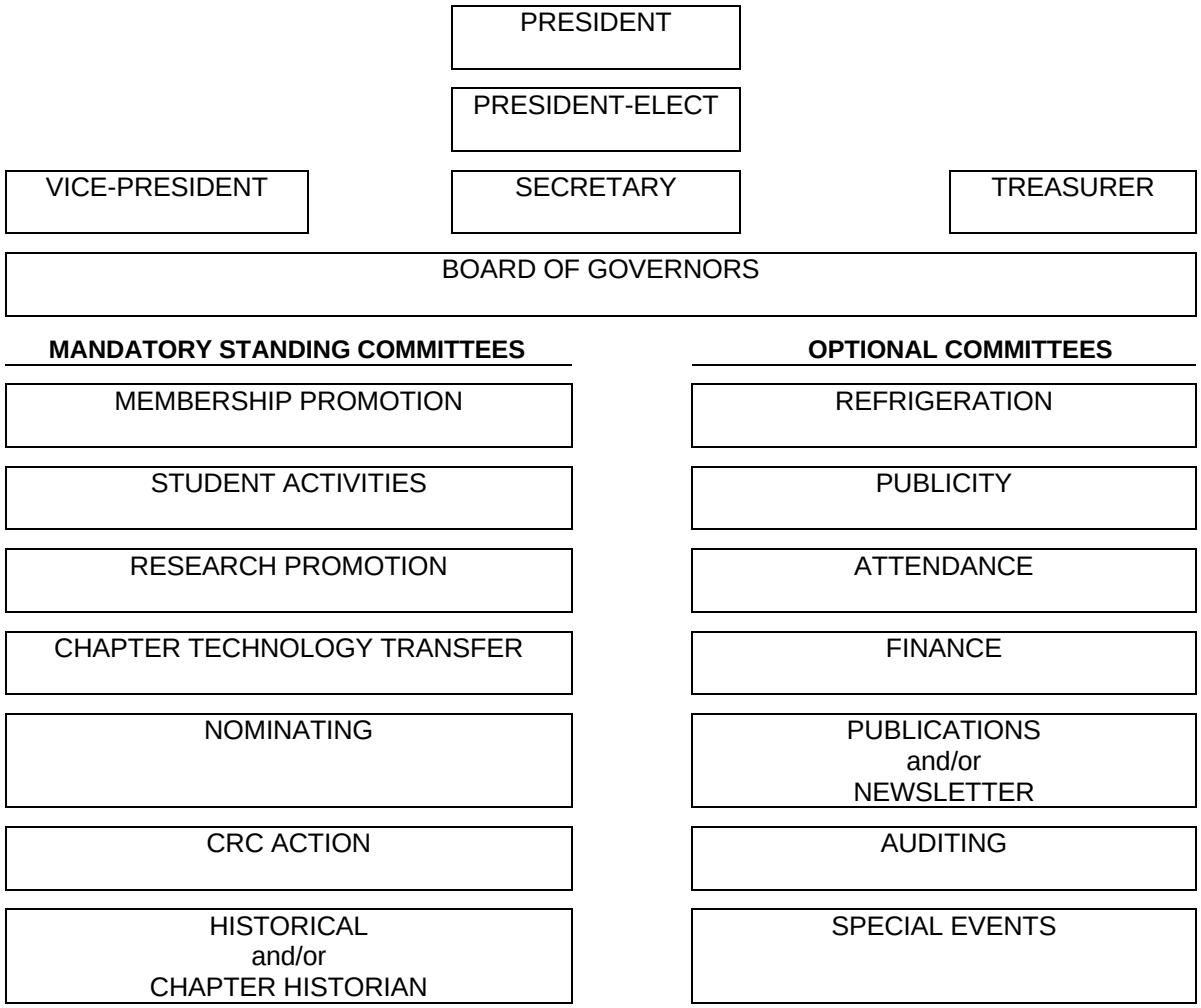
CODE	DESCRIPTION
A	Member
AA	Member – Student Branch Advisor
B	Member (exempt)
C	Life Member (Exempt)
CA	Life Member – Student Branch Advisor
CON	Contributor
D	Associate Member
DA	Associate Member – Student Advisor
EA	Associate Member – Student Advisor
F	Associate Member (exempt)
GA	Life Associate Member – Advisor
L	Student
M	Student (exempt)
N	Fellow
NA	Fellow – Student Branch Advisor
NB	Fellow (Exempt)
O	Honorary Member /Fellow
P	Honorary Member (Exempt)
Q	Presidential Member (Exempt)
QA	Presidential Member – Advisor
R	Retiree Member
RA	Retiree Member-Branch Advisor
U	Retiree Fellow
UA	Retiree Fellow – Branch Advisor
V	Fellow/Life Member (Exempt)
VA	Fellow/Life Member – Advisor
W	President/Fellow/Life (Exempt)
WA	President/Fellow/Life – Advisor
X	Presidential/Life
Y	Presidential/Fellow
YA	Presidential/Fellow – Advisor

ASHRAE MEMBERSHIP MASTER LISTING 05 MAR 1999 PAGE 1

MEMBER# HOME ADDRESS BUS/ALT ADDRESS

123456 JOHN DOE ABC COMPANY GRADE M MEMBER 12/31/95
123 MAIN ST PO BOX 555 STATUS AM ACTIVE MEMBER 12/18/95
ATLANTA, GA 30300 ATLANTA, GA 30300 PRINC ACT 43 PUBLIC UTILITY – HVAC & R 08/12/97
FUNCT ACT 3 MAINTENANCE/OPERATION/SERVICING
TITLE K DESIGN ENGINEER
BROAD P AIR HANDLING SYSTEMS & COMPONENTS
L AIR CONDITIONING EQUIPMENT UNDER 20 TONS
404/555-1234 770/555-4321 M AIR COND'G EQUIP 20 TONS THRU 200 TONS
PREF ADDRESS H PREF PHONE H FAX 770/555-3290 TELEX abc@123.com TECHNICAL 30 LOAD CALCULATION DATA AND PROCEDURES
07 OPERATION AND MAINTENANCE
SOC DUES BAL 130.00 ELEC DATE 12/31/95
CHAP DUES BAL 40.00 HOLD HANDBOOK 05 COMPUTER APPLICATIONS
HOLD JOURNAL HONORS/AWARDS
CONTRIBUTIONS 0.00 AIR MAIL
EDUCATION BIRTHDAY 08/18/49
TOTAL # OF LICENSES SEX M CHAPTER 032 ATLANTA 12/31/95
WORK EXPERIENCE ZIP CODE 30300 STATE GEORGIA
SCHOOL

SUGGESTED CHAPTER ORGANIZATION CHART



The above committees should have a Chair, Vice-Chair and at least one other member. Flow-of-authority may vary from chapter to chapter, although each committee should be under the supervision of at least one chapter officer.

BOD 03-06-27-1C

RULES OF THE BOARD - BOOKS 1 AND 2 (DUES) CONCERNING CHAPTER OPERATION (02-10-19-62)

100-104-001 74-06-23-21
Matters pertaining solely to politics, religion, or trade are considered inappropriate for a technical society and, therefore, shall not be a subject of discussion at meetings of the Society or be included in any of its publications.

100-108-001 74-06-23-22
The official stationery of the Society shall be used only for its official business and only by its officers, directors, committee members, chapter officers and committee members, and Society staff.

200-102-001 72-06-25-24/72-06-29-37
Society members, including those who belong to more than one chapter, shall be classified by chapter and region according to their indicated preferred mailing address, unless written notice from the member indicates a preference to be assigned to a different chapter or region.

64-10-09-26
Space shall be provided on the application form for applicant to indicate chapter preference. (ROB Book 2, AA BAR, 5.2)

65-01-24-05/79-01-31-17/
81-07-02-25/82-01-27-05/
ROB Book 2 - Dues, Fees, Privileges 87-07-02-45/95-02-01-12
In order to be classified as a Retired Member, a member must be retired from active participation in business, shall have completed 10 years of membership in the Society, and be at least 55 years of age.

The annual dues for members holding "Retiree" status shall be $20.00 per year, beginning with FY 81-82. Such retirees shall retain all privileges of current grade and shall receive all publications regularly sent to the members of his grade except the ASHRAE Handbook.

RULES OF THE BOARD - BOOK 2 (MCO)
CONCERNING CHAPTER OPERATIONS

Establishment/Boundaries 74-06-23-25/86-01-23-37/89-02-01-27

The chapters of the Society shall be grouped in geographical areas by the Board of Directors, and each such area shall be designated as a Region. The number and delineation of Regions, and changes therein shall be published in the official publication. One Chapter of the Society may be authorized for a geographic area, upon approval by the BOD of a written petition from members of the Society. Petition shall include the adoption of Constitution and Bylaws based on the Model Constitution and Bylaws for Chapters which have been approved by the Board of Directors. The petition shall be in accordance with the Criteria for the Formation of New Chapters as established by Members Council.

59-10-22-17

Minor boundary changes not involving relocation of a chapter, between regions, which are acceptable to the regions concerned shall be approved upon submission of the changes in writing to the Director of Member Services with signed approval of the Regional Chairs concerned and the chair of the Members Council.

74-06-23-25

A charter shall be granted by the Board of Directors to each duly authorized chapter. It shall be signed by the President and attested by the Secretary.

Revocation 74-06-23-26/94-01-27

The charter of a chapter may be revoked by a two-thirds vote of the Board of Directors, after written preferment of charges, 60 days' written notice of hearing sent by registered mail to the current or last known president of the chapter, and providing an opportunity for the chapter president or representative to be heard before the Board of Directors or a committee of three or more members designated by the BOD. See Section 12.10, Guidelines For Chapter Charter Revocation, of the Manual for Chapter Operations.

Governing Instruments 78-06-28-37/87-03-28-40/94-06-26-27-23

The Manual for Chapter Operations is approved as revised.

Officers 74-06-23-26

Each chapter shall annually elect and install officers prior to the Annual Meeting of the Society.

74-06-23-25

The elected officers of chapters or branches shall receive no salary, emolument, or compensation for their services.

Committees 60-06-12-49

Special committees mentioned in the Chapter Bylaws shall have the scope of their activities clearly defined in the Chapter Bylaws.

74-06-23-25

Each chapter shall promptly file a copy of its minutes with the Secretary of the Society and make report to said Secretary of all its proceedings.

Each chapter shall forward to its Regional Chair the chapter's recommendations concerning policies, procedures and operations of the Society, its regions and chapters, for consideration by the Chapters Regional Committee.

Restrictions 74-06-23-25

Chapters shall not act for the Society or subject the Society to any financial or other obligations, except such as the Society or Board of Directors may by resolution specifically assume. Notice to the foregoing effect shall

be imprinted on the stationery used by each of the chapters.

Chapters shall not use the Society's name or emblem without the approval of the BOD, except on stationery, flags, and items supplied by the Society on order, and on meeting notices, minutes of meetings, reports, rosters of members, chapter constitutions and bylaws, rules of operational procedures when used in accord with a format approved by the Board of Directors.

74-06-23-25/79-06-27-47/82-01-27-19

Chapters shall not issue periodic chapter publications or publish such things as papers, pamphlets, symposiums, proceedings, and books without the approval of the Board of Directors. This restriction does not apply to meeting notices, newsletters, notices of appointment to committees, minutes of meetings or reports thereof, rosters of members, industry directories, chapter constitutions and bylaws when approved by the Society Charter and Bylaws Committee, and rules and operational procedures, provided that the subject matter does not go beyond that implied by these names.

74-06-23-25/79-06-27-47/89-02-01-28

No contributions, except dues, funds for research promotion, scholarships and chapter operations shall be received or solicited by chapters without the written approval of the Board of Directors.

74-06-23-25

Chapters shall give no recommendations, endorsements, or approvals of any scientific, literary, mechanical, or engineering product for the promotion of private interests.

84-06-20-34

Advertising in any chapter publication shall be limited to the reproduction of business cards or specific acknowledgments or compliments. Contributors to educational or research promotion funds may also be listed.

Members 63-11-09-12

Headquarters staff shall be authorized to prepare and provide each chapter with a list of chapter members in good standing in its area as of the effective date of July 1 each year.

74-06-23-31

Only members of the Society in good standing shall be eligible to become and remain chapter members. Chapter members will hold the same grade in the chapter as they hold in the Society.

85-01-31-26

Society members who move from a chapter area on a permanent basis but have provided no forwarding address shall be removed from the area-assigned rolls of the chapter to which they were assigned, provided this move is verified in writing by the member's previous employer, the chapter president and the chapter membership chair. It is the Society's responsibility to determine the new address of the member in order to reassign that member to the proper chapter area.

Meeting Programs 72-01-23-19/87-03-29-63

One month of the Society year shall be designated "Membership Month;" chapters shall be requested to designate their regular meeting in that month "Membership Night;" and on this night chapters shall consider presenting awards to chapter members doing outstanding work in the membership area. The names of these chapter members should be submitted to the official publication for publicity.

72-06-25-18

All chapters shall be encouraged to have at least one meeting or technical session devoted to Society research.

Chapter Scholarships (12-01-23-17)
The chapters of ASHRAE are encouraged to establish Endowed Scholarship or Endowed Research Grant-in-Aid Funds to recognize and award scholarship, promote student interest in the air-conditioning industry, and in general develop future ASHRAE members.

Operational Guide for the Establishment of Chapter Scholarship Funds

The standard form for chapter scholarships shall be as follows:

The following operational procedures should be followed in the creation and operation of such funds:

1. Any chapter of the Society may, by a vote of its members at any meeting, provide for the creation of an endowed fund scholarship. It is strongly recommended that this be done in cooperation with the ASHRAE Foundation, to assure compliance with legal and fiscal stewardship.

2. The document formalizing the endowment should specify any special conditions for the scholarship recipients, beyond those conditions for scholarship recipients administered through the Scholarship Trustees.

3. The endowed scholarships, if these are to be administered by the chapter itself, should follow a process similar to that defined by the Scholarship Trustees in their administration of scholarships.

   Funds for funding these endowments for scholarships may be solicited from individuals, foundations, or industrial firms. Chapters have made member assessments, held special fund-raising events, or relied on voluntary contributions to provide scholarship funds.

Chapter Publications
The guidelines for the publication of chapter roster of industry representatives is approved. (Refer to Manual for Chapter Operations, Section 6 - Chapter Publications, paragraph 6.4)

Student Membership
The Board of Directors urges all chapters to encourage Student Membership in ASHRAE.

Cooperation with Other Groups
The Board of Directors approves the following requirements for chapter affiliation with local engineering councils:

1. Any chapter which seeks affiliation with any local engineering council or society will:

   A. Secure approval of its membership:
   B. Request approval of its Regional Chair by submitting the following information:
      (1) Scope and duration of the activity,
      (2) Copy of the Constitution and Bylaws of the organization,
      (3) Its tax-exempt status or classification,
      (4) Its latitude of operation in non-technical areas,
      (5) A statement that any new recommendations in our field by the chapter or organization are substantiated by Society standards, codes, or excerpts from the Handbook;
      (6) A statement that there is no involvement in a controversy concerning individuals where there might be political implications.

2. If the Regional Chair approves affiliation, he shall include a summary in his report to the chair of the Members Council, who will in turn report a brief review in his report to the Board.

3. Any chapter receiving approval to affiliate shall immediately withdraw affiliation if there is any change in the conditions of the original information (1) through (6), and report these changes to the Regional Chair.

4. Right of appeal: If the Regional Chair denies the chapter approval to affiliate, the chapter may appeal directly to the Members Council through its president. If the Members Council denies the appeal, the chapter may request a formal review of the same by the Board of Directors.

62-11-03-25

Chapters may cooperate with local groups in the development of standards and codes, provided that such activity:

1. Does not conflict with Society or Chapter Bylaws,
2. Does not involve lobbying to influence legislation,
3. Does not conflict with Society publications,
4. Involves technical aspects only, and not administrative,
5. Utilizes as a base for such activities such standards as are promulgated or endorsed by the Society.

74-06-26-10/74-12-16-LB/00-06-29-37/01-02-01-89/BOD 03-06-27-1C

The following Policy Statement concerning the Chapter Technology Transfer Committee is adopted. (This policy statement was rewritten by legal counsel. This revised policy statement was adopted by the BOD by letter ballot.)

ASHRAE Policy Statement Concerning the Chapter Technology Transfer Committee

ASHRAE encourages the Chapter Technology Transfer Committee to furnish technical information to governmental bodies and/or their representatives. This assistance of ASHRAE's technical expertise and know how may serve in the public interest.

Input and counsel to public-sector organizations may take the form of technical assistance, technical advice and/or technical analysis.

The chapters may engage in the following activities consistent with ASHRAE's objectives and in a manner compliant with its tax status. Representative activities and appropriate guidelines are described below:

1. All actions, advice and opinions are not to in any way reflect the position of a private business interest or the interest of a specific group from a proprietary standpoint. Any presentations (written or oral) shall be of an objective nature avoiding any slanted, bias or partisan statements.

2. A chapter, chapter committee or chapter liaison may respond to a request for assistance or advice from a representative of a governmental body.

3. Input or responses from the local ASHRAE chapter should be open and available and submitted to the person making the request (in the name of the body, committee, department, etc.) specifically for the use of all the members, officials or staff. Requests from other interested parties for copies should be acknowledged by the chapter.

4. The chapter may contact governmental bodies to determine interest and usefulness of technical materials developed by ASHRAE.

5. Opinions and recommendations expressed by the chapter, chapter committee, or chapter liaison must be based on published ASHRAE materials.

75-01-26-19
ASHRAE chapters within any state or province shall be permitted to establish a council of ASHRAE chapters for the purpose of acting for the individual chapter members in that area, without the power to speak for or bind the Society in any manner.

71-08-22-38
Society correspondence and publications to offshore chapters shall be forwarded by air mail.

85-06-27-27
Staff shall establish a procedure to ensure that any activity by ASHRAE headquarters in the chapter area is coordinated with the chapter president and the appropriate chapter committee chair.

60-01-31-14
The cost of tokens of appreciation provided guest speakers by chapters shall not be an expense to the Society.

73-01-31-14
Chapters conducting courses of instructions shall be permitted to purchase copies of the Fundamentals volume of the ASHRAE Handbook at the educational discount price upon approval of the Regional Chair.

62-01-28-06/79-06-27-37
The current issues of the Handbook shall be made available to chapters of the Society for gift purposes as awards to the speakers or students at the current rate for additional volumes of the Handbook series, plus postage and exchange.

70-07-01-04
Chapters and regions shall request Board of Directors' authorization to participate in local expositions in the U.S. and Canada with supporting data through their Regional Chairs when such participation is beneficial to the Society.

Chapter Equipment Expositions 600-120-001 87-07-02-43/88-06-29-06/89-02-01-27
Chapters shall be allowed to sponsor equipment expositions of products, equipment and systems, subject to the following restrictions:

1. The net display area will not exceed 10,000 square feet;- 3050 square meters

2. Individual display areas will not exceed 100 square feet;- 30 square meters

3. No organization will have more than two (2) display areas;

4. One (1) display area will be dedicated to promoting Society publications and membership;

5. A technical seminar of at least three (3) hours length will be held in conjunction with this event.

6. A disclaimer which will be furnished by Society headquarters should be posted adjacent to the display area and listed in the published material. A signed copy of this disclaimer will be sent to the Director of Member Services at ASHRAE headquarters.

7. A notice of intent to hold an exposition must be sent through the Regional Chair to the Director of Member Services prior to the exposition.

88-05-21-45/88-06-29-06
When conducting a product show at a regular monthly meeting, the following guidelines shall be followed:

1. A maximum of three displays per meeting, with a 4' x 8' table for display.

   There are no restrictions on the number of products.

2. The display and/or presentation cannot interfere with the technical or business session.

3. A disclaimer will be posted adjacent to the display area and listed in any published announcements.

4. No time shall be provided on the program for product discussion.

5. A disclaimer will be posted adjacent to the display area and listed in any published announcements.

Chapter Sections 88-05-21-46

"Branch" Chapters shall be called "The (blank) Section of the (blank) Chapter" (e.g., the Norcross Section of the Atlanta Chapter, with the words "Norcross Section" highlighted.)

89-06-29-R6

Chapter sections will have an official date of organization and the date will be recorded at Society Headquarters.

Student Branches 77-02-17-13

The model Constitution for Student Branches as submitted by the Charter and Bylaws Committee is approved.

600-150-001 86-06-25-M10

The Manual for Student Branch Operations dated 86-06 is approved.

78-06-28-14

The following method of handling student branch constitutions and bylaws is approved:

1. Information items will be obtained from the student branch by means of a questionnaire.

2. Headquarters will then prepare the student branch constitution and bylaws.

3. If petition is in order, a letter ballot will be sent to the Board of Directors for approval of the student branch.

4. The approved and corrected constitution and bylaws containing the signature of the Charter and Bylaws Committee chair will be sent to the student branch.

5. If the student branch wishes exceptions or modifications, requests for exceptions or modifications may be submitted to the Charter and Bylaws Committee and handled as revisions to the constitution and bylaws subject to the endorsement of the faculty advisor, sponsoring chapter and the DRC. The DRC will advise Members Council of Student Branch name change.

520-160-012 97-01-29-29/RP BAR: 4.15 98-01-16-17/99-06-24-38/02-10-19-62

Research Promotion Workshop

The Director and Regional Chairman (DRC) shall determine the location of the regional Research Promotion workshop. The DRC shall notify the Research Promotion RVC of the location, and the Research Promotion RVC shall coordinate the workshop plan with the DRC. (Also in CRC Manual)

Certificate of Consolidation of
AMERICAN SOCIETY OF HEATING AND AIR-CONDITIONING ENGINEERS, INC.
and The American Society of Refrigerating Engineers

into

AMERICAN SOCIETY OF HEATING, REFRIGERATING
AND AIR-CONDITIONING ENGINEERS, INC

Pursuant to *Section* 50 of the Membership Corporations Law:

We, ELMER R. QUEER and AUBRY V. HUTCHINSON, being respectively the president and the secretary of AMERICAN SOCIETY OF HEATING AND AIR-CONDITIONING ENGINEERS, INC., and ROBERT H. TULL and ROBERT C. CROSS, being respectively the vice president and the secretary of *The American Society of Refrigerating Engineers,* do hereby certify:

1. *(a)* The names of the corporations to be included in the consolidation are AMERICAN SOCIETY OF HEATING AND AIR-CONDITIONING ENGINEERS, INC., and *The American Society of Refrigerating Engineers.*

(b) The certificate of incorporation of AMERICAN SOCIETY OF HEATING AND AIR-CONDITIONING ENGINEERS, INC., under the name THE AMERICAN SOCIETY OF HEATING AND VENTILATING ENGINEERS, was filed in the office of the Secretary of State on January 24, 1895, and certificates of amendment thereof were filed on May 20, 1914, March 8, 1946, December 7, 1949, and February 1, 1952. On December 8, 1954, a certificate of change of name from THE AMERICAN SOCIETY OF HEATING AND VENTILATING ENGINEERS to AMERICAN SOCIETY OF HEATING AND AIR-CONDITIONING ENGINEERS, INC., was filed pursuant to *Section* 40 of the General Corporation Law.

(c) The certificate of incorporation of *The American Society of Refrigerating Engineers,* was filed in the office of the Secretary of State on August 30, 1905, and certificates of amendment thereof were filed on November 26, 1945, November 23, 1955, and December 28, 1956.

2. The name of the consolidated corporation is AMERICAN SOCIETY OF HEATING, REFRIGERATING AND AIR-CONDITIONING ENGINEERS, INC.

3. The territory in which its operations are principally to be conducted is in all parts of the United States, its territories and possessions, in Canada, and in any and all foreign countries and places.

4. The office of the consolidated corporation is to be located at 1791 Tullie Circle, NE, Atlanta, Georgia 30329.

5. The number of its directors shall be not less than fifteen (15) nor more than forty-eight (48).

The directors and elective officers, and their respective terms of office, shall initially be as set forth in the Agreement for Consolidation, made and entered into as of October 18, 1958, and thereafter

the directors and elective officers, and their respective terms of office, shall be as set forth in the bylaws of the consolidated corporation.

In furtherance and not in limitation of the powers conferred by statute, the board of directors, if the bylaws so provide, may designate one or more committees which, to the extent provided in the bylaws of the consolidated corporation, or by resolution or resolutions of the board of directors, shall have and may exercise the powers of the board in the management of the business and affairs of the consolidated corporation that may be delegated to such committee or committees, such committee or committees to have such name or names as may be stated in the bylaws or as may be determined from time to time by resolution or resolutions of the board of directors.

The consolidated corporation may in its bylaws confer powers and authorities upon its board of directors in addition to the powers and authorities expressly conferred by the statutes of the State of New York or by this certificate. All powers of the consolidated corporation, insofar as the same may be lawfully vested in the board of directors, are hereby conferred upon the board of directors of the consolidated corporation.

Both members and directors of the consolidated corporation shall have the power to hold their respective meetings within or without the State of New York; the consolidated corporation shall have the power to maintain offices and keep the books of the consolidated corporation within or without the State of New York, at such place or places as may from time to time be designated by the board of directors.

No officer, director, or member of the consolidated corporation, shall receive or be lawfully entitled to receive any part of the net earnings thereof or any pecuniary profit from the operations thereof, except such reasonable compensation for services in effecting one or more of its purposes as the board of directors may determine.

Each director of the consolidated corporation shall be indemnified by said corporation against expenses actually and necessarily incurred by him in connection with the defense of any action, suit, or proceeding in which he is made a party by reason of his being or having been a director of the corporation, except in relation to matters as to which he shall be adjudged in such action, suit, or proceeding to be liable for willful negligence, misfeasance, or misconduct in the performance of his duties as director; such right of indemnification shall not be deemed exclusive of any other right to which he may be entitled under any bylaw, agreement, vote, or otherwise.

6. The consolidated corporation shall be one of the constituent corporation, to-wit, AMERICAN SOCIETY OF HEATING AND AIR-CONDITIONING ENGINEERS, INC., and not a new corporation.

7. The terms and conditions of consolidation, in addition to those hereinabove set forth, and the mode of carrying the same into effect, are as follows:

(1) The purposes of the consolidated corporation are:

(a) To advance the arts and sciences of heating, refrigeration, and air conditioning and ventilation, and the allied arts and sciences, for the benefit of the general public.

(b) To encourage and conduct scientific research and the study of principles and methods in the fields of heating, refrigeration, and air conditioning and ventilation, and the allied arts and sciences, the results of which shall be made freely available to the public.

(c) To promote the unrestricted dissemination of knowledge and information and, for such purpose, to publish and to foster the publication of books, periodicals,

papers, reports, educational programs, and scientific and educational data relating to heating, refrigeration, and air conditioning and ventilation, and the allied arts and sciences.

(d) To engage in educational activities (not including the conduct of any school or institution of learning), and to encourage the adoption and maintenance of high standards of instruction and educational and professional training in the fields of heating, refrigeration, and air- conditioning and ventilation, and the allied arts and sciences.

(e) To cooperate with governmental agencies and with universities, colleges, schools, and other organizations and groups having the same or similar objects and purposes, and to establish scholarships and make contributions, grants, and awards in furtherance of the foregoing purposes.

(f) To establish, approve, adopt, and promulgate codes, standards, and procedures in the fields of heating, refrigeration, and air conditioning and ventilation, and the allied arts and sciences, subject the proviso that all such activities shall be conducted solely for the advancement of engineering science.

(g) To organize and form local regions, chapters, sections, and student and other branches, and to regulate, operate, and control the same under the direction and at the pleasure of the consolidated corporation, but no local region, chapter, section, or branch shall subject the consolidated corporation to any financial or other obligation except such as the consolidated corporation may voluntarily assume.

(h) To receive, acquire, hold, and maintain any property, real or personal, without limitation as to amount or value, for any of the consolidated corporation's objects, by way of bequest, devise, gift, grant, purchase, or lease, to invest and reinvest the same, to control the income therefore, and to expend or otherwise dispose of all or any portion of its funds and property, including the income, interest, or principal, subject, however, to any directions or limitations placed upon the same by donors or testators.

(i) To do any and all things necessary or proper in connection with or incidental to any of the foregoing.

(j) The consolidated corporation shall be operated exclusively for scientific and educational purposes; no substantial part of the activities of the consolidated corporation shall be the carrying on of propaganda or otherwise influencing or intending to influence legislation; in the event of the dissolution of the consolidated corporation, the board of directors shall dispose of its net assets, in trust, however, to further the purposes expressed herein, without preference in favor of any contributor or any member, officer, or director of the consolidated corporation, and subject to the order of a Justice of the Supreme Court.

(2) Upon the filing of this Certificate of Consolidation in the office of the Secretary of State, each member of the constituent corporations shall have and possess the highest grade of membership in the consolidated corporation as was upon such filing held by him in either of the constituent corporations; and each member of the constituent corporations then entitled to vote therein shall possess the power to vote in the consolidated corporation for the election of directors and for all other purposes conferred upon voting members by the laws of the State of New York, this Certificate of Consolidation, and the bylaws.

(3) Except as provided in subdivision (5) of this Paragraph 7, upon the filing of this Certificate of Consolidation in the office of the Secretary of State, the separate existence of each constituent corporation, except the consolidated corporation, shall cease and the consolidation shall be effective, as provided in *Section 53* of the Membership Corporations Law, and the consolidated corporation shall possess all of the powers of the constituent corporations, and shall have the powers and be subject to the duties and obligations of a membership corporation formed under the laws of the State of New York for like purposes.

(4) Upon the filing of this Certificate of Consolidation in the office of the Secretary of State, all the rights, privileges, and interests of each of the constituent corporations, all the property, real, personal, and mixed, and all the debts due on whatever account to either of them, and other things in action belonging to either of them, shall be deemed to be transferred to and vested in the consolidated corporation without further act or deed, and all claims, demands, property, and every other interest, whether vested or contingent, shall be as effectually the property of the consolidated corporation as they were of the constituent corporations, and the title to all real estate, taken by deed or otherwise under the laws of the State of New York vested in either of the constituent corporation, shall not be deemed to revert or be in any way impaired by reason of the consolidation but shall be vested in the consolidated corporation.

(5) Except as provided by *Section 12* of the Personal Property Law, or *Section* 113 of the Real Property Law, any devise, bequest, gift, or grant contained in the will of a person dying domiciled in the State of New York, of in any other instrument executed under the laws of said State, taking effect after such consolidation, to or for either of the constituent corporations, shall inure to the benefit of the consolidated corporation, and so far as is necessary for that purpose, or for the purpose of a like result with respect to device, bequest, gift, or grant governed by the law of any other jurisdiction, the existence of each constituent corporation shall be deemed to continue in and through the consolidated corporation.

(6) Upon the filing of this Certificate of Consolidation in the office of the Secretary of State, the consolidated corporation shall be deemed to have assumed and shall be liable for all the liabilities and obligations of the constituent corporations, in the same manner as if such consolidated corporation had itself incurred such liabilities and obligations.

IN WITNESS WHEREOF, we have made and subscribed this certificate this 16th day of January, 1959.

ELMER R. QUEER *(signed)*
President of AMERICAN SOCIETY OF HEATING AND AIR-CONDITIONING ENGINEERS, INC.

ROBERT H. TULL *(signed)*
Vice President of *The American Society of Refrigerating Engineers*

AUBRY V. HUTCHINSON *(signed)*
Secretary of AMERICAN SOCIETY OF HEATING AND AIR-CONDITIONING ENGINEERS, INC.

ROBERT C. CROSS *(signed)*
Secretary of *The American Society of Refrigerating Engineers*

Certificates of change were filed
June 30, 1964
January 25, 1981

American Society of Heating, Refrigerating and Air-Conditioning Engineers, Inc.

BYLAWS

June 2010

Article I
ORGANIZATION

Section 1.1 Name. The name of this Society is American Society of Heating, Refrigerating and Air-Conditioning Engineers, Inc., and its abbreviated title is ASHRAE.

Section 1.2 Organization. This corporation shall be governed by the New York Not-for-Profit Corporation Law, or under such successor provisions as may be in effect from time to time.

Section 1.3 Objectives. The Society is organized and operated for the exclusive purpose of advancing the arts and sciences of heating, refrigerating, air conditioning, and ventilating, the allied arts and sciences, and related human factors for the benefit of the general public, as defined in the Certificate of Consolidation. To fulfill its role, the Society shall recognize the effect of its technology on the environment and natural resources to protect the welfare of posterity.

Section 1.4 Dissolution. In the event of dissolution of the Society, whether voluntary, involuntary, or by operation of law, any disposition of the assets of the Society shall be made only to such organizations as shall at that time have exempt status under Section 501 (c)(3) of the Internal Revenue Code of 1954, as amended, or under such successive provision of the Code as may be in effect at the time of dissolution.

Article II
MEMBERSHIP

Section 2.1 Grades of Membership. These shall be designated as follows: (A) Honorary Member, (B) Presidential Member, (C) Fellow, (D) Life Member, (E) Life Associate Member, (F) Member, (G) Associate Member, (H) Affiliate Member, and (I) Student Member.

Section 2.2 Honorary Member. Any notable person of preeminent professional distinction may be elected an Honorary Member. Election of an Honorary Member shall be by the Board of Directors.

Section 2.3 Presidential Member. Upon the installation of a successor, the outgoing President of the Society shall become a Presidential Member.

Section 2.4 Fellow. A Member who has attained distinction in the arts relating to the sciences of heating, refrigerating, air conditioning, or ventilating, or the allied arts and sciences, or in the teaching of major courses in said arts and sciences, or who by reason of invention, research, teaching, design, original work, or as an engineering executive on projects of unusual or important scope, has made substantial contribution to said arts and sciences, and has been in good standing as a full grade Member for at least ten (10) years is eligible for election to the grade of Fellow by the Board of Directors.

Section 2.5 Life Member. A Member who has been a full Member in good standing for an accumulative total of thirty (30) years and who has attained the age of sixty-five (65) years. The member shall retain all the rights and privileges of the most recent membership grade.

Section 2.6 Life Associate Member. A member who has been an Associate Member in good standing for an accumulative total of thirty (30) years and who has attained the age of sixty-five (65) years. The member shall retain all the rights and privileges of the most recent membership grade.

Section 2.7 Member. A Member shall have the equivalent of twelve Society-approved years of experience composed of an approved combination of (a) completed education beyond high school, (b) work experience, and (c) professional engineering or related professional registration or license issued by a legally authorized body.

Approved engineering curricula shall be equivalent to that accredited by the Accreditation Board for Engineering and Technology in the United States of America or the Canadian Engineering Accreditation Board. Scientific education in fields other than engineering shall be from a college or university course of study which has been accredited by an organization charged with monitoring standards of performance.

Society-approved years of experience shall be credited as follows:

One and one-half years of credit for each year of completed education for graduates of approved technical curricula.

One year of credit for each year of education for non-graduates who have completed at least two years of approved technical curricula.

One year of credit for each year of completed education for graduates of colleges or universities which do not have accreditation. Those holding associate degrees from technical institutions shall also be credited for one year for each year of education.

One year for each year of qualifying work experience in the performance of duties in work related to ASHRAE fields of interest and shall have included research, teaching, design, contracting, engineering sales, or engineering management.

Three years of credit for professional registration or license issued by a legally authorized body in engineering or related fields, the requirements of which as to education, examination, and active practice are satisfactory to the Board of Directors.

Section 2.8 Associate Member. An Associate Member shall have had experience in technical matters or in design, operation, or maintenance in heating, refrigerating, air-conditioning, or ventilating fields; shall have an interest in

the advancement of the Society's aims; and shall possess sufficient qualifications to cooperate with heating, refrigerating, air-conditioning, or ventilating engineers in the advancement of the knowledge relating to heating, refrigerating, air-conditioning, or ventilating engineering and its application.

Section 2.9 Affiliate Member. An Affiliate Member shall have the same qualifications as an Associate Member. The benefits of this member grade shall be determined by the Board of Directors and shall not exceed those of Associate Member.

Section 2.10 Student Member. A Student Member shall be matriculated in an approved course of study in Society-related fields of education at a university, college, junior college, or technical institute. The Board of Directors may establish other criteria for acceptable student membership.

Section 2.11 Voting Membership. Voting members shall consist of Honorary Members, Presidential Members, Fellows, Life Members, Members, Life Associate Members, and Associate Members.

Student Members shall have the right to vote and hold office at the Student Branch level only.

Section 2.12 Restrictions. No member shall describe himself/herself in connection with the Society in any advertisement, letterhead, printed matter, or in any manner other than as a member of his/her assigned grade, except in official business of Society or as otherwise authorized by the Board of Directors.

Section 2.13 Rights and Privileges. Rights and privileges shall be personal to a member and shall not be delegated or transferred, except that each member entitled to vote may vote in person or by written proxy given to another member entitled to vote and dated within three months of date of execution. Such proxy shall be subject to provisions as may be set forth by Rules of the Board.

Section 2.14 Cessation of Rights, Title, and Interest. All rights, title, and interest of a member in the Society or its property shall cease on the termination of membership by death, resignation or otherwise and shall vest in the Society.

Section 2.15 Obligations of Members. Each member, upon election to membership, shall be bound thereupon by the provisions of the Certificate of Consolidation, Bylaws, Rules of the Board of Directors, ASHRAE Code of Ethics, and all amendments thereto.

Section 2.16 Emblem of Membership. Any Society emblem of membership may be worn only by members in good standing.

Section 2.17 Resignation. Any member may resign at any time by such member's written request received by the Secretary.

Section 2.18 Fees and Annual Dues. All fees and annual dues shall be fixed and payable as determined by the Board of Directors from time to time and shall be published periodically in the official publication of the Society.

Presidential Members, Life Members, and Life Associate Members shall not be required to pay fees or annual dues.

Fees and annual dues for Honorary Members and members who are retired shall be at the discretion of the Board of Directors.

Section 2.19 Dues Payment. If any Fellow, Member, Associate Member, or Affiliate Member shall fail to pay the current dues by three months after the due date, the member shall be classed as delinquent and, if a Voting Member, shall lose the member's right to vote. If such dues are not paid by six months after the due date, membership in the Society shall cease.

If any Student Member shall fail to pay the dues, membership shall cease, and the Secretary shall notify such Student Member that his/her membership in the Society has ceased.

A member, upon written application accompanied by payment of dues and a satisfactory explanation of dues default, may have the forfeiture of membership rescinded at the discretion of the Board of Directors.

Section 2.20 Reinstatement. A member who has resigned or who has been dropped from membership may be reinstated by payment of the same fees charged a new member, or may be reinstated as of the original date of membership if the member pays all years of lapsed membership dues accrued based on the current membership dues rate.

Section 2.21 Discipline. The Board of Directors may, by a two-thirds vote of all the members thereof, censure, suspend, or expel any member if, in the opinion of the Board of Directors, the member is guilty of abuse or misuse of the privileges of the Society membership or of action prejudicial to the best interest of the Society. Such action may be taken only after written preferment of charges, thirty (30) days' written notice of hearing sent by registered mail, and adequate opportunity to be heard before the Board of Directors or a committee of at least three (3) members designated by the Board of Directors.

Section 2.22 Admission Applications. All applicants for admission to the Society or for advancement in grade of membership, except such as are conferred as an honor, shall make application in such form and with such information as shall be required by the Board of Directors.

Article III
MEETINGS OF MEMBERS

Section 3.1 Annual, Winter, and Special Meetings. The annual and winter meetings of the Society shall commence on a day and at a time fixed by the Board of Directors and shall continue from day to day until adjournment. Special meetings may be called at any time by the Board of Directors and shall be called by the Board of Directors upon written request of the President or by not less than 300 voting members, of which not more than 150 of such voting members shall be from any one region. Meetings shall be held at such places as shall be fixed by the Board of Directors and stated in the notice of the meeting. At any meeting of the Society, the presence of members entitled to

cast the lesser of 100 votes or 1/10th of the total number of Society voting members shall constitute a quorum.

Section 3.2 Notice of Meetings. Notice of meetings of the Society stating the place, name and hour of the meeting shall be given in writing by the Secretary not less than fifteen nor more than fifty days before the date fixed for the meeting, by means of the official publications of the Society to each member of the Society at the member's last known address appearing on the records of the Society. Notice of a special meeting shall state the purpose for which the meeting is called, and that it is being issued by or at the direction of the person or persons calling the meeting. No business other than that set forth in the notice shall be entertained or transacted thereat. Notice of a meeting at which a vote is to be taken upon an amendment of the Bylaws shall set forth the wording of the proposed amendment.

Section 3.3 Voting. At any annual, winter, or special meeting, each voting member, as defined in Section 2.11, shall be entitled to one vote, which may be cast in person or by proxy. A proxy shall not be valid longer than three months from its date of execution.

Nominations shall be put forward by the Nominating Committee as hereinafter provided in Section 7.6.

Nominations may also be made in writing by not fewer than fifty members eligible to vote. Upon presentation of such nominations to the Secretary with each nominee's written consent, not less than one hundred twenty days prior to the first session of the annual meeting, the nominees' names shall be placed upon the ballot. A notation on the ballot shall indicate that such nominees are presented by members independent of the Nominating Committee.

Section 3.4 Ballot and Proxies. The Secretary shall arrange for the distribution of appropriate proxies, which shall contain space for write-in names, to all voting members. Such distribution may be by mail, by electronic communications or by publication of such proxies in the official publication of the Society.

Section 3.5 Record Date. For the purpose of determining the members entitled to notice of and to vote at the annual meeting of the membership or any adjournment thereof and to express consent to and dissent from any proposal, the date 50 days prior to the annual meeting is hereby fixed as the record date for such determination unless the Board of Directors takes action to make it some other date.

Article IV
BOARD OF DIRECTORS

Section 4.1 Membership. The Board of Directors shall consist of voting and non-voting members.

The voting members of the Board of Directors shall be the President, President-Elect, Treasurer, elected Vice Presidents, one director for each region, who shall also serve as Regional Chair, and such number of Directors-at-Large as is set forth in the Rules of the Board.

The non-voting members of the Board of Directors shall be the Secretary and others as designated in the Rules of the Board.

Section 4.2 Election. Except as set forth in Section 4.3 and Article V, all elected members of the Board shall be elected at the annual meetings of the Society for terms of three years, or until their successors have been elected and installed. Not less than one nor more than four members of the Board shall be from any one region at the time of nomination. If the membership of the Board of Directors is changed, the Board of Directors may, at the time of such change, vary initial terms of office in order to have a uniform number of directors elected each year.

Only Fellows, Life Members, and Members shall be eligible for election as voting members of the Board of Directors.

Section 4.3 Vacancies. If a director dies, resigns, is removed, or otherwise vacates the office, the Board of Directors may elect a successor to complete such director's unexpired term, except as hereinafter provided in Article V for those directors who also hold the office of President or President-Elect. No person shall hold more than one position on the Board of Directors at any one time. A director may be removed for cause by a majority vote of the membership or a 2/3 vote of the Board of Directors.

Section 4.4 Powers. The Board of Directors shall have full and complete management and control of the activities and funds of the Society and may adopt such rules and regulations for the conduct of its meetings, the exercise of its powers, and the management of the affairs of the Society as it may deem proper, subject to the provisions of the laws of the State of New York, the Certificate of Consolidation and these Bylaws.

Any action required to be taken at any meeting of the Board of Directors or of any committee thereof may be taken without a meeting, if all members of the Board or committee, as the case may be, consent thereto in writing, and the writing or writings are filed with the minutes of proceedings of the Board or committee. Actions permitted, but not required to be taken at a meeting, may be taken by letter ballot.

Section 4.5 Meetings by Means of Conference Telephone. Unless otherwise provided by the Certificate of Consolidation or these Bylaws, members of the Board of Directors, or any committee designated by the Board of Directors, may participate in a meeting of the Board of Directors or such committee by means of conference telephone or similar communications equipment by means of which all persons participating in the meeting can hear each other. Participation in a meeting pursuant to this Section constitutes presence in person at such meeting.

Section 4.6 Referendum. The Board of Directors may refer to the Society any important question to be decided by a majority of the votes cast at a regular or special meeting of the Society. Such a referendum shall be used by the Board to advise it regarding any proposed action to take within its power. The Board of Directors shall not submit a referendum to the membership that is frivolous or would result in a violation of the law, the Certificate of Consolidation, these Bylaws or any fiduciary responsibility of the Society.

The Board of Directors may initiate such a referendum at its own discretion or when requested through a valid membership petition. A valid petition must be signed by not

less than 300 voting members, of which not more than 150 of such voting members shall be from any one region. Such petition shall not be valid until the Secretary has certified the signatures of the petitioners. The Board must act on this petition no later than its first meeting once 60 days has elapsed from the time the Secretary has certified the petition as valid. The Board of Directors may clarify the question raised by the petition to make it suitable for a vote of the membership. The Board of Directors must submit to the membership a suitable question raised by a petition. The Board of Directors is required to include a summary of the information in the petition, as well as any position it has taken, along with the question.

Section 4.7 Meetings and Quorum. The Board of Directors shall hold regular meetings at approximately the time of the regular meetings of the Society and as often and at such times as the Board of Directors may from time to time designate. Special meetings of the Board may be called by the President or by three (3) voting members of the Board. The Board of Directors shall keep a record of its proceedings and shall report on its activities at each meeting of the Society and shall present a written report at the annual meeting. A majority of the voting members of the Board of Directors shall constitute a quorum.

Meetings of the Board of Directors may be called into executive session, during which only Board members and such individuals as are individually recognized by the President shall be included.

Section 4.8 Notice. Notice of any regular or special meeting of the Board of Directors shall be given in writing or by electronic communications to each director at least fifteen days before the meeting or transmitted orally at least forty-eight hours before the meeting. A director who attends a meeting is deemed to have waived the right to notice.

Article V
OFFICERS

Section 5.1 Officers. The officers of the Society shall be the President, President-Elect, Treasurer, Vice Presidents, and Executive Vice President acting as Secretary. The President-Elect, Treasurer, and elected Vice Presidents shall each be elected annually at the annual meeting of the Society, and their terms of office shall continue until their successors have been elected and installed. Elected officers shall receive no salary, emolument, or compensation for services rendered to the Society as officers. The Treasurer and the Vice Presidents shall be eligible for re-election to the same office for one additional consecutive year. The President shall not be eligible to serve in the same office, and the President-Elect shall not be eligible for re-election to the same office, for an additional consecutive year.

Section 5.2 Duties. All officers of the Society shall perform the duties customarily attached to their respective offices and such other duties incident to their respective offices as are delegated to them by these Bylaws or as assigned to them by the Board of Directors.

Section 5.3 President. The President shall have general direction of the affairs of the Society, and general supervision over its several officers, subject, however, to the control of the Board of Directors. The President shall, at each annual meeting and from time to time, report to the members and to the Board of Directors all matters within the President's knowledge which the interest of the Society may require to be brought to their notice; shall preside at all meetings of the members and at all meetings of the Board of Directors; and in general shall perform all duties incident to the office of President and such other duties assigned by the Board of Directors or prescribed by these Bylaws.

Section 5.4 President-Elect. The President-Elect shall automatically succeed to the office of the President at the conclusion of the President's term of office. If the President dies, resigns, or is removed from office, the President-Elect shall immediately become President and shall serve for the remainder of the term of his/her immediate predecessor. If the time served is less than six months, he/she shall also serve as President for the next Society year. If the President-Elect dies, resigns, is removed from office or becomes President in accordance with the foregoing provisions, the office of President-Elect shall remain vacant until the next annual meeting of the Society. If there is a vacancy in the offices of both President and President-Elect, the Treasurer shall act as President until the next annual meeting of the Society. The President-Elect shall perform all duties assigned by the Board of Directors or prescribed by these Bylaws.

Section 5.5 Executive Vice President. The Executive Vice President shall be appointed by the Board of Directors under an employment agreement approved by the Board of Directors, fixing salary, term of employment, and other conditions. The title “Executive Vice President” shall be an honorific, shall not constitute an elected office of the Society for any purpose, and may be changed by action of the Board of Directors.

The Executive Vice President shall serve as Society Secretary and perform all duties normally associated with that office and those assigned by the Board of Directors or prescribed by these Bylaws. The Executive Vice President shall represent the Society with respect to administrative matters in conjunction with other technical organizations and shall have primary responsibility for staff and personnel matters. The Executive Vice President shall serve as chief staff officer for the Society.

The Executive Vice President may take part in the deliberations of all committees except the Nominating Committee but shall not have a vote therein. The Executive Vice President, under the supervision of the Finance Committee, shall have charge of the collections and of keeping the books. The Executive Vice President shall present, at the meeting of the Society following the close of the fiscal year, a summary of membership enrollment and other pertinent records, and shall perform such other duties as may be assigned by the Board of Directors, the Executive Committee, or the President.

Section 5.6 Treasurer. The Treasurer shall have custody of the funds of the Society and the Society's books of account, which shall be open to the inspection of any member of the Board of Directors. The Treasurer shall chair the Finance Committee.

Section 5.7 Vice Presidents. The Vice Presidents shall perform the duties assigned by the Board of Directors.

Section 5.8 Presiding Officer at Meetings. At all meetings of the Society and of the Board of Directors, the President, or in the President's absence, the President-Elect, or in the President-Elect's absence, the Treasurer, or in the Treasurer's absence, one of the elected Vice Presidents in the order of their seniority as members of the Society, or in their absence, a Director selected by the Board of Directors, shall preside.

Section 5.9 Expenditures. The expenditure of the Society's funds shall be governed by the budget as approved, modified, or amended by the Board of Directors, and no additional expenditures shall be made without the approval of the Board of Directors.

Article VI
COUNCILS

Section 6.1 Councils of the Society. The councils of the Society are extensions of the Board of Directors and, except as otherwise restricted by law, shall administer the policies of the Board. The Board of Directors shall prescribe the qualifications of members of the councils and the number of councils. The Board of Directors may from time to time create councils and define their powers and duties, and it may abolish any such councils.

The councils of the Society shall be comprised of members of the Board of Directors and members elected or designated by the Board of Directors. The Board of Directors may, in addition, adopt rules specifying the size of the councils and the length of term those members elected by the Board of Directors may serve, except as otherwise provided in these Bylaws.

Section 6.2 Council Authority. The councils shall act on behalf of the Board of Directors within limits of fiscal and functional authority granted to them by the Board of Directors, implement Society policy, and administer activities of the committees within their organizational structure.

Section 6.3 Council Leadership. The chair of each council shall be a member of the Board of Directors.

Section 6.4 Reporting. All councils shall render reports of their activities to the Board of Directors at meetings of the Society and shall submit progress reports at other times as requested by the Board of Directors.

Section 6.5 Members Council. The Members Council shall be a standing council of the Board of Directors and have an officer as its chair, one or more officers as vice chairs, the Regional Chairs, and other members as specified by the Board of Directors. As directed by the Board of Directors, the said council shall be responsible for procedures and operations of regions, chapters, sections, and branches; and make recommendations to the Board of Directors concerning the policies of the Society and its regions, chapters, sections, and branches.

Article VII
COMMITTEES

Section 7.1 Committees of the Society. The standing committees of the Society shall be the committees prescribed by these Bylaws. The Board of Directors may from time to time create other standing or special committees as it deems necessary to carry on the work of the Society and shall prescribe their powers and duties, and it may abolish any such committees.

Section 7.2 Committee Members. Unless otherwise provided in these Bylaws, the Board of Directors shall prescribe the qualifications of members of committees and the number of committees. It may, in addition, unless otherwise provided, adopt rules specifying the powers and duties of committees, their size, the length of terms members may serve, when members may be reappointed, selection procedure, and approval of appointments, except as otherwise provided in these Bylaws.

Unless otherwise provided, the committee members and the respective chairs thereof shall be selected by the President-Elect in advance of the annual meeting and be confirmed by the President-Elect when he/she takes office as President, with the approval of the Board of Directors at the first meeting called after the report on the election. Committees may hold their organizational meetings at any time after they are thus confirmed.

The Chair and Vice Chair of each committee shall hold the grade of Member or higher in the Society, except as otherwise provided in these Bylaws.

The President may appoint any person or persons to serve in a consulting capacity to any committee except the Nominating Committee.

Section 7.3 Executive Committee. The Board of Directors, by resolution adopted by a majority of the entire Board, may designate from its membership an Executive Committee. Unless otherwise provided by the Board, the members of the Executive Committee shall be the President, President-Elect, Treasurer, elected Vice Presidents, and the Secretary, who is a non-voting member. The committee shall meet at the call of the President or upon request of any two of its members.

The Executive Committee shall investigate and make reports and recommendations to the Board of Directors regarding matters relating to the Society or members thereof. During intervals between Board of Directors meetings, the Executive Committee shall exercise administrative powers of the Board of Directors. Matters of policy determined by the Executive Committee between meetings of the Board of Directors shall be submitted for approval to the Board of Directors at its next meeting.

Meetings of the Executive Committee may be called into executive session during which only members of the committee and such other individuals recognized by the President shall be included.

Section 7.4 Finance Committee. This standing committee of the Society shall oversee the financial operation of the Society. The number of members of the Finance Committee shall be determined by the Board of Directors and shall include the Treasurer and at least seven (7) other members of the Society. Meetings of the Finance Committee may be closed to other individuals except members of the Board of Directors at the discretion of the Chair.

Section 7.5 Chapters Regional Committees. These standing committees of the Society each serve one Society

region. Each Chapters Regional Committee shall consist of one delegate and one alternate delegate selected by each chapter therein, to serve for a term of one year, and the Director who also serves as Regional Chair for the area, who shall be the chair of the committee. Each committee shall solicit from the chapters, sections, and student branches within their respective regions recommendations concerning the policies, procedures, and operation of the Society, its chapters, sections, and student branches. It shall review the same and make recommendations thereon to the Members Council. Said committees shall elect one member and one alternate from their respective regions to serve on the Nominating Committee and duly notify the Secretary of such selections. The alternate delegates of Chapters Regional Committees may be present at committee meetings and participate in the deliberations, but shall not vote except in the absence of the committee delegates for whom they respectively are alternates.

Section 7.6 Nominating Committee. This standing committee of the Society shall select candidates for elected officers and members of the Board of Directors. It shall consist of at least twenty-two members, each of whom shall hold the grade of Member or higher in the Society. Each shall have been a full Member in good standing in the Society for a period of at least five years at the time of selection. Committee membership shall be comprised of the chair, the vice chair, one member and one alternate from each region of the Society selected by the Chapters Regional Committee of each respective region, and at least eight members and eight alternates selected by the Board of Directors.

The immediate Past President or the most recent Past President willing to serve shall serve as Vice Chair of the committee and then advance to Chair when replaced as Vice Chair.

The Nominating Committee shall serve during the Society year for which it is elected. Members and alternates shall be selected as follows: Regional electees by the Chapters Regional Committees at their regularly-called meetings; Board of Directors selectees by the Board at a regular meeting.

There shall not be more than three members and three alternates from any one region, except for the Chair and Vice Chair. No member of the Board of Directors shall be eligible to serve on the Nominating Committee.

Section 7.7 Research Administration Committee. This standing committee, the members of which are elected individually by the Board of Directors, shall conduct and coordinate basic and applied research, including technical studies, in the fields of heating, refrigerating, air conditioning and ventilating subject to the proviso that these activities shall be devoted to the public welfare and general benefit, and shall not be designed to promote any individual, private, or commercial interests.

Section 7.8 Technical Activities Committee. This standing committee, the members of which are elected individually by the Board of Directors, shall plan for and have charge of the activities of the technical committees, task groups and technical resource groups appointed to further the advancement of the arts and sciences of heating, refrigerating, air conditioning, ventilating, and the allied arts and sciences for the public benefit. Subject to the procedures prescribed by the Board of Directors, the Technical Activities Committee shall approve the formation of technical committees, task groups and technical resource groups as necessary to carry out the objectives of the committee. The committee shall also determine the scope of activities of each of these technical committees, task groups and technical resource groups.

Section 7.9 Standards Committee. This standing committee of the Society, the members of which are elected individually by the Board of Directors, shall be responsible for the selection, development, preparation, and submittal to the Board of Directors of all codes, standards and guidelines in the fields of heating, refrigerating, air conditioning, and ventilating engineering. Subject to the procedures prescribed by the Board of Directors, the Standards Committee shall also develop, prepare and submit all revisions, reaffirmations or withdrawals thereof, to be considered for approval. It shall cooperate with and supervise the Society's participation in other organizations in the development, preparation, and adoption of codes, standards and guidelines. The activities of the committee shall be solely for the development of engineering science, and the committee shall not engage in activities designed to promote any individual, private, or commercial interests.

Section 7.10 Reporting. Committees of the Society shall report as directed by the Board of Directors or on request of the President. The Nominating Committee shall not be required to report deliberations of its nominations to the Board of Directors.

Section 7.11 Removal. The Board of Directors may, by a two-thirds vote, remove a member of any committee.

Article VIII
INDEMNIFICATION

The officers and directors of the Society shall have the full rights to indemnification permitted by the New York Not-For-Profit Corporation Law and such successor provisions thereof as may be in effect from time to time.

Article IX
CHAPTERS AND REGIONS

The Board of Directors may establish chapters, sections, branches and regions, in areas having an adequate number of Society members for proper support, which shall operate under the provisions of the Certificate of Consolidation, Bylaws of the Society, and the Rules of the Board of Directors. The Board may delegate the chartering of chapters, branches and sections.

Article X
MISCELLANEOUS

Section 10.1 Fiscal Year. The fiscal year of the Society shall end on June 30 of each year.

Section 10.2 Official Publication. The Board of Directors shall designate one or more of the publications as the Official Publication of the Society sent to all voting members for the publishing of official notices.

Article XI
FUNDS

Section 11.1 Society Reserve Fund. Certain funds, as may from time to time be recommended by the Finance Committee and approved by the Board of Directors, shall be set aside and the principal thereof maintained as a Society General Reserve Fund. The Board of Directors is authorized and empowered, in any fiscal year in which the Society's revenues may be insufficient to meet expenses, to utilize up to a maximum of twenty percent (20%) of the Society General Reserve Fund as valued on the first day of the fiscal year. The Board of Directors shall not approve an annual budget requiring more than 20% of the General Reserve Fund to be budgeted as revenue, unless the Board, by a 2/3 vote in favor, approves exceeding the 20% limit.

Section 11.2 Allocation of Dues for Research. The Board of Directors shall determine the amount of the member dues income that shall be allocated for basic or fundamental research in the principles and laws underlying matters in the arts relating to the sciences of heating, refrigerating, air conditioning and ventilating, and the allied arts and sciences.

Section 11.3 Audit. After the close of the fiscal year, the accounts of the Society shall be audited by a certified public accountant approved by the Board of Directors, and the auditor's report shall be published in the official publication as soon as practicable, but no later than six months after the end of the fiscal year.

Article XII
AMENDMENTS

Section 12.1 Notice. Written notice of a proposed amendment to these Bylaws, approved by two-thirds of the members of the Board of Directors or by 300 voting members, of which no more than 150 of such voting members shall be from any one region, may be given at any duly convened meeting of the Society. Notice of such proposed amendment shall be set forth in the notice of the next succeeding meeting of the Society. The Bylaws shall be amended by two-thirds of the votes cast at such meeting.

Section 12.2 Renumbering. The Board of Directors may, by a two-thirds vote, renumber existing articles or sections of these Bylaws.

HISTORY OF CHAPTER OFFICERS

_____ CHAPTER

Officers:	YEAR ( )	YEAR ( )	YEAR ( )	YEAR ( )
President				
President-Elect				
Vice President 1				
Vice President 2				
Secretary				
Treasurer				
BOG 1				
BOG 2				
BOG 3				
BOG 4				
BOG 5				
BOG 6				
CRC Delegate				
CRC Alternate				
Committee Chairs:				
Student Activities				
Membership Promotion				
Research Promotion				
Chapter Technology Transfer				
Standing General Committees:				
Society Service:				

SAMPLE

HISTORY OF CHAPTER PROPERTY

_____ CHAPTER

Property:		YEAR ( )	YEAR ( )	YEAR ( )	YEAR ( )
Charter	(a)				
	(b)				
Bylaws	(a)				
	(b)				
Minutes Book	(a)				
	(b)				
Banner	(a)				
	(b)				
Gavel	(a)				
	(b)				
Podium	(a)				
	(b)				
Project Equipment	(a)				
	(b)				
Manual for Chapter Operations:					
#1	(a)				
#2	(a)				
#3	(a)				
#4	(a)				
#5	(a)				
#6	(a)				
#7	(a)				
(a Name of individual responsible for custody of the item:					
(b) Location, if formally kept at a fixed place.					

SAMPLE

AMERICAN SOCIETY OF HEATING, REFRIGERATING AND AIR CONDITIONING ENGINEERS, INC.
1791 Tullie Circle, N.E.
Atlanta, Georgia 30329

MINUTES

THIS FORM SHOULD BE SUBMITTED TO YOUR REGIONAL CHAIR (DRC) AND TO REGIONAL VICE CHAIR (RVC) OF CHAPTER TECHNOLOGY TRANSFER WITH MINUTES FOR ALL OF THE FOLLOWING: CHAPTER MEETINGS, BOG MEETINGS AND SECTION MEETINGS WITHIN THREE WEEKS OF EACH MEETING. (BOD 03-06-27-1C)

Chapter Name: _____

Meeting Date: _____

Check One:
Chapter ☐ BOG ☐ Section ☐

Attendance: (Total for chapter and section meetings only)

Members_____ Guests_____ Students _____

Theme Night? Name _____

Check One:
Joint Meeting? Yes ☐ No ☐

Check One:
Technical Speaker/Program: Yes ☐ No ☐

Indicate Topic: _____

SUGGESTED CHECKLIST OF ITEMS TO BE REPORTED

1. **PRESIDING OFFICER**
2. **CALL TO ORDER (Time & Place)**
3. **ROLL CALL**
4. **APPROVAL OF MINUTES**
5. **REPORTS**
6. **ELECTION**
   - **Members**
   - **Officers**
7. **OLD BUSINESS**
8. **NEW BUSINESS**
9. **SPEAKER**
10. **DISCUSSIONS**
11. **MOTIONS**
12. **RESOLUTIONS**
13. **OTHER FEATURES**
14. **ADJOURNMENT**

SAMPLE

CHAPTER INFORMATION QUESTIONNAIRE

Chapters will no longer use a form to complete the Chapter Information Questionnaire (CIQ). Chapters must enter and complete their CIQ on the ASHRAE website using the Association Management Software (AMS); June 1 (fall CRCs) and February 15 (spring CRCs). This is a much speedier process than before. There is no form to fill out; chapters will enter the chapter position on the member's record. The membership number of the individual must be used to enter the position. This is live data and the information is entered directly on the membership record.

Also, Chapters must enter their chapter meeting dates and location of meetings which is on the same web page as the CIQ. This information use to be on the old CIQ form but is no longer available.

The following chapter officers and committee chairs will be able to access the online CIQ by using their email address and password: Chapter President, Chapter Secretary, Chapter Treasurer, Chapter Membership Promotion Chair and Chapter Administrator (if applicable).

For more information using the online CIQ and entering chapter meeting dates, please contact staff at CIQ_questions@ashrae.org.

GUIDELINES FOR PRESENTING CHAPTER SPONSORED EDUCATION LECTURE SERIES OR SEMINARS

PURPOSE

In any dynamic industry, the ability to keep abreast of new developments makes continuing education a prerequisite for advancement and, frequently, for survival. This is nowhere more apparent than in our Heating, Refrigerating and Air-Conditioning industry where equipment, methods and systems are constantly being improved or replaced. At the same time, most four year educational institutions formerly expected to prepare individuals for active participation in industry, are finding it necessary to broaden their programs in basic sciences with corresponding sacrifices in applied courses in all engineering disciplines. While vocational schools and two-year colleges prepare technicians in the fundamentals of our industry, there remains an expanding need for practical instruction in application of those fundamentals. To meet this requirement, some ASHRAE chapters have sponsored educational programs, aimed, primarily, at their members, including as they all do, individuals with varying levels of technical competence but all basically involved in some aspect of our industry. Invariably, such programs have met with enthusiastic response from chapter members and, usually, have attracted considerable numbers of non-society attendees.

SCOPE

The intent of chapter-sponsored seminars should be to supplement, and not to compete with, courses available at local educational institutions. The latter usually cover fundamentals of our discipline, so that chapter programs can best be directed towards the practicing engineer or technician and should assume familiarity with the basics of our industry while applying those fundamentals to new developments, concepts, systems, etc.

SUBJECT SELECTION

A survey of chapter members as to suggested seminar subjects will usually produce a fairly wide range of practical engineering applications, most of which may be expanded into a series of six or eight lectures of approximately two or two and a half hours duration. On occasion, a single subject may be extended to two consecutive series such as fall of one year and spring of the next to maintain continuity if the subject complexity and interest warrants.

The incorporating of more that one subject in a single series has proven inadvisable as it will frequently result in inadequate coverage or sporadic interest and spotty attendance. The selected subject should be of broad appeal and should have direct application to the occupations of the anticipated audience.

SOCIETY PRODUCED COURSES

ASHRAE has several Society produced courses which chapters may utilize in their continuing education program. Contact the Professional Development Department at ASHRAE Headquarters for more information.

PROGRAM ORGANIZATION

If chapter members have decided to develop their own course, the course should be outlined in detail for the entire series by the members of the Chapter Technology Transfer Committee. All areas inviting special emphasis should be pinpointed for development. The outlined material may then be divided into meeting topics to insure thorough coverage while eliminating the possibility of duplication by speakers. (BOD 03-06-27-1C)

SELECTION OF SPEAKERS

With the subject matter and course outline established, experts in each area will almost automatically come to mind. The members of the Chapter Board of Governors and/or Past President's Council should be a reliable source of suggestions for speakers. Where qualified local speakers are available, they are preferred in order to minimize expense if reimbursement is necessary and to expedite coordination of speakers' materials by the committee. Speakers should be advised to avoid commercialism.

DEVELOPMENT OF LECTURES

When the selected speakers have been provided with the outlines for their particular presentations,

they should develop their lectures completely for coordination with the presentations of other speakers, approval by the committee and reproducing for audience distribution. In some cases the printing may be contributed by the speaker or his organization but usually this should be done by the committee to maintain printing uniformity and to guarantee readiness when needed. The speaker should list all visual aids that he will require for his presentation such as blackboards, projectors, screens, etc., so that the committee will be sure to have them on hand.

ORGANIZATION OF SEMINAR COMMITTEE

With the foregoing outline of the concept and development of an educational seminar program, the make-up of a committee to present such a program successfully becomes apparent. The committee must include individuals or subcommittees to perform the following functions:

1. Facilities Location
2. Program Development
3. Publicity
4. Attendance
5. Finances

FACILITIES

An essential requirement in presenting an educational seminar is to locate a suitable meeting place that can be made available at reasonable expense, preferably on the same evening of consecutive weeks for the complete series. This should be more or less centrally located; easily accessible; of adequate size to accommodate attendance in excess of conservative estimates; free from external distraction and provided with all essential facilities. The latter should include custodial service, light, heat, ventilation, and air conditioning, chairs and platform, coat racks or extra chairs as a substitute, public address system, blackboards and similar non-portable aids, etc. In most communities of any size, public utilities or industrial organizations have auditoriums that they are willing to make available at little or no cost for educational programs and such possibilities should be thoroughly investigated before checking private facilities. Since meeting place and facilities rental usually make up the major items of program cost, the facilities and services included in such rental should be checked carefully to avoid unpleasant surprises in the form of unanticipated charges.

Where catering services are available, the providing of light mid-session refreshments such as coffee and doughnuts will constitute a welcome break as well as an opportunity for discussion of the speaker's presentation. This can be particularly important in major metropolitan areas where attendees may have come directly from their places of business and must conform to commuting schedules to reach homes at a reasonable hour.

PROGRAM DEVELOPMENT

Subject suggestion by survey of chapter members has been previously touched on but the entire committee should contribute with tasks such as final selection for a particular series; program breakdown into number of lectures; areas to be covered in each session; particular areas to be highlighted; selection of speakers; development of lectures; coordination among speakers; reproduction of lectures for distribution. The final subject and speaker selections may be reviewed by the Chapter Board of Governors and/or Past President's Council as being, presumably, more aware of the members areas of interest and of possible available experts in those areas. It is desirable, particularly in metropolitan areas where attendees are subject to rigid commuting schedules, to start the lectures as early as may be practical, limit each presentation to about two and one half hours with optional attendance question and answer period following, and to have a mid-session break for refreshments if such facilities are available.

PUBLICITY

As soon as the basic organization of the lecture series is completed, dates and speaker assignments determined, formal announcement should be made by the distribution of a special mail flyer containing all pertinent data to all chapter members, other local engineering societies, local utilities, consulting engineers and HVAC contractors offices, technical news media and any other local source of possible interest. The chapter may consider sending an announcement to other local chapters near your city. The flyer should include a registration form with return address and registration fee to

accompany the return.

A certification of completion is usually distributed at the end of each series for personal satisfaction but more often to merit reimbursement from employers who are willing to subsidize proven attendance.

Most chapters have a camera bug among their members who can provide interesting shots of program supporters for the chapter bulletin.

ATTENDANCE

The attendance committee should be on hand well in advance of the start of each session with alphabetically arranged lists of registered and prepaid attendees with adequate blank spaces to fill in those last minute registrants who invariably bring their checks rather than forward them in advance. Attendance at each session should be recorded for determining those entitled to their certificates of completion. These attendance lists should indicate the attendees' occupations and places of business as a guide for future subject selection and publicity distribution.

This committee should distribute the reproduced lecture material as the attendees are leaving each particular lecture so that it may be reviewed while the speaker's presentation is fresh in mind. Material should not be distributed before or during a lecture to avoid distraction during the presentation and to eliminate those who may be tempted to leave before conclusion of presentation once they have received the lecture material.

As a side responsibility, the attendance representatives should maintain at their posts a supply of ASHRAE application forms and membership recruitment brochures for distribution to nonmember attendees. In some cases, nonmembers have made up fifty percent of the course registrants constituting a fertile field for solicitation.

FINANCES

Any successful program of continuing education must be self sustaining so as to impose no financial burden on the chapter. The initial chapter venture in this field, being speculative, will require the chapter or other sponsor to agree to underwrite any deficit incurred and so must entail careful analysis of anticipated expenses and an estimate of minimum attendance with set registration fee that will be required to break even. Fortunately, most such programs to date have met with much better than break-even results but the cautious approach is necessary until the chapter acceptance and support of the program warrants a more unrestricted outlook.

Past experience of chapters with continuing education programs has indicated a division of expenses in the approximate following order:

Facilities and equipment rental	30 percent
Refreshments	30 percent
Printing	20 percent
Ring binders for lecture notes	10 percent
Misc. office expense, postage, etc.	7 percent
Speakers	3 percent

The above division of expense will, of course, vary with localities but is indicative of costs to be anticipated.

While the principal objective must be to present a program of continuing education, other considerations may be entertained in establishing seminar registration fees. The minimum fee used in setting up the break-even budget may be increased in varying degrees for non-chapter and non-Society registrants. This fee differential can be used as a financial lever in membership recruitment and in some instances partial fee differential application to society membership application has been offered.

While chapter educational programs are not intended to be money makers they have, in most instances, produced substantial surpluses. As long as such returns are channeled into chapter participation in educational, research and manpower recruitment endeavors they are fulfilling the objectives of our society and are to be encouraged.

DISCLAIMER

The following disclaimer (ASHRAE Program Committee) shall be used on all publications. All presentation material shall be reviewed by the organizing committee and all commercial material must be eliminated.

ROB Book 2

GUIDELINES FOR ASHRAE CONFERENCES

(Approved by ASHRAE Board of Directors 90-02-15-41)
(Including revisions through 98-01-18-11)

Conferences in which ASHRAE is the Lead Organization

001 GENERAL

ASHRAE may wish to host a conference to explore a subject in greater depth than normally possible during one of its semi-annual meetings. A separate conference provides opportunity to accomplish this goal. ASHRAE may invite other organizations to participate in the planning and conduct of the conference and in financial support of the conference.

002 CO-SPONSORS

One or more organizations may be invited to co-sponsor the conference. Co-sponsors must contribute significantly, to support the conference, including financial support when required.

003 COOPERATING ORGANIZATIONS

Other organizations may be listed as cooperating organizations. Cooperating organizations are expected to help publicize the conference through articles in their publications and/or distribution of brochures provided to them by ASHRAE, and may be requested to assist in other ways.

004 CHARACTERISTICS

a. ASHRAE controls budget and earns profit or absorbs loss.

b. ASHRAE staff provides major support for publicity, registration, publications, etc.

c. ASHRAE has exclusive right to publish proceedings (if any), including discussions of papers. Co-sponsoring organizations may be awarded the right to publish the papers and/or proceedings.

005 OBJECTIVES

All actions of the conference must be non-partisan, and shall not reflect any private business interests or specific group interest and all conferences must have objectives consistent with those set forth in the Bylaws:

"Objectives. The Society is organized and operated for the exclusive purpose of advancing the arts and sciences of heating, refrigeration, air conditioning and ventilation, the allied arts and sciences and related human factors for the benefit of the general public, as defined in the Certificate of Consolidation. To fulfill its role, the Society shall recognize the effect of its technology on the environment and natural resources to protect the welfare of posterity." (SBL Sec 1.3)

006 COSTS

The conference should be expected to be financially self-sufficient. ASHRAE staff administrative costs relating to the conference may, at the discretion of BOD EXCOM, be absorbed by the Society. Where financial obligations may be incurred, authorization must be obtained from BOD EXCOM prior to the meeting.

007 PUBLICATION

When publishing conference papers, 004C (above) shall apply and the following disclaimer shall be used where appropriate:

"ASHRAE co-sponsors (sponsors) this conference to provide a forum for the free exchange of ideas on the state of the art in this field. The ideas expressed are those of the author(s), and do not necessarily represent the opinions or policies of ASHRAE nor has ASHRAE necessarily subjected the papers published herein to its customary technical review."

008 EXPOSITION

If an exposition is to be part of the conference, the contractual obligation of ASHRAE and ARI with the International Exposition Company shall be considered by each party, and in addition, the terms of the agreement between ARI and ASHRAE shall be considered.

009 ADMINISTRATION

Proposals for an ASHRAE co-sponsored conference should be approved by an appropriate standing general committee, the council to which the standing general committee reports and the Board of Directors. The President will appoint the conference steering committee and the Executive Director will assign staff support. These appointments should occur at least 23 months prior to the proposed dates of the conference. A budget must be developed by the lead staff support with the advice of the Meetings Manager, the Director of Member Services and the Director of Publications/Communications. The budget must incorporate all direct costs and direct income. Attendance fees should be sufficient to make the conference self supporting at the lowest expected level of attendance. (97-01-26-11)

Conferences in which ASHRAE is NOT the Lead Organization

001 GENERAL

ASHRAE may agree to co-sponsor a conference in which another organization is the lead organization. ASHRAE's role as co-sponsor may involve financial support, staff support or volunteer support.

002 CHARACTERISTICS

a. The conference sponsor controls the budget and earns profit or is responsible for losses.

b. ASHRAE will publicize the conference through its publications and/or selective mailings to its members.

c. ASHRAE will provide access to its mailing labels, either at nominal cost or free, as specified in the agreement to co-sponsor the conference.

003 OBJECTIVES

All actions of the conference must be non-partisan, and shall not reflect any private business interests or specific group interest and all conferences must have objectives consistent with those set forth in the Bylaws:

"The Society is organized and operated for the exclusive purpose of advancing the arts and sciences of heating, refrigeration, air conditioning and ventilation, the allied arts and sciences and related human factors for the benefit of the general public, as defined in the Certificate of Consolidation. To fulfill its role, the Society shall recognize the effect of its technology on the environment and natural resources to protect the welfare of posterity." (SBL Sec 1.3)

004 COST

The conference should be expected to be financially self sufficient. ASHRAE staff administrative costs relating to the conference may, at its discretion, be absorbed by the Society. Where other financial obligations may be incurred, authorization must be obtained from ExCom prior to the meeting.

005 PUBLICATION

ASHRAE shall have the right to reproduce and distribute as it wishes any individual papers presented at the conference and/or published in the conference proceedings. (ASHRAE will credit the conference as the source of any papers used.). Also it shall have the right to index and make available any conference papers and discussions published by others. ASHRAE will consider publication of the proceedings of the conference upon request of the lead organization. If such a request is made, an independent agreement between the lead organization and ASHRAE (Publications Department) will be required. (98-01-18)

The following disclaimer shall be used:

"ASHRAE co-sponsors (sponsors) this conference to provide a forum for the free exchange of ideas on the state of the art in this field. The ideas expressed are those of the author(s), and do not necessarily represent the opinions or policies of ASHRAE nor has ASHRAE necessarily subjected the papers published herein to its customary technical review."

006 EXPOSITION

If an exposition is to be part of the conference, the contractual obligation of ASHRAE and ARI with the International Exposition Company shall be considered by each party, and in addition, the terms of the agreement between ARI and ASHRAE shall be considered.

007 ADMINISTRATION

Requests for ASHRAE co-sponsorship shall be sent to the Executive Vice President of ASHRAE for approval.

ASHRAE may participate in the administration of the conference through representation on conference organizing committees. ASHRAE staff will suggest proper coordination with the lead organization's steering committee.

If ASHRAE agrees to co-sponsor, it may: (a) publicize the meeting; (b) issue a “call for papers;” (c) provide, at cost or free, a selective mailing list; (d) provide sufficient staff support to coordinate ASHRAE participation with other co-sponsoring organizations.

ASHRAE may also exercise the following options: (98-01-18-11)

- Distribute in each registrant’s registration package an ASHRAE membership application, publications catalog, schedule for upcoming ASHRAE meetings, and submission guidelines for ASHRAE’s research journal.
- Participate in opening and closing ceremonies through the presentation of remarks.
- Receive display space as mutually agreeable to the organizer and ASHRAE, in poster areas, registration area, exhibit space or table top exhibit area.
- Receive and use at its discretion complimentary registration for an official Society representative and a press representative.

Information concerning any co-sponsored conference should be mailed at least 90 days before the meeting, and proper publicity given to ASHRAE.

* * * * *

ASHRAE HONORS AND AWARDS PROGRAM

ASHRAE's awards fall into one of six categories: (1) Personal Honors; (2) Personal Awards for General Society Activities; (3) Personal Awards for Specific Society Activities; (4) Paper Awards; (5) Society Awards to Groups or Chapters; (6) Chapter and Regional Awards.

Nominations for Personal Honors and Personal Awards for General Society Activities may be made by chapters, regions, committees or individual ASHRAE members. Nominations for Personal Awards for Specific Society Activities and Society Awards to Groups or Chapters are made by the committee which sponsors the award. Recommendations for Paper Awards are made by the Society Program Committee. Nominations for Regional Awards are made by the delegate from a candidate's chapter at the Chapters Regional Conference (CRC).

Nominations must be received at Headquarters by the required deadline. Information which follows will have specific award deadline dates. Additional information and nomination forms may be obtained from the Honors and Awards web page at www/ashrae.org/honors.

HOW TO NOMINATE

Nominations for Personal Honors and Personal Awards for General Society Activities must be submitted in electronic format (adobe.pdf). Nominations for Personal Honors shall at a minimum include a letter of nomination from a sponsor (chapter, region, committee or ASHRAE member) that clearly addresses specific contributions and a current ASHRAE Biographical Record. A digital photograph of the nominee is required with most Personal Honors and Personal Awards for General Society Activities. Please see the information which follows for details.

Nominations for Regional Awards must include current ASHRAE Biographical record listing service rendered and the year of accomplishment.

Nomination deadlines are listed in this information. All nominations should be sent to the following address:

ASHRAE Headquarters
Attention: Honors and Awards Committee
Staff Liaison
1791 Tullie Circle, N.E.
Atlanta, GA 30329-2305
Phone: 678/539-1128
Fax: 678/539-2128
honorsandawards@ashrae.org

ASHRAE Biographical Record Update
Nominations for most Society Honors and Awards require a current ASHRAE Biographical Record. You can create or update your ASHRAE Biographical Record and contact information using your member login from the ASHRAE homepage and the link "Manage Your Membership."

PERSONAL HONORS

ASHRAE Hall of Fame
This award honors deceased members who have made milestone contributions to the growth of ASHRAE-related technology. Individuals inducted into the Hall of Fame must have been an ASHRAE member (any grade) or a member of a predecessor Society and must have shown evidence of distinction in the Society, either technically or academically.

- Recognition is in the form of a plaque and crystal award for the family, including transportation to the Annual Meeting and one night's lodging; a permanent listing with the recipient's accomplishments will be on display at Society headquarters as well.
- Maximum of two may be awarded per year
- Completed ASHRAE Hall of Fame Nomination Form required (Available via Honors and Awards Web page)
- Deadline for nomination: December 1

SAMPLE

ASHRAE Pioneers of the Industry Award
This award honors deceased individuals who have made milestone contributions to the growth of air conditioning, heating, refrigeration and ventilation. Individuals inducted into the Pioneers of the Industry must have shown evidence of distinction, either technically or academically.

- Recognition is given to the recipient's accomplishments on the ASHRAE website and a permanent binder in the ASHRAE Headquarters Library.
- Maximum of two may be awarded per year
- Completed Pioneers of the Industry Nomination Form (Available via the Honors and Awards Web page)
- Deadline for nomination: December 1

F. Paul Anderson Award
This award, named in honor of F. Paul Anderson, 1927-28 President of the American Society of Heating and Ventilating Engineers, is the Society's highest award. This award honors members for notable achievement, outstanding work or service in any field of the Society. Accomplishments should include exceptional leadership in the HVAC&R industry, ASHRAE, and society. Broad-based activities of outstanding value in consulting, contracting, engineering, design, and related activity within ASHRAE are desired. Previous recipients of this award include Willis Carrier, Sam Lewis, Carl Ashley and Donald Kroecker.

- Recognition is in the form of a medallion, plaque, and transportation, if not otherwise reimbursed by the Society
- One awarded per year
- A letter of nomination, current ASHRAE Biographical Record, and digital photo are required
- Deadline for nomination: December 1

Louise and Bill Holladay Distinguished Fellow Award
This award honors Fellows of the Society for continuing preeminence in engineering or research work.

- Recognition is in the form of a medallion, plaque, and transportation, if not otherwise reimbursed by the Society
- One awarded per year
- A letter of nomination, current ASHRAE Biographical Record, and digital photo are required
- Deadline for nomination: May 1

Fellow Nominations
ASHRAE members who have attained distinction in the fields of heating, refrigeration, air conditioning, ventilation or the allied arts and sciences through invention, research, teaching, design, original work, or as an engineering executive on projects of unusual or important scope. The individual must have made substantial contributions and have been a full grade member in good standing for at least ten years prior to the date of their election.

- Recognition is in the form of a medallion, plaque, and lapel pin
- No limit on number awarded per year
- A completed Fellow Nomination Form, at least two sponsor letters (at least one of whom is an ASHRAE member), and digital photo are required. The Nomination Form is available via the Honors and Awards Webpage.
- Deadline for nomination: December 1

Andrew T. Boggs Service Award
This award, named after Andrew T. Boggs, former ASHRAE Executive Vice President, recognizes past recipients of the Exceptional Service Award for continuing, unselfish, dedicated and distinguished service to the Society.

- Recognition is in the form of a medallion, plaque, and transportation, if not otherwise reimbursed by the Society
- One awarded per year
- A letter of nomination, current ASHRAE Biographical Record, and digital photo are required
- Deadline for nomination: May 1

SAMPLE

ASHRAE Award for Distinguished Public Service
This award recognizes ASHRAE members who have performed outstanding public service in their community, and in doing so, have helped to improve the public image of the engineer.

- Recognition is in the form of a medallion, plaque, and transportation, if not otherwise reimbursed by the Society
- One awarded per year
- A letter of nomination, current ASHRAE Biographical Record, and digital photo are required
- Deadline for nomination: December 1

E.K. Campbell Award of Merit
This award honors an individual for outstanding service and achievement in teaching. The award, funded by contributions from individual members of the Life Members Club (LMC), consists of a plaque and a $10,000 honorarium as approved by the LMC Executive Board. The plaque is to be presented during the Plenary Session at the Society's Winter Meeting and the honorarium is to be presented at the LMC Luncheon the following Tuesday when the recipient is required to speak.

- One awarded per year
- Recommended by Life Members Club

Honorary Member
Honorary Member status is granted to individuals in recognition of preeminent professional distinction without regard to whether the individual is or has been a member of the Society. Previous recipients include Milton Eisenhower and President Herbert Hoover.

- Recognition is in the form of a medallion and plaque
- Maximum of three may be awarded per year
- A letter of nomination, current curriculum vitae/resume, and digital photo are required
- Deadline for nomination: December 1

PERSONAL AWARDS FOR GENERAL SOCIETY ACTIVITIES

Distinguished Fifty-Year Member Award
This award recognizes individuals who have been ASHRAE members for a minimum of fifty years, and were a past Society President, a Fellow, recipient of the Distinguished Service Award, or otherwise performed outstanding service for the Society.

- Recognition is in the form of a plaque and lapel pin
- No limit on number awarded per year
- Deadline for nomination: May 1
- Awards are presented at the Annual Society Meeting

Exceptional Service Award
This award recognizes members who have served the Society faithfully and with exemplary effort, far in excess (45 service points) of that required for the Distinguished Service Award (15 service points). The individual must have been a full grade Member for a minimum of ten years and be a past recipient of the Distinguished Service Award.

- A completed DSA/ESA Point Tally Form (available via the Honors and Awards Web page), current ASHRAE Biographical Record, and digital photo must be submitted with each nomination.
- Members may be nominated by other members, chapters, regions, committees, or may nominate themselves
- Recognition is in the form of a plaque and lapel pin
- Maximum twenty awarded per year
- Deadline for nomination: May 1
- Awards are presented at Annual Society Meeting

SAMPLE

Distinguished Service Award
This award recognizes members of ASHRAE who have served the Society faithfully and with distinction on committees or otherwise given freely of their time and talent on behalf of the Society (15 service points are required).

- A completed DSA/ESA Point Tally Form (available via the Honors and Awards Webpage), current ASHRAE Biographical Record, and digital photo must be submitted with each nomination
- Members may be nominated by other members, chapters, regions, committees, or may nominate themselves
- Recognition is in the form of a plaque and lapel pin
- No limit on number awarded per year
- Deadline for nomination: May 1

PERSONAL AWARDS FOR SPECIFIC SOCIETY ACTIVITIES

Lincoln Bouillon Award
This award recognizes a member who performs the most outstanding work in increasing the membership of the Society during the course of the year.

- Recognition is in the form of a plaque, lapel pin, and transportation, if not otherwise reimbursed by the Society
- One awarded per year
- Recommended by Membership Promotion Committee

William J. Collins, Jr. Research Promotion Award
This award recognizes the Chapter Research Promotion Chair who excels in raising funds for ASHRAE research during the course of the year.

- Recognition is in the form of a plaque, medallion, lapel pin, and transportation, if not otherwise reimbursed by the Society
- One awarded per year
- Recommended by Research Promotion Committee

Homer Addams Award
This award recognizes a graduate student who has been engaged in an ASHRAE research project at a university that has graduate programs in the areas of heating, ventilation and air conditioning, and has achieved a high standard of performance in this work.

- Recognition is in the form of a $5,000 honorarium, plaque and lapel pin
- One awarded per year
- Recommended by Research Administration Committee
- Deadline for nomination: December 15
- Submit nominations to ASHRAE Manager of Research and Technical Services, 1791 Tullie Circle, NE, Atlanta, GA 30329-2305 or mvaughn@ashrae.org.

Ralph G. Nevins Physiology and Human Environment Award
This award recognizes an individual under 40 years of age for significant accomplishment in the general area of man's response to the environment, which may include thermal, moisture, visual, acoustical, toxic, allergic, olfactory, vibrational and microbiological effects on man's health, comfort and well-being.

- Recognition is in the form of a $500 honorarium, plaque and lapel pin
- One awarded per year
- Recommended by TC 2.1 (Physiology and Human Environment)

John F. James International Award
This award recognizes an ASHRAE member who has done the most to enhance the Society's international presence or posture.

SAMPLE

- Recognition is in the form of a plaque, lapel pin, and transportation, if not otherwise reimbursed by the Society
- One awarded per year
- Recommended by Members Council

Milton W. Garland Commemorative Refrigeration Award for Project Excellence
This award recognizes the designer and owner of a non-comfort cooling refrigeration application that highlights innovation and/or new technologies. For additional information, please visit the Refrigeration Committee Web page.

- Recognition is in the form of a plaque, medallion, lapel pin, and transportation, if not otherwise reimbursed by the Society
- One awarded per year
- Recommended by Refrigeration Committee

Refrigeration Comfort Cooling Award for Project Excellence
This award recognizes excellence in comfort cooling applications.

- Recognition is in the form of a plaque with transportation, if not otherwise reimbursed by the Society
- One awarded per year

Standards Achievement Award
The purpose of this award is to recognize excellence by an ASHRAE member in his/her volunteer service in the area of standards leadership and standards technical contributions.

- The award winner receives a plaque, lapel pin and transportation to the Society Plenary Session at the ASHRAE Annual Meeting held in June each year.
- One awarded per year
- Recommended by Standards Committee

Dan Mills Technical Award
This Award was created by the Society Board of Directors in 1998 to honor the memory of Dan Mills of the ASHRAE Memphis Tennessee Chapter who demonstrated outstanding chapter communication in the area of government activities and contacts. Its purpose is to recognize Chapter Technology Transfer Committee members who excel in promoting technical, energy, and government activities of the CTT Committee. For additional information, please visit www.ashrae.org/cttc.

- Recognition is in the form of a plaque, lapel pin, and transportation, if not otherwise reimbursed by the Society
- One awarded per year
- Recommended by Chapter Technology Transfer Committee

Student Activities Achievement Award
This award recognizes a Chapter Student Activities Chair for service related to the goals and growth of student activities at all levels.

- Recognition is in the form of a plaque, lapel pin, and transportation, if not otherwise reimbursed by the Society
- One awarded per year
- Recommended by Student Activities Committee

Lou Flagg Historical Award
This award recognizes a Chapter Gold Ribbon Award winner for compiling information on outstanding historical projects or persons related to HVAC&R.

- Recognition is in the form of a plaque, lapel pin, and transportation, if not otherwise reimbursed by the Society

SAMPLE

- One awarded per year
- Recommended by Historical Committee

Chapter Program Star Award
This award recognizes excellence in chapter program endeavors. For additional information, please visit www.ashrae.org/cttc.

- Recognition is in the form of a plaque, lapel pin, and transportation, if not otherwise reimbursed by the Society
- One awarded per year
- Recommended by Chapter Technology Transfer Committee

George B. Hightower Technical Achievement Award
This award recognizes excellence in volunteer service in the area of Technical Committee, Technical Group, and Technical Research Group activities excluding research and standards.

- Recognition is in the form of a plaque
- One awarded per year
- Recommended by Technology Council

Service to ASHRAE Research Award
This award recognizes excellence in volunteer service in the area of Society research.

- Recognition is in the form of a plaque
- One awarded per year
- Recommended by Technology Council

Environmental Health Award
This award recognizes excellence in volunteer service focused on environmental health issues.

- Recognition is in the form of a plaque
- One awarded per year
- Recommended by Technology Council

PAPER AWARDS

Crosby Field Award
This award is for the highest rated paper presented before a technical session, a symposium or a poster session, or at a Society meeting in a given year.

- Recognition is in the form of a $750 honorarium and plaque
- One awarded per year
- Selection is based on paper review scoring by Conferences and Expositions Committee

Willis H. Carrier Award
This award is for the best published paper of outstanding quality presented at a Society meeting by a member of any grade who was 32 years of age or less at the time of presentation of the paper.

- Recognition is in the form of $500 honorarium and plaque
- One awarded per year
- Selection is based on paper review scoring by Conferences and Expositions Committee

Technical Paper Award (Formerly Transactions Paper Award)
This award is for the best technical and symposium papers presented at a Society meeting for the year.

- Recognition is in the form of a $500 honorarium and plaque

SAMPLE

- Four awarded per year
- Selection is based on paper review scoring by Conferences and Expositions Committee

Journal Paper Award
This award is for the best article published in the ASHRAE Journal for the year.

- Recognition is in the form of a $500 honorarium and plaque
- One awarded per year
- Recommended by the Publications Committee

Poster Presentation Award
This award is for the best Poster Session Paper from each Annual and Winter Meeting.

- Recognition is in the form of a $500 honorarium and plaque
- Two awarded per year
- Selection is based on paper review scoring by Conferences and Expositions Committee

SOCIETY AWARD TO GROUPS OR CHAPTERS

Technology Award/Award of Engineering Excellence
The ASHRAE Technology Awards program recognizes, on an international scale, successful applications of innovative design, which incorporate ASHRAE standards for effective energy management, indoor air quality, and mechanical design management technology. For additional information, please visit www.ashrae.org/cttc.

- Recognition is in the form of a plaque
- Award is given in seven categories with up to three awards in each category
- Recommended by the Chapter Technology Transfer Committee

Student Design Project Competition
This award recognizes outstanding student design projects, encourages students to become involved in the profession, promotes teamwork, and allows students to apply their knowledge of practical design. For details regarding submittal deadlines and criteria, visit the Student Design Competition Web page.

- First place teams each receive a plaque and $1,500, plus a team representative receives transportation to the ASHRAE Winter Conference, two nights lodging and up to $100 for expenses. A representative from each second place team receives transportation to the ASHRAE Winter Conference, two nights lodging, and up to $100 for expenses.
- Three first prizes and three second prizes awarded each year
- Recommended by the Student Activities Committee

Government Activities Award
This award recognizes an ASHRAE chapter for outstanding effort and achievement in state, provincial, and local government activities in connection with technical issues related to the activities of the Society. For additional information, please visit www.ashrae.org/cttc.

- Recognition is in the form of a plaque for first place winners
- Three awarded per year
- Recommended by Chapter Technology Transfer Committee

CHAPTER AND REGIONAL AWARDS

Regional Award of Merit and Chapter Service Award
Both awards recognize activities and contributions of members at the regional and chapter level. Ten (10) points are required for the Regional Award of Merit; Twelve (12) points are required for the Chapter Service Award. Nominations for Regional Awards must include current ASHRAE Biographical record listing service rendered and the year of accomplishment.

SAMPLE

- Recognition is in the form of a certificate
- Nominations are made by delegate from candidate's chapter at the Chapters Regional Conference (CRC)
- An updated ASHRAE Biographical Record and Point Tally Form are required for the Regional Award of Merit and the Chapter Service Award (Available via the Honors and Awards web page)
- Regional Award of Merit – No Limit on awards per chapter per year in each region
- Chapter Service Award – No Limit on awards per chapter per year in each region

SAMPLE

ASHRAE HONORS & AWARDS INFORMATION SPREADSHEET

AWARD NAME	MAXIMUM # AWARDED PER YEAR	MEETING PRESENTED	HONORARIUM/ TRANSPORTATION TO PRESENTATION	NOMINATION DEADLINE AND/OR SELECTING BODY	DOCUMENTATION REQUIRED BY H&A COMMITTEE	CRITERIA
Honorary Member	3	Winter	None	**December 1st**/H&A Committee	Nomination Letter/Form, Biographical Record, and a statement of reason for selection of candidate	Recognizes any person of preeminent professional distinction without reference to whether he or she is, or was, a member of the Society
Fellow Award	No Limit	Winter	None	**December 1st**/H&A Committee	Fellow Nomination Form, Nomination Letter, Biographical Record, and at least two letters of recommendation from credible sources, one of them must be from an ASHRAE Member	Recognizes distinction in the arts relating to the sciences of heating, refrigeration, air conditioning or ventilation, or the allied arts and sciences, or in the teaching of major courses in said arts and sciences, or who by reason of invention, research, teaching, design, original work, or as an engineering executive on projects of unusual or important scope, has made substantial contribution to said arts amd sciences, and has been in good standing as a full grade Member for at least ten (10) years is eligible for election to the grade of Fellow by the Board of Directors. Guidelines for the Selection of Fellows are posted on the ASHRAE Website at www.ashrae.org/Honors and Awards.
Louise & Bill Holladay Distinguished Fellow Award	1	Annual	Transportation	**May 1st**/H&A Committee	Nomination Letter with statement of reason for selection of candidate & ASHRAE Biographical Record	Recognizes a Fellow of the Society who continues preeminence in engineering or research
F. Paul Anderson Award	1	Winter	Transportation	**December 1st**/H&A Committee	Nomination Letter with statement of reason for selection of candidate & ASHRAE Biographical Record	Honors a member for notable achievement, outstanding work or service in any field of the Society.
ASHRAE Award for Distinguished Public Service	1	Winter	Transportation	**December 1st/**H&A Committee	Nomination Letter with statement of reason for selection of candidate & ASHRAE Biogrpahical Record	Recognizes a member for outstanding public service
Andrew T. Boggs Service Award	1	Annual	Transportation	**May 1st**/H&A Committee	Nomination Letter with statement of reason for selection of candidate & ASHRAE Biographical Record	Recognizes a past Exceptional Service Awardee for continued, unselfish, dedicated and distinguished service to the Society.
ASHRAE Hall of Fame	2	Winter	Transportation and one night's lodging	**December 1st/**H&A Committee	Nomination Letter with statement of reason for selection of candidate and ASHRAE Biographial Record	Honors deceased members who have made milestone contributions to the growth of ASHRAE-related technology
ASHRAE Pioneers of the Industry	2	Winter	None	**December 1st/**H&A Committee	Nomination Form and Letter with statement of reason for selection of candidate	Honors deceased individuals who have made milestone contributions to the growth of Air Conditioning, Heating, Refrigeration, and Ventilation
E. K. Campbell Award of Merit	1	Winter	$10,000 from Life Members Club	Life Members Club	Recommendation from Life Members Club	Honors outstanding service and achievement in teaching
Distinguished Service Award	No Limit	Annual	None	**May 1st**/H&A Committee	Nomination Letter with statement of reason for selection of candidate, ESA/DSA Point Tally Form & ASHRAE Biographical Record. Candidates must score a minimum of 15 points in accordance with the Point Tally Form	Recognizes members who have served ASHRAE faithfully as a member of committees or otherwise giving freely of his/her time and talent on behalf of the Society.
Exceptional Service Award	20	Annual	None	**May 1st**/H&A Committee	Nomination Letter with a statement of reason for selection of candidate, ESA/DSA Point Tally Form & ASHRAE Biographial Record. Candidates must score a minimum of 45 points in accordance with the Point Tally Form.	Recognizes members who have served the Society faithfully and with exemplary effort, in excess of that required for the Distinguished Service Award. The individual must have been a full grade Member for a minimum of ten years and a recipient of the Distinguished Service Award.
Distinguished Fifty-Year Member Award	No Limit	Annual	None	**May 1st**/H&A Committee	Documentation of member history and service to Society(available via member database)	Recognizes members who have been a member for a minimum of 50 years, and is either a past Society President, a Fellow, has received the Distinguished Service Award or has performed outstanding service to the Society.
Lincoln Bouillon Award	1	Annual	Transportation	Membership Promotion Committee	Recommendation from Membership Promotion Committee	Recognizes members who have performed the most outstanding work in increasing the membership of the Society.

SAMPLE

AWARD NAME	MAXIMUM # AWARDED PER YEAR	MEETING PRESENTED	HONORARIUM/ TRANSPORTATION TO PRESENTATION	NOMINATION DEADLINE AND/OR SELECTING BODY	DOCUMENTATION REQUIRED BY H&A COMMITTEE	CRITERIA
William J. Collins, Jr. Research Promotion Award	1	Annual	Transportation	Research Promotion Committee	Recommendation from Research Promotion Committee	Recognizes the Chapter Resource Promotion Chair who excels in raising funds for ASHRAE Research.
Homer Addams Award	1	Annual	$5,000	Research Administration Committee	Recommendation from Research Administration Committee	Recognizes universities which have been involved in ASHRAE research and have graduate programs in the areas of heating, ventilation, and air conditioning.
John F. James International Award	1	Winter	Transportation	Members Council	Recommendation from Members Council	Recognizes a member who has given freely of his time and talent to enhance the Society's international activities.
Ralph G. Nevins Physiology and Human Environment Award	1	Annual	$500	TC 2.1	Recommendation from TC 2.1	Recognizes the individual who has made the most significant accomplishment in the area of man's response to the environment.
Milton W. Garland Commemorative Refrigeration Award for Project Excellence	1	Annual	Transportation	Refrigeration Committee	Recommendation from Refrigeration Committee	Recognizes a non-comfort cooling refrigeration application which highlights innovation and/or new technologies.
Refrigeration Comfort Cooling Award for Project Excellence	1	Annual	None	Refrigeration Committee	Recommendation from Refrigeration Committee	Recognizes designer and owner of a comfort cooling refrigeration application which highlights innovation and/or new technologies.
Standards Achievement Award	1	Annual	Transportation	Standards Committee	Recommendation from Standards Committee	Recognizes excellence in volunteer service for developing ASHRAE standards/guidelines.
Student Activities Achievement Award	1	Annual	Transportation	Student Activities Committee	Recommendation from Student Activities Committee	Recognizes a chapter Student Activities Chair for service related to the goals and growth of student activities at all levels.
Dan Mills Technical Award	1	Annual	Transportation	Chapter Technology Transfer Committee	Recommendation from CTTC	Recognizes a chapter CTTC Chair who excels in meeting CTTC goals in technical, energy and government activities.
Lou Flagg Historical Award	1	Annual	Transportation	Historical Committee	Recommendation from Historical Committee	Recognizes a Chapter Gold Ribbon Award winner for compiling information on outstanding historical projects or persons related to HVAC&R.
Chapter Program Star Award	1	Annual	Transportation	Chapter Technology Transfer Committee	Recommendation from CTTC	Recognizes excellence in chapter program endeavors.
Crosby Field Award (Paper Award)	1	Annual	$750 (divided equally)	ASHRAE Program Committee	Report of Top Papers presented at Winter & Annual Meetings from ASHRAE Program Committee	Recognizes the highest rated paper presented before a technical session, symposium, or at a poster session at a Society meeting in a given year. The paper having the highest score from the peer review scoring program (PRSP) will be selected for this award. In the event of a scoring tie, the H&A Committee will select the winner by majority vote.
Technical Paper Award	4	Annual	$500 (divided equally)	ASHRAE Program Committee	Report of Top Papers presented at Winter & Annual Meetings from ASHRAE Conferences and Exposition Committee	Recognizes top 4 papers presented each year before a technical session at Society meetings will be designated this award.
Willis H. Carrier Award	1	Annual	$500 (divided equally)	ASHRAE Program Committee	Report of Top Papers presented at Winter & Annual Meetings from ASHRAE Program Committee; Verification of winning author's age and participation as a "principal author"	Recognizes an individual for the best published paper of outstanding quality at a Society meeting by a member of any grade who is 32 years of age or less at the time of presentation of the paper.

SAMPLE

AWARD NAME	MAXIMUM # AWARDED PER YEAR	MEETING PRESENTED	HONORARIUM/ TRANSPORTATION TO PRESENTATION	NOMINATION DEADLINE AND/OR SELECTING BODY	DOCUMENTATION REQUIRED BY H&A COMMITTEE	CRITERIA
ASHRAE Journal Paper Award	1	Annual	$500 (divided equally)	Publications Committee	Recommendation of Publications Committee	Recognizes author of the best ASHRAE Journal article for the calendar year. The Journal/Insights Committee will submit the article and name of the author(s) to the Honors and Awards Committee at the Winter Meeting.
Poster Presentation Award	1	Annual	$250 (each presenter)	ASHRAE Program Committee	Report of Top Papers presented at Winter & Annual Meetings from ASHRAE Program Committee	Recognizes the best poster paper from the Annual and Winter Meetings.
Student Design Project Competition Award	3 (First Prizes) 3 (Second Prizes)	Winter	First Place - $1,500 divided equally; transportation for team rep.; 2 nights' lodging;$100 expenses Second Place - transportation for team rep.; 2 nights' lodging; $100 expenses	Student Activities Committee	Listing of candidate names, addresses, award category, and institution submitted by Student Activities Committee	Recognizes undergraduate students who have completed design projects based on the topics prescribed in the current year's competition brochure.
Government Activities Award	Only First Place winners awarded at Annual Meeting Plenary		None	Chapter Technology Transfer Committee	Recommendation from CTTC	Recognizes a chapter that demonstrates outstanding efforts at the state, provincial, and local government level on technical issues important to ASHRAE.
Technology Award/Award of Engineering Excellence	7 categories (up to 3 awards may be given in each category), awarded at Winter Meeting		None	Chapter Technology Transfer Committee	Candidate names, addresses, award category, and name of project submitted by CTTC	Recognizes, on an international scale, successful applications of innovative design which incorporate ASHRAE standards for effective energy management, indoor air quality, and mechanical design management technology.
Regional Award of Merit	No limit on awards; presented at CRC		Certificate	CRC Delegates	Candidate's name and presentation date submitted by Region to Director of Member Services	Recognizes the activities and contributions of members of ASHRAE at the chapter and regional level. Requires 10 points to qualify for award.
Chapter Service Award	No limit on awards per chapter per year in each region		Certificate	CRC Delegates	Candidate's name and presentation date submitted by Region to Director of Member Services	Recognizes the activities and contributions of members of ASHRAE at the chapter level. Requires 12 points to qualify for award.
George B. Hightower Technical Achievement Award	1	Annual	None	Technology Council	N/A	Recognizes excellence in volunteer service in the area of Technical Committee, Technical Group, and Technical Research Group activities excluding research and standards.
Service to ASHRAE Research Award	1	Annual	None	Technology Council	N/A	Recognizes excellence in volunteer service in the area of Society research.
Environmental Health Award	1	Annual	None	Technology Council	N/A	Recognizes excellence in volunteer service focused on environmental health issues.

SAMPLE

Revised July 22, 2010

(For Staff Use Only)

NOMINATION AND POINT TALLY FORM
For Distinguished Service Award (DSA)
And Exceptional Service Award (ESA)
Revised July 20, 2010

Please review and follow the instructions for completion of this form.

NAME OF NOMINEE:	**REGION:**	**CHAPTER:**

ADDRESS: _____

PHONE: _____

EMAIL:

NOMINATION SUBMITTED BY:

NAME: _____

ADDRESS: _____

PHONE: _____

EMAIL:

NOMINATION TYPE:

☐ **DSA NOMINATION** (Minimum 15 Points Required)

☐ **ESA NOMINATION** (Minimum 45 Points Required)

SUMMARY OF POINTS:

CATEGORY A: _____ **(SOCIETY OFFICERS/BOD; CHAPTER OFFICERS & BOD)**

CATEGORY B: _____ **(SOCIETY GENERAL OR AD HOC COMMITTEES)**

CATEGORY C: _____ **(STANDARD PROJECT COMMITTEES – SPC/SSPC/GPC/SGPC)**

CATEGORY D: _____ **(TECHNICAL COMMITTEE (TC) AND TASK GROUP (TG)**

CATEGORY E: _____ **(GENERAL ACTIVITIES)**

CATEGORY F: _____ **(SPEAKERS/AUTHORS)**

CATEGORY G: _____ **(ASHRAE PUBLISHED PAPERS)**

TOTAL POINTS IN ALL CATEGORIES:

SAMPLE

CATEGORY A: SOCIETY OFFICERS/BOARD OF DIRECTORS/CHAPTER CHAPTER OFFICERS AND CHAPTER BOARD OF GOVERNORS				
SOCIETY POSITIONS	**ACTIVITY/DATES Society Year(s)**	**ASHRAE Bio Section**	**POINTS**	**TOTAL**
1. Society President			**5**	
2. Society President Elect			**4**	
3. Society Vice President or Treasurer			**3 per year**	
4. Society Board of Directors: **a. Director and Regional Chairman** **b. Director-at-Large**			 **3 per year** **2 per year**	
5. Assistant Regional Chairman			**1 per year**	
			SUBTOTAL (1-5)	
CHAPTER POSITIONS – ***For items 7-12, a maximum of 3 points may be claimed for all chapter officer and Board of Governor position (except Chapter President); Points for Regional Vice-Chair should be entered in Category B4***				
6. Chapter President			**1 per year**	
7. Chapter Officers (President-Elect, VP, Secretary, Treasurer)			**½ per year**	
8. Chapter Board of Governors ***Do not include points here for positions claimed in 7 above***			**¼ per year**	
9. Student Branch Advisor			**½ per year**	
10. Chapter Historian ***Do not claim points for Regional Historian for same year***			**½ per year**	
11. Chapter Webmaster ***Do not claim points for Regional Webmaster for the same year***			**½ per year**	
12. Chapter Committee Chair ***Give committee names, year(s) served***			**½ per year**	
For items 7-12, a maximum of 3 points may be claimed for all chapter officer and Board of Governor positions (except Chapter President)			**SUBTOTAL (6-12)**	
REGIONAL POSITIONS ***Note: For items 13 – 15, a maximum of 3 points may be claimed***				
13. Regional Refrigeration Chair			**½ per year**	
14. Regional Historian ***Do not claim points for Chapter Historian for same year***			**½ per year**	
15. Regional Webmaster ***Do not claim points for Chapter Webmaster for same year***			**½ per year**	
16. Regional Treasurer			**½ per year**	
For items 13 – 16, a maximum of 3 points may be claimed			**SUBTOTAL (13-16)**	

SAMPLE

	TOTAL POINTS FOR CATEGORY A

CATEGORY B: SOCIETY GENERAL STANDING OR AD HOC COMMITTEES

(See **Instructions** for listing of committees)

Note: ***There is no point limit in this category except for an Ad Hoc Committee.***

*Service on phased-out committees may be claimed provided adequate detail is given. The ASHRAE Biographical Record must reflect this activity. If you have served as a committee chair or subcommittee chair, please list points for the years you served in lieu of, **not** in addition to, the points you should list as a committee member. List separate entries for Chair and Subcommittee Chair service on your ASHRAE biographical record.*

	ACTIVITY/DATES Society Year(s)	ASHRAE Bio Section	POINTS	TOTAL
1. Councils: Members, Publishing & Education, and Technology ***(Only Voting members, including Vice-Chairs should claim points here. BOD Officer nor non-voting Members should not claim points)***			1 per year	
2. General Standing Committee Chairs ***(BOD Officer or Member should not claim points)***			2 per year	
3. General Standing Vice Chairs or Subcommittee Chairs ***(No points if also serving as the General Committee Chair)***			1½ per year	
4. General Standing Committee Member ***(Regional Vice-Chair points should be entered here. BOD Officer or BOD Member should not claim points)***			1 per year	
5. Nominating Committee Alternate ***(Nominating Committee Members and Vice-Chairs should claim points in B4)***			½ per year	
6. Consultant (unpaid) (***Give details)***			½ per year	
7. Presidential Ad Hoc Committee ***Maximum 7 points*** ***List committee name and years served:*** a. Chair b. Vice-Chair or Member			2 per year ½ per year	
8. Region -At-Large Sub-Region Chair			2 per year	
There is no point limit in this category except for an Ad Hoc Committee.	**TOTAL POINTS FOR CATEGORY B**			

SAMPLE

CATEGORY C:	**STANDARD PROJECT COMMITTEES (SPC/SSPC/GPC/SGPC)** (See list of committees at end of this document.) ***The maximum in this category is 7 points.*** ***List committee name and years served.***			
	ACTIVITY/DATES Society Year(s)	**ASHRAE Bio Section**	**POINTS**	**TOTAL**
1. Standard Project Committee Chair (SPC/SSPC/GPC/SGPC) ***(Points for Chair are in addition to points for member or Vice-Chair)***			1 per year with a maximum of 4 per project	
2. SPC/SSPC/GPC/SGPC Member or Vice-Chair			1 per year with a maximum of 3 per project	
The maximum in this category is 7 points.	**TOTAL POINTS FOR CATEGORY C**			

CATEGORY D:	**TECHNICAL COMMITTEE (TC) 10 Points Maximum per Committee** **TASK GROUP (TG) 3 Points per TG or 7 Points Total** ***The maximum in this category is 10 points. List TC/TG name and years served.***			
	ACTIVITY/DATES Society Year(s)	**ASHRAE Bio Section**	**POINTS**	**TOTAL**
1. TC/TG Chair or Secretary			1 per year	
2. Vice Chair or Member			½ per year	
3. Corresponding Member			¼ per year	
HANDBOOK ACTIVITY: ***Author/Reviser (Maximum of 7 points may be claimed)***				
4. Handbook – New Chapter Principal author (give specific details).			2 per chapter	
5. Handbook – Chapter Reviser			½ per chapter	
The maximum in this category is 10 points.	**TOTAL POINTS FOR CATEGORY D**			

SAMPLE

CATEGORY E: GENERAL ACTIVITIES List name, date, location, and details for each activity				
	ACTIVITY/DATES Society Year(s)	**ASHRAE Bio Section**	**POINTS**	**TOTAL**
1. Symposium Chair			1 per symposium	
2. Seminar Chair			½ per seminar	
3. Forum Moderator			¼ per forum	
4. ASHRAE Annual & Winter Meeting Chair Co-chair Subcommittee Chair			 2 per mtg. 1 per mtg 1 per mtg	
5. CRC or other ASHRAE-sponsored Conferences Chair Vice Chair Subcommittee Chair			 2 per mtg ½ per mtg ¼ per mtg	
6. Intersociety Assignment a) Representing ASHRAE on Conference Committee b) Representing ASHRAE (unpaid on Continuing Assignment (ANSI, ABET, ICC) **c)** Representing ASHRAE (for fee or expenses – non-Staff**)**			 1 per conference 2 per year 1 per year	
7. International Services **(Maximum 4 points for a, b, and c in this sub-category)** a) Chair or co-chair of ASHRAE international co-sponsored conference **b)** Technical paper presented at ASHRAE co-sponsored conference **(Use an additional sheet if more than 2 papers are being claimed for points)** c) ASHRAE Associate Society Alliance representative			 1 per conference ½ per paper ½ per year	
8. ASHRAE Foundation Trustee a) Chair b) Officer/Member			 2 per year 1 per year	
9. HVAC&R Research Journal a) Editor b) Associate Editor			 2 per year 1 per year	
A maximum 7 points may be claimed a, b, and c in E-7	**TOTAL POINTS FOR CATEGORY E**			

SAMPLE

CATEGORY F: SPEAKERS/AUTHORS – Society Annual/Winter Meeting or ASHRAE-Sponsored Conference or Special Presentation Give details, i.e., when paper was delivered, title and page numbers, where paper was published or in what ASHRAE Transactions edition it was published and the page numbers. Papers in the Transactions qualify for points for each one published. **Use additional sheet if more than two (2) papers are being claimed for points. No points may be claimed for paid lectures.**				
	ACTIVITY/DATES Society Year(s)	**ASHRAE Bio Section**	**POINTS**	**TOTAL**
1. Technical Paper Author			1 per paper	
2. Symposium Paper Author			1 per paper	
3. Seminar Speaker			½ per presentation	
4. Webcast/Satellite Broadcast Presenter Detail where and when			½ per presentation	
5. ASHRAE Distinguished Lecturer – State location and date			¼ per presentation	
	TOTAL POINTS FOR CATEGORY F			

CATEGORY G: ASHRAE PUBLISHED PAPERS **There is point limit in this category.** **List dates when each article was published. Use an additional sheet if more than two (2) papers are being claimed for points. Papers and dates must match the ASHRAE Biographical Record.**				
	ACTIVITY/DATES Society Year(s)	**ASHRAE Bio Section**	**POINTS**	**TOTAL**
1. HVAC&R Research Journal			1 per article	
2. ASHRAE Journal			1 per article	
3. ASHRAE Specialty Publications			1 per article	
	TOTAL POINTS FOR CATEGORY G			

ENTER TOTAL POINTS IN ALL CATEGORIES	

ESA/DSA Nominations are due at ASHRAE Headquarters May 1

The ESA/DSA Nomination and Point Tally Form, a current ASHRAE Biographical Record, and digital photo of the nominee must be provided to ASHRAE electronically. Email the completed nomination in Adobe pdf format to:

rdouglas@ashrae.org

SAMPLE

INSTRUCTIONS

NOMINATION AND POINT TALLY FORM
For Distinguished Service Award (DSA)
And Exceptional Service Award (ESA)
Revised July 20, 2010

DSA/ESA Nominations are due at ASHRAE Headquarters May 1

1. **The DSA/ESA Nomination and Point Tally Form, a current ASHRAE Biographical Record, and digital photo of the nominee must be provided to ASHRAE electronically. Email the completed nomination in Adobe pdf format to** rdouglas@ashrae.org.
2. Self-nominations are accepted by the Honors and Awards Committee for DSA and ESA submissions**.**
3. A current ASHRAE Biographical Record must be provided with each DSA/ESA nomination. **Each point count listed on the Point Tally Form should be supported by the dates and activities detailed on the nominee's ASHRAE Biographical Record.**
4. **Attach a digital photograph of the nominee to the nomination package.** This is a **MANDATORY** requirement.
5. **In the second column of the Point Tally Form, list dates (Society years) and name for each activity claimed, e.g., standing committee name, standard project committee name, title of publication or lecture.**
6. **In the third column of the Point Tally Form (ASHRAE BIO SECTION), list the Section on the nominee's ASHRAE Biographical Record corresponding to each activity and date listed in the first column, e.g., 5a, 5b, etc.**
7. **In the last column of the Point Tally Form, list points for each activity and the totals for each category at the end of each section.**
8. Points are required in at least three (3) categories (A-G).
9. Use an additional sheet if more than two (2) published papers are claimed in Category E or G.
10. If multiple points are claimed for the same activity or position, list all years in the Activity/Date column.
11. **Note that Categories A, B, C, D, and F have point maximums for several activities.**
12. List the total for each category and the total points claimed on the last page of the Point Tally Form.
13. When preparing the Point Tally Form, use General Standing Committee and Council names as they existed during the nominee's participation. Points will be approved for service on committees, councils, offices, boards, etc., that have over time been phased out or replaced. Points will be approved by the Honors and Awards Committee as equal as possible to parallel office/point designations presently in use.
14. Receipt is acknowledged by the Honors and Awards Staff Liaison in writing to the nominator. If an acknowledgement is not received within ten (10) days, call 678/539-1128 or email rdouglas@ashrae.org.

SAMPLE

General Standing Committees and Councils include:

Accreditation Services
Admissions and Advancement
Advocacy
ASHRAE Program
Board Planning
Board Policy for Standards
Certification
Chapter Programs
Chapter Technology Transfer
Chapter Regional
Charter and Bylaws
Conferences and Expositions
Continuing Education
Course Development
Electronic Communications
Environmental Health
Finance
Foundation Trustees
Handbook
Historical
Honors and Awards
International
Joint Expo Policy
Journal/Insights
Meetings Arrangements
Members Council
Membership Promotion
Nominating
President-Elect Advisory
Professional Development
Publishing & Education Council
Refrigeration
Regions Council
Research Administration
Research Promotion
Publications
Scholarship Trustees
Society Programs
Society Rules
Standards
Standards Advisory
Student Activities
Technical Activities
Technical, Energy & Gov. Activities
Technology Council
Young Engineers in ASHRAE

CHECK LIST

FOR COMPLETION OF THE DSA/ESA POINT TALLY FORM

An incomplete nomination will be returned without review by the Honors and Awards Committee.

- ☐ Is the nominee's ASHRAE Biographical Record current?
- ☐ Is each point count listed on this Point Tally Form supported by the dates and activities detailed on the ASHRAE Biographical Record?
- ☐ Does the third column of the Point Tally Form list the section of the ASHRAE Biographical Record corresponding to each activity and date listed in the second column?
- ☐ Is a digital photo of the nominee provided with the nomination package?
- ☐ Are points claimed in at least three (3) categories?
- ☐ If more than two (2) published papers are claimed in Category E or G, are they listed in an attachment?
- ☐ Did you note that Categories A, B, C, D, and F have point maximums for several activities?
- ☐ Are the totals for each category and the total number of points claimed entered on the first and last page of the Point Tally Form?

SAMPLE

(For Staff Use Only)

ASHRAE FELLOW NOMINATION FORM
Revised July 2010

FELLOW NOMINATIONS ARE DUE IN ASHRAE HEADQUARTERS DECEMBER 1

All nomination material must be provided to ASHRAE electronically. Email the completed nomination package in Adobe.pdf electronic format to: Rosy Douglas, Staff Liaison, Honors and Awards Committee, ASHRAE, 1791 Tullie Circle NE, Atlanta, GA 30329, rdouglas@ashrae.org.

PLEASE REVIEW THE GUIDELINES FOR ASHRAE FELLOW NOMINATORS BEFORE COMPLETING THIS FORM

I. Nominee's Name: Date:

Year Elected to Grade of Member:

Current Position Title:

Company:

Address:

Date of Birth:

Phone: Email Address:

FOR STAFF USE ONLY

Date Nominee Promoted to Full Grade Member

Attach a digital photograph of the candidate to the nomination package.
This is a MANDATORY requirement.

II. NOMINATOR

Nominator attests that to the best of his/her knowledge the nominee adheres to the ASHRAE Code of Ethics.

Name:

Address:

Phone:

Email:

ASHRAE Grade Supplied By Staff

SAMPLE

III. ADDITIONAL SPONSORS

1. Name:
   Address:
   Phone:
   Email:

ASHRAE Grade Supplied By Staff

2. Name:
   Address:
   Phone:
   Email:

ASHRAE Grade Supplied By Staff

3. Name:
   Address:
   Phone:
   Email:

ASHRAE Grade Supplied By Staff

4. Name:
   Address:
   Phone:
   Email:

ASHRAE Grade Supplied By Staff

IV. Provide a **100 words or less** description of the candidate's outstanding accomplishments that can be used for publicity purposes. **THIS IS A MANDATORY REQUIREMENT.**

SAMPLE

ASHRAE FELLOW NOMINATION FORM

V. SIGNIFICANT WORK

	List in chronological order five of the nominee's most significant projects and/or publications For each project or publication, identify the specific Category of Contributions from those listed below and provide a BRIEF summary of the significant contributions for that category.		
PROJECTS			
FROM/TO	**PROJECT NAME**	**PROJECT FOCUS/DESCRIPTION**	**CATEGORY**
1.			
2.			
3.			
4.			
5.			
PUBLICATIONS			
DATE	**TITLE**	**PUBLICATION**	**TYPE**
1.			
2.			
3.			
4.			
5.			

SAMPLE

VI. CATEGORIES OF CONTRIBUTIONS

Select **up to three (3)** of the categories listed below that best describe the contributions of the candidate. For each of the categories selected **provide a 1 – 2 page attachment** that describes the *exceptional contributions distinguishing the candidate from his/her peers*. The descriptions of the categories are provided in the **Guidelines for ASHRAE Fellow Nominators**.

Provide the candidate's ASHRAE Biographical Record. Do not attach a personal Curriculum Vitae (CV) or resume.

THIS IS A MANDATORY REQUIREMENT.

Select up to three (3) of the Categories listed below

Please name and number your attachments clearly

1. Industrial Leadership	See attachment number
2. Project Management	See attachment number
3. Engineering Product Application	See attachment number
4. Design	See attachment number
5. Research & Development	See attachment number
6. Educational Leadership	See attachment number
7. Technical Publications	See attachment number
8. Inventions & Patents	See attachment number
9. Consulting	See attachment number
10. Significant Technical Contributions to the Arts and Sciences relating to the fields of Heating, Refrigeration, Air-conditioning, or Ventilation	See attachment number
11. Other	See attachment number

SAMPLE

GUIDELINES FOR ASHRAE FELLOW NOMINATORS

(Revised July 2008)

The deadline for receipt of Fellow Nominations at ASHRAE Headquarters is December 1

Email the completed nomination in Adobe pdf format to:

Staff Liaison, Honors and Awards Committee
ASHRAE
1791 Tullie Circle, N.E.
Atlanta, GA 30329
rdouglas@ashrae.org

The Fellow Grade of membership recognizes **exceptional** contributions which distinguish the candidate.

Fellow Qualifications:

ASHRAE Bylaws, Article II, Section 2.4

Fellow. A member who has attained distinction in the arts relating to the sciences of heating, refrigeration, air conditioning or ventilation, or the allied arts or sciences, or in teaching of major courses in said arts and sciences, or who by reason of invention, research, design, original work, or an engineering executive on project of an unusual important scope, has made substantial contribution to said arts and sciences, and has been in good standing as a full grade Member for the last ten (10) years is eligible for election to the grade of Fellow by the Board of Directors.

Proposals for Fellow undergo a peer review by the ASHRAE Honors and Awards Committee.

References: (Available on the ASHRAE Homepage, **http://www.ashrae.org/honors**)

- COMPLETE LISTING OF ASHRAE FELLOWS
- ASHRAE FELLOW NOMINATION FORM FOR CURRENT YEAR
- SAMPLE FELLOW NOMINATION LETTERS FROM NOMINATOR
- SAMPLE LETTERS TO POTENTIAL ADDITIONAL SPONSORS

SAMPLE

FELLOW NOMINATION STEPS

A nomination for elevation to ASHRAE Fellow must be initiated by an ASHRAE member and supported by at least two, but no more than four, sponsors who have knowledge of the candidate's accomplishments.

1. Determine the membership status of your candidate:

   ❒ Has the candidate been a full grade Member in good standing for the last ten (10) years?

   ❒ Can you attest that the candidate adheres to the ASHRAE Code of Ethics?

   If the answer to either of these is 'no' and will be 'no' at the time of submission, **STOP: The candidate does not qualify!** If you are unsure of the member grade requirements, contact the Honors & Awards Committee Staff Liaison at (678) 539-1128 or rdouglas@ashrae.org.

2. Confirm that your candidate's ASHRAE Biographical Record is current. Do not include a personal Curriculum Vitae (CV) or resume with your nomination.

3. Obtain a digital photograph of the candidate for submission with the nomination package.

4. Familiarize yourself with the **ASHRAE FELLOW NOMINATION FORM**.

   Read through the **Sample letters** to solicit potential sponsors and letters of nomination for use by the nominator.

   Obtain copies of relevant supporting documents. The candidate's ASHRAE biography and additional resume, if available, will generally give you most of the details you will require in preparing the proposal and will also be a valuable source of sponsors.

3. Complete the Nomination Form. **Remember: Carefully read the last page of the Fellow Form**, "Guide to the Nominator...Check list." Reading now may save rewriting later!

4. Determine your potential sponsors:

   - At least two, but no more than four sponsors are required in addition to you as the nominator. At least two of the nominator and sponsors must be an ASHRAE member and at least one an ASHRAE Fellow.
   - You and all of the sponsors should be from different institutions.
   - All sponsors must show their knowledge of the candidate's exceptional contributions upon which the nomination is made. Additional sponsors to the two required are acceptable.
   - The sponsors should be able to provide support for the exceptional contributions of the candidate (e.g. A candidate educator with industry consulting experience should have at least one sponsor from industry).
   - Each of the sponsor's letters should provide information on those items of which the sponsor has personal knowledge of the candidate's contributions.

5. Contact your sponsors. Explain your mission, brief them on the kind of letter desired, and gain their confidence and approval. Consider using the ideas in the "Sample Letters to Sponsors" from the Honors and Awards page of the ASHRAE web site, http://www.ashrae.org/honors.

SAMPLE

Set a target date for receipt of the letters of recommendation. Remind them that their letters should be succinct and to the point, identifying specifics qualifying the candidate's contributions, not generalities. Provide each of them with a copy of the candidate's completed Fellow Nomination Form and/or the candidate's bio or resume as appropriate.

6. Write your own nomination letter. After all the work and your vast knowledge of the candidate's qualifications, you are in the most supportive position. As appropriate, refer to specific items in the candidate's ASHRAE Biography.

7. Select one to three of the Categories of Contributions from the eleven at the end of the Guidelines that best describe the contributions of the Candidate. Prepare an attachment for each of the chosen Categories. These individual attachments must give details and be titled as they are within the list of eleven in Categories of Contributions on the Nomination Form. (This is a Mandatory requirement.)

8. Prepare a description of the candidate's outstanding accomplishments that can be used to publicize the award. This should be 100 words or less in length. (This is a Mandatory requirement.)

The Check List at the end of this document form is used by the Committee to ensure that the nomination package is complete.

THINGS TO REMEMBER

The deadline for receipt of your Fellow nomination at Society Headquarters is December 1.

Email the completed nomination package in Adobe.pdf electronic format to rdouglas@ashrae.org

ALLOW ENOUGH TIME!

FOLLOW THE INSTRUCTIONS!

It is the responsibility of the nominator to submit the nomination packet to Society Headquarters by the **December 1** due date. Sending the packet earlier will enable the Staff to review the packet and let you know if you omitted an important document.

Make sure the nomination is in order by using the "Check List" provided on the last page of this document. Avoid having the nomination returned or delayed by omitting sections.

WHAT TO EXPECT

What Happens? What should you expect once you send your hard work to ASHRAE? How long does it take?

- Receipt is acknowledged by the Honors and Awards Staff Liaison in writing to the nominator. If an acknowledgement is not received within ten (10) days, contact the Honors and Award Committee/Staff Liaison at 678/539-1128 or email rdouglas@ashrae.org.

- The Staff Liaison will send the nomination to the Honors and Awards Committee for evaluation at the next winter meeting, which usually occurs in late January.

- The Honors and Awards Committee reviews the nomination and will vote whether to forward the nomination to the Board of Directors for election to the grade of Fellow.

- Advancement to the grade of Fellow shall be by election of the Board of Directors.

- Those candidates elected to Fellow grade by the Board of Directors will be presented a Fellow plaque with medallion and lapel pin at the Plenary Session during the following Winter meeting.

SAMPLE

CRITERIA FOR SIGNIFICANT CONTRIBUTIONS

Realizing that there are many competent members of ASHRAE, the nomination (See Section VII of the Fellow Nomination Form) should clearly define up to three (3) of the candidate's exceptional contributions that distinguish him/her from colleagues in ASHRAE.

1. INDUSTRIAL LEADERSHIP

An executive or manager of an HVAC&R business organization who has achieved prominence as a leader, has led in innovative approaches in management or engineering and has received national recognition for exceptional contributions.

2. PROJECT MANAGEMENT

Recognized as both titular and actual leader of a technical group employing more than just a few engineers. The group can be either permanent or a project team. The group must have produced results that are publicly recognized as important in that field of endeavor, or must have produced results leading to rapid growth in a new field or in growth of the parent organization. The group must have operated at a high level of professionalism.

The leader must be recognized for innovative approaches and the ability to accomplish difficult tasks, or for ground-breaking work in organizational development or motivation. For manufacturing, distinguishes oneself through innovative application of state-of-the-art technologies to problems of production, safety or quality, or contributes to literature in the field of operations, or advances the field through development of unique methods or processes as demonstrated by patents.

For construction, distinguishes one's self while engaged in projects which are large or technically advanced, by demonstrating innovation in developing new and unique construction of management techniques, and by demonstrating a continuing contribution to on-time and within-budget completion of projects.

3. ENGINEERING PRODUCT APPLICATION

Acknowledged contribution to the areas of operations, design, or research accomplished by identifying technical needs and assisting in translating these needs into a technical product or service meeting the needs. Should be an acknowledged expert in the technical aspects of the product or service and should show a high degree of dedication to educating both clients and the technical work force of his/her own company in application of the product or service.

Can be selected on the basis of advancing the state of the art through introduction of the product or service into a new area of application or on the basis of making a major improvement in existing technology by introduction of a new product or service.

4. DESIGN

Acknowledged force behind the design of products, systems or facilities considered as significant. The significance may derive from one or more of the following: scale of the accomplishment, uniqueness of the accomplishment, degree to which the state of the art is advanced, the volume of designs produced, utility of the designs produced or the value to society of the product, system or facility.

If the work is part of a group effort, it must be shown that the candidate exercised leadership of the group and that this leadership contributed to the significance of the design.

5. RESEARCH AND DEVELOPMENT

Generally accepted as having made noteworthy invention, discovery or advancement in the state of the art as evidenced by publication of widely accepted materials, by receipt of major patents, or by having products or processes in the marketplace that have achieved national prominence. The accomplishment can be a single contribution of extreme importance or for an accumulation of

SAMPLE

smaller contributions that have led to the development of a body of knowledge in a field of engineering practice.

6. EDUCATIONAL LEADERSHIP

(Note – This criterion is for accomplishments in teaching or teaching administration. Use the criteria under research if the educator's accomplishments are in that area.)

As a teacher the candidate must meet the following criteria:

- Carries or carried a full teaching and perhaps research load during the period of accomplishment.
- Has received documented, formal recognition, from students and colleagues as an outstanding teacher.
- Insures relevance of course material, through industry contacts, short courses, independent study or other means.

In addition, as a teacher the candidate must have accomplished one or both of the following:

- Developed new courses or teaching techniques.
- Authored materials widely used in teaching or engineering.

As an administrator, the candidate must meet the following criteria:

- Has led in the development of new and innovative approaches to teaching and research.
- Has developed national level leadership among department heads, deans and academic vice presidents.
- Has led the department, school, college, or university to the point where it has received national recognition for its accomplishments

7. TECHNICAL PUBLICATIONS

Authored or contributed to technical papers, books or reports; publications; or articles, speeches, seminar presentations that highlight the candidate's expertise and accomplishment. A list of the publications, including citations that enable a reader to find the publications, should be included in the appropriate attachment. Those publications which received peer review prior to publication should be identified as an indication of how well the results of research or how the contributions to teaching have been received.

8. INVENTIONS AND PATENTS

For an individual who is the inventor or contributed to an invention(s) and/or patent(s), a list of the patents [including patent number, year, title and inventor(s)] and invention abstracts should be included in the appropriate attachment.

9. CONSULTING

For a candidate who has provided engineering consulting services to industrial firms or governmental agencies, include names of clients, services performed and years in the appropriate attachment.

10. SIGNIFICANT TECHNICAL CONTRIBUTIONS TO THE ARTS AND SCIENCES RELATING TO THE FIELDS OF HEATING, REFRIGERATION, AIR CONDITIONING, OR VENTILATION

For a candidate who has made technical contributions to the Society through his/her Professional Sector or other Technical Divisions, Codes and Standards, Regional Areas or other activity, include information showing long standing, leadership positions with the Society.

11. OTHER

This category includes significant distinguishing contributions in the following areas:

- Engineering Profession other than ASHRAE – significant contributions in professional societies, receiving peer distinction, including honors and awards or other recognition regarding specific contributions to the individual's profession.

SAMPLE

- Engineer/Statesman – Individuals selected must, through a record of letters, speeches, articles and/or testimony, show evidence of dedication to adoption or change of a governmental law, regulation or policy that is technical in nature or involves the practice of engineering; of working to change positively the way in which engineers or engineering are perceived by the public; of working to change the way in which engineering is practiced, or of working with ASHRAE to develop in others a keen awareness of the importance of public service by members of the engineering profession.

- Regulation/Enforcement - Individual may be recognized as having had a major role in the development of technically sound rules, regulation, standards, enforcement policies or procedures or legislation. A major role is measured in terms of the personal effort expended in insuring that technical judgment is sought and used. Is further recognized as having established communications with others in the technical community to receive input and to provide output related to regulations/legislation.

SAMPLE

CHECK LIST

GUIDE TO NOMINATORS AND SPONSORS FOR: COMPLETION OF THE FELLOW NOMINATION PACKET

An incomplete nomination will be returned without review by the Honors and Awards Committee. Material that is supplementary to that required is not evaluated by the Committee

A. Nominators and Sponsors (Section II-III)

- ❒ Are two of the Nominator and Sponsors ASHRAE Members?
- ❒ Is the Nominator or one of the Sponsors an ASHRAE Fellow?
- ❒ Are letters of recommendation from the Nominator and Sponsors included?
- ❒ Are names and addresses of the Nominator and Sponsor included?

B. Letters of Support from Sponsors

- ❒ Do the letters address and support the exceptional contributions of the candidate?
- ❒ Have you included your own letter as nominator?

C. Professional Record (Section VI)

- ❒ Does the Professional Record emphasize the exceptional contributions upon which the nomination is based rather than merely list positions and titles held?
- ❒ Is the Professional Record up to date?
- ❒ Is an ASHRAE Biographical Record attached?

D. Categories of Contributions (Section VII)

- ❒ Are the 1 to 3 Categories of Contributions selected appropriate for the candidate?
- ❒ Are the candidate's exceptional contributions specifically described?
- ❒ Have you provided the 1 to 3 MANDITORY ATTACHMENTS for each of the Qualification Categories?
- ❒ Are contributions to ASHRAE Technology that distinguish the candidate from his/her peers adequately identified as such?

E. Brief Description of Nominee's Accomplishments

- ❒ Have you provided the **MANDATORY** 100-words-or-less description of the outstanding accomplishments of the candidate?

F. Overall Fellow Nomination Packet

- ❒ Is the submittal legible and does it conform to instructions?
- ❒ Is a digital photograph of the candidate included?
- ❒ Have you included all of the required material?

SAMPLE

ASHRAE PIONEERS OF THE INDUSTRY NOMINATION FORM
Pioneers of the Industry Nominations are due in ASHRAE Headquarters December 1.

Please return to:

ASHRAE
Attn: Honors and Awards Committee
1791 Tullie Circle, N. E. | Atlanta, GA 30329
Tel: (678) 539-1128 ◆ Fax (678) 539-2128
Email: rdouglas@ashrae.org

I. Name of Nominee:

Date and Place of Birth:

Last Occupation or Profession:

Significant Positions Held:

II. List outstanding contributions of the nominee which have advanced the heating, refrigeration, air conditioning and ventilation industry. Include other pertinent information that clearly indicates the nominee's outstanding contributions in order of significance. Note: Attach additional sheets, if necessary.

III. Other Type of Activity:

IV. Honors and/or Recognitions:

V. Publications

VI. Professional Membership**s** (include offices held and committee involvement)

VII. Criteria for ASHRAE Pioneers of the Industry:

- Must have made milestone contributions to the growth of Air Conditioning, Heating, Refrigeration, and/or Ventilation. A milestone contribution is an innovative technological advancement in the industry. Evidence of distinction in these areas may be accomplished through invention, entrepreneurial activity, research, publishing, outstanding academic, or engineering leadership, or a combination thereof.
- Must be deceased.
- The personality and popularity of the candidate and evidence of awards shall be considered only in the context of evaluating the contribution which shaped the industry.

*** * * If available, a biography should be included with the nomination. * * ***

VIII. Nomination submitted by:

Name:

Address:

Phone:

Email:

SAMPLE

SAMPLE NOMINATION LETTER FOR FELLOW – INDUSTRIALIST

Date:
To: ASHRAE Honors & Awards Committee
From: Robert Blowhard
Subject: John Doe, Nominee for Fellow

John Doe has a Bachelor of Science degree in Mechanical Engineering from Northern University, and a Masters degree from Eastern University. He has been a member of ASHRAE since 1900.

Mr. Doe has attained distinction through his work with the Widget Company. He conceived the idea of using multiple whatsits connected to a franistat system and pioneered their development. Known as the father of the franistat system, Mr. Doe holds a U.S. patent on this invention. In 1901 he set up a successful operation for the design, development, manufacturing, sales and service of these franistats. Because of their attractive first cost and energy efficiency, these products became very well known and utilities throughout the country offered rebates for their purchase. Over time, Mr. Doe personally designed, developed and produced more than 50 different models, all of which received ARI, UL and CSA approval.

In 1903, Mr. Doe's company was acquired by the USA First Corporation, with whom he was associated for the next 8 years. Then, in 1911, he left to form another new company for the production of a unique, ultra-slim, franistat system, on which he also holds a U.S. patent. This product was a little ahead of its time and was shelved in 1912. Today, however, redesigned versions of his original franistats are being sold successfully by several manufacturers.

Today, John Doe is working for the USA Second Company .on whatever systems, in an industry he pioneered with his whatsits.

SAMPLE

SAMPLE NOMINATION LETTER FOR FELLOW – EDUCATOR

Date:
To: ASHRAE Honors & Awards Committee
From: Robert Blowhard
Subject: John Doe, Nominee for Fellow

Prof. John Doe earned BS, MS and PhD degrees in Mechanical Engineering from Wherever University in 1900, 1902, and 1905.

Since 1905 he has taught in the Mechanical Engineering department of Best University, currently with the rank of Professor of Mechanical Engineering. Prior to his faculty appointment at Best University, he served for approximately five years as a senior consultant at XYZ Inc., a consulting engineering firm in Podunk, Georgia. This was preceded by several years as a junior engineer with ABC, Inc.

Dr. Doe is a recognized authority in the field of energy systems. He has significantly contributed to large systems at power plants in Anywhere, USA. The main thrust of his research has been to understand the heat transfer and flow characteristics of franistats affected by design changes in dimensions, water flow rates, temperatures, and diffuser design. He has also conducted investigations on the compressors used in these systems and their overall effect on the energy thermal performance. His studies related to thermal performance of these systems led to a unique way to enhance in these systems. Publications of his work led to the development of foundation heat transfer models that are currently being implemented in the Comprehensive Plus whole building simulation program.

He has received honors from several trade associations, and a Best Paper award from an ASME/AIChE Heat Transfer Conference.

He has authored or co-authored more than 60 technical papers, articles and books. He has been principal investigator for ten dozen ASHRAE-sponsored research projects and five dozen Air-Conditioning and Refrigeration Technology Institute-sponsored research projects. He has supervised fifty ASHRAE grant-in-aid recipients.

He is also a member of American Society of Mechanical Engineers, American Society for Engineering Education, and Sigma Xi.

He has been a member of ASHRAE since 1900, and currently is a Professor and Advisor for the National University Student ASHRAE Branch. This Chapter is very active. He received a first place award from the ASHRAE Technology Committee. He is a member of several ASHRAE Technical Committees.

SAMPLE

SAMPLE LETTER TO SPONSOR OF PRACTITIONERS OR INDUSTRIALISTS

Mary J. Smith Letterhead

1234 Anywhere, US 54321
Voice & Facsimile: 999/888-1111
Email: marysmith@xyzl.com

January 00, 2010

Mr. Bill Whoever
5678 Podunk Ave.
West Lake, USA 12345

Subject: Nomination of John Doe for ASHRAE Fellow

Dear Bill:

Your name has been given to me as one who would be willing to write a letter of recommendation for the advancement of John Doe to the Fellow grade of membership in the American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE). This is a prestigious grade of membership in ASHRAE and is reserved for those members who are recognized as having gained distinction in the *arts and science of* heating, ventilating, air-conditioning and/or refrigeration field. I understand that you are aware of many of John's achievements and professional accomplishments.

The rules for selection of ASHRAE Fellows require that the nomination packet include letters of recommendation from at least two sponsors, one of whom is a current member of the Society. Therefore, if you are an ASHRAE member, please include your membership number. (If you cannot locate it, ASHRAE staff can help you determine it.)

Your letter should begin with an explanation of your relationship to John, and should include your knowledge of his accomplishments that distinguish him from his many good colleagues in his field. For example, for a consulting engineer or an engineering executive with a design firm the following attributes need to be considered:

- A summary of projects indicating scope and monetary value, and special emphasis on unusual significance or scope. (Many routine projects would NOT be enough to distinguish the candidate from the majority of his/her peers.)
- The candidate's personal involvement with the projects. (A routine or unknown assignment on a large or significant project would NOT enhance the candidate's consideration.)
- The uniqueness of the projects; what did the candidate do that merits distinction? If your relationship with John is as a client of his, please stress his capabilities as a project manager and his ability to provide an **innovative or a unique design, which most adequately fulfilled your project requirements.**
- Evidence of technical accomplishments such as publications, papers, patents, grants, peer recognition.
- Engineering research on work(s) of unusual or important scope, stating why it was unusual or important and its significance to ASHRAE and the industry's knowledge should be highlighted.

If your relationship with John is as a fellow employee, please define that relationship and **comment on his ability and competence**. Giving an example or examples of his work can be most helpful.

SAMPLE

As the nominator, I am charged with compiling all the information I receive from you and John's other references, into a nominating summary form as well as attesting to the fact that John "adhered to the ASHRAE Code of Ethics". I will attach the letters of recommendation, the letter of nomination from the XYZ ASHRAE Chapter/CRC/TC, my letter as nomination coordinator, a copy of John's current ASHRAE Biographical Data Form, and any separate evidence supporting John's professional competence.

Again, INNOVATION AND UNIQUENESS ARE MOST IMPORTANT FACTORS for design consulting engineers. **Management and leadership capabilities** are also important. Non-professional activities are not considered.

Please address your letter to the ASHRAE Honors & Awards Committee, and m**ail it to me as soon as you can. December 1 is when ASHRAE Headquarters must receive the entire nomination packet for John from me**. ASHRAE Headquarters will assemble all of the nominations and send them to the Honors & Awards Committee after December 1. The Committee will consider them at the following Winter Meeting. Since the Honors & Awards Committee will have many nominations to consider, *we are being urged to please hold letters of recommendation to one page, if possible.*

If you have any questions, please contact me.

Thank you very much for agreeing to assist us in seeing to it that John receives this well-deserved recognition.

Sincerely,

Mary J. Smith

SAMPLE

SAMPLE LETTER TO SPONSOR FOR EDUCATORS

Mary J. Smith Letterhead
1234 Anywhere, US 54321
Voice & Facsimile: 999/888-1111
Email: marysmith@xyzl.com

September 26, 2004

Mr. Paul Whoever
5678 Podunk Ave.
West Lake, USA 12345

Subject: Nomination of Professor John Doe for ASHRAE Fellow

Dear Paul:

Your name has been given to me as one who would be willing to write a letter of recommendation for the advancement of John Doe to the Fellow grade of membership in the American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE). This is a prestigious grade of membership in ASHRAE and is reserved for those members who are recognized as having gained distinction in the arts and sciences of heating, ventilating, air-conditioning and/or refrigeration field. I understand that you are aware of many of John's achievements and professional and academic accomplishments.

The rules for selection of ASHRAE Fellows require that the nomination packet include letters of recommendation from at least two sponsors, one of whom is a current member of the Society. Therefore, if you are an ASHRAE member, please include your membership number. (If you cannot locate it, ASHRAE staff can help you determine it.)

Your letter should begin with an explanation of your relationship to John, and should include your knowledge of his accomplishments that distinguish him from other good educators in ASHRAE. For an academic who is being proposed primarily for teaching or engineering education administration, the following attributes should be considered:

- Evidence of superior teaching especially in the HVAC&R areas such as awards and other student/peer recognition.
- Introduction of innovative teaching methods.
- Development of new courses of instruction and/or programs in the HVAC&R areas.
- Evidence of technical and research accomplishments involving student education, including publications of scientific manuscripts and educational methodology, grants, and patents.

As the nominator, I am charged with compiling all the information I receive from you and John's other references, into a nominating summary form as well as attesting to the fact that John "adhered to the ASHRAE Code of Ethics". I will attach the letters of recommendation, the letter of nomination from the XYZ ASHRAE Chapter/CRC/TC, my letter as nomination coordinator, a copy of John's current ASHRAE Biographical Data Form, curriculum vitae, and any other separate evidence supporting John's academic competence.

Please address your letter to the ASHRAE Honors & Awards Committee, and mail it to me as soon as you can. December 1 is when ASHRAE Headquarters must receive the entire nomination packet for John from me. ASHRAE Headquarters will assemble all of the nominations and send them to the Honors &

SAMPLE

Awards Committee before December 1. The Committee will consider them at the following Winter Meeting. Since the Honors & Awards Committee will have many nominations to consider, we are being urged to please hold letters of recommendation to one page, if possible.

If you have any questions, please contact me.

Thank you very much for agreeing to assist us in seeing to it that John receives this well-deserved recognition.

Sincerely,

Mary J. Smith

SAMPLE

REGIONAL AWARD OF MERIT CRITERIA
(99-10-2-3/06-09-30-44D)

1. The purpose of this award is to recognize the activities and contributions of members of ASHRAE at the chapter and regional level.

2. The form of the award is a certificate setting forth the achievements for which the awards are to be made.

3. The number of Regional Award of Merits to be awarded by each region is unlimited.

4. There is no limit to the number of times that an individual can be nominated for the award, but receiving the award shall be limited to one time per recipient.

5. The nomination of a candidate shall be made by the delegate from the candidate's chapter to the Chapters Regional Conference. The final selection shall be made by majority vote of the Chapters Regional Conference delegates in Executive Session at the CRC.

6. Qualifications of a candidate shall be a minimum of the credit points from the list of activities. The qualifications must be submitted in writing to the Chapters Regional Committee and include a biographical record of the services rendered and the year of accomplishment.

7. Final selection does not require the approval of either the Honors and Awards Committee or the Board of Directors.

8. Presentation of the award shall be made by the Regional Chair at the Chapters Regional Conference, (or at a suitable location) following the candidate's nomination and election.

9. Candidates should be reviewed by the Regional Chair and the Regional Nominating Committee Member for accuracy of the data submitted prior to submitting to Society.

SAMPLE

POINT SCORE FOR THE REGIONAL AWARD OF MERIT
(10 POINT REQUIREMENT)
(98-10-24-27B/02-10-19-12B/02-10-19-29B/02-10-19-45/03-06-29-40/BOD 03-06-27-1C/04-10-09-14/06-09-30-44D)

NOTE:
CHAPTER ACTIVITIES: MAXIMUM 6 POINTS
SOCIETY/REGIONAL ACTIVITIES: MAXIMUM 6 POINTS

A. CHAPTER POINTS	POINTS/YEAR	TOTAL
President	2/yr	
Vice-President (or President Elect)	1/yr	
Secretary	½/yr	
Treasurer	½/yr	
Chapter Chair:		
Membership Promotion, Student Activities, Research Promotion, Chapter Technology Transfer, Program, Refrigeration, and Historical	½/yr	
Chapter Board of Governors	½/yr	
Seminar Chair or Instructor	1/yr	
Newsletter Editor	½/yr	
Chapter Webmaster	½/yr	
Other Chapter Position	¼/yr	
Student Branch Advisor	1/yr	
	(Max 2 per year)	

B. REGIONAL CONFERENCE (CRC)		
General Chair (Conference)	2/CRC	
CRC Program Chair	1/CRC	
CRC Technical Session Speaker	½/CRC	
CRC Committee Chair (other than Program Chair)	½/CRC	
	(Max 2 per CRC)	

SAMPLE

C. REGIONAL/SOCIETY ACTIVITY		
Regional Chair	**2/yr**	
Assistant Regional Chair	**½/yr**	
DAL involved in Region (CRC, Regional Planning, etc.)	**½/yr**	
CRC Delegate	**1/yr**	
CRC Alternate	**½/yr**	
Regional Vice Chair	**1/yr**	
Regional Officers:		
Regional Historian	**½/yr**	
Regional Webmaster	**½/yr**	
Regional Refrigeration	**½/yr**	
Regional Chapter Programs	**½/yr**	
Regional TEGA	**½/yr**	
Regional Treasurer	**½/yr**	
Regional ECC	**½/yr**	
Regional Newsletter/communication	**½/yr**	
***Other Regional Positions**	**½/yr**	
Nominating Committee Member	**1/yr**	
Nominating Committee Alternate	**½/yr**	
***Example of other regional positions; e.g. DRC Alternate who serves at a Society meeting for DRC.**		
(Max 2 per year)		
TOTAL POINTS		

SAMPLE

CHAPTER SERVICE AWARD CRITERIA
(99-10-2-3/00-10-28-52/06-01-23-20)

The Chapter Service Award should be attainable with consistent involvement by a dedicated and committed chapter member.

1. There is no limit to the number of awards made by each region.

2. There is no limit to the number of times that an individual can be nominated for the award, but receiving the award shall be limited to one time per recipient.

3. The purpose of this award is to recognize the activities and contributions of members of ASHRAE at the chapter level.

4. The form of the award is a certificate setting forth the achievements for which the awards are to be made.

5. The nominations of a candidate shall be made by the delegate from the candidate's chapter to the Chapters Regional Conference. The final selection shall be made by majority vote of the Chapters Regional Conference delegates in Executive Session at the CRC.

6. Qualifications of a candidate shall be a minimum of the credit points from the list of activities. The qualifications must be submitted in writing to the Chapters Regional Committee and include a biographical record of the services rendered and the year of accomplishment.

7. Final selection does not require the approval of either the Honors and Awards Committee nor the Board of Directors.

8. Presentation of the award shall be made by the Regional Chair at the Chapters Regional Conference, (or at a suitable location) following the candidate's nomination and election. The DRC or another member of the Region ExCom may also make the presentation during a chapter visit.

9. Candidates should be reviewed by the Regional Chair and the Regional Nominating Committee Member for accuracy of the data submitted prior to submitting to Society. The Regional Chair and Chapter President shall sign the certificate.

SAMPLE

Note:
1 Chapter activity maximum of three points per Society year
2 CRC activity maximum of three points per event

POINT SCORE FOR THE CHAPTER SERVICE AWARD (12 POINT REQUIREMENT) (99-01-24-12/02-10-19-12B/02-10-19-45/BOD 03-06-27-1C/05-10-30-09/06-01-23-20/07-01-29-15)

CATEGORIES		
CHAPTER OFFICERS[1]:	**POINTS/YEAR**	**TOTAL**
President	3/yr	
President Elect or Vice President	2/yr	
Other Officers	1/yr	
Board of Governors Member	½/yr	
CHAPTER STANDING COMMITTEES: (RP, CTT, MP, SA, REF, HIST):		
Committee Chair	1/yr	
Committee Member	½/yr	
CRC ACTIVITY[2]:		
Conference Chair	3/yr	
Conference Co-Chair	2/yr	
Committee Chair	1/yr	
Committee Member	½ /yr	
Technical Speaker	½/yr	
GENERAL ACTIVITIES [1]:		
Chapter Meeting Speaker/Panel Member	¼/yr	
Sports Affair Coordinator	¼/yr	
Faculty Advisor	¼/yr	
Newsletter Editor	½/yr	
Honors & Awards Chair	¼/yr	
Greetings Committee	¼/yr	
Joint Engineers Council Representative	¼/yr	
Chapter Webmaster	½/yr	
Other Chapter Committee Chair	¼/yr	
Other Chapter Activities	¼/yr	
TOTAL POINTS		

SAMPLE

Note:
1 Chapter activity maximum of three points per Society year
2 CRC activity maximum of three points per event

ASHRAE REGIONAL BOUNDARIES AND CHAPTER LOCATIONS

REGION I

001 BOSTON	BOSTON, MA
003 RHODE ISLAND	PROVIDENCE, RI
004 CONNECTICUT	HARTFORD, CT
006 LONG ISLAND	GARDEN CITY, NY
007 NEW JERSEY	NEWARK, NJ
008 NEW YORK	NEW YORK, NY
009 NORTHEAST	ALBANY, NY
010 CENTRAL NEW YORK	SYRACUSE, NY
011 ROCHESTER	ROCHESTER, NY
012 NIAGARA FRONTIER	BUFFALO, NY
111 CHAMPLAIN VALLEY	BURLINGTON, VT
118 MAINE	LEWISTON, ME
129 TWIN TIERS	OWEGO, NY
146 BI-STATE	WHITE PLAINS, NY
152 GRANITE STATE	MANCHESTER, NH

REGION II

013 QUEBEC, LA VILLE DE	QUEBEC, PQ
014 MONTREAL	MONTREAL, PQ
015 OTTAWA VALLEY	OTTAWA, ON
016 TORONTO	TORONTO, ON
037 HAMILTON	HAMILTON, ON
100 HALIFAX	HALIFAX, NS
116 LONDON	LONDON, ON
117 NB/PEI	MONCTON, NB
141 WINDSOR	WINDSOR, ON

REGION III

021 PHILADELPHIA	PHILADELPHIA, PA
022 CENTRAL PENNSYLVANIA	YORK, PA
023 JOHNSTOWN	JOHNSTOWN, PA
024 PITTSBURGH	PITTSBURGH, PA
025 BALTIMORE	BALTIMORE, MD
026 NATIONAL CAPITAL	WASHINGTON, DC
027 HAMPTON ROADS	NORFOLK, VA
028 RICHMOND	RICHMOND, VA
098 LEHIGH VALLEY	ALLENTOWN, PA
112 DELAWARE	WILMINGTON, DE
125 ROANOKE	ROANOKE, VA
134 ANTHRACITE	SCRANTON, PA

REGION IV

029 NORTH PIEDMONT	GREENSBORO, NC
030 SOUTHERN PIEDMONT	CHARLOTTE, NC
031 SOUTH CAROLINA	COLUMBIA, SC
032 ATLANTA	ATLANTA, GA
097 GREENVILLE	GREENVILLE, SC
106 TRIANGLE	RAL / DURHAM, NC
113 CHARLESTON	CHARLESTON, SC

REGION V

038 CLEVELAND	CLEVELAND, OH
039 COLUMBUS	COLUMBUS, OH
040 CINCINNATI	CINCINNATI, OH
041 DAYTON	DAYTON, OH
042 TOLEDO	TOLEDO, OH
043 CENTRAL INDIANA	INDIANAPOLIS, IN
044 EVANSVILLE	EVANSVILLE, IN
045 DETROIT	DETROIT, MI
047 WESTERN MICHIGAN	GRAND RAPIDS, MI
090 AKRON/CANTON	AKRON/CANTON, OH
103 NORTHERN INDIANA	ELKHART, IN
120 FORT WAYNE	FORT WAYNE, IN
121 EASTERN MICHIGAN	FLINT, MI

REGION VI

048 WISCONSIN	MILWAUKEE, WI
049 ILLINOIS	CHICAGO, IL
050 CENTRAL ILLINOIS	PEORIA, IL
051 IOWA	DES MOINES, IA
052 MINNESOTA	MINNEAPOLIS, MN
054 SAINT LOUIS	SAINT LOUIS, MO
095 MADISON	MADISON, WI
107 NE WISCONSIN	GREEN BAY, WI
115 LA CROSSE AREA	LA CROSSE, WI
123 MISSISSIPPI VALLEY	DAVENPORT, IA
159 CEDAR VALLEY	CEDAR RAPIDS, IA

REGION VII

055 LOUISVILLE	LOUISVILLE, KY
056 MEMPHIS	MEMPHIS, TN
057 BIRMINGHAM	BIRMINGHAM, AL
058 MOBILE	MOBILE, AL
059 NEW ORLEANS	NEW ORLEANS, LA
060 BATON ROUGE	BATON ROUGE, LA
061 MISSISSIPPI	JACKSON, MS
088 NASHVILLE	NASHVILLE, TN
099 EAST TENNESSEE	KNOXVILLE, TN
114 TENNESSEE VALLEY	CHATTANOOGA, TN
128 BLUEGRASS	LEXINGTON, KY
130 NORTHWEST FLORIDA	PENSACOLA, FL
133 NORTH ALABAMA	HUNTSVILLE, AL

REGION VIII

062 ARKANSAS	LITTLE ROCK, AR
063 SHREVEPORT	SHREVEPORT, LA
064 HOUSTON	HOUSTON, TX
065 ALAMO	SAN ANTONIO, TX
066 AUSTIN	AUSTIN, TX
067 DALLAS	DALLAS, TX
068 CENTRAL OKLAHOMA	OKLAHOMA CITY, OK
069 NORTHEASTERN OKLAHOMA	TULSA, OK
070 FORT WORTH	FORT WORTH, TX
071 WEST TEXAS	LUBBOCK, TX
091 EAST TEXAS	TYLER, TX
154 SOUTH TEXAS	CORPUS CHRISTI, TX
165 MEXICO CITY	MEXICO CITY, MEXICO
166 MONTERREY	MONTERREY, MEXICO
173 GUADALAJARA	GUADALAJARA, MEXICO

REGION IX

053 KANSAS CITY	KANSAS CITY, MO
072 EL PASO	EL PASO, TX
073 ROCKY MOUNTAIN	DENVER, CO
074 UTAH	SALT LAKE CITY, UT
075 NEBRASKA	OMAHA, NE
076 WICHITA	WICHITA, KS
077 NEW MEXICO	ALBUQUERQUE, NM
093 SOUTH DAKOTA	SIOUX FALLS, SD
127 BLACK HILLS AREA	RAPID CITY, SD
131 BIG SKY	BILLINGS, MT
135 IDAHO	BOISE, ID
148 PIKES PEAK	COLORADO SPRINGS, CO
150 OZARKS	SPRINGFIELD, MO

REGION X

081 SACRAMENTO VALLEY	SACRAMENTO, CA
082 GOLDEN GATE	SAN FRANCISCO, CA
083 SAN JOAQUIN	FRESNO, CA
084 SOUTHERN CALIFORNIA	LOS ANGELES, CA
085 SAN DIEGO	SAN DIEGO, CA
086 CENTRAL ARIZONA	PHOENIX, AZ
087 TUCSON	TUCSON, AZ
092 SOUTHERN NEVADA	LAS VEGAS, NV
101 SAN JOSE	SAN JOSE, CA
105 ORANGE EMPIRE	ANAHEIM, CA
108 HAWAII	HONOLULU, HI
126 NORTHERN NEVADA	RENO, NV
144 SIERRA DELTA	SIERRA DELTA, CA
155 TRI COUNTY	REDLANDS, CA

REGION XI

017 MANITOBA	WINNIPEG, MB
018 SOUTHERN ALBERTA	CALGARY, AB
019 NORTHERN ALBERTA	EDMONTON, AB
020 BRITISH COLUMBIA	VANCOUVER, BC
078 INLAND EMPIRE	SPOKANE, WA
079 PUGET SOUND	SEATTLE, WA
080 OREGON	PORTLAND, OR
096 REGINA	REGINA, SK
102 SASKATOON	SASKATOON, SK
122 ALASKA	ANCHORAGE, AK
136 MID-COLUMBIA	RICHLAND, WA
145 VANCOUVER ISLAND	VICTORIA, BC

REGION XII

034 JACKSONVILLE	JACKSONVILLE, FL
035 FLORIDA WEST COAST	TAMPA, FL
036 MIAMI	MIAMI, FL
094 CENTRAL FLORIDA	ORLANDO, FL
109 SPACECOAST	COCOA BEACH, FL
110 PUERTO RICO	SAN JUAN, PR
139 SOUTHWEST FLORIDA	FORT MEYERS, FL
172 BRASIL	SAO PAULO, BR
178 ARGENTINA	BUENOS AIRES
190 COLOMBIA	BOGOTA

CENTRAL AMERICA, SOUTH AMERICA

REGION XIII

142 SINGAPORE	SINGAPORE
143 HONG KONG	HONG KONG
149 MALAYSIA	KUALA LUMPUR
157 TAIWAN	TAIPEI
167 PHILIPPINES	MANILA
170 THAILAND	BANGKOK
183 INDONESIA	JAKARTA

AUSTRALIA, CHINA, INDONESIA, JAPAN, NEW ZEALAND, REPUBLIC OF KOREA, VIETNAM

REGION-AT-LARGE

158 INDIA	NEW DELHI
160 SAUDI ARABIA	DHAHRAN
161 CAIRO	CAIRO
162 LEBANESE	BEIRUT
163 WESTERN INDIA	AHMEDABAD
164 KUWAIT	KUWAIT CITY
168 HELLENIC	ATHENS
169 ASHRAE BANGALORE	BANGALORE
171 SRI LANKAN	COLOMBO
174 PAKISTAN	KARACHI
175 ASHRAE FALCON	DUBAI
176 DANUBE	ROMANIA
177 PORTUGAL	LISBON
179 NORTHERN PAKISTAN	ISLAMABAD
180 POLONIA	WARSZAWA
181 BAHRAIN	MANAMA
182 SPAIN	MADRID
184 QATAR ORYX	DOHA
185 CHENNAI	CHENNAI
186 PUNE	PUNE
187 ASHRAE NIGERIA	LAGOS
188 ASHRAE MUMBAI	MUMBAI
189 CENTRAL PAKISTAN	LAHORE
191ASHRAE DECCAN	HYDERABAD

AFRICA, MIDDLE EAST, WESTERN ASIA, CONTINENTAL EUROPE, UNITED KINGDOM, IRELAND

STEPS IN MEMBERSHIP PROCESSING

- Completed application is received at Headquarters with the application processing fee.
- Applications are reviewed daily.
- Election notice sent to applicant weekly.

MEMBERSHIP PRIVILEGES/BENEFITS

- All members in good standing eligible to receive annual Handbook and monthly Journal and newsletter.
- All except Affiliate grade and Student grade eligible to vote on Society matters.
- All Society members except Retirees, Affiliates and Students entitled to receive annual issues of the Handbook Series.

SOCIETY ANNIVERSARY BILLING CYCLE

- 3 months before anniversary due date - Original Billing
- 2 months after anniversary due date - 1st Notice
- 3-9 months after anniversary due date-combination of email reminders, postcards (every other month) and final notice to renew membership

IF CURRENT DUES ARE UNPAID

- 3 months after anniversary due date-Not eligible to vote and Journal/Insights discontinued for students
- 6 months after anniversary due date-No Journal/Insights
- 6 months after anniversary due date-Dropped from System

ASHRAE PUBLIC RELATIONS MANUAL: A GUIDE FOR CHAPTERS (11-06-27-7.8)

ASHRAE, as the worldwide leader in advancing the arts and sciences of HVAC&R, is in a position to create many opportunities to obtain media coverage. To take advantage of these opportunities, ASHRAE has developed clear media procedures that can be utilized by the Society's volunteer and professional leadership. The policy is supported by resources, training and the commitment of ASHRAE leadership.

There are three guiding principles that form the basis for ASHRAE's approach to working with the media to deliver its messages.

1) Communicating to the public has important benefits to ASHRAE
    - Member recruitment
    - Member retention
    - Building support for ASHRAE standards and the process by which they are developed
    - Maintaining its status as the leading HVAC&R organization
    - Public education
    - Increased sales of products and programs

2) Communicating with the media is a very efficient (and inexpensive) way to communicate to ASHRAE key audiences:
    - Current members
    - Potential members
    - Government officials (local/regional/state/federal)
    - Opinion leaders
    - General public
    - Model code officials
    - Building owners and managers
    - Industry stakeholders

3) Communicating with the media must follow the basic rules of the trade:
    - Meet the reporter's deadline (missing the deadline destroys media relationships and diminishes ASHRAE's value to the public and its own members)
    - Speak with positive clarity, have a clear message and deliver it with conviction
    - Build relationships with reporters, especially those that will cover ASHRAE related issues over time.
    - When organizations refuse to speak to the press, the organization loses credibility and reporters assume there is something being avoided, some uncomfortable issue or angle that the group does not want to disclose. Either way, it is a very bad policy.
    - There is always something positive to say on any issue. With just a little training this is easy to do.

The Chapter and the Public Relations Effort

The success of ASHRAE's public relations effort ultimately depends on the degree that each local chapter gets involved.

The international program cannot succeed unless individual members go on the offensive at the local level, telling people about contributions to the quality of life by their Society and their profession.

In addition to waging local public relations campaigns, chapter members can further help the Society effort by stressing chapter affiliation when attending community and business meetings, speaking in public, or interviewing with the news media.

How to Organize

1. **Form a Committee –** The chapter public relations effort begins with the selection of a public relations chairman and the appointment of several other committee members. The size of the committee will depend upon the number of activities to be publicized.

By following the instructions and examples contained in this manual, someone with no previous public relations experience will be able to effectively communicate information to the news media. However, good writing skills are important.

2. **Determine Objectives** – At the start of each chapter year, the public relations committee should determine its objectives and establish a budget. Among chapter objectives can be:

- To attract promising young people to the

profession.

- To honor chapter members who have contributed to community life, to the Society or to the profession.
- To promote membership in ASHRAE.
- To support the research promotion effort.
- To encourage attendance at chapter events.
- To raise awareness of ASHRAE expertise among local leaders of industry, government and allied professions.

Typical public relations expenses include typing, photocopying, mailing, photography and complimentary registration when appropriate for the news media at chapter functions.

Public relations essentially serves and benefits all chapter programs. Therefore, each chapter program should be studied for the public relations opportunities it offers. Not only will successful chapter activities result, but also an image of an active organization, effectively addressing member and public needs.

3. Target Audiences – In any public relations program, an objective will only be met if the information generated reaches its intended audiences. Consequently, for each objective established by the Public Relations Committee, an audience must be identified. Typical ASHRAE audiences include:

- Members and potential members
- Students
- Opinion leaders, such as politicians, business executives and educators
- Professionals from allied industries
- Contributors and potential contributors to the research program
- Users and potential users of ASHRAE member products and services
- Employees and potential employers of ASHRAE members
- News media

4. Use of the Media – The most effective way to reach either a wide variety of selected audiences is through use of the news media. The effort is called the art of media relations, a basic public relations skill.

Begin by preparing a media list. Extreme care should be taken to ensure that names of editors and addresses are accurate and up-to-date. Improperly addressed releases end up in the wastebasket instead of the news. ASHRAE Public Relations staff can help put you in touch with press in your area and help develop a media list.

A chapter's media list should include local television and radio station; daily and weekly newspapers; local business publication; regional trade publications; and local chapter publications of related groups, such as chapters of the American Society of Mechanical Engineers, the American Institute of Architects and the National Society of Professional Engineers.

The list of major state and local daily and weekly newspapers should include the city editor and names of specialty editors such as real estate, business, finance, environment and energy. Television and radio lists should include the names of assignment editors (TV) and news directors (radio) of local network and independent stations. While many organizations prefer to send a news release to just the “editor,” a personalized approach is much more effective. It provides the name of a contact for following-up.

Once the media list has been compiled, verify the information by phone each six months.

What Makes News?

The next step in establishing media relations program is to identify a chapter's news opportunities.

“News” is what editors, correspondents and producers think is news. An effective public relations practitioner recognizes what news people call news.

Look for the who, what, when, where, why and how of every external activity to see how it can be turned into an opportunity for publicity. Depending

on the circumstances, each of these elements may be important enough to stand alone. Often they combine to form a newsworthy item.

Chapter news opportunities are the election of chapter officers, the launching of the research promotion goal, the visit of a Society officer to a chapter meeting, the presentation of ASHRAE Energy Awards, a chapter-sponsored seminar and the hosting of a regional or Society meeting.

Often a chapter can manufacture news. It can:

- Tie in with events of the day
- Conduct a poll or survey
- Arrange an interview with a chapter member on a topic of public interest
- Arrange for a testimonial
- Form a committee of local importance.
- Celebrate an anniversary
- Issue a summary of fact relevant locally
- Publicize a trip
- Present an award or hold a contest
- Pass a resolution of local concern
- Appear before a public body
- Stage a special event
- Write a letter to the editor or a governmental body
- Release a letter that has been received
- Adapt national reports and surveys locally

Tools That Are Used To Reach the Media

The basic tools used by public relations practitioners is the news release (or press release).

Use direct and simple language and short sentences and paragraphs. Avoid technical terms that will not be understood by the audience being targeted.

The following are general rules for the preparation of news releases.

1. The first time a person's name is used in a release, give full name and title (if any).

2. Avoid editorial comment and personal opinion; such content is only appropriate if attributed to an individual.

3. Place a contact name, address and phone number at the top of the release for further information.

4. Place release instructions prominently on the first page. If the news is to be released when issued, the instruction should read "FOR IMMEDIATE RELEASE." If the news is for release at a later date, indicate that date and time. (FOR RELEASE: SATURDAY, JUN 22, 20__.)

5. The lead paragraph should answer these questions: Who? What? When? Where? Why? and How? A good news release can be cut from the bottom up and still be complete.

6. *Peoplize* news by quoting a chapter officer and feature a local angle.

7. When releases are more than one page long, pages should be numbered at the top and the work "more" should appear at the bottom of each page except the last. Close the release by an end mark, such as ### or "30." Whenever possible, end each page with the end of a paragraph.

8. Include a date at the bottom of the last page of the release for your later reference and that of the editor.

Placing New Releases

Copy should be placed with the editor of afternoon daily newspapers during the middle of the proceeding afternoon. In few instances will a story get full attention if submitted later than 11:00 a.m. of the same day.

Morning papers should receive news releases between 10:00 a.m. and noon of the proceeding day.

Television assignment editors make their schedules one day ahead of time.

Deadline information should be obtained for weeklies, regional trade magazines and other media list entries.

As experienced is gained, it will become apparent what type of news is of interest to particular news people. Note when and how releases are used to target future releases.

Following-Up

Because of the overwhelming amount of mail that crosses editorial desks daily, follow-up major releases with telephone calls.

When calling reporters, always give your full name and chapter name. Keep the call as brief as possible and have all necessary details on hand to answer questions. If you call when a reporter is on deadline, he or she will tell you. Ask when it is good to call back and make a note for future reference.

Photographs

Photographs bring more attention to a news release and increase the chances that the information provided will be used.

Type a brief caption to describe what is taking place in the photograph and who is pictured.

Who Speaks for ASHRAE?

The ASHRAE president is the chief spokesperson for the Society. When external contacts occur, the ASHRAE staff will identify the appropriate spokesperson for that topic. (ROB 1.201.036)

Media calls received by members or other staff should be forwarded to communications staff to ensure that the most appropriate spokesperson is interviewed and to ensure that ASHRAE's key messages are delivered.

Communication Assistance Contact List.

When ASHRAE members have questions or need help with media related issues they should contact: publicrelations@ashrae.org.

ROBERT'S RULES OF ORDER – SUMMARY

This page is not designed to take the place of Robert's Rules of Order (which should be read by every committee chairman), but to provide *At A Glance*, information that will bring a sense of security to a chairman without loss of time or hesitancy in making a decision.

MOTION	PURPOSE	SECOND	DEBATABLE	AMENDABLE	MOTIONS HAVING HIGHER RANK	VOTE	DESCRIPTION
1. Main	Introduce business	Yes	Yes	Yes	All	MajoritY+	The lowest rank of motion. To Amend Rules a 2/3 vote and Previous Notice is required.
2. Postpone Indefinitely	Defer a matter or kill it	Yes	Yes (On the Main Motion as well as postpone)	No	All except 1	Majority	May be applied only to main motions including Questions of Privilege.
3. Amend*	To change or modify a pending motion	Yes	Yes (But confined to the amendment)	Yes	All except 1,2	Majority (The vote is on the amendment only. Main motion returns for vote either amended or not.)	Amend by insert or add, strike out, strike out and insert, substitute (a whole paragraph or resolution)
4. Commitx	To place business in hands of a few (e.g. a committee)	Yes	Yes (As to propriety of committing only)	Yes	5,6,7,8,9	Majority	The motion Commit adheres to the Main Motion and together they make one question.
5. Postpone to set a time	To set a time when a matter must be considered	Yes	Yes (Only as to the propriety of postponing)	As to time As to Special or General Order	6,7,8,9	Majority 2/3 for Special Order	If passed the subject cannot be taken up before the set time except by a 2/3 vote. General Order – a certain day Special Order – a certain time
6. Previous Question	To stop debate and order an immediate vote	Yes	No	No	7,8,9	2/3	To make this motion state: The Previous Question is moved on (State main motion or amendment on which vote is demanded.) Calling out question, question carries no requirement for action by the chairman.
7. Table Take from table	To lay aside a matter such that it may be considered later.	Yes	No	No	8,9	Majority	Table is not used to suppress the motion. Postpone Indefinitely should be used to suppress.
8. Orders of the Day	To force a meeting to return to the program, which is the *Order of the Day*	No	No	No	9	2/3	Must be called for at a time when *Orders of the Day* are being deviated from (Except Special Orders).
9. Question of Privilege	To get the attention of the Chair at once	No	No	No	Adjourn	Majority	Use to Ask a Question – to attend to some matter of business that cannot wait. Usually decided informally, without floor. Do not wait for recognition from the Chair.

+ A majority refers to those present and assumes that a quorum has been met for voting purposes. 2/3 vote is of those present (i.e. the quorum).

* There maybe only one amendment to the *Main Motion* pending at one time. This 1st degree amendment may have only one amendment (2nd degree) pending at one time. As each is voted, other amendments may be offered in succession. *Previous Question* may be applied to any Amendment. A *Substitute Motion* is an *Amendment.* Amendments must be germane to the subject matter to be amended. After all the Amendments are voted, vote on what has become the *Main Motion.*

x When a committee is to be appointed, nomination for the committee may be made from the floor. Chair puts vote; beginning with first named in succession. When the naming of the committee devolves upon the chairman, before the committee can act, the names must be announced to the assembly, unless permission is granted the chairman to do otherwise. Whoever appoints the committee has power to appoint the Chairman and fill vacancies. The committee reports to the Assembly.

SAMPLE

ASHRAE CHAPTER OFFICER INSTALLATION CEREMONY

FELLOW MEMBERS AND GUESTS, IT IS MY HONOR TO PERFORM THE INSTALLATION OF YOUR CHAPTER OFFICERS. THE _____ CHAPTER OF THE AMERICAN SOCIETY OF HEATING, REFRIGERATING AND AIR CONDITIONING ENGINEERS (ASHRAE) IS A CHAPTER OF A DISTINGUISHED ENGINEERING SOCIETY. IT IS IMPORTANT TO REMEMBER THAT ASHRAE IS AN ENGINEERING TECHNICAL SOCIETY, ORGANIZED TO ADVANCE THE ARTS AND SCIENCES OF THE ENGINEERING OF HEATING, VENTILATING, AIR-CONDITIONING, AND REFRIGERATING TO SERVE HUMANITY AND TO PROMOTE A SUSTAINABLE WORLD. LET US REMEMBER THE FOUNDING PRINCIPLES OF OUR SOCIETY AND TO ASSIST THOSE INDIVIDUALS CHARGED TO GIVE US, LEADERSHIP IN THE YEAR AHEAD.

THE ACCOMPLISHMENT OF ASHRAE's OBJECTIVES REQUIRES THE DEVOTED EFFORTS OF THOUSANDS OF MEMBERS, TO CONTRIBUTE TIME AND TALENT TO THE ACTIVITIES OF THE SOCIETY.

MANY ASHRAE MEMBERS WHO HAVE MADE SUBSTANTIAL CONTRIBUTIONS TO THE SOCIETY ARE HERE. THE OFFICERS AND BOARD OF GOVERNORS OF THE _____ CHAPTER, WHO ARE ABOUT TO BE INSTALLED, ARE ACCEPTING A HIGHLY IMPORTANT RESPONSIBILITY TO SERVE US DURING THEIR ENSUING TERM OF OFFICE.

YOU HAVE ELECTED THEM TO THEIR OFFICES. YOU ALSO HAVE A RESPONSIBILITY TO HELP THEM IN THE CONDUCT OF THE AFFAIRS OF THIS CHAPTER. TO MAKE YOUR CHAPTER AN EFFECTIVE CONTRIBUTION TO ASHRAE ACCOMPLISHING ITS OBJECTIVES REQUIRES THE COORDINATED EFFORT OF THE MEMBERS OF YOUR CHAPTER. PARTICIPATION IN CHAPTER AND SOCIETY ACTIVITIES WILL REWARD YOU IN YOUR KNOWLEDGE OF THE INDUSTRY AND ENHANCE YOUR PROFESSIONAL GROWTH AS YOU SERVE YOUR COMMUNITY AND THIS SOCIETY.

AS MEMBERS, IT IS YOUR RESPONSIBILITY TO PROVIDE YOUR TIME AND TALENT TO SERVE WHEN CALLED, AND TO CONTRIBUTE YOUR INTEREST, ABILITY AND CONSTRUCTIVE CRITICISM TO THE BUILDING OF A BETTER CHAPTER AND SOCIETY FOR THE SERVICE OF THE GENERAL PUBLIC AND OUR PROFESSION.

AS IS TRUE IN ANY ORGANIZED SOCIETY, THE AUTHORITY OF THE DIRECTION OF THE AFFAIRS OF THE SOCIETY IS DELEGATED TO THE OFFICERS AND GOVERNORS WHO ARE ELECTED BY THE MEMBERS.

IT IS MY PRIVILEGE TO PRESENT, INSTALL AND INVEST THOSE WHO ARE TO SERVE YOUR CHAPTER FOR ITS NEXT SOCIETY YEAR.

PRESIDENT _____
NAME AND CALL FORWARD
PROVIDE BACKGROUND OF SERVICE

THE GENERAL LEADERSHIP OF THE CHAPTER IS ENTRUSTED TO YOU.
YOU WILL ACT AS CHAIRMAN OF THE BOARD OF GOVERNORS, ACT AS CHIEF EXECUTIVE OFFICER, EX-OFFICIO, AND BE A PART OF ALL COMMITTEES.

AS CHIEF EXECUTIVE OF THE CHAPTER, IT WILL BE YOUR RESPONSIBILITY TO SEE THAT THE POLICY DIRECTIVES OF THE SOCIETY AND YOUR BOARD OF DIRECTORS ARE CARRIED OUT. YOU ARE THE ONE TO WHOM THE MEMBERS OF THE CHAPTER CAN AND WILL DIRECT THEIR CRITICISM OF CHAPTER POLICIES AND ACTIVITIES, AND YOU MUST RENDER SATISFACTION TO THEM ALL.

SERVICE AS A CHAPTER PRESIDENT OF THIS SOCIETY CARRIES WITH IT A GREAT HONOR, A REAL RESPONSIBILITY AND A LOT OF HARD WORK. DO YOU, _____ PROMISE TO FULFILL THE DUTIES AND RESPONSIBILITIES OF YOUR OFFICE AS SPECIFIED IN THE MANUAL FOR CHAPTER OPERATIONS?

I AM ESPECIALLY PLEASED ON BEHALF OF THE MEMBERS OF ASHRAE TO INSTALL YOU AS CHAPTER PRESIDENT.

WE WILL NOW PRESENT YOUR OTHER OFFICERS AND MEMBERS OF YOUR BOARD OF GOVERNORS.

PRESIDENT-ELECT

_____, AS PRINCIPAL ASSISTANT TO THE PRESIDENT, YOU WILL AT ALL TIMES BE PREPARED TO ASSUME, SHOULD THE PRESIDENT BE UNABLE TO ATTEND CHAPTER MEETINGS, BOARD MEETINGS, AND SUCH OTHER DUTIES AS MAY BE DELEGATED TO YOU. DO YOU _____ PROMISE TO FULFILL THE DUTIES OF THE OFFICE AS SPECIFIED IN THE MANUAL FOR CHAPTER OPERATIONS?

I AM PLEASED TO INSTALL YOU IN THE OFFICE OF PRESIDENT-ELECT.

VICE PRESIDENT

_____**,** YOU WILL ACT AS ASSISTANT TO THE PRESIDENT. DO YOU _____ _____ PROMISE TO FULFILL THE DUTIES OF THE OFFICE AS SPECIFIED IN THE MANUAL FOR CHAPTER OPERATIONS?

I AM PLEASED TO INSTALL YOU IN THE OFFICE OF VICE PRESIDENT.

SECRETARY

_____, IT WILL BE YOUR PARTICULAR RESPONSIBILITY TO KEEP DUE RECORDS OF MEETINGS, ATTEND TO CORRESPONDENCE AND BE AN AIDE TO THE SENIOR OFFICERS. DO YOU _____ PROMISE TO FULFILL THE DUTIES OF THE OFFICE AS SPECIFIED IN THE MANUAL FOR CHAPTER OPERATIONS?

I AM PLEASED TO INSTALL YOU IN THE OFFICE AS CHAPTER SECRETARY.

TREASURER

_____, IT WILL BE YOUR DUTY TO RECEIVE ALL MONIES, PAY ALL AUTHORIZED ACCOUNTS AND TO GIVE DUE ACCOUNTING FINANCIALLY WHENEVER YOU ARE CALLED UPON.

DO YOU _____PROMISE TO FULFILL THE DUTIES OF THE OFFICE AS SPECIFIED IN THE MANUAL FOR CHAPTER OPERATIONS?

I AM PLEASED TO INSTALL YOU IN THE OFFICE AS CHAPTER TREASURER.

THE BOARD OF GOVERNORS

_____, MEMBERS OF THE BOARD OF GOVERNORS. "LIST"
(CHARGE TO BOARD OF GOVERNORS)

BECAUSE OF YOUR DEMONSTRATED INTEREST AND ACTIVITY IN SOCIETY AFFAIRS, YOUR FELLOW MEMBERS HAVE ELECTED YOU TO REPRESENT THEM ON THE BOARD OF GOVERNORS OF THE CHAPTER.

IT WILL BE YOUR RESPONSIBILITIES TO MEET AS A BOARD, TO DELIBERATE AND TAKE ACTION ON ALL MATTERS THAT COME BEFORE IT.

SINCE THE BOARD OF GOVERNORS IS THE GOVERNING BODY OF THIS CHAPTER, IT IS AN HONOR AND A PRIVILEGE TO SERVE ON IT AND IT IS MY PLEASURE TO WELCOME YOU TO THIS ACTIVITY OF THE SOCIETY, AND TO INSTALL YOU AS THE OFFICERS AND MEMBERS OF THE BOARD OF GOVERNORS OF THE _____CHAPTER OF ASHRAE.

THESE ARE YOUR CHAPTER OFFICERS AND THEY NEED AND DESERVE YOUR SUPPORT.

ASHRAE SECTION OFFICER INSTALLATION CEREMONY

FELLOW MEMBERS AND GUESTS, IT IS MY HONOR TO INSTALL THE OFFICERS OF THE _____ SECTION OF THE _____ CHAPTER OF ASHRAE, THE AMERICAN SOCIETY OF HEATING, REFRIGERATING AND AIR CONDITIONING ENGINEERS.

IT IS IMPORTANT TO REMEMBER THAT ASHRAE IS AN ENGINEERING TECHNICAL SOCIETY. OUR MISSION IS TO ADVANCE THE ARTS AND SCIENCES OF HEATING, VENTILATING, AIR-CONDITIONING, AND REFRIGERATING TO SERVE HUMANITY AND TO PROMOTE A SUSTAINABLE WORLD.

LET US REMEMBER THE FOUNDING PRINCIPLES OF OUR SOCIETY AND COMMIT TO SUPPORT THOSE INDIVIDUALS CHARGED TO GIVE US LEADERSHIP IN THE YEAR AHEAD.

THE ACCOMPLISHMENT OF ASHRAE'S OBJECTIVES REQUIRES THE DEVOTED EFFORTS OF THOUSANDS OF MEMBERS WHO CONTRIBUTE TIME AND TALENT TO THE ACTIVITIES OF THE SOCIETY.

MANY ASHRAE MEMBERS WHO HAVE MADE SUBSTANTIAL CONTRIBUTIONS TO THE SOCIETY ARE WITH US. I WOULD LIKE TO CONGRATULATE THE ACCOMPLISHMENTS OF YOUR SPONSOR CHAPTER, THE _____ CHAPTER. THIS CHAPTER HAS ACTIVELY PURSUED THE GOAL OF ENRICHING THE PERSONAL AND PROFESSIONAL LIVES OF THEIR CHAPTER MEMBERS AND THE CHARTERING OF THIS SECTION IS TESTIMONY TO THAT SUCCESS.

THE OFFICERS OF REGION _____ AND THE OFFICERS AND BOARD OF GOVERNORS OF YOUR SPONSOR CHAPTER, THE _____ CHAPTER, ARE ACCEPTING AN IMPORTANT RESPONSIBILITY TO SUPPORT AND NURTURE THIS SECTION.

YOU HAVE SELECTED THE OFFICERS WE ARE INSTALLING. YOU HAVE THE RESPONSIBILITY TO HELP THEM CONDUCT THE AFFAIRS OF THIS SECTION AND TO MAKE IT AN EFFECTIVE CONTRIBUTOR TO ASHRAE'S OBJECTIVES. THIS REQUIRES THE MEMBERS OF YOUR SECTION TO PARTICIPATE IN SECTION, CHAPTER AND SOCIETY ACTIVITIES. THIS PARTICIPATION WILL REWARD YOU WITH INCREASED KNOWLEDGE OF THE INDUSTRY AND WILL ENHANCE YOUR PROFESSIONAL GROWTH WHILE YOUR SERVICE WILL BENEFIT HUMANITY.

THEREFORE, IT IS YOUR RESPONSIBILITY AS MEMBERS TO PROVIDE YOUR TIME AND TALENT. YOU WILL BE ASKED TO CONTRIBUTE YOUR INTEREST, ABILITY AND CONSTRUCTIVE CRITICISM TO THE BUILDING OF A BETTER SECTION, CHAPTER AND SOCIETY. THIS IS TO BE DONE IN THE SERVICE OF THE GENERAL PUBLIC AND OUR PROFESSION.

AS IS TRUE IN ANY ORGANIZED SOCIETY, THE AUTHORITY OF THE DIRECTION OF THE AFFAIRS OF THE SOCIETY IS DELEGATED TO THE OFFICERS AND GOVERNORS WHO ARE ELECTED BY THE MEMBERS.

APPENDIX T1

IT IS MY PRIVILEGE TO PRESENT, INSTALL THOSE WHO ARE TO SERVE YOUR SECTION FOR THE NEXT SOCIETY YEAR.

WILL THE FOLLOWING PLEASE COME FORWARD:

_____ SECTION PRESIDENT
_____ SECTION PRESIDENT ELECT
_____ SECTION TREASURER
_____ SECTION SECRETARY

(PRESIDENT'S NAME), THE GENERAL LEADERSHIP OF THE _____ SECTION IS ENTRUSTED TO YOU. YOU WILL PRESIDE OVER ALL OF THE SECTION MEETINGS. YOU WILL ALSO BE THE LIAISON TO THE _____ CHAPTER AND PROVIDE SERVICE TO THE SECTION MEMBERS.

YOU WILL GIVE DIRECTION AND LEADERSHIP TO ALL AREAS OF THE _____ SECTION ACTIVITIES. IT WILL BE YOUR RESPONSIBILITY TO SEE THAT THE POLICY DIRECTIVES OF THE SECTION, THE _____ CHAPTER AND THE SOCIETY ARE CARRIED OUT.

YOU ARE THE ONE TO WHOM THE MEMBERS OF THE SECTION CAN AND WILL DIRECT THEIR CRITICISM OF SECTION POLICIES AND ACTIVITIES, AND YOU MUST RENDER SATISFACTION TO THEM ALL.

DO YOU, PROMISE TO FULFILL THE DUTIES AND RESPONSIBILITIES OF SECTION PRESIDENT AS SPECIFIED IN THE MANUAL FOR CHAPTER OPERATIONS? THE ANSWER IS "I DO".

I AM PLEASED TO INSTALL YOU AS SECTION PRESIDENT

WE WILL INSTALL THE OTHER OFFICERS AS A GROUP. (_____), (_____), (_____), DO YOU, PROMISE TO FULFILL THE DUTIES AND RESPONSIBILITIES OF YOUR OFFICES AS SPECIFIED IN THE MANUAL FOR CHAPTER OPERATIONS? THE ANSWER IS "I DO".

I AM PLEASED ON BEHALF OF THE MEMBERS OF ASHRAE TO INSTALL YOU AS THE _____ SECTION OFFICERS.

YOUR FIRST OFFICIAL DUTY IS TO ACCEPT THE CHARTER FOR THE SECTION. (PRESIDENT'S NAME)

APPENDIX T1

MOTIONS AND RESOLUTIONS AT THE CRC

Chapter members have the right and the responsibility to present to the chapter CRC Action Committee motions to enhance regional, chapter or Society activity. These motions will be presented by the delegate during the business session at the CRC where they can be discussed and voted on, following Robert's Rules of Order. Motions and resolutions coming out of the CRC can be most effective if presented in proper form. A fine conceptual resolution can be lost in the legislative process at Society level for want of proper wording, background explanation or research. The purpose of this document is to furnish suggestions for proper development of motions and procedures to funnel the motion into the correct committees.

(02-10-19-11/BOD 04-01-23-2J)
All CRC motions except regional motions are brought to the Members Council by the Director and Regional Chair for action. Members Council will approve, disapprove, postpone, amend or refer these motions in accordance with the following:

A. Committees and Councils to which Members Council refers a motion must report the disposition of the motion to Members Council.

B. CRC motions affecting the Presidential Award of Excellence will be reviewed and discussed by the Members Council and recommendations forwarded to the President-Elect.

C. The DRC has the responsibility of monitoring all CRC motions from his/her region and reporting at the next CRC the status of those motions.

MOTION FORMAT: The motion should be written in concise, succinct language ("whereas" and "legalese" do not enhance the understandability or acceptability of motions). A sample format is included in Appendix U2. The body of the motion should contain as completely as possible the following information:

A. State completely the action which is being recommended or required. Example: "Move that Society dues be lowered..."

B. Qualify wherever possible elements of the motion so that they are not open-ended or open for interpretation, debate or floor negotiation. Example: "Move that Society dues be lowered to $90 per year..."

C. Include wherever appropriate the time frame for the execution of your request. Example: "Move that Society dues be lowered to $90 per year, effective July 1, 1990" (with background data on fiscal impact, if possible).

D. Where a motion is expected to modify or to become a Rule of the Board (ROB), it should be worded as the proposed Rule of the Board it is intended to read.

REQUIRED BACKGROUND INFORMATION: As a separate statement, provide historical background, progression of events, related incidents or other general information which would be helpful for the council and subsequently Board of Directors to appropriately debate and decide on the issue. The more thorough the background, the more convincing the arguments, the more complete the research, the more beneficial the request is to the betterment of the Society, the more likely the matter will be dealt with favorably.

In summary, a good motion spells out who, what, when, how much and then explains why it is good and timely action.

FORMAT FOR CRC MOTIONS

Motion Identification No.
(Region No., Motion No., Date)

Moved By: _____

Motion: _____

_____

_____

_____

_____

Background Information: _____

_____

_____

Fiscal Impact: _____

Vote Count:

For: _____ **Against:** _____ **Abstained:** ____ **Chair Voting:** _____

Passed: _____ **Failed:** _____ **Withdrawn:** _____

SAMPLE

INSTRUCTIONS TO DELEGATE & ALTERNATE FOR CRC

Chapters Regional Committee Meeting

There are four parts to the Chapters Regional Committee Meeting held in conjunction with the Chapters Regional Conference (CRC): the Orientation Session, the Caucus, the Business Session and the Executive Session. As a delegate or alternate, you will be involved in all four of these sessions.

Orientation Session

Open to all attendees, this session is held prior to the Caucus so that the Director and Regional chair can instruct the delegates and alternates on procedures and to advise them as to the regional and Society positions to be filled. During this session other non-caucus attendees can provide advice and counsel as specifically requested by a delegate or alternate. The attendance of delegates and alternates is mandatory.

Caucus (Closed Session)

This is an informal session. It is usually held at the beginning of the Chapters Regional Conference attended by only the delegates and alternates from the chapters, the regional Nominating Committee Member, the regional Nominating Committee Alternate and the regional Nominating Committee reserve alternate. The purpose is to provide a forum for the chapters to present and discuss their recommendations for candidates for regional and Society positions, Society committees, and regional and Society honors and awards. All discussions at the Nominating Committee meetings, caucus and executive sessions are confidential and shall not be divulged to any individual outside the meetings or sessions. The regional Nominating Committee Member chairs the session and the host chapter delegate is the secretary. Minutes of the Caucus are not to be published. During the Caucus, the delegates and alternates should present the biographies of the candidates who will be recommended for offices and/or honors and awards. Enough copies of the biographies should be available so that each person attending may have a copy. The two Nominating Committee representatives shall not be present while their nominations are being discussed. The host delegate shall become the temporary chair. (98-01-18-16/99-06-21-37/01-01-28-01)

Business Session

Each chapter shall, as a minimum, prepare the following in one complete package, whether a binder, CD or other form, as directed for that CRC (03-01-26-28):

1. A completely filled-out Summary Report Form (Attachment W).
2. Report of Chapter Activities for the preceding year, including committee reports.
3. Chapter Committee Chairs' MBOs.
4. A sample newsletter.
5. The Chapter's roster.

After the report phase of the Business Session, the Chapters are encouraged to present action items for changes in any Chapter, Regional or Society activities or policies.

All reports and action items presented at the Chapters Regional Conference will take place at the Business Session, except for those items specified for the Executive Session.

The chapter delegate is the voting member. The regional vice chairs, the regional Nominating Committee Member and the regional Nominating Committee Alternate attend in their official capacity. The Regional Chair is chair of the meeting. The chapter delegates report on the progress of their chapters and student branches and their recommendations concerning policy, procedures and operations of Society. Motions that are passed are then brought forward to Members Council for further consideration.

Executive Session (Closed Session)

Only the delegates and alternates from the chapters, the regional Nominating Committee Member and the regional Nominating Committee Alternate may attend the Executive Session. The regional Nominating Committee Member is the chair. The reserve alternate for the Nominating Committee Member is allowed to attend the executive session of the CRC without reimbursement for transportation. (02-01-13-18) The host chapter delegate is the secretary. Minutes of the Executive Session shall not be published. Chapter delegates vote for candidates for the following:

1. Nominating Committee Member, Alternate and Reserve Alternate
2. Regional Vice Chairs
3. Regional Awards
4. Society Officers and Board of Directors (including Regional Chair, if appropriate)

The regional Nominating Committee representative will forward the report of the Executive Session to Society Executive Director/Secretary at Headquarters within 30 days of the meeting. Members who serve on grassroots committees (Regional Vice Chairs) should be contacted as their willingness to serve before their names are submitted in this report.

20xx-20xx
CRC CHAPTER SUMMARY REPORT INSTRUCTIONS

1. **MEMBERSHIP PROMOTION:**

- **Area assigned members** = members who have paid society dues (available from the **PAOE Area Assigned Member Count Listing** on the ASHRAE website). At www.ashrae.org, login using your email address and password. Click on the Society Groups tab and select Chapters. Scroll down and click on the generic PAOE newsletter then select View Reports. On the next page, select **Area Assigned Member Count Listing** and click the submit button. The next page is the listing of Area Assigned Members and Students by chapter and region.

- **Chapter dues paying members** = number of members in current chapter roster, excluding students (available from the **Chapter Dues Paid/Unpaid Report**. This report is included in the Chapter Management Reports posted on the ASHRAE website at www.ashrae.org. From the ASHRAE homepage, login using your email address and password. Select the Society Groups tab, then Chapters. On the left side of the screen, select Run Reports then click on the link for your chapter. On the next page, click on Run Chapter Reports, select **Run Chapter Dues Paid to Society Report by Date**.

- **New members to date** = new chapter dues paying members (available from the **New Members Report**. This report is included in the Chapter Management Reports posted on the ASHRAE website at www.ashrae.org.**(See instructions above in Chapter Dues Paying Members), then select Run New Member Report by Date.**

- **Delinquent members to date** = delinquent area assigned members (available from the **Society Unpaid Dues Report-Members**. This report is included in the Chapter Management Reports on the ASHRAE website at www.ashrae.org. **(See instructions above in Chapter Dues Paying Members), then select Run Chapter Delinquency Report by Date.**

Instructions to access the Chapter Management Reports are listed in the above paragraph for Chapter Dues Paying Members. These are live data reports so your numbers are up-to-date. If you have any questions or need further assistance, please contact the following ASHRAE staff: Ashley Pruett (apruett@ashrae.org); or Vickie Grant (vgrant@ashrae.org) or Jeanie Kirksey (jkirksey@ashrae.org)

2. **STUDENT ACTIVITIES:**

   The number of new student members is available from chapter membership report.
   List the number of student branches the chapter is currently supporting.

   Information that may be included in the attached chapter executive summary; number of K-12 student activities, number of post high school student activities, number of teach-ins per class to an organized student group and monthly meeting student nights.

3. **Chapter Technology Transfer:**

   Information that may be included in the attached chapter executive summary; the number of technical programs on refrigeration technology to professional or business groups, number of presentations by an ASHRAE TC member, number of chapter sponsored continuing education courses, the number of Technology Award submittals into chapter, regional and Society competition and Government Affairs Award entries into regional competition.

   List the number of regular monthly meetings with tech program
   List the average chapter monthly meeting attendance
   List the number of seminars, ALI courses, tours or other technical programs outside regular monthly meeting
   List the number of chapter social events
   List the number of Chapter Technology Awards and the number of chapter presentations on refrigeration technology

   Information that may be included in the attached chapter executive summary; if the full chapter yearly programs and speakers and schedules were announced in the chapter newsletter by October 22, list of chapter programs and speakers.

SAMPLE

4. **RESEARCH PROMOTION/FUNDRAISING:**

   List the chapter goal and the total dollars contributed.

   Information that may be included in the attached chapter executive summary; full circle level, number of RP nights, number of contributions $50 and above, High Five Award and RP trends.

5. **CHAPTER HISTORY:**

   Indicate if the chapter had a historical display at the CRC or has moved the current history information to the chapter website.

6. **FINANCES:**

   List the chapter total funds balance (include all accounts), chapter dues, average monthly meal cost and the date of the last chapter audit.

   Information that may be included in the attached chapter executive summary; the dollar amount for reserve funds, active checking, scholarship accounts. Describe any other sources of income and describe any special project or programs funded by the chapter.

Contents of Chapter Executive Summary Attachment:

1. **Chapter Problems**
   List your chapter's problems and comment on your solutions to these problems.
2. **Chapter Innovations and Suggestions**
   Comment on any successes and new ideas that were introduced during the year.
3. **CRC Summary Form Background**
   Include a brief paragraph for each section of the CRC summary report form that highlights the chapter activities not included on the summary for each area.

SAMPLE

20xx-20xx ASHRAE CRC CHAPTER SUMMARY REPORT

REGION					
CRC LOCATION					
CHAPTER					
CHAPTER NUMBER			**CHAPTER WEBSITE:**		
1. MEMBERSHIP PROMOTION			**YTD/REPORTED 20XX-20XX**	**REPORTED 20XX-20XX**	**REPORTED 20XX-20XX**
NUMBER OF AREA-ASSIGNED MEMBERS (AAM)					
NUMBER OF CHAPTER DUES PAYING MEMBERS (CDPM)					
NUMBER OF NEW MEMBERS TO DATE (AAM)					
NUMBER OF MEMBERS DELINQUENT TO DATE (AAM)					
2. STUDENT ACTIVITIES					
NUMBER OF NEW STUDENT MEMBERS					
NUMBER OF ACTIVE STUDENT BRANCHES					
3. CHAPTER TECHNOLOGY TRANSFER					
NUMBER OF REGULAR MONTHLY MEETINGS WITH TECH PROGRAM					
MONTHLY MEETING ATTENDANCE (TOTAL/AVERAGE)					
NUMBER OF SEMINARS, ALI COURSES, TOURS OR OTHER TECHNICAL PROGRAMS OUTSIDE REGULAR MONTHLY MEETING					
NUMBER OF TECHNICAL PROGRAMS ON REFRIGERATION TECHNOLOGY					
NUMBER OF SOCIAL EVENTS SEPARATE FROM A TECHNICAL PROGRAM (I.E. GOLF, MEMBER'S NIGHT OUT, ETC.)					
NUMBERE OF ADVOCACY MEETINGS AND OTHER ACTIVITIES					
NUMBER OF TECHNOLOGY AWARD SUBMITTALS TO CHAPTER/REGION					
4. RESEARCH PROMOTION/FUNDRAISING					
CHAPTER GOAL					
TOTAL DOLLARS CONTRIBUTED					
5. CHAPTER HISTORY					
CHAPTER HISTORICAL DISPLAY AT CRC					
CHAPTER HISTORY MOVED TO WEB SITE					
6. FINANCES					
TOTAL FUNDS BALANCE					
CHAPTER DUES					
MEMBER COST OF MEALS					
DATE OF LAST CHAPTER AUDIT					

SAMPLE

FALL CRCs – ENTER DATA FOR THE YEAR JUST COMPLETED IN THE "YTD REPORTED" COLUMN AND ENTER DATA FOR YEAR-END RESULTS OF PREVIOUS YEARS IN THE LAST TWO COLUMNS.

SPRING CRCs – ENTER DATA FOR THE CURRENT YEAR IN THE "YTD REPORTED" COLUMN AND ENTER YTD RESULTS OF PREVIOUS YEARS IN THE LAST TWO COLUMNS.

WORK SHEET FOR EXECUTIVE SESSION - REGION xx CRC

Recommendations for Society Year 20xx-20xx

Instructions: The regional Nominating Committee Member, as Chair of the CRC Executive Session, is responsible for submitting **all pages** of this work sheet to the Executive Vice President/Secretary, ASHRAE, 1791 Tullie Circle, NE, Atlanta, GA 30329 within 30 days after the CRC.

The Nominating Committee Member shall send copies of **Parts 2, 3, 4, 5, and 6** to the Director and Regional Chair (DRC).

Note: 1. All candidates shall be listed in order of preference.

2. Each candidate should review his/her electronic biographical record on file at www.ashrae.org and ensure that the bio is current.

1. OFFICERS AND BOARD OF DIRECTORS

	20xx-20xx Officer Nominees:	CRC Recommendations for SY 20xx-20xx
President-Elect	Name1	
Treasurer	*Name2	
Vice President	Name3	
Vice President	*Name4	
Vice President	Name5	
Vice President	*Name6	

*** Eligible for re-election to this position for one additional consecutive year**

Directors-at-Large whose terms expire in June 20xx:

Director-at-Large	Name1	
Director-at-Large	Name2	
Director-at-Large	Name3	

Director and Regional Chair whose term expires in June 20xx:

N/A

Submitted by:

Region XI Member, Nominating Committee _____ Date _____

(Note: DO NOT send this page to the DRC)

SAMPLE

2. SOCIETY COMMITTEES* (Recommendations to Society President-Elect)

Committee	**Name Recommended**	**Member No.**
Advocacy		
Building Energy Quotient (bEQ)		
Certification		
Conferences and Expositions		
Electronic Communications		
Environmental Health		
Finance		
Handbook**		
Historical		
Honors & Awards		
Planning		
Professional Development		
Publications		
Refrigeration		
Research Administration**		
Society Rules		
Standards**		
Technical Activities**		
Young Engineers in ASHRAE (YEA)		
*** = The CRC should contact candidates to obtain their agreement to serve on committees before candidate names are listed above.**		
**** = Members of these committees are elected by Board of Directors at Society winter meeting.**		

3. NOMINATING COMMITTEE

Note: Nominating Committee Members, Alternates and Reserve Alternates must be **Members (Member grade) of the Society for a minimum of five years** at the time of selection, must be selected at least one year in advance of taking office, and may serve no more than six years total on the Nominating Committee.

	20xx-xx	**20xx-xx**	**20xx-xx**
Member	Name1 Member ID# (chairs CRC executive session)	#	#
Alternate	Name2 Member ID#	#	#
Reserve Alternate	Name3 Member ID#	#	#

SAMPLE

The CRC should complete the charts below and forward pages 3 and 4 to the Director and Regional Chair (DRC), who should complete **the chart on page 4. The DRC then sends pages 3 and 4 to the President-Elect, who will make the appointments**.

4. REGIONAL VICE CHAIRS - Grass Roots Committees

Select three in each category, if possible. Candidates for Regional Vice Chairs must be Members (Member grade) of the Society in good standing for three years prior to the start of their terms. Please use full name (no nickname) and member number for each candidate recommended.

Committee	20xx-20xx	Term	20xx-20xx 1st choice (name & member #)	2nd choice (name & member #)	3rd choice (name & member #)
Chapter Tech Transfer	Name1	xx-xx			
	Member ID#		#	#	#
Membership Promotion	Name2	xx-xx			
	Member ID#		#	#	#
Research Promotion	Name3	xx-xx			
	Member ID#		#	#	#
Student Activities	Name4	xx-xx			
	Member ID#		#	#	#

4a. ASSISTANT REGIONAL CHAIR

Select three candidates in priority order. Candidates for Assistant Regional Chair must be a Member (Member grade) of the Society in good standing for three years prior to the start of his/her term. List candidates below, using full name (no nickname) and member number for each candidate recommended.

20xx-20xx	Term	20xx-20xx		
		1st choice	2nd choice	3rd choice
		(name & member #)	(name & member #)	(name & member #)
Name	xx-xx			
Member ID#		#	#	#

(see next page)

SAMPLE

The DRC should list his/her recommendations below and send pages 3 and 4 to the President-Elect, who will make final decisions and send appointment letters.

The DRC recommends that the President-Elect appoint the following for 20xx-20xx:

Chapter Technology Transfer RVC _____

Membership Promotion RVC _____

Research Promotion RVC _____

Student Activities RVC _____

Assistant Regional Chair _____

Region Members Council Representative _____

Submitted by:

_____ _____

Name, Region xx DRC (sign above) Date

SAMPLE

5. RECOMMENDATIONS FOR AWARDS

NOTE: Nominations for the John F. James International Award, Regional Award of Merit, and Chapter Service Award for general Society activities should be submitted in electronic format (adobe.pdf). These awards should include a letter of nomination from a sponsor (chapter, region, committee or ASHRAE member) that clearly addresses specific contributions and a current ASHRAE Biographical Record. For award criteria or point tally forms, please visit www.ashrae.org/honors.

Award	**Name** (do not use nicknames)	**Special Instructions**
John F. James International Award (participation in international activities)		Must include letter(s) of recommendation and bio before submitting candidate's name
Regional Award of Merit (no limit on number of awards; attach list if needed)		Must include bio and point tally form before submitting candidate's name
Chapter Service Award (no limit on number of awards; attach list if needed)		Must include bio and point tally form before submitting candidate's name

SAMPLE

6. CRC GENERAL CHAIR - Report names of the next 3 upcoming general chairs. (Note: This is NOT an Executive Session item. It is included on this sheet for convenience in reporting.)

	Name	Host Chapter	CRC Year
1.			
2.			
3.			

M B O

Management **B**y **O**bjective

DEFINITIONS: **Objectives**

Goals

CHARACTERISTICS: **Written**

Measurable

Attainable

Challenging

Understandable

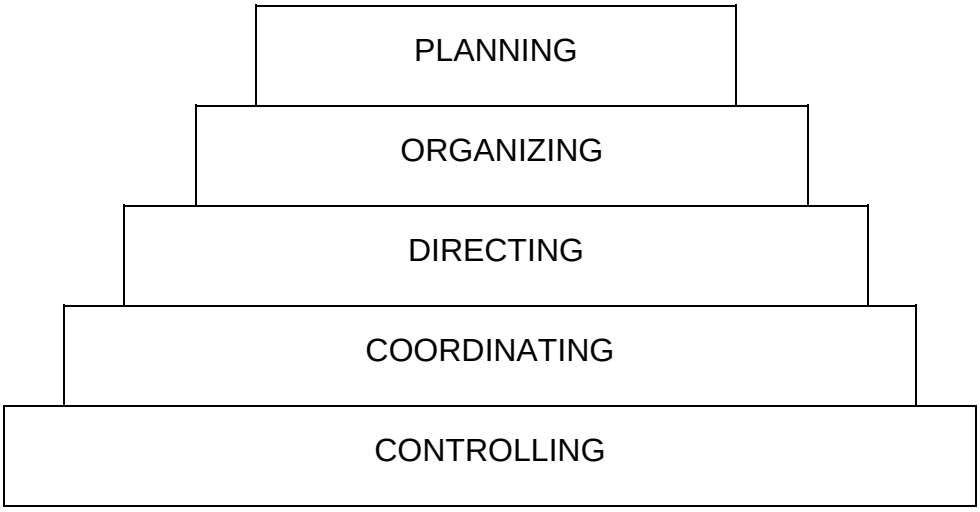
Agreed Upon

Costed

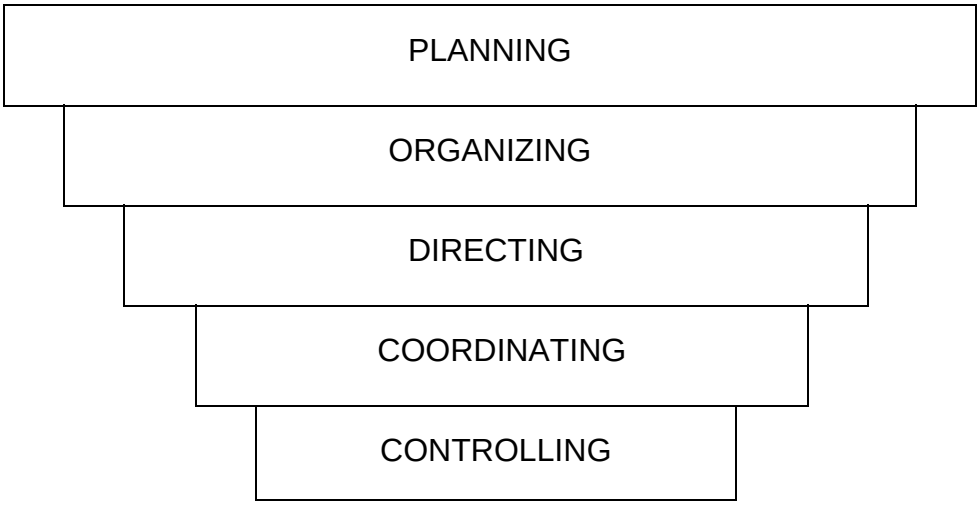
Timed

MANAGEMENT STYLES

MANAGEMENT BY CRISIS



MANAGEMENT BY OBJECTIVES



OBJECTIVES AND ACTIVITIES

The most common error in devising Management by Objectives plans is to fail to make the distinction between Objectives and Activities.

Activities are things you do, such as writing, designing, selling, thinking, forecasting, training, etc.

Objectives are things which are achieved, such as a manual, a product, sales, a plan, employee morale--things which are business results.

The main way to distinguish which is which, is to examine the structure of the language used.

Examples of objectives:
1. R.O.I. of 18% in 2000.
2. Less than 10% product rejects in 2000.
3. Five standards approved in 2000.

The reason for the rule is that including such verbs as increasing sales by 10% will lead to deterioration of the principle of setting real objectives and will result in “fuzzy” objectives.

Managers who understand MBO produce results by setting objectives and working out an action plan to achieve them.

OUTLINE

1. List opportunities or problems.
2. List alternative approaches for addressing opportunities or problems.
3. Select alternatives.
4. Define goal.
5. Establish priorities.
6. Develop objectives (with completion dates) to accomplish goal.
7. Estimate fiscal impact to ASHRAE.
8. Develop an action plan of tasks.
9. Make assignments and timetable for each task which will assure completion of objectives on schedule.
10. Monitor progress. Remain flexible, if changes are necessary.

MBO EXAMPLE

ASHRAE-RELATED

DON'T DO THIS TYPE OF THING:

GOAL: **Increase number of upgrade to full member.**

PROPER STATEMENT OF OBJECTIVE:

OBJECTIVE: **Get 10 associates to upgrade to full member by May 15, 20___.**

MANAGEMENT PLAN:

1. Review membership roster for associates over 30 years old. (Membership code "D")
2. Personally contact each person identified in #1.
3. Complete membership upgrade form and return to membership chairman by January 1, 20____.
4. Submit returned applications to Headquarters by February 15, 20___.
5. Track results from acknowledgement letter sent from Headquarters.

SUGGESTED MBO FUNCTIONAL PLANNING GUIDE

FISCAL YEAR _____

Region: _____
Chapter: _____
Name: _____
Title: _____

Note: For Spring CRCs *Fiscal Year* indicates Society year beginning July 1. For Fall CRC *Fiscal Year* indicates current year.

PRIORITY 1, 2 OR 3	OBJECTIVES	MEASUREMENT DEVICE (OR RELATED TASKS)	DUE DATE	STATUS AS OF _____	STATUS AS OF _____

Memorandum

Date:
To: ASHRAE Chapters US and Canada
From: Clay A. Davies, CIC, CPIA

Attached you will find a certificate of insurance listing your individual chapter as a certificate holder. ASHRAE extends General Liability insurance to all chapters in the US and Canada. The coverage provides protection from third party suits arising from actual or alleged property damage, bodily injury and/or personal injury.

Host Liquor Liability is included under the General Liability coverage. Because ASHRAE is not in the business of selling, distributing or manufacturing alcoholic beverages, Host Liquor Liability will cover all events sponsored by ASHRAE, including Chapters.

In addition, ASHRAE purchases a $1,000,000 Directors & Officers Liability policy (D&O). D&O protects all individual directors and officers for all allegations of wrongful acts that are made as a result of serving as a volunteer director and/or officer.

If you are required to provide a certificate of insurance for an event or for a technical tour sponsored by an ASHRAE Chapter, please contact:

Clay A. Davies, CIC, CPOA
Yates Insurance Agency
4 Executive Park East, NE, Suite 200
Atlanta, GA 30328

(800) 391-4645, ext. 321
(404) 982-2401 direct line
(404) 633-1312 faxes
cdavies@yatesins.com

SAMPLE

SAMPLE

CERTIFICATE OF LIABILITY INSURANCE

OP ID AK

DATE (MM/DD/YYYY) 10/06/10

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER

Pritchard & Jerden, Inc.
3 Piedmont Center, Suite 700
Atlanta GA 30305-4604
Phone:404-238-9090

CONTACT NAME:
PHONE (A/C, No, Ext):
FAX (A/C, No):
E-MAIL ADDRESS:
PRODUCER CUSTOMER ID #: ASHRA-1

INSURED

ASHRAE
Amer Society of HVAC Engineers
1791 Tullie Circle NE
Atlanta GA 30329-2305

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: Hanover Insurance Company	22292
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY PRO-JECT LOC			ZDA5743163-02	06/30/10	06/30/11	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 500,000 $ 10,000 $ Excluded $ 2,000,000 $ Included
A	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS X HIRED AUTOS X NON-OWNED AUTOS X $50,000 HCPD			ZDA5743163-02	06/30/10	06/30/11	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 1,000,000 $ $ $
A	UMBRELLA LIAB OCCUR EXCESS LIAB CLAIMS-MADE DEDUCTIBLE X RETENTION $ 0			UHA5933544-02	06/30/10	06/30/11	EACH OCCURRENCE AGGREGATE	$ 5,000,000 $ 5,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N [ ] N/A If yes, describe under DESCRIPTION OF OPERATIONS below			WDA5933787-03	06/30/10	06/30/11	WC STATU-TORY LIMITS OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ 1,000,000 $ 1,000,000 $ 1,000,000
B	Errors & Omissions			ECN000034111001	06/30/10	06/30/11	Per Claim Ann. Aggr	$4,000,000 $4,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER

WSP-Flack + Kurtz
William Garvey
Boston
66 Morton St
Hanson MA 02341-1321

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Connie P. Campbell

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The ACORD name and logo are registered marks of ACORD

PRESS THE TAB KEY TO ENTER DATA IN EACH FIELD OR USE CURSOR FOR SPECIFIC AREAS:

NOTICE OF INTENT TO HOLD CHAPTER EQUIPMENT EXPOSITIONS

NAME: ____

CHAPTER NAME: ____

NET DISPLAY AREA: ____

NUMBER OF DISPLAYS: ____

NUMBER OF COMPANIES SPONSORING DISPLAYS: ____

TECHNICAL SESSIONS: ____

TITLE: ____

LENGTH OF SESSIONS: ____

CHAPTER PRESIDENT'S NAME: ____

REGIONAL CHAIR'S NAME: ____

SIGNATURE:

DATE: ____

Please date, sign and return a copy to the Director of Member Services at ASHRAE Headquarters.

SAMPLE

PRESS THE TAB KEY TO ENTER DATA IN EACH FIELD OR USE CURSOR FOR SPECIFIC AREAS:

DISCLAIMER

It is not the intent of this chapter to diminish in any way the annual exposition cosponsored by ASHRAE and ARI.

The following statement should be visible during the chapter-sponsored equipment exposition:

The _____ Chapter does not act for Society. The sponsor/co-sponsor of this event is the _____ Chapter. (01-10-06-60)

The sponsoring chapter does not and will not endorse any of the products or services displayed.

Chapter Clause Agreement

This agreement is between _____ ("Vendor") and XYZ Chapter/Region of ASHRAE, an independent entity separate from ASHRAE, Inc. Vendor understands and agrees that neither XYZ Chapter/Region nor its representatives have any authority whatsoever, expressed or implied, to bind ASHRAE, Inc. in any manner whatsoever. Vendor may not rely upon any representations or warranties made by any XYZ Chapter/Region representative to infer that such Chapter/Region representative has any authority to bind ASHRAE, Inc. to this agreement or otherwise. (05-10-30-20)

Date _____

Chapter Name _____

Chapter President Name _____

Signature: _____

The above "disclaimer" should be posted in the display area and listed in the published materials.

Please date, sign and return a copy to the Director of Member Services at ASHRAE Headquarters.

Net display area _____

Number of displays _____

Number of companies sponsoring displays _____

SAMPLE

THE NEWSLETTER
MORE THAN JUST A LETTER FULL OF NEWS....

Good newsletters keep members active. They make prospective members interested in joining your chapter. The newsletter also can be an excellent way to maintain and record your chapter activities throughout the year. A good newsletter is more than *just a bunch of news*. It *markets* or *advertises* chapter activities and if done correctly, the newsletter can increase membership as well as chapter participation.

Newsletters can be professional-looking while remaining inexpensive. And although a time-consuming job, newsletter production can be enjoyable. As one chapter member put it, *the newsletter is the common thread of membership and, in a sense, it is the glue that holds us together.*

I. ASSIGNMENTS

Getting Your Newsletter Started

Since producing a newsletter is a time-consuming job, it may be a good idea to establish a committee to take on different tasks. The size of the committee will vary with the size of the chapter and the size of the newsletter.

No matter what the size of the committee, it would be helpful if the editor has equipment that can be used to help produce the newsletter. This may require access to a computer, a word processor, a printer and a photocopying machine.

II. PRODUCTION

Professional Work at an Unprofessional Cost

With many different methods of newsletter production comes many different price ranges. Although it is important to quote production prices, the following are some step-by-step methods to stay within a reasonable budget and still produce a professional piece of work.

An easy way to get your newsletter produced is to use a quick copy shop. Such shops can be found in any city, and they have the facilities to do almost anything you want done and, as the name implies, they are QUICK.

Following are suggested steps for producing a newsletter of two pages or more (copy on both sides, front and back):

- Type the information on a regular, 8½ inch by 11 inch sheet of paper, leaving space for the logos and any clip artwork to be included.
- After everything is typed in the desired form and is proofread, the piece is ready to go to the printer.
- Number the pages in the desired order.
- Label the spaces left empty for the logos and other clip art and attach them to the pages.
- If you use photographs, they should be 5 inch by 7 inch black and white glossy prints. Color photos and instamatic photos do not produce well.

Over the past several years, desk-top publishing has revolutionized the printing industry. Virtually anyone with a computer can produce professional -looking literature. The main advantage that a desk-top system offers over standard typewriter copy is the ability to design a page (by choosing different type sizes, type styles and column widths). Also, the printed output of the original (usually from a laser jet printer) is vastly improved over typewriter copy. Software and hardware for desktop publishing systems is available from computer product vendors and can be obtained for virtually any personal computer.

The third production avenue is typeset copy. The quality of a typeset page is better than with a desk-top system, but it must be done through a vendor (unless a chapter member works in a marketing or public relations position or for an educational institution where he or she may have access to a publications department).

Paper and Color

Most newsletters are produced on paper with a

weight of 50 pounds, 60 at most. The most inexpensive way to print a four-page newsletter is to use 11 inch by 17 inch paper which folds into 8½ inch by 11 inch paper. The copy shop will take care of the folding when they print, and the cost will be minimal.

White is the most common and inexpensive way to go. Other colors are available from any printer or copy shop.

There are always the possibilities of four-way folding, extra colors, and extra pages. These will cost a little extra and can be discussed with print shop personnel.

III. CONTENT

What to include and Where to Include It

It is important to keep your information interesting and up-to-date. This will increase your readership which in turn will increase participation.

There are several good hints to follow when deciding what information to include in the newsletter.

- Include articles about people in your chapter.
- Keep your information short and to the point.
- Include articles about local issues affecting the readers' work.
- Do not forget to also include information from Society headquarters that may be of interest to your readers.

The following is a list of the major issues to consider:

- President's message
- Chapter minutes
- Board of Governors minutes
- Treasurer's report
- Thank you letter to the previous month's speaker
- Location of meetings and chapter technical presentations
- Research Promotion fund goals
- Scholarship dinner/dance information
- Schedule of monthly meeting dates
- Target dates for items to be sent in to the bulletin
- Listing of all officers and committee members
- Other information

It is important to always have the ASHRAE logo along with your chapter logo and newsletter name (see Appendix M). Remember the "E" always goes at the bottom.

IV. THE PROBLEM STAGES

Not Receiving Enough Information

Many chapters seem to have trouble getting enough material for their newsletter. Some suggestions:

- Push your committee chairs to write about the activities of their committees. This is the source from which your basic material should be generated.
- Separate articles into categories, such as technical and feature, and offer awards for the best written.

Trying to Get the Information in on time -- DEADLINES

This seems to be a common problem, and it too may take some time to correct.

Some successful techniques include:

- Issue a letter stating the deadlines
- Advise that the *late* articles will be

published next month

- Increase phone calls until response is adequate

V. CIRCULATION

Now that the newsletter has been written, proofed and printed, it is time to think about circulation methods. Of course, your newsletter should be sent to each chapter member (99-06-20-36). However, there are other people to be reached with your newsletter, including:

- Regional chair. Regional chairs keep other chapters abreast of happenings within their region.
- Engineering Schools and universities and all student members. This will help to arouse student interest. Use the school's post office box to avoid frequent student address changes.
- Sponsors
- Editor of ASHRAE *Insights*. This may get your local information published.
- Other newsletter editors
- Speaker for the next meeting
- Community leaders

Some chapters have realized that sending their newsletter to non-paid members in their area raises attendance at the local chapter meetings.

Mailing Lists

The simplest way to prepare your newsletter mailing list is to use Avery labeling stickers. All you have to do is type the names and addresses on a master copy and then use a photocopying machine for actual mailing labels. Corrections or additions will be no problem.

If you have access to a personal computer, you can use it to prepare your mailing lists.

Send Them! The Final Step

Distributing the newsletter is the final task and should not be taken lightly. They can be mailed, faxed or emailed (99-06-20-36). If your chapter has an account with the post office be sure to always check on the balance to assure quick mailing. Also, always request an address correction on each newsletter.

The least expensive way to mail your newsletter is to use bulk rate. Other alternatives which are more expensive include special first class.

Sending Email

It is recommended to send batch email by addressing email in the Blind Courtesy Copy (bcc) portion of the email. By addressing the email as bcc, each recipient does not see the other recipients email address. This helps to protect the privacy of your members' email addresses. (06-06-26-32)

VI. HELP!

If you have any questions or need any additional information, contact the Manager of Public Relations, ASHRAE headquarters, 1791 Tullie Circle, NE, Atlanta, Georgia 30329, Telephone ☎ (404) 636-8400.

MODEL CHAPTER CONSTITUTION AND BYLAWS

CONSTITUTION AND BYLAWS OF THE
#1 CHAPTER
OF THE
AMERICAN SOCIETY OF HEATING, REFRIGERATING AND
AIR-CONDITIONING ENGINEERS, INC.

Approved by the Society: _____

ARTICLE I – NAME AND AREA SERVED

The name of the organization is the #1 Chapter (herein "Chapter") of the American Society of Heating, Refrigerating and Air-Conditioning Engineers, Inc. (herein "Society"). The principal area(s) served by the Chapter is (are) #2. The principal city where regular meetings will be held is _____ _____.

ARTICLE II – OBJECTS

The objects of the Chapter are exclusively scientific and educational and include, but are not limited to: (a) the advancement of the sciences of heating, refrigerating and air- conditioning engineering and related sciences; (b) the continuing education of the members and other interested persons in said sciences, through lectures, demonstrations, and publications; (c) the rendering of career guidance and financial assistance to students of the sciences; and (d) the encouragement of scientific research.

ARTICLE III – POWERS

The Chapter shall have the power to perform all lawful acts which may be deemed necessary for the proper and successful prosecution of the objects and purposes for which it is organized and operated, consistent with the Certificate of Consolidation, Bylaws, and Rules of the Board of Directors of the Society, and applicable tax regulations for non-profit organizations or corresponding provisions of tax laws.

3.1 The Chapter is not operated for the pecuniary profit of its members. No part of the net income of the Chapter shall be payable to or shall otherwise be available for the personal benefit of any proprietor, employee or shareholder. No salary emolument or compensation shall be paid to any member, and no part of the activities of the Chapter shall consist of the performance of particular services for individual members.

3.2 The Chapter shall not have the authority to act for or in the name of the Society and notice to such effect shall be imprinted on the Chapter stationery; the Chapter shall not use the name of the Society except as a part of its own name; the Chapter may use the emblem of the Society in accordance with the Rules of the

Board; and the Chapter shall not incur any financial liability or contractual obligation in the name of the Society.

3.3 The Chapter may issue publications and/or websites/downloads/documents in accordance with the Rules of the Board. Certain publications for members such as a chapter newsletter or chapter membership roster/product directory may be distributed to persons other than members provided it clearly complies with paragraph 3.2. Certain designated ASHRAE documents may be translated in accordance with the Rules of the Board.

3.4 The Chapter may contribute to, affiliate with, or hold membership in any society, association, council, or other organization in accordance with the Rules of the Board.

3.5 The Chapter shall not recommend, endorse or approve any product, service, publication, person or entity for the promotion of private or public interests.

ARTICLE IV – MEMBERSHIP, DUES AND FINANCE

4.1 Qualification. The membership of the Chapter shall consist of all members of the Society in good standing and residing in the geographic area of the Chapter, as prescribed by the Board of Directors of the Society, who have properly joined the chapter.

4.2 Non-Residents. Notwithstanding the foregoing, a member of the Society residing in the geographic area of a Chapter may elect to be a member of another Chapter. A member may elect to belong to more than one Chapter.

4.3 Grade. Each member shall hold the same grade of membership in the Chapter as in the Society.

4.4 Rights and Privileges. All Chapter members shall be entitled to the same rights and privileges, except that anyone who has not paid Chapter fees, dues, assessments or other charges within ninety (90) days of their due date shall not be entitled to voting privileges or the right to election or appointment as an officer, governor, or committee chair of the Chapter. All rights and privileges of a member are vested solely in the member and may not be delegated or transferred, except as provided in Article VI, paragraph 6.7 hereof.

4.5 Suspension. In the event that a member does not pay all the Chapter fees, dues, assessments or other charges within six (6) months of their due date, all rights and privileges of membership in the Chapter shall be suspended. Such membership rights and privileges shall be restored to the member upon full payment thereof. Delinquency in payment of Chapter dues or other Chapter charges will not affect a member's standing in the Society.

4.6 Termination. Membership in the Chapter shall terminate upon the death of any member, the removal of a member's principal place of residence to the geographic area of another Chapter except as provided in Article IV, paragraph 4.2 hereof, or the receipt of written notice by the member of termination of membership. In the event of such termination, neither the former member, nor his/her personal representatives, heirs or devises shall have any right, title or interest in the Chapter or its assets.

4.7 Expulsion. A member may be expelled from the Society and the Chapter only upon action taken by the Board of Directors of the Society. Such action may be initiated by the Board of Governors of the Chapter by the filing of written charges and supporting evidence with the Secretary of the Society.

4.8 Society Dues. The annual dues for membership in the Society, as prescribed from time to time by the Society, shall be paid to the Society.

4.9 Chapter Dues. The Board of Governors, in its discretion and subject to the approval by a vote of members, may levy such dues, fees, charges or other assessments as are reasonable and necessary to meet the current operating expenses of the Chapter. The due date of such payments shall be as prescribed by the Board of Governors.

4.10 Fiscal Year. The fiscal year of the Chapter shall end on June 30 of each year.

ARTICLE V – OFFICERS, NOMINATIONS, ELECTIONS, VACANCIES, REMOVAL AND CHAPTER REGIONAL COMMITTEE

5.1 Titles. The officers of the Chapter shall be a President, a President-Elect, a Vice President, a Secretary, a Treasurer, and a _____. Consult the current version of the Manual for Chapter Operations (MCO) for updates.

5.2 Multiple Offices. With the exception of the office of President, any number of offices may be held by the same member.

5.3 The President. The President shall be the chief executive officer of the Chapter and shall provide general direction of the affairs of the Chapter and provide general supervision over its several officers, subject to the control of the Board of Governors. The President shall, from time to time, report to the members and to the Board all matters within the President's knowledge which the interest of the Chapter may require to be brought to the Chapter's notice; shall preside at all meetings of the members and at all meetings of the Board; shall sign and execute in the name of the Chapter all contracts, or other instruments authorized by the Board, except in cases where the signing and execution thereof shall be expressly delegated or permitted by the Board or by these Bylaws to some other officer or agent of the Chapter.

5.4 The President-Elect. The President-Elect shall automatically succeed to the office of the President at the conclusion of the President's term of office. In the absence of the President, the President-Elect shall exercise the powers and perform the duties of the President. In addition, the President-Elect shall make the committee chair appointments sufficiently far in advance of the Chapters Regional Conference (CRC), as to permit attendance by the appointees at CRC workshops in the period prior to appointees' active participation as chairs of the Chapter Committees. Chair designees of such committees as Student Activities; Membership Promotion; Research Promotion; Chapter Technology Transfer and Historical should be especially encouraged to attend CRC meetings. Prior to the annual meeting, the President-Elect shall complete the appointments by naming at least two (2) committee members to each of the standing committees of the Chapter.

(Delete this section or fill in the blank, if appropriate. If this section is deleted, this article will be renumbered.)

5.5 The Vice President. In the absence of the President and the President-Elect, the Vice President shall exercise the powers and perform the duties of the President. _____

5.6 The Secretary(ies). (Option 1) The Secretary shall send notices of meetings to the members and to the Board of Governors as prescribed in these Bylaws, and to Committee Chairs as requested by the President. The Secretary shall keep the minutes of the meetings of the Chapter and of the Board of Governors and shall promptly file a copy of the minutes of each meeting of the Chapter with the Regional Chair and Regional Vice Chair (RVC) for Chapter Technology Transfer, or in the case of the (RAL) the Sub Regional Chair (SRC) for the Chapter, and shall send advance notices and minutes of meetings of the Board of Governors to the Regional Chair. In addition, the Secretary shall send the Chapter newsletter to the Editor of the official publication of the Society. The Secretary shall maintain a membership roster, a roll of membership attendance, and such books, papers, and records as the Chapter or Board of Governors may direct, which shall be open to the inspection of any member of the

Board of Governors. The Secretary shall promptly notify members of their nomination, election, or appointment to office.

(Option 2) The Recording Secretary shall send notices of meetings of the Board of Governors to the Board of Governors, as prescribed in these Bylaws. The Recording Secretary shall keep the minutes of the meetings of the Chapter and of the Board of Governors and shall promptly file a copy of the minutes of each meeting of the Chapter with the Regional Chair and RVC for Chapter Technology Transfer/SRC. The Recording Secretary shall keep a roll of membership attendance and such books, papers, and records as the Chapter or Board of Governors may direct, which shall be open to the inspection of any member of the Board of Governors. The Recording Secretary shall send advance notices and minutes of meetings of the Board of Governors to the Regional Chair. In addition, the Recording Secretary shall send the chapter newsletter to the Editor of the official publication of the Society. The Corresponding Secretary shall send notices of meetings of the Chapter to the members, shall maintain a membership roster of the Chapter, and shall conduct such correspondence of the Chapter as may be directed by the Board of Governors.

(Delete this option or fill in the blank) The Assistant Secretary (ies) shall _____.

5.7 The Treasurer. The Treasurer shall receive all funds, including dues, fees, charges and other assessments, and shall deposit such funds in the name of the Chapter in banks or other depositories. The Treasurer shall disburse funds only as authorized by the Chapter's Board of Governors and shall keep appropriate records of receipts and expenses and shall exhibit such records at all reasonable times to any member of the Board of Governors. The Treasurer shall make a full financial report at the annual meeting of the Chapter, a copy of which shall be forwarded to the Regional Chair. In addition, in the absence of contrary written instructions from the Society, the Treasurer shall complete, execute and file any statements or returns incidental to federal or local taxation.

(Choose or delete this option) Checks issued by the Treasurer shall be countersigned by an authorized officer of the Chapter.

(Delete this option or fill in the blank) The Assistant Treasurer shall _____.

5.8 Additional Duties. All officers shall perform all duties incident to their respective offices and such other duties as are prescribed by these Bylaws or as are assigned by the Board of Governors.

5.9 Eligibility for Re-election. Officers and Board members are elected for one-year terms, but may be re-elected to consecutive terms. The president may be re-elected to the same office for one additional consecutive term. If the president is re-elected for an additional consecutive term, the president-elect will also need to be re-elected in accordance with the election procedure set forth in Section V.

5.10 Duties of Nominating Committee. The Nominating Committee shall select from the members eligible to hold office one candidate for each office except President, and for each member to be elected to the Board of Governors and shall obtain from each candidate a written statement that the candidate is a member in good standing in the Society and consents to stand for election. Not less than thirty (30) days before the _____ meeting the Nominating Committee shall present to the Secretary the names of the candidates selected, together with their statements.

5.11 Duties of Secretary. Upon receipt of these names from the Nominating Committee, the Secretary shall prepare a list of the candidates and shall forward such list to all members with voting rights at least ten (10) days prior to such meeting.

5.12 Nomination by Members. Additional nominations of members in good standing who consent orally or in writing to be candidates may be made from the floor at such meeting. If at this meeting more than

one such nomination from the floor is made for any one office or membership on the Board of Governors, a vote shall be taken to select the name of the opposition candidate to be placed on the ballot.

5.13 Voting and Election. Not less than ten (10) days prior to the next meeting, the Secretary shall send a mail ballot, in the case of elections by mail, or a proxy statement, in the case of elections at meetings, to all members with voting rights. In the case of elections at meetings, the President shall appoint three (3) tellers to assist in conducting the election. The Board of Governors or the tellers, if any, shall promptly tally all votes. The candidate receiving a majority of the votes cast for each respective office shall be declared elected. If there is a tie vote, there shall be a run-off election.

5.14 Installation. Officers and members of the Board of Governors shall be installed at the annual meeting of the chapter and shall assume their duties at the start of the next Society year.

5.15 Vacancies. (Option 1) Whenever there shall be a vacancy in any office except President-Elect or a member of the Board of Governors by resignation or otherwise, the Board of Governors shall have the power to fill such office until the next annual election and installation, and such officer shall have the duties, rights, and privileges of the predecessor.

If the President dies, resigns, or is removed from office, the President-Elect shall immediately become President and shall serve for the remainder of the term of the immediate predecessor. If the time served by the President-Elect as President is less than six months, he/she shall continue to serve as President for the next Society year; therefore the office of President-Elect shall remain vacant until the next annual chapter election. If the President-Elect dies, resigns, is removed from office, or becomes President for more than six months in accordance with the foregoing provisions, a special election shall be held to fill the vacancy.

(Option 2) Whenever there shall be a vacancy in any office or a member of the Board of Governors by resignation or otherwise, the nomination and election procedures set forth in this Article V shall be followed, except that the nomination, election and installation of such officer shall be held as soon as practicable after such vacancy has arisen.

5.16 Removal. Any officer or member of the Board of Governors may be removed by at least a 2/3 vote of voting members present at a regular meeting, whenever in the judgment of the members, the best interests of the Chapter will be served thereby. The notice of this Chapter meeting shall contain the statement that an urgent item of importance to the Chapter will be presented for member vote and subsequent action.

5.17 Election of Delegates. The Board of Governors-elect shall elect from among its members one delegate and one alternate to the Chapters Regional Committee. At least one of said delegates shall be an officer-elect of the Chapter. The delegates shall be announced at the annual meeting of the Chapter. The names of such delegates shall be certified in writing by the Secretary to the Secretary of the Society and the Regional Chair by the first day of the following June.

5.18 Term. The delegate and alternate delegate shall serve for a term of one (1) year, commencing on the first day of July following their election. No member may be elected to serve as the delegate for more than two (2) consecutive terms; no member may be elected to serve as the alternate delegate for more than two (2) consecutive terms; and no member may be elected to serve in either capacity for more than four (4) consecutive terms.

5.19 Duties. The duties of the delegate and alternate delegate shall be as prescribed from time to time by the Society. They shall transmit recommendations concerning policies, procedures, and operations of the Society, its Chapter and its Student Branches to the Regional Chair in advance of the Chapters Regional Committee Meeting; shall attend such meeting; shall suggest candidates for the Board of Directors of the Society, Society committees, and miscellaneous Society honors and awards; shall participate in the

election of one (1) member and one (1) alternate member to serve on the Society Nominating Committee; and shall report to the Board of Governors of the Chapter regarding the business transacted at the Chapters Regional Committee meeting, together with any recommendations for Chapter action.

5.20 Vacancies and Removal. Whenever either delegate is unable to fulfill this office, the Board of Governors shall appoint another delegate. Either delegate may be removed by the Board of Governors whenever, in its judgment, the best interests of the Chapter will be served thereby.

ARTICLE VI – MEETINGS OF MEMBERS

6.1 Regular Meetings. Meetings of the Chapter shall be held on at least a monthly basis from _____ through _____ at such time and place as is prescribed by the Board of Governors.

6.2 Annual Meeting. The annual meeting of the chapter for the installation of officers and the Board of Governors and the announcement of committee appointments shall be held in the month of _____ at such time and place as is prescribed by the Board of Governors.

6.3 Special Meetings. Special meetings of the Chapter may be called by the President at the President's discretion, or at the request of the Board of Governors or 15 percent of the members with voting rights.

6.4 Notice of Meetings. Timely written notice of all meetings shall be sent by the Secretary to all members setting forth the place, date and hour of the meeting and, in the case of a special meeting, the purpose thereof.

6.5 Quorum. A quorum for the transaction of business at a meeting of the Chapter shall consist of 15 percent of the members having voting rights, except that no business may be transacted unless a majority of the Board of Governors is also in attendance.

6.6 Majority Vote. A majority of the number of votes cast in person, by proxy or action by letter ballot, electronic or other approved means shall be necessary for the adoption of any matter, except as otherwise provided in these Bylaws.

6.7 Proxies. A member may vote on any matter by a written proxy executed and dated by the member. No proxy shall be valid after ninety (90) days from the date of its execution, unless otherwise provided in the proxy.

ARTICLE VII – BOARD OF GOVERNORS

7.1 Duties. The property and affairs of the Chapter shall be managed by the Board of Governors. The Board of Governors may execute all business of the Chapter that does not require action by the full membership of the Chapter. The presiding officer shall report briefly on these actions at the next Chapter meeting.

7.2 Composition. The Board of Governors of the Chapter shall consist of the officers, the most recent available past president, and a minimum of two members elected pursuant to Article V hereof.

7.3 Meetings. The time and place of regular meetings of the Board of Governors shall be at the discretion of the Board. A special meeting of the Board of Governors may be called by the President, at the President's discretion, or at the written request of two (2) members of the Board.

7.4 Quorum and Majority Vote. A quorum for the transaction of business shall consist of a majority of the Board present in person, and the majority vote of the members present in person, by proxy or action by letter ballot, electronic or other approved means shall be necessary for the adoption of any matter, except

as otherwise provided in these Bylaws. The form of proxies shall be governed by Article VI, paragraph 6.7 hereof.

7.5 Notice of Meetings. Timely written notice of all meetings shall be sent by the Secretary to all members setting forth the place, date and hour of the meeting and, in the case of a special meeting, the purpose thereof.

7.6 Appointments to Auditing Committee. The Board of Governors-elect shall appoint members to the Auditing Committee, pursuant to paragraph 8.3.2.1 hereof, at a meeting of the Board of Governors-elect held prior to the annual meeting of the Chapter. Appointments shall be announced at such annual meeting.

ARTICLE VIII – COMMITTEES

8.1 General. All Chapter Committees shall be designated as Standing Committees or Special Committees. Standing Committees are mandatory and are of a continuing nature, while Special Committees are created for a specific purpose and may be dissolved when their functions have been completed.

8.2 Appointments. Except as noted herein, all Standing Committee members and respective Chairs thereof shall be appointed by the President-Elect pursuant to Article 5.4.

8.3 Standing Committees. Standing Committees primarily essential to chapter, regional and Society activities are broken into two categories: those that are mandatory and those that are optional, but whose functions are essential to the Chapter operation.

8.3.1 Mandatory standing committees are the Chapter Nominating; CRC Action; Student Activities; Membership Promotion; Research Promotion; Chapter Technology Transfer and Historical.

8.3.1.1 Chapter Nominating Committee. The Nominating Committee shall consist of five (5) members in good standing. One member of the Board of Governors may serve on the Nominating Committee, but not as its chair. The Committee shall be elected by the Chapter at meeting.

(Option 1) At the preceding meeting, the Board of Governors shall submit to the members their nominations for the committee. Additional nominations may be made by members from the floor at said meeting.

(Option 2) Nominations shall be made by members from the floor at such meeting.

Nominees receiving the five highest number of votes shall be elected. In the case of a tie, there shall be a runoff election which shall be held at the same meeting. The Nominating Committee shall elect its own chair.

8.3.1.2 CRC Action Committee. The CRC Action Committee shall determine major items of concern to the Chapter; obtain biographies on possible candidates for Society and regional offices, committees, and various regional and Society honors and awards; provide direction to the delegate and alternate delegate on actions to be presented on the Chapter's behalf at the CRC. The Chair of this Committee should be a past president of the Chapter.

8.3.1.3 Student Activities Committee. The Student Activities Committee shall assist and cooperate with other technical and scientific organizations to influence pre-college (K-12) education in math and science; shall assist in the formation and/or continuing operation of student branches of the chapter; and shall assist with chapter participation in continuing education courses and related activities. The Chair of this Committee is expected to attend the CRC Meeting (for spring CRCs, the incoming chair).

8.3.1.4 Membership Promotion Committee. The Membership Promotion Committee shall encourage applications by persons qualified for membership in the Society; shall encourage increased member participation in Chapter affairs; and shall encourage members to advance in their membership grade in the Society. The Chair of this Committee is expected to attend the CRC Meeting (for spring CRCs, the incoming chair).

8.3.1.5 Research Promotion Committee. The Research Promotion Committee shall conduct an annual campaign to obtain investments in ASHRAE Research, The ASHRAE Foundation and Education through the ASHRAE Learning Institute. The Chair of this Committee is expected to attend the RP Centralized Training Workshop and Special Regional Committee Meeting when called by the Regional Vice Chair for Research Promotion.

8.3.1.6 Chapter Technology Transfer Committee. The Chapter Technology Transfer Committee shall develop liaison on technical issues with local levels of government, promote and administer the chapter technology and government activities awards programs, make arrangements for speakers for programs and technical sessions at chapter meetings, including speaker's requirements for equipment, accommodations and travel arrangements and act as host throughout the meetings. The committee shall coordinate the efforts of the chapter by making arrangements with area educational institutions for continuing education courses, and develop an active "Speakers Bureau" to present talks and seminars to chapters and regions. The committee shall submit PAOE points related to chapter programs, and technical and government activities. The committee shall provide timely reports to the regional vice chair. The Chair of this Committee is expected to attend the CRC Meeting (for spring CRCs, the incoming chair).

8.3.1.7 Historical Committee. The Historical Committee shall collect and safeguard facts, photographs, records and other memorabilia pertinent to the history of the Chapter. The Chair of this Committee is expected to attend the CRC Meeting (for spring CRCs, the incoming chair).

8.3.2 Optional Committees, whose functions are essential to the Chapter operation, are Auditing; Refrigeration; Reception; Publicity; Attendance; Publication (or Newsletter); Honors and Awards; Special Events; and Chapter Section (if appropriate). The duties and functions of each Optional Committee (several of which may be combined under a single chair) are as follows:

8.3.2.1 Auditing Committee. The Auditing Committee shall consist of three (3) members, none of whom shall be members of the Board of Governors, and shall elect its own chair.

8.3.2.2 Refrigeration Committee. The Refrigeration Committee shall promote the refrigeration activities of the Society by promoting the interests and endeavors of those members whose primary concern is refrigeration; shall provide or arrange technical talks on refrigeration to the members at regular chapter meetings; shall promote chapter-sponsored seminars on refrigeration and shall arrange for continuing education in the refrigeration field. The activities of the Refrigeration Committee shall be coordinated with the Chapter Technology Transfer Committee, and if there is no Refrigeration Committee the activities described above shall be handled by the Chapter Technology Transfer Committee.

8.3.2.3 Reception Committee. The Reception Committee shall encourage fellowship among members and shall extend cordial greetings to guests and new members of the Society.

8.3.2.4 Publicity Committee. The Publicity Committee shall publicize the name, purposes and activities of the Chapter in an effort to obtain qualified members; and shall report Chapter activities of public interest to the news media.

8.3.2.5 Honors and Awards Committee. The Honors and Awards Committee shall consist of a chair and at least two (2) additional members, preferably past chapter presidents. The Honors and Awards Committee shall promote the recognition of outstanding chapter members within the chapter, region,

Society, associated societies and the community. The committee shall submit names of qualified chapter members to the Chapter CRC Action Committee.

8.3.2.6 Attendance Committee. The Attendance Committee shall be responsible for contacting each member of the Chapter prior to each scheduled meeting or event to ensure that they have received notice of that meeting or event, and to ascertain the expected attendance.

8.3.2.7 Publications or Newsletter Committee. The Publications Committee shall obtain news of interest to the Chapter members and supervise the publishing of the Chapter newsletter.

8.3.2.8 Special Events Committee. The Special Events Committee shall handle the arrangements for any special events to be sponsored by the Chapter, or for other events to which the Chapter membership has been invited.

8.3.2.9 Chapter Section Committee. When a chapter area is defined that is not being provided chapter services, the chapter may form a Chapter Section Committee to start and maintain chapter sections within the chapter area. The chapter president shall name a section representative for each section who will maintain liaison with the chapter.

8.4 Other Committees. Additional committees shall be termed as Special Committees and may be appointed at any time by the President, with the advice and approval of the Board of Governors, and shall be announced at the next meeting of the Chapter.

8.5 Vacancies. Whenever any member refuses an appointment to a committee or whenever there is a vacancy on any committee by resignation or otherwise, the President shall, with the advice and approval of the Board of Governors, appoint another member to such committee.

8.6 Removal. Any committee member appointed or elected may be removed by the person or persons authorized to appoint or elect such member whenever, in their judgment, the best interests of the Chapter will be served thereby, except that the President shall remove a member only with the advice and approval of the Board of Governors.

8.7 Attendance at Board Meetings. Committee Chairs shall attend the meetings of the Board of Governors when so requested by the presiding officer, but shall not be entitled to voting rights at such meetings.

ARTICLE IX – RULES OF ORDER

Rules of Order. Except as otherwise provided in these Bylaws, the conduct of meetings of the members shall be governed by the rules of procedure set forth in the current edition of Robert's Rules of Order Newly Revised.

ARTICLE X – AMENDMENTS

10.1 Powers and Limitations. All Articles of these Bylaws shall be subject to alteration or repeal, consistent with the Certificate of Consolidation, Bylaws, and Rules of the Board of Directors of the Society and applicable tax regulations for non-profit organizations or corresponding provisions of applicable tax laws.

10.2 By Society. Amendments to these Bylaws set forth in written directives of the Secretary of the Society shall be adopted by a majority of the Board of Governors. Written copies of said amendments shall be sent by the chapter secretary to all members, or an officer of the Chapter shall read said amendments at the next succeeding chapter meeting.

10.3 By Chapter. Amendments to these Bylaws may also be initiated by a written resolution of a majority of the Board of Governors or by not less than five (5) members in good standing with voting privileges and may be presented at any meeting of the Chapter. If approved by a majority of the members present, the chapter secretary shall send copies of the proposed amendments to all members not less than seven (7) days before the next succeeding meeting. If approved by a two-thirds (2/3) vote at such meeting, the chapter secretary shall forward such proposed amendments to the Secretary of the Society for approval by the Members Council of the Society and review by the Regional Chair. Any amendments shall become effective only upon receipt of written notice of approval by the Members Council or its authorized representative of the Society.

ARTICLE XI – DISSOLUTION

11.1 The chapter may be dissolved:

a. with the consent of not less than sixty (60) percent of the members in good standing of the chapter with voting rights expressed, either in person or by proxy, at a special meeting called for that purpose, or

b. by a two-thirds vote of the ASHRAE Board of Directors after written preferment of charges, sixty (60) days written notice of hearing sent by registered mail to the President of the Chapter, and an adequate opportunity for the chapter representative to be heard before the Board of Directors or a committee of three (3) or more members designated by the Board of Directors.

11.2 In the event of dissolution, all debts and liabilities legally incurred on behalf of the chapter shall be fully discharged. The remaining funds shall be disposed of in accordance with paragraph 11.3 thereof.

11.3 Upon the dissolution of the Chapter, any assets remaining thereafter shall be conveyed to the Society.

11.4 In the event that the Society is not then in existence or is not then exempt under applicable tax regulations for non-profit organizations or corresponding provisions of tax laws, the assets shall be conveyed to such organization then existent, dedicated to the perpetuation of objectives similar to those of the Society and exempt.

ARTICLE XII – ADOPTION

These Bylaws shall be completed and adopted by a majority of the Board of Governors. Written copies of said Bylaws shall be sent by the Secretary to all members and shall be sent, as amended, to such persons as shall, from time to time, become members of the Chapter.

Adopted by the_____ Chapter:

_____
Date

_____
Chapter President

LIST OF DEVIATIONS
TO MODEL CHAPTER AND STUDENT BRANCH
CONSTITUTION AND BYLAWS

The purpose of the model constitution and bylaws is to provide a constitution and bylaws that will meet the need of any chapter and still comply with the Certificate of Consolidation, Society Bylaws, the Rules of the Board of Directors, the New York State not-for-profit law, and Federal and Georgia state laws under which ASHRAE is administered. As such, the constitution and bylaws constitute a legal document which has been approved by the ASHRAE Board of Directors and reviewed by legal counsel.

The model bylaws are flexible in that they allow the chapter certain options in the selection of dates, the appointment of committees, the selection of committee members, and the methods of election. This limited flexibility is provided to accommodate the needs of chapters, regardless of their geographic location and size.

Additional items which are unique to a chapter's operation should be placed in a document titled "[Name of chapter] Chapter Manual of Procedures" and should include the following introduction:

[Name of Chapter] Chapter Manual of Procedures

This [name of chapter] Chapter Manual of Procedures contains information to supplement the [name] Chapter's bylaws. The contents of this document are not included in the chapter's bylaws but are needed to describe specific procedures by which the chapter operates. Examples: Scholarship program administered by the chapter; duties of an officer in addition to those described in the chapter bylaws.

Items included in this Chapter Manual of Procedures and any changes thereto require approval by the chapter membership only. No additional approvals are required.

This document supplements, but is not a part of, the [name] Chapter bylaws.

Acceptable deviations to the model bylaws have been published to permit additional options which are based on experience and changing times in order that the chapters are given the best possible basis for successful operation.

Model Bylaws Section	ACCEPTABLE DEVIATIONS FOR STUDENT BRANCHES
SB 2.1	Students from multiple institutions may form a single student branch.
SB 3.1	Student Branches in Southern Hemisphere may schedule meetings that do not coincide with Society year (i.e., if summer falls during December-January, meetings may run from February-November)
SB 5.1	Only three members on Board of Governors of Student Branch.
Model Bylaws Section	**ACCEPTABLE DEVIATIONS FOR CHAPTERS**
4.4	A chapter may increase the amount of time referenced in model bylaws paragraph 4.4: "...anyone who has not paid chapter fees, dues, assessments or other charges within sixty (60) days of their due date..."
6.2	Elimination of annual meeting. (Names of new officers would be announced immediately following the election and would take over at the beginning of the next fiscal year with no formal "changing of the guard.")
6.7	Absentee ballot in lieu of proxy.
5.1	One officer with title of President-Elect/Vice-President.
5.2	A chapter may omit paragraph 5.2 from its Bylaws regarding multiple offices.
5.3-5.7	Specific officer committee assignments may be made by the chapter.
5.3-5.7	Requirement that an individual must serve two full terms on Board of Governors to be eligible to serve as an officer.
5.4 & 5.10	Chapter committee chairmen may be elected rather than appointed by the President-Elect of the chapter.
5.5	Requirement that to be eligible to serve as Vice-President, an individual must have prior service as either Secretary or Treasurer of the chapter.
5.9	The President and the President-Elect "shall not be eligible to serve" consecutive terms.
8.3.1.1	Nominating Committee may be reduced to less than five members (acceptable only in chapters with fewer than 50 chapter dues-paying members). Acceptable to state “the Nominating Committee shall be composed of three or more members.”
Model Bylaws Section	**DEVIATIONS ACCEPTABLE BUT NOT RECOMMENDED**
7.2	Caution should be exercised concerning having more than four additional Board members due to difficulty meeting quorum requirements.
8.4	Adding committees that are unique to the chapter. Paragraph 8.4 provides for the appointment of other committees without specifying them in the Bylaws.
5.17	Failure to name an officer-elect as one of the delegates to the CRC. Chapter names immediate Past President as delegate and President as alternate. (only delegate and alternate can attend closed caucus sessions.)
5.17	Delegates to CRC not elected by Board. Send President-Elect as delegate and Vice-President as alternate – similar to prior item.

Model Bylaws Section	DEVIATIONS NOT ACCEPTABLE
General	Listing membership grades as part of the Bylaws. (All membership grades are listed in the Society Bylaws. A chapter could list them in the front of the Chapter Roster, if desired.)
General	Statement on Organization Philosophy in the Bylaws. (Already included in Manual for Chapter Operations.)
4.9	Board of Governors may levy dues, fees, etc. without vote of the membership.
4.10	Change dates of fiscal year. (Society fiscal year is July 1 – June 30. Since chapters and student branches are part of the Society, they must have the same fiscal year as the Society.)
5.5	Vice-President automatically becomes President-Elect if President-Elect is deposed. (President-Elect is an elected position. A special election should be called, if necessary.)
5.10	Elimination of requirement that Nominating Committee obtain "in writing" statement that a candidate is willing to stand for election.
5.10	Nominating Committee only nominates individuals to fill vacancies on Board of Governors. After election to Board by Chapter members, the Board members elect the offices themselves.
5.10	Automatic Succession of chapter officers to a higher position (not acceptable except in the case of President-Elect). Chapter officers must be elected by the membership).
5.16	Board of Governors may remove an officer or Board member without a vote by the chapter membership.
8.3.1	CRC Action Committee omitted.
8.3.1	Historical Committee omitted.
8.3.2 & 8.3.2.1	Auditing Committee omitted; CPA used to audit books periodically. (The Auditing Committee should monitor the finances of the chapter during the entire year, whereas the auditor only reviews the books on an annual or bi-annual basis.)
8.3.1.1	Nominating Committee appointed (rather than being nominated and elected by chapter membership).
8.3.1.1	President-Elect and immediate Past President automatically serve on Nominating Committee. (Members of the Nominating Committee are elected by the chapter membership.)
10.2	Failure to notify members of amendments to chapter Bylaws
10.3	Board of Governors approves amendments to chapter Bylaws (rather than chapter members)

2008-Jun-23

PROCEDURE FOR CHAPTER BYLAWS UPDATING

The purpose of the model constitution and bylaws is to provide a constitution and bylaws that will meet the need of any chapter and still comply with the Certificate of Consolidation, Society Bylaws, the Rules of the Board of Directors, the New York State not-for-profit law, and Federal and Georgia state laws under which ASHRAE is administered. As such, the constitution and bylaws constitute a legal document which has been approved by the ASHRAE Board of Directors and reviewed by legal counsel.

The model bylaws are flexible in that they allow the chapter certain options in the selection of dates, the appointment of committees, the selection of committee members, and the methods of election. This limited flexibility is provided to accommodate the needs of chapters, regardless of their geographic location and size.

Acceptable deviations to the model bylaws have been published to permit additional options which are based on experience and changing times in order that the chapters are given the best possible basis for successful operation.

These are the steps which should be followed in updating chapter bylaws:

Step	Responsible	Action
1.	Staff	Provide model constitution and bylaws and list of acceptable deviations
2.	Staff	Provide updated bylaws with changes noted to chapter, copy to Regional Chair.
3.	Reg Chm	Work with chapter president (at CRC or on chapter visit) to update bylaws.
If chapter accepts changes:		
4.	Chapter	Board of Governors votes to accept changes; President signs and dates updated bylaws and returns to Headquarters.
5.	Hq Staff	If chapter has indicated additional acceptable changes (see Deviations List), staff revises and returns bylaws to chapter for verification, final acceptance and signature.
If chapter requests changes or additions which are not on Deviations List:		
6.	Reg Chm	Refer outstanding questions to staff liaison who refers to Members Council for resolution if necessary.
7.	Staff	Provide explanation and ruling to Regional Chair who communicates explanation to chapter.
8.	Chapter	Repeat step 4.

If chapter does not accept changes:

9.	Reg Chm	Refers outstanding questions to staff liaison who refers to Members Council for resolution if necessary.
10.	Staff	Provides explanation/ruling to Regional Chair who negotiates with chapter.

If chapter still does not accept changes:

11.	Chapter	May appeal question to Members Council which makes a judgment.

If chapter still does not accept changes:

12.	Chapter	May appeal question to Board of Directors which makes a final judgment.

Chapters should direct questions concerning this procedure to Regional Chair or staff.

BOD 04-01-23-2J

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ACRONYMS AND ABBREVIATIONS USED IN ASHRAE

AAAS	American Association for the Advancement of Science
AABC	Associated Air Balance Council
AACE	American Association of Cost Engineers
AAES	American Association of Engineering Societies
AAF	Argentina Association of Refrigeration
AALA	American Association for Laboratory Accreditation
AASA	ASHRAE Associate Society Alliance
ABBE	Advisory Board on Built Environment
ABET	Accreditation Board for Engineering and Technology
ABMA	American Boiler Manufacturers Association
ABOK	Russian Association of Engineers in Heating, Ventilation, Air-Conditioning, Heat Supply and Building Thermal Physics
ABRAVA	Brazilian Association of Refrigeration, Air-Conditioning, Ventilating and Water Treatment
AC	Accreditation Activities Committee
ACAIRE	Colombian Association of Air-Conditioning & Refrigeration
ACCA	Air Conditioning Contractors of America
ACEC	American Consulting Engineers Council
ACGIH	American Conference of Governmental Industrial Hygienists
ACI	American Concrete Institute
ACS	American Chemical Society
ACTECIR	Catalan Association of Energy, Air-Conditioning and Refrigeration Engineers (Spain)
ADC	Air Diffusion Council
ADI	Air Distributing Institute
AEDG	Advanced Energy Design Guide
AEE	Association of Energy Engineers
AEIC	Association of Edison Illuminating Companies
AFFI	American Frozen Food Institute
AGA	American Gas Association
AGCA	Associated General Contractors of America
AGFR	Romanian Association for Heating, Refrigerating and Air-Conditioning
AHAM	Association of Home Appliance Manufacturers
AHGWTEL	Latvian Association of Heat, Gas & Water Technology Engineers
AHMA	American Hotel-Hotel Association
AHR	International Air Conditioning, Heating, Refrigerating Exposition
AI	Action item
AIA	American Institute of Architects
AID	Airborne Infectious Disease
AICARR	Italian Association of Air-Conditioning, Heating and Refrigeration
AIChE	American Institute of Chemical Engineers
AICVF	French Association of Heating & Ventilation Engineers
AIHA	American Industrial Hygiene Association
AIP	American Institute of Physics
AIPE	American Institute of Plant Engineers
AIRAH	Australian Institute of Refrigeration, Air Conditioning and Heating
ALA	American Lighting Association
ALI	ASHRAE Learning Institute
AMCA	Air Movement and Control Association
AMERIC	Mexican Association of Companies in the Industry of Building Installations
AMORTS	Assistant Manager of Research and Technical Services
ANMC	American National Metric Council

ANS	American Nuclear Society
ANS	American National Standard
ANSI	American National Standards Institute
APC	ASHRAE Program Committee
APEM	Association of Professional Energy Managers
API	American Petroleum Institute
APPA	Association of Higher Education Facilities Officers
ARC	ASHRAE Research Canada
ARC	Assistant Regional Chair
ARCFCP	The Alliance for Responsible CFC Policy
ARI	Air-Conditioning and Refrigeration Institute
ARW	Air-Conditioning and Refrigeration Wholesalers Association
ASA	Acoustical Society of America
ASAE	American Society of Agricultural Engineers
ASAE	American Society of Association Executives
ASBRAV	South Brazilian of Refrigeration, Air Conditioning, Heating and Ventilation Association
ASCE	American Society of Civil Engineers
ASEE	American Society for Engineering Education
ASES	American Solar Energy Society
ASHE	American Society for Healthcare Engineering of the American Hospital Association
ASHRAE	American Society of Heating, Refrigerating and Air-Conditioning Engineers
ASME	American Society of Mechanical Engineers
ASQC	American Society for Quality Control
ASSE	American Society of Safety Engineers
ASTE	American Society of Test Engineers
ASURVAC	Uruguay Association of Refrigeration, Ventilation, Air Conditioning and Heating
ATECYR	Spanish Technical Association of Air Conditioning and Refrigeration
ATEAAR	Ecuadorian Technical Association of Conditioned Air and Refrigeration
ATIC	Royal Association of Heating, Ventilation, Air Conditioning and Related Systems
AWMA	Air and Waste Management Association
AWWA	American Water Works Association
BACnet	Building Automation and Control Networks
BAR	Board-Approved Rules
BCA	Building and Construction Authority of Singapore
BCAP	Building Codes Assistance Project
BEPS	Building Energy Performance Standards
bEQ	Building Energy Quotient
BERD	Office of Building Energy Research and Development (DOE)
BLAST	Building Load Analysis and System Thermodynamics (computer program)
BNL	Brookhaven National Laboratory
BOCA	Building Officials and Code Administrators International, Inc.
BOD	Board of Directors
BOD/ExCom	Board of Directors/Executive Committee
BOG	Board of Governors
BOMA	Building Owners and Managers Association International
BSI	British Standards Institute
BSRIA	Building Services Research and Information Association
BTECC	Building Thermal Envelope Coordinating Council
CABO	Council of American Building Officials
CAE	Certified Association Executive
CaGBC	Canada Green Building Council
CAMEE	Council of American Mechanical and Electrical Engineers

CAR	Chinese Association of Refrigeration
CARI	Council of Air Conditioning and Refrigeration Industry
CBL	Charter and Bylaws Committee
CBT	Center for Building Technology (NIST)
CCHVAC	China Committee of Heating, Ventilating and Air Conditioning
CCI	Clinton Climate Initiative
CD	Course Development Committee
CDC	Centers for Disease Control (HHS)
CEC	Conferences and Expositions Committee
CEC	California Energy Commission
CEN	Committee for European Normalization
CESSE	Council of Engineering and Scientific Society Executives
CFA	Consumer Federation of America
CFC	Chlorofluorocarbon(s)
CFR	Center for Fire Research (NIST)
CGA	Canadian Gas Association
CIB	International Council for Building Research, Studies and Documentation
CIBSE	Chartered Institution of Building Services Engineers
CII	Confederation of Indian Industry
CIS	Code Interaction Subcommittee (of Standards Committee)
CMA	Chemical Manufacturers Association
CMES	Mexico Green Building Council
CNV	Chair Not Voting
CO	Coordinating Officer
COF	College of Fellows
CP	Chapter Programs Committee
CPSC	Consumer Product Safety Commission
CRC	Chapters Regional Conference
CRMA	Commercial Refrigerator Manufacturers Association
CSA	Canadian Standards Association
CSA	Chapter Service Award
CSB	Construction Standards Board, ANSI
CSI	Construction Specifications Institute
CSME	Canadian Society for Mechanical Engineering
CSO	Chief Staff Officer
CTI	Cooling Tower Institute
CTTC	Chapter Technology Transfer Committee (or CTT)
CV	Chair Voting
DAL	Director-at-Large
DANVAK	Danish Society of Heating, Ventilating and Air-Conditioning Engineers
DASH	Database for Analyzing Sustainable and High Performance Buildings
DHC	District Heating and Cooling
DHW	Domestic Hot Water
DITAR	Cooling and Air Conditioning Technical Division (Chile)
DKV	German Association of Refrigeration and Air-Conditioning Engineers
DL	Distinguished Lecturers
DLP	Distinguished Lecturer Program
DMG	Data Management Group
DOC	U. S. Department of Commerce
DOD	U. S. Department of Defense
DOE	U. S. Department of Energy
DOE 2	A computer program for building energy analysis

DOT	Director of Technology
DOT	Department of Transportation
DRC	Director and Regional Chairman
DSA	Distinguished Service Award
ECC	Electronic Communications Committee
EEI	Edison Electric Institute
EESB	Electrical and Electronic Standards Board, ANSI
EFRIARC	Portuguese Association of Refrigerating and Air-Conditioning Engineers
EH	Environmental Health Committee (also EHC)
EIA	Energy Information Administration (DOE)
EPA	U.S. Environmental Protection Agency
EPRI	Electric Power Research Institute
ESA	Exceptional Service Award
ESME	Egyptian Society of Mechanical Engineers
ESP	Energy Simulation Program
ETE	Epitestudomanyi Egyesulet (Scientific Society for Building, Hungary)
ETL	ETL Testing Laboratories
ETS	Environmental Tobacco Smoke
EUROVENT/ CECOMAF	European Committee of Air Handling and Air Conditioning Equipment Manufacturers and the European Committee of Manufacturers of Refrigeration Equipment
EUI	Energy Use Index
EX	Executive Committee
EX-O	Ex-Officio Member from the Board of Directors
ExCom	Executive Committee (also EX)
EXER	Exergy Analysis for Sustainable Buildings
FASHRAE	ASHRAE Fellow
FGI	Facility Guidelines Institute
FI	Finance Committee
FI	Formaldehyde Institute
FINVAC	Finnish Association of Heating, Ventilating, and Air-Conditioning Societies
FMI	Food Marketing Institute
FMRC	Factory Mutual Research Corporation
FTC	Federal Trade Commission
FY	Fiscal Year
FYE	Fiscal Year Ending
GAMA	Gas Appliance Manufacturers Association
GAME	Greening ASHRAE Meetings and Expositions
GATT	General Agreement on Tariffs and Trade
GBA	Green Building Alliance
GBCB	Green Building Council Brasil
GBI	Green Building Initiative
GCCA	Global Cold Chain Alliance
GEMS	Generalized Engineering Modeling and Simulation
GIA	Grant-in-Aid
GMA	Grocery Manufacturers of America
GOST	USSR Standards Institute
GPC	Guideline Project Committee
GRAS	Generally Recognized as Safe (FDA/HHS)
GRI	Gas Research Institute
GRP	Government Co-sponsored Research Project (archaic)
GSA	U.S. General Services Administration
GSAE	Georgia Society of Association Executives

GSPE	Georgia Society of Professional Engineers
GWP	Global Warming Potential
H&A	Honors and Awards Committee
HB	Handbook Committee
HBDP	High-Performance Building Design Professional
HCFC	Hydrofluorocarbon
HFDP	Healthcare Facility Design Professional
HI	Historical Committee
HI	Hydronics Institute
HO	Honors and Awards Committee (also H&A)
HPAC	Heating/Piping/Air Conditioning (periodical)
HRAI	Heating, Refrigerating and Air-Conditioning Institute of Canada
HUD	U. S. Department of Housing and Urban Development
HVAC	Heating, Ventilating and Air-Conditioning
HVI	Home Ventilating Institute
IACSC	International Association of Cold Storage Contractors
IAPMO	International Association of Plumbing and Mechanical Officials
IAQ	Indoor Air Quality
IARW	International Association of Refrigeration Warehouses
IC	International Committee
ICC	International Code Council
ICBO	International Conference of Building Officials
ICHMT	International Centre for Heat and Mass Transfer
ICSP	Interagency Committee for Standardization Policy
ICVAC	The Icelandic Heating, Ventilating and Sanitary Association
IDEA	International District Energy Association
IEC	International Electrotechnical Commission
IEC	International Exposition Company
IEEE	Institute of Electrical and Electronics Engineers
IEQ	Indoor Environmental Quality
IESNA	Illuminating Engineering Society of North America
IFMA	International Facility Management Association
IGBC	Indian Green Building Council
IHS	Information Handling Services
IIAR	International Institute of Ammonia Refrigeration
IIE	Institute of Industrial Engineers
IIR	International Institute of Refrigeration
ILM	International Liaison Member
ILS	Intersociety Liaison Subcommittee (of Standards Committee)
IMACA	International Mobile Air Conditioning Association
IN	International Committee
IOR	Institute of Refrigeration (UK)
I-P	Inch-Pound
IRHACE	Institute of Refrigeration, Heating and Air-Conditioning Engineers of New Zealand, Inc.
ISA	Instrument Society of America
ISES	International Solar Energy Society
ISHRAE	Indian Society of Heating, Refrigerating and Air-Conditioning Engineers
ISHRAE	Israel Society of Heating, Refrigeration & Air-Conditioning Engineers
ISIAQ	International Society of Indoor Air Quality and Climate
ISO	International Organization for Standardization
ISO/DIS	ISO/Draft International Standards
ITCC	Interstate Truckload Carriers Conference

JAR	Japanese Association of Refrigeration
JE	Joint ASHRAE/AIR Exposition Policy Committee
JF	Justice Facilities
JR	Journal/Insights Committee
JRAIA	Japanese Refrigeration and Air Conditioning Industry Association
JSRAE	Japan Society of Refrigeration and Air-Conditioning Engineers
KGH	Serbian Society of Heating, Ventilating, Air-Conditioning, and Refrigerating
KNVVK	Royal Dutch Association of Refrigeration
LANL	Los Alamos National Laboratory
LBNL	Lawrence Berkeley National Laboratory
LEED	Leadership in Energy and Environmental Design
LITES	Lithuanian Thermotechnical Engineers' Society
LIVI	Society of Building Services and Energy Engineers
LMC	Life Members Club
LRRP	Long Range Research Plan
LYBUNT	Last Year, But Not This (Year), (fundraising term)
MA	Meetings Arrangements Committee
MMACS	Mobile Air Conditioning Society
MAP	Manual of Acceptable Practices
MBO	Management by Objective
MC	Members Council
MCAA	Mechanical Contractors Association of America
MCO	Manual for Chapter Operations
MHI	Manufactured Housing Institute
MIMA	Mineral Insulation Manufacturers Association
MOP	Manual of Procedures
MOR	Manager of Research
MORP	Manual of Recommended Practice
MOS	Manager of Standards
MPC	Membership Promotion Committee (or MP)
MPAG	Manual for Processing ASHRAE Guidelines
MPAS	Manual for Processing ASHRAE Standards
MPS	Minimum Property Standards
MSCA	Mechanical Service Contractors of America
MTS	Manager of Technical Services
MVMA	Motor Vehicle Manufacturers Association of the United States
NAA	National Aeronautics Association
NAC	National Asbestos Council
NACE	National Association of Corrosion Engineers
NACME	National Action Council for Minorities in Engineering
NADCA	National Air Duct Cleaners Association
NAE	National Academy of Engineering of the United States of America
NAFA	National Air Filtration Association
NAHB	National Association of Home Builders of the United States
NAIMA	North American Insulation Manufacturers Association
NAM	National Association of Manufacturers
NAPHCC	National Association of Plumbing-Heating-Cooling Contractors
NAS	National Academy of Sciences
NATE	North American Technician Excellence, Inc.
NCEES	National Council of Examiners for Engineering and Surveying
NCI	National Cancer Institute
NCIAQ	National Coalition on Indoor Air Quality

NCMA	National Concrete Masonry Association
NCS/BCS	National Conference of States on Building Codes and Standards
NEBB	National Environmental Balancing Bureau
NEC	National Electrical Code
NEHA	National Environmental Health Association
NEMA	National Electrical Manufacturers Association
NFI	National Fisheries Institute
NFPA	National Fire Protection Association
NGWA	National Ground Water Association
NHAWA	North American Heating and Air Conditioning Wholesalers Association
NIBS	National Institute of Building Sciences
NIEHS	National Institute of Environmental Health Science
NIOSH	National Institute for Occupational Safety and Health (Centers for Disease Control, HHS)
NIST	National Institute for Standards and Technology (U.S. Department of Commerce)
NO	Nominating Committee
NOFR	Notice of Final Rulemaking
NOPR	Notice of Proposed Rulemaking
NORVAC	Norwegian Association of Heating Ventilating & Sanitary Engineers (also, NORSK VVS)
NPA	National Particleboard Association
NPP	National Program Plan (for Building Thermal Envelope Systems)
NRCA	National Roofing Contractors Association
NREL	National Renewable Energy Laboratory
NSAE	National Society of Architectural Engineers
NSPE	National Society of Professional Engineers
NTIS	National Technical Information Service
NWS	National Weather Service (NOAA, Commerce)
ODS	Ozone Depleting Substances
OEA	Order of Engineers and Architects-Beirut
OEA	Order of Engineers and Architects-Tripoli
OEKKV	Austrian Air Conditioning and Refrigeration Society
OFAC	U.S. Department of Treasury's Office of Foreign Assets Control
ORNL	Oak Ridge National Laboratory
OSHA	Occupational Safety and Health Administration (Labor)
PAGA	Procedures for ASHRAE Guidelines Actions
PAOE	Presidential Award of Excellence
PASA	Procedures for ASHRAE Standards Actions Under the ANSI Organization Method
PC	Publishing Council
PD	Position Document
PDC	Professional Development Committee
PDH	Professional Development Hours
PDS	Professional Development Seminars
PE	President-Elect
PE	President-Elect Advisory Committee (also PEAC)
PE	Professional Engineer (registered)
PEAC	President-Elect Advisory Committee
PERSI	Practice, Education, Research for Sustainable Infrastructure
PES	Project Evaluation Subcommittee
PIE	Practicing Institute of Engineering
PL	ASHRAE Planning Committee (also PLC)
PMS	Project Monitoring Subcommittee (for research projects)
PMSC	Project Monitoring Subcommittee Chairman
PNNL	Pacific Northwest National Laboratories (Battelle)

PO	Purchase Order
PPIS	Planning, Policy and Interpretations Subcommittee (of Standards Committee)
PP/S	Position Paper/Statement
PR	Society Programs Committee
PSVARE	Philippine Society of Ventilating, Air-Conditioning and Refrigerating Engineers
PZITS	Polish Association of Sanitary Engineers and Technicians
RAC	Research Administration Committee
RAL	Region-At-Large
RAN	Refrigeration Association of the Netherlands
RAP	Research Advisory Panel (of Research Administration Committee)
RAS	Research Activities Subcommittee (of Research Administration Committee)
RE	Refrigeration Committee (or REF)
RECC	Regional Electronic Communications Chair
RETA	Refrigerating Engineers and Technicians Association
REHVA	Federation of European Heating and Air Conditioning Associations
RFP	Request for proposal
RAOM	Regional Award of Merit
ROB	Rules of the Board
RP	Research Project (contracted)
RPC	Research Promotion Committee (or RP)
RPS	Research Planning Subcommittee (of Research Administration Committee)
RSES	Refrigeration Service Engineers Society
RTAR	Research Topic Acceptance Request
RVC	Regional Vice Chair
SAC	Student Activities Committee (or SA)
SAE	Society of Automotive Engineers
SAIRAC	South African Institute of Refrigeration and Air-Conditioning
SAREK	Society of Air-Conditioning and Refrigerating Engineers of Korea
SBCCI	Southern Building Code Congress International
SBL	Society Bylaws
SEAP	Simplified Energy Analysis Procedure
SEIA	Solar Energy Industries Association
SEREF	Solar Energy Research and Education Foundation
SES	Standards Engineering Society
SFPE	Society of Fire Protection Engineers
SH	Section Head (of Research Administration Committee)
SHASE	Society of Heating, Air-Conditioning & Sanitary Engineers of Japan
SI	International System of Units
SITHOK	Slovenian Society of Refrigerating, Heating and Air-Conditioning Engineers
SLI	Staff Liaison
SMACNA	Sheet Metal and Air Conditioning Contractors National Association
SMWIA	Sheet Metal Workers International Association
SNC	Society Nominating Committee
SOEH	Society for Occupational and Environmental Health
SP	Special Project
SP	Special Publications Committee
SPC	Standard Project Committee
SPLS	Standards Project Liaison Subcommittee (of Standards Committee)
SPO	Strategic Plan Objective
SRC	Society Rules Committee
SRC	Sub-Regional Chair
SRCC	Solar Rating and Certification Corporation (see SEIA)

SRP	Strategic Research Plan
SSPC	Standing Standard Project Committee
SSTP	Slovak Society of environmental Technology
ST	Standards Committee (also StdC)
StdC/ExCom	Standards Committee/Executive Committee
STP	Society of Environmental Engineering
SVOC	Semi-Volatile Organic Compound
SWEDVAC	Swedish Society of Heating and Air-Conditioning Engineers
SWKI	Swiss Association of Heating and Air Conditioning Engineers
SY	Society Year
SYBUNT	Some Years, But Not This (Year), (fundraising term)
TAC	Technical Activities Committee
TAG	(See US/TAG)
TAPPI	Technical Association of the Pulp and Paper Industry
TC	Technical Committee
TC	Technology Council
TE	Technical, Energy and Government Activities Committee (also TEGA)
TEC	Technical Evaluation Committee
TECFRIO	Asociacion Nacional Capitulo Tecnico de ASOFRIO
TEE	Technical Chamber of Greece
TEGA	Technical, Energy and Government Activities Committee
TG	Task Group
TIMA	Thermal Insulation Manufacturers Association
TISP	The Infrastructure Security Partnership
TPS	Title, Purpose, and Scope
TRACE	Trane Air Conditioning Economics (computer program for building energy consumption and life cost analysis)
TRG	Technical Resource Group
TRP	Tentative Research Project
TRRF	The Refrigeration Research Foundation
TTMA	Truck Trailer Manufacturing Association
TTMD	Turkish Society of Heating, Ventilating, Air Conditioning and Sanitary Engineers
TVVL	Dutch Society for Building Services
UBC	Uniform Building Code
UCA	Unvented Combustion Appliances
UFAD	Underfloor Air Distribution
UFFI	Urea-Formaldehyde Foam Insulation
UFFVA	United Fresh Fruit & Vegetable Association
UL	Underwriters Laboratories, Inc.
UNEP	United Nations Environment Program
URP	Unsolicited Research Proposal
USACE	U.S. Army Corps of Engineers
USGBC	United States Green Building Council
USMA	United States Metric Association
USNC/CIB	U.S. National Committee for the International Council for Building Research, Studies and Documentation
USNC/CIE	U.S. National Committee of the International Commission on Illumination
USNC/IIR	U.S. National Committee for the International Institute of Refrigeration
USNC/WEC	U.S. National Committee of the World Energy Conference
US/TAG	U.S. Technical Advisory Group (for ISO or IEC standards)
UV	Ultra Violet
VRF	Variable Refrigerant Flow

APPENDIX EE

VVS	Swedish Association of Heating and Ventilating Engineers
WATTec	An annual technical conference in Knoxville, TN
WHO	World Health Organization
WS	Work Statement
WYEC	Weather Year for Energy Calculations
YEA	Young Engineers in ASHRAE
YRC	Young Engineers in ASHRAE Regional Coordinator

ASHRAE Commercialism Policy and Guidelines

ASHRAE Commercialism Policy Statement

ASHRAE is a technical society whose objective is to advance the arts and sciences of HVAC&R. The Society is not organized to advance commercial interests. ASHRAE's restriction of membership to individuals reflects the Society's non-commercial character. With the foregoing in mind, ASHRAE's Commercialism Policy is a follows:

ASHRAE's publications and activities shall be free of commercial bias and shall not imply ASHRAE endorsement of any commercial interest. Commercial recognition may be provided or implied when doing so is necessary to promote the arts and sciences of HVAC&R and the understanding of associated technology. Such opportunities for recognition shall be administered fairly and may include citations, sponsorships, advertising and acknowledgements.

ASHRAE Commercialism Guidelines

To disseminate knowledge and fulfill its objective, ASHRAE publishes literature; conducts educational programs, conducts technical meetings, and makes available data in electronic form. These publications and activities may include commercial recognition to promote understanding of technical content and awareness of available technology. Such recognition, however, must not imply ASHRAE endorsement of a product or service, nor may the focus of any ASHRAE work or activity be to promote a commercial product or service, whether in the public or private sector.

Responsibility for implementing ASHRAE's Commercialism Policy resides with the Society's councils and committees. These groups should draw upon their unique understanding of their assigned activities to establish operating procedures and make decisions that are consistent with the Society's policy. These Commercialism Guidelines are intended to be of assistance when applying the Commercialism Policy and making commercialism judgments that are fair, are beneficial to the membership, and protect the integrity of ASHRAE publications and activities. They apply to all levels of ASHRAE activity – Society, regional and chapter – and address ASHRAE recognition of all external groups – public and private; for profit and not for profit; commercial and noncommercial.

ASHRAE's Commercialism Guidelines consist of two sections.

The Guiding Principles section sets forth the basic criteria that each instance of commercial recognition must meet.

The Examples of Policy Intent provide specific guidance as to what the Society has already determined to be acceptable and unacceptable instances of commercial recognition. These Examples of Policy Intent are not a complete list of policy applications, nor are they intended to cover the full intent of the policy. They provide guidance.

When deciding on approval of activities that include commercial recognition, ***councils and committees must determine if the intent of the Commercialism Policy Statement is met and if the criteria identified as Guiding Principles are satisfied.*** *If so, it is the responsibility of councils and committees to revise their respective manuals of procedures as needed.*

Guiding Principles

ASHRAE use of commercial names and logos shall not be done in ways that imply ASHRAE endorsement, approval or certification.

If ASHRAE publications and activities are sponsored by commercial entities or other external groups, the opportunities for sponsorship shall be widely available and fairly administered.

The intent of any ASHRAE presentation or paper shall be to educate the ASHRAE audience about research or technological application, not to advertise nor promote commercial entities or other external groups.

The inclusion of commercial information shall be done in a fair and unbiased way so as to avoid explicit promotion of a product or commercial entity.

Commercial names and logos not related to the HVAC&R industry shall be permitted in presentations and papers providing recognition is pertinent to a better understanding of HVAC&R technology, such inclusion is not intended to be promotional, ASHRAE endorsement is not conveyed, and there is no implication that the audience is required to use the commercial entity.

Some ASHRAE activities, such as ASHRAE participation in the AHR Exposition, ASHRAE Journal and the Society web site, are recognized as operating as commercial enterprises, fulfilling the Society's mission of technological advancement with adherence to business plans that generate income to offset operational expenses.

Chapter and regional activities shall not compete with the Society's activities in the areas of advertising and sponsorships since chapter and regional activities detrimental to the Society are detrimental to the Society's membership.

Chapters participating in local or regional trade shows shall adhere to guidelines included in the Manual of Chapter Operation so as to not be in conflict with the Society's contractual agreement for sponsorship of the AHR Exposition.

Examples of Policy Intent: Acceptable Applications

Society annual and winter meeting events may be sponsored, such as welcome party, luncheons, registration kits and receptions.

Commercial names and logos may be used to acknowledge sponsorships, such as on event banners, chapter tabletop displays, newsletters, rosters and websites.

ASHRAE technical literature and educational materials may be sponsored.

Commercial names and logos may be used in presentations and papers to provide author identification or to acknowledge contributions.

Company names and products may be cited in historical works. (ROB 100-004-003)

Company names and products may be cited in presentations and papers if such information has historical significance directly relating to the technology discussed in a presentation or paper.

Manufacturer and model number of test instruments may be noted if such identification is required to allow accurate reproduction of the work described.

Commercial names not directly related to the HVAC&R industry may be displayed or cited in presentations and papers if inclusion of such reference is pertinent to a better understanding of the subject matter discussed or if such reference is unavoidable.

Presentations may include logos and the names of computer hardware, operating systems, browsers, word processing programs, spreadsheets, presentation programs, etc., since the intent of the presentation is to examine HVAC&R technology, not to promote information management technology.

Demonstrations of software used in the HVAC&R industry may include reference to commercial products and may include performance data if the inclusion of such references and data are necessary to illustrate use of the software.

Chapters may allow advertising and sponsorships on their web sites providing that the advertisers and sponsors deal primarily in the chapter's local geographic area, such as a local sales office of a manufacturer, local manufacturer, or local distributor.

Advertising on chapter web sites must be in a separate section of the web site and must comply with all requirements of the ASHRAE Policy for Chapter Websites.

Chapters and regions may have web links to non-ASHRAE web sites if the purpose is informational and if it is made clear to viewers that they are leaving the chapter website.

Web-based presentations may include excursions to commercial sites if the purpose is clearly not to promote a commercial entity.

Chapters may include advertising in chapter newsletters and publications if it is restricted to business card type advertising as described the Manual of Chapter Operation.

ASHRAE technical literature and educational materials may be sponsored if the content of the material remains bias free, if equal opportunities are provided to commercial interests, and if such recognition is made public.

Examples of Policy Intent: Unacceptable Applications

The title or the text of papers and presentations may not promote a commercial product or service.

The use of commercial names may not be done in ways that promote the benefits of that commercial entity nor be used to principally further awareness of that commercial entity.

The subject of presentations and papers may not be to promote a commercial entity's exclusively available commercial product and service.

Commercial part numbers may not be used in a presentation or paper's title, text or illustrations unless such information is necessary for advancing technical knowledge.

Product-specific programs (programs whose main intent is to describe the features of a specific manufacturer's product) may not be scheduled because their very nature would be to further awareness of a specific commercial entity or to describe the advantages of the commercial entity.

Chapter and regional web sites may not state by name products, services and companies, except in advertising, in sponsorships or to identify the business affiliations of persons named on the site.

ASHRAE Policy on Renting ASHRAE Membership Lists to Other Associations and Organizations

ASHRAE membership lists are rented for one time use only under specific conditions of use. An agreement is signed by the list renter agreeing to the Society's terms. A copy of the materials to be distributed by the list renter is reviewed in advance. The mailings are monitored to ensure compliance with the conditions of use. In general, ASHRAE denies requests that are from competitive publications, exhibit managers, etc.; anyone who would use the list to the detriment of the Society's fiscal goals will generally be denied. Use of the list is also restricted to those directly involved with the HVAC&R industry and HVAC&R products. For example, the list would not be rented to an auto company or anyone selling consumer products. This is consistent with the Society's technical and educational objectives and not for profit status. ***Chapters are not allowed to sell/rent their mailing lists.***

The above policy on Renting ASHRAE Membership Lists to Other Associations and Organizations was approved 99-01-24,27-28-47.

SAMPLE BOD LETTER

(DATE)

(NAME)
President,_____Chapter
(Address)

Dear_____:

The Board of Directors of ASHRAE at its _____(annual-winter) meeting in_____ _____(city) on_____(date) has, by a two-thirds vote of the members present, agreed with Members Council's recommendation to the Board that the charter of the_____ (name) Chapter be revoked.

As allowed in the revocation policy, you or representatives of the chapter, are entitled to a hearing in front of this Board, or a committee of three or more members appointed by this Board, to present your case if you feel we have erred in this matter. You have 30 days from the date of this letter to advise me of your decision. If a hearing is requested, you, or the representatives of the chapter, will be notified of the date, time and place of this hearing. If you fail to respond within the allotted time it will be assumed that you agree with the Board's action in this matter.

Sincerely,

Executive Vice President

cc: DRC
Chapter File
Chair, Members Council
Director, Member Services

SAMPLE DRC LETTER

(DATE)

(NAME)
President,_____Chapter
(Address)

Dear_____:

This letter, being sent by registered mail, is to inform you that I will be recommending to Members Council, at its next regularly-scheduled meeting, that your chapter charter be revoked for the following reasons:

(SET FORTH THE REASONS FOR REVOCATION HERE USING THE LIST FOUND IN THE REVOCATION POLICY, SECTION 12.10, AS A GUIDE.)

As established in the revocation policy, you have 60 days from the date of receipt of this letter to respond. If you fail to respond within this time limit or your response is unacceptable to me, I will move forward with this recommendation.

If Members Council supports my recommendation, it will go forward as an action item to the Board of Directors. If the Board supports it, you will receive a letter from the Board, or its representative, providing you an opportunity to appear before the full Board or a committee of three or more members selected by the Board to present your case.

If you have any question or need any clarification, please feel free to write or call me. However, you must act within the 60-day time period. If you fail to respond with the allotted time it will be assumed that you agree with my action in this matter.

Sincerely,

Chair, Region_____

cc: Chapter File
Chair, Members Council
Director, Member Services

TRANSPORTATION REIMBURSEMENT POLICY FOR REGIONS

I. Transportation Reimbursement Policy for Chapter, Section and Student Branch Visits

(00-02-06-07/01-10-06-50/03-06-29-29/05-02-07-36/05-06-27-44/07-06-25-10/09-06-22-19/10-10-24-AI2)

A. Transportation reimbursement is authorized for one visit per year to each Chapter by either the Director and Regional Chair (DRC) or Regional Officer once a year. The DRC will determine who shall make the official visit. The DRC must personally visit each chapter at least once during their three year term.

B. The Director and Regional Chair (DRC) may authorize reimbursement for additional visits, maximum to equal the number of chapters and sections in the region, to use for chapter, section or student branch visits.

The DRC may assign these additional visits, as needed, to the following regional positions: Director and Regional Chair, Assistant Regional Chair, Regional Vice Chairs (4), Nominating Committee Member, Nominating Committee Alternate, Regional Historian, Regional Electronic Communications Chair, Regional Representatives, Regional Treasurer, Regional Secretary, Regional Refrigeration Chair, Regional Chapter Programs Chair, Regional TEGA Chair, Regional Webmaster, CRC General Chair, YEA Regional Coordinator and Sub-Region Chairs for the Region-At-Large, etc.

C. By August 31 of each year, the DRC must give Headquarters a list of chapter visits including names, regional positions, dates, chapters, sections and student branches to be visited.

D. Transportation expense will be reimbursed by Society if requested for these visits. Transportation is the mileage, air fare, rail, or bus expense for the trip. Additional expenses (hotel, meals, etc.) may be reimbursed by the Region, depending on the Region's policies, or by the Chapter, depending upon Chapter's policies.

II. Transportation Reimbursement Policy for Regional Planning Meetings

(00-02-06-07/01-10-06-51/01-10-06-53/02-01-13-28/BOD 03-06-27-1C/05-02-07-36/05-06-27-44/09-06-22-19/09-10-25-21)

A. Transportation reimbursement is approved for attendance at one annual regional planning meeting held within the region to plan their upcoming year's activities for the following individuals:

- Director and Regional Chair (DRC)
- Assistant Regional Chair (ARC)
- Four (4) Regional Vice Chairs (RVC) of:

  Chapter Technology Transfer

Membership Promotion
Research Promotion
Student Activities

- YEA Regional Coordinator
- Region-At-Large Sub-Region Chairs
- Nominating Committee Member
- Nominating Committee Alternate
- Regional Historian
- CRC General Chair
- Additional person at the discretion of DRC
- The incoming and outgoing DRCs and RVCs are to attend both their spring CRC and regional planning meeting. The newly elected incoming Nominating Committee Member and Nominating Committee Alternate may attend both their CRC and regional planning meeting if deemed necessary.

B. Chapter officers and other Regional Positions, as specified under Section I, Paragraph B, may be reimbursed to attend the regional planning meeting, at the discretion of the DRC, if the visits are allocated under Section I, Paragraph B and the total number of discretionary visits do not exceed the number of chapters and sections in the region.

C. The DRC has the option to expand the committee over the allowed maximum of eleven members; however, transportation costs will not be reimbursed for these optional members except as defined in Section I, Paragraph B.

III. Transportation Reimbursement Policy for CRCs

(00-02-06-07/01-10-06-52/01-10-06-53/01-10-06-54/02-01-13-28/02-06-23-33B/02-06-23-40/02-10-19-55/ BOD 03-06-27-1C/BOD 04-01-23-2J/05-06-27-44/08-01-21-17D/09-06-22-19/12-01-23-20C)

A. Transportation reimbursement is approved for attendance at the Chapter's Regional Conference for the following:

- Director and Regional Chair (DRC)
- Assistant Regional Chair (ARC)
- CRC General Chair
- Chapter Delegate

- Chapter Alternate
- Nominating Committee Member
- Nominating Committee Alternate
- Four (4) Regional Vice Chairs (RVC) for:

  Chapter Technology Transfer
  Membership Promotion
  Research Promotion
  Student Activities

- YEA Regional Coordinator
- Region-At-Large Sub-Region Chairs
- Regional Historian
- Chapter Membership Chairs are reimbursed for Membership Promotion Centralized Training
- Chapter Technology Transfer Chair
- Chapter Student Activities Chair
- Chapter Research Promotion Chairs are reimbursed for Research Promotion Centralized Training
- A Director and Regional Chair nominee may attend one CRC in another Region prior to beginning their three year term. Each Director and Regional Chair is authorized to attend a maximum of two Regional Conferences in another Region during the first two years of their three year term. The Members Council Chair shall approve in advance visits by a DRC to another's Region's Chapter Regional Conference and decide on the level of contribution to the transportation costs.
- The CRC General Chair Designate from the Host Chapter may attend a CRC meeting in the same or another region if the Director and Regional Chair deems it beneficial.
- The incoming and outgoing DRCs, RVCs and SRCs may attend both their CRC and regional planning meeting if deemed necessary by the DRC.

B. Transportation reimbursement is approved only for those members who complete their respective duties at the CRC. The DRC should issue signed ASHRAE Transportation Vouchers only to those regional officials, Chapter Delegates and Chapter Alternates

who have attended all required workshops, meetings, caucuses and sessions at the CRC.

C. The DRC may attend a maximum of two (2) pre-planning meetings with the CRC host chapter.

IV. OTHER (05-02-07-36/05-10-30-46/07-06-26-11/09-06-22-19)

A. The cost to purchase a VISA (fee only), when required, will be reimbursed as part of the normal transportation reimbursement for all Members Council transportation. Additional expenses associated with a VISA may be reimbursed upon prior approval of the DRC.

B. The transportation budget will be set by the Society (Mileage & Airfare). The DRC may establish caps based on regional conditions and shall manage their transportation expense budget.

C. The DRC may authorize additional transportation reimbursement to use for chapter or regional activities as long as the total number of approved reimbursements does not exceed the maximum number allocated by the combined totals as outlined in Sections I, II and III above.

D. According to Society policy, the following statement is strongly enforced: All claims should be submitted to ASHRAE's comptroller within 30 days of the travel date. Claims submitted after 90 days will not be reimbursed (see Society Transportation Reimbursement Voucher, page 2, Documentation).

E. Society will reimburse the mileage, air fare, rail, bus and one checked bag. Additional expenses such as hotel, meals, transportation to and from the airport and meeting location, tolls and parking are not reimbursed by Society.

CHAPTER PROGRAM EVALUATION

CHAPTER ____ MEETING DATE ____

MAIN PROGRAM ____ TECHNICAL SESSION ____ SEMINAR ____

SPEAKER'S NAME ____

PRESENTATION TITLE ____

RATING

	Maximum Points	Rated Points
Topic of Presentation	**20**	**____**
Presentation of Material	**40**	**____**
Provided Pertinent and/or Useful Information	**40**	**____**
Deduction for Commercialism	**Up to 25 Points**	**____**
TOTAL POINTS	**100**	**____**

COMMENTS: ____

Would you recommend this speaker to other chapters? **YES ____ NO ____**

PLEASE RETURN FORM TO CHAPTER TECHNOLOGY TRANSFER CHAIR

SAMPLE

BOD 03-06-27-1C

CRITERIA FOR THE FORMATION OF A NEW ASHRAE REGION

Prerequisites:

1. A minimum of six chapters, with a minimum regional membership of 1,800, excluding students is required. All chapters must have functioned within an existing region for a minimum of three years.

2. Members should have an understanding of the regional/chapter structure and how it operates and have a high degree of interest to form a region.

3. To ensure continuity of regional leadership on an ongoing basis, a sufficient number of society members who meet the qualifications of leadership for a region is necessary. All regional leaders must speak, read and write English.

4. Availability of the necessary fiscal resources to allow the region to function on a normal ongoing basis. This includes chapter members paying any required regional fund dues to support regional officers' chapter visits and to fund a successful CRC on an ongoing annual basis.

5. Availability of the necessary experience and training skills to conduct the various training workshops for the new incoming regional and chapter officers on an annual basis to ensure a successful CRC.

6. Awareness of, and being able to comply with, any government regulations that may affect the normal operation of the region, i.e., conduct of regional CRCs, technology transfer, travel requirements, etc.

7. Assurance that the geographic area to be served by the formation of a region would best serve the interest of the members in that area, with adequate consideration for the language and ethnic differences among the various areas that comprise the new region to allow it to operate effectively.

Approval Process:

1. Chapters wishing to form a region must present the following to the director and regional chair of the region to which they are presently assigned. Chapters not assigned to a region must present the following to Members Council by working with the Society Director of Member Services.

   A. Written petition, signed by each chapter's officers and Board of Governors.

   B. Tentative slate of regional officers.

   C. Identification of regional boundaries.

   D. Schedule for proposed implementation.

   E. Tentative initial CRC site and date selected.

2. The above information must be presented to Members Council for approval. Upon approval by Members Council, the recommendation must be forwarded to the Board of Directors for final approval. (00-02-06-23)

SAMPLE

PROPOSED REGION ____

LIST REGIONAL BOUNDARIES: ____

Proposed Region ____ Total Area Assigned Members: ____

Proposed Implementation Date: ____

TENTATIVE SLATE OF REGIONAL OFFICERS	
POSITION	**NAME**
DIRECTOR AND REGIONAL CHAIR	
REGIONAL VICE CHAIR MEMBERSHIP PROMOTION	
REGIONAL VICE CHAIR RESEARCH PROMOTION	
REGIONAL VICE CHAIR STUDENT ACTIVITIES	
REGIONAL VICE CHAIR CHAPTER TECHNOLOGY TRANSFER	
ASSISTANT REGIONAL CHAIR	
NOMINATING COMMITTEE MEMBER	
NOMINATING COMMITTEE ALTERNATE	
NOMINATING COMMITTEE RESERVE ALTERNATE	
REGIONAL HISTORIAN	
INITIAL CHAPTERS REGIONAL CONFERENCE (CRC) SITE AND DATE: ____	

SAMPLE

PETITION AUTHORIZING THE FORMATION OF A NEW REGION

PROPOSED REGION ____

____ CHAPTER – # ____ **AREA ASSIGNED MEMBERS: ____**		
CHAPTER BOARD OF GOVERNORS	**NAME**	**SIGNATURE**
PRESIDENT		
PRESIDENT ELECT		
VICE PRESIDENT		
SECRETARY		
TREASURER		
BOARD MEMBER		
BOARD MEMBER		
BOARD MEMBER		
BOARD MEMBER		
BOARD MEMBER		

SAMPLE

PETITION FOR AUTHORIZATION OF CHAPTER SECTION

Board Members:

By this petition, we, the undersigned members of ASHRAE, all of whom are assigned to the chapter named below, request authorization to establish a Chapter Section under the sponsorship of the chapter named below, to be known as the ____ Section ____ of the ____ Chapter of the AMERICAN SOCIETY OF HEATING, REFRIGERATING, AND AIR-CONDITIONING ENGINEERS, INC.

We have reviewed the bylaws of our sponsoring chapter and the *Manual for Chapter Operations* and agree to conform with all requirements therein stated

Sponsoring Chapter President:

_____
Signature Date

Section Representative:

____
Printed Name

_____
Signature Date

Regional Chair, Region _____:

_____
Signature Date

Section Representative's Address:

____

____

____

SAMPLE

CHAPTER SECTION PETITIONERS

(10 Minimum Required)

_____Section of the_____
Chapter

NAME (PLEASE PRINT)	MEMBERSHIP NUMBER	SIGNATURE
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		

SAMPLE

GUIDELINES FOR FILING TAX RETURNS FOR USA CHAPTERS

Refer to the IRS website at www.irs.gov/eo or your chapter CPA. (08-01-22-7B)

1. ***General ASHRAE Chapter US Federal Requirements:***

The 990 filing thresholds for the year 2010 and later (filed in 2011 and later) will change as follows for all organizations required to file a 990-series return:

- ASHRAE Chapters with **gross receipts** normally **$50,000** and less must complete **Form 990-N** but may choose to file a complete **Form 990** or **Form 990 EZ**). In prior years only organizations with gross receipts normally less than $25,000 could file the **Form 990-N** (e-postcard).

- ASHRAE Chapters with **gross receipts** greater than **$50,000** and less than **$200,000 or total assets** are less than **$500,000** must file **Form 990-EZ** or a complete **Form 990**.

- ASHRAE Chapters with **gross receipts** are **$200,000** or less or total assets are **$500,000** or less must file **Form 990.**

- Private foundations must file **Form 990-PF**.

2. ***The dollar limits above are scheduled to change in future years. Check with IRS website for the latest information.***

3. ***Filing date for Chapters with a July 1 – June 30 tax year is November 15.***

Definition of Terminologies

1. ***Gross Receipts***: Defined as the gross amount received by the organization during its annual accounting period from all sources without reduction for any costs or expenses including the costs of goods or assets sold; cost of operation, expenses of earning, or collecting such amounts. Gross receipts include, but are not limited to, the gross amount received from contributions, gifts, grants and similar amounts; the gross amount received as dues or assessments from chapter members or affiliate organizations; the gross sales or receipts from business activities (whether or not it relates to your exempt purpose); the gross amount received from the sale of assets; and, the gross amount received as investment income.

2. ***Unrelated Business Income***: Defined as income received from a trade or business which is regularly carried on by the organization and is not substantially related to the performance by the organization of its exempt purpose or function except that the organization needs the profits derived from this activity. Examples of income from business unrelated to the chapter's exempt purpose include, but are not limited to, receipt of fees from member advertising in the chapter newsletter or proceeds of sale of items unrelated to ASHRAE business. (05-06-27-28)

Revised: 2011-01-26

ASHRAE TECHNICAL COMMITTEES, TASK GROUPS AND TECHNICAL RESOURCE GROUPS

SECTION I.0 – FUNDAMENTALS AND GENERAL
1.1 Thermodynamics and Psychrometrics
1.2 Instruments and Measurements
1.3 Heat Transfer and Fluid Flow
1.4 Control Theory and Application
1.5 Computer Applications
1.6 Terminology
1.7 Business, Management & General Legal Education
1.8 Mechanical Systems Insulation
1.9 Electrical Systems
1.10 Cogeneration Systems
1.11 Electric Motors and Motor Control
1.12 Moisture Management in Buildings
TG1 Optimization

SECTION 2.0 – ENVIRONMENTAL QUALITY
2.1 Physiology and Human Environment
2.2 Plant and Animal Environment
2.3 Gaseous Air Contaminants and Gas Contaminant Removal Equipment
2.4 Particulate Air Contaminants and Particulate Contaminant Removal Equipment
2.5 Global Climate Change
2.6 Sound and Vibration Control
2.7 Seismic and Wind Restraint Design
2.8 Building Environmental Impacts and Sustainability
2.9 Ultraviolet Air and Surface Treatment
TG2 Heating, Ventilation and Air Conditioning Security (HVAC)

SECTION 3.0 – MATERIALS AND PROCESSES
3.1 Refrigerants and Secondary Coolants
3.2 Refrigerant System Chemistry
3.3 Refrigerant Contaminant Control
3.4 Lubrication
3.6 Water Treatment
3.8 Refrigerant Containment

SECTION 4.0 – LOAD CALCULATIONS AND ENERGY REQUIREMENTS
4.1 Load Calculation Data and Procedures
4.2 Climatic Information
4.3 Ventilation Requirements and Infiltration
4.4 Building Materials and Building Envelope Performance
4.5 Fenestration
4.7 Energy Calculations
4.10 Indoor Environmental Modeling
TRG4 Indoor Air Quality Procedure Development

SECTION 5.0 – VENTILATION AND AIR DISTRIBUTION
5.1 Fans
5.2 Duct Design
5.3 Room Air Distribution
5.4 Industrial Process Air Cleaning (Air Pollution Contro)
5.5 Air-to-Air Energy Recovery
5.6 Control of Fire and Smoke
5.7 Evaporative Cooling
5.8 Industrial Ventilation Systems
5.9 Enclosed Vehicular Facilities
5.10 Kitchen Ventilation
5.11 Humidifying Equipment

SECTION 6.0 – HEATING EQUIPMENT, HEATING AND COOLING SYSTEMS AND APPLICATIONS
6.1 Hydronic and Steam Heating Equipment and Systems
6.2 District Energy
6.3 Central Forced Air Heating and Cooling Systems
6.5 Radiant Heating and Cooling
6.6 Service Water Heating Systems
6.7 Solar Energy Utilization
6.8 Geothermal Heat Pump and Energy Recovery Applications
6.9 Thermal Storage
6.10 Fuels and Combustion

SECTION 7.0 – BUILDING PERFORMANCE
7.1 Integrated Building Design
7.2 HVAC&R Construction & Design Build Technologies
7.3 Operations and Maintenance Management
7.4 Exergy Analysis for Sustainable Buildings (EXER)
7.5 Smart Building Systems
7.6 Building Energy Performance
7.7 Testing and Balancing
7.8 Owning and Operating Costs
7.9 Building Commissioning
TRG7 Underfloor Air Distribution (UFAD)

SECTION 8.0 – AIR-CONDITIONING AND REFRIGERATION SYSTEM COMPONENTS
8.1 Positive Displacement Compressors
8.2 Centrifugal Machines
8.3 Absorption and Heat-Operated Machines
8.4 Air-to-Refrigerant Heat Transfer Equipment
8.5 Liquid-to-Refrigerant Heat Exchangers
8.6 Cooling Towers and Evaporative Condensers
8.7 Variable Refrigerant Flow (VRF)
8.8 Refrigerant System Controls and Accessories
8.9 Residential Refrigerators and Food Freezers
8.10 Mechanical Dehumidification Equipment and Heat Pipes
8.11 Unitary and Room Air Conditioners and Heat Pumps
8.12 Desiccant and Dehumidification Equipment and Components

SECTION 9.0 – BUILDING APPLICATIONS

9.1 Large Building Air-Conditioning Systems
9.2 Industrial Air Conditioning
9.3 Transportation Air Conditioning
9.5 Residential and Small Building Applications
9.6 Healthcare Facilities
9.7 Educational Facilities
9.8 Large Building Air-Conditioning Applications
9.9 Mission Critical Facilities, Technology Spaces and Electronic Equipment
9.10 Laboratory Systems
9.11 Clean Spaces
9.12 Tall Buildings
TG9 Justice Facilities (JF)

SECTION 10.0 – REFRIGERATION SYSTEMS

10.1 Custom Engineered Refrigeration Systems
10.2 Automatic Icemaking Plants and Skating Rinks
10.3 Refrigerant Piping
10.4 Ultra-Low Temperature Systems and Cryogenics
10.5 Refrigerated Distribution and Storage Facilities
10.6 Transport Refrigeration
10.7 Commercial Food, Beverage Display and Storage
10.8 Refrigeration Load Calculations
10.9 Refrigeration Applications for Foods and Beverages
10.10 Management of Lubricant in Circulation

SECTION MTG-MULTIDICIPLINARY TASK GROUPS

MTG.BIM Building Information Modeling
MTG.BPM Building Performance Metrics
MTG.EEC Energy Efficient Classification of General Ventilation Air-Cleaning Devices

SAMPLE MEMBERSHIP PROMOTION LETTER TO EMPLOYERS
(TO BE PERSONALIZED BY DRC)

June 22, 20xx

Mr. John Smith
ABC Company
P. O. Box 1234
Atlanta, GA 30300

RE: ASHRAE Membership

Dear John:

As Director and Regional Chair of Region _____, I would like to invite you to join the American Society of Heating, Refrigerating and Air Conditioning Engineers Inc. (ASHRAE).

ASHRAE is unique because its membership is drawn from a wide range of disciplines relating to the HVAC&R field. Approximately 50,000 individuals, from more than 100 nations, belong to the Society. Our membership is comprised of students, consulting engineers, mechanical contractors, building owners and employees of manufacturing companies, educational institutions, research organizations, government agencies and any organization concerned with environmental control. Members range from students to longtime engineers as well as professionals in other related disciplines such as architecture and medical research.

ASHRAE is an international technical society dedicated to improving the quality of life through the advancement of technology related to heating, refrigeration, air conditioning and ventilation. ASHRAE traces its beginning to 1894 when 75 heating and ventilation engineers met in New York City to organize the American Society of Heating and Ventilating Engineers (ASH&VE). In 1904 a second group of engineers met in New York City to form the American Society of Refrigerating Engineers (ASRE). After World War II, the study of air conditioning technology increased and ASHRAE was formed in 1959 when ASH&VE and ASRE merged.

ASHRAE promotes HVAC&R technology for the benefit of all people by developing standards, sponsoring research and providing for technology transfer through technical publications, programs, conferences, etc. ASHRAE's technical expertise is concentrated into technical committees (TCs), task groups (TGs) and technical resource groups (TRGs). These groups are responsible for preparing the text of the ASHRAE *Handbook* series, originating and coordinating ASHRAE-sponsored research projects, presenting programs at ASHRAE meetings, reviewing technical papers, evaluating the need for standards and advising the Society on all aspects of technology. The ASHRAE *Journal*, the Society's monthly magazine, features technical articles, industry news and important information about Society, policy and programs.

The Society operates on an annual budget of $15 million. A staff of 100 people manage the day-to-day operations of the Society and implement the policies set by the Board of Directors. ASHRAE also operates a Washington, D.C, office.

As a member of ASHRAE, you will have the opportunity to receive the latest Codes and Standards, ASHRAE *Handbook* and ASHRAE *Journal* as well as meet with other members in your profession and

SAMPLE

increase your skills in leadership and communications. For each chapter meeting attended, professional engineers receive one hour of PDH toward their state professional license.

The following is a list of ASHRAE programs which will occur in the next year:
January 17, 20xx ..... Smoke and Fire Protection
February 21, 20xx ..... Open
March 20, 20xx ..... Heat Pump Technology Facility
April 17, 20xx ..... Dehumidification Technology
May 15, 20xx ..... Golf Tournament

I have forwarded your name to the local ASHRAE chapter president who will contact you with more information and answer any questions you may have.

Again, I invite you to join ASHRAE and gain all the benefits that the members receive. If you have any questions, please feel free to contact me at 404-555-3333.

Best Wishes,

(Name),
Direction and Regional Chair
Region _____

SAMPLE

ASHRAE Policy and Procedure for Format, Activity, and Content of Web Sites for ASHRAE Groups
(June 2005, rev. 2010)

This policy applies to web sites on the Internet developed by ASHRAE groups including Standing Committees, Chapters, Student Branches, Regions, and Technical Committees (TCs). An ASHRAE group that develops a World Wide Web site shall follow these guidelines.

1. Hosting

   ASHRAE encourages ASHRAE groups to use web sites for internal and external communication.

   1.1. ASHRAE makes server space available to chapters, regions, and technical committees for web site housing.

   1.2. A section of the Society's web site is dedicated to the posting of information pertaining to activities of each of the Society's Standing General Committees. The committees direct staff liaisons as to what information should be posted on the site and submitted to the Society's webmaster. Then, just as the editors of *ASHRAE Journal* and *ASHRAE Insights* use editorial judgment in the preparation of editorial content, the webmaster uses his/her judgment in placing the information in the appropriate section of the Society's web site.

   If Society Standing General Committees wish to make more extensive use of the Internet for communication, they may establish a web site on a non-Society server provided they follow the ASHRAE web site policy and they do not post ASHRAE information protected by copyright nor information that is competitive with Society activity. Such sites will be linked from the Society's web site, but no staffing resources are to be used in their establishment and maintenance.

   1.3 ASHRAE does not make server space available to Student Branches.

2. Web Site Designation

   Web sites developed by ASHRAE groups shall be titled as follows:

   2.1. Chapter web sites shall be titled: "ASHRAE (registered symbol) *(chapter name)* Chapter."

   2.2. Student branch web sites shall be titled: "ASHRAE (registered symbol) *(branch name)* Student Branch."

   2.3. Regional web sites shall be titled: "ASHRAE (registered symbol) Region *(region number)*."

   2.4. TC web sites shall be titled: "ASHRAE (registered symbol) Technical Committee *(TC number)* '*TC name*.'"

   2.5. Web sites of Standing General Committees shall be titled: "ASHRAE (registered symbol) *(Name of Committee).*

   2.6. ASHRAE shall assign appropriate URLs for hosted groups as needed. Insofar as possible, the URLs shall be designated with the intent of clarity, consistency, and simplicity.

3. Multiple Sites

   All web site content posted by each ASHRAE group shall be available for navigation through a single home page.

4. Disclaimer

   Web sites must prominently feature an appropriate disclaimer on the home page (first screen), as follows:

   4.1. Standing General Committee, Regional and TC sites shall include the statement: "This web site describes the activities of *(Name of Standing Committee) or* Region *(region number) or* Technical Committee *(TC number)* of the American Society of Heating, Refrigerating and Air-Conditioning Engineers, Inc. (ASHRAE). It does not present official positions of the Society nor reflect Society policy. ASHRAE is not responsible for this site's content. To learn more about ASHRAE activities on an international level, contact the ASHRAE home page at http://www.ashrae.org." (This address must be linked to the Society's home page.)

   4.2. Chapter and Student Branch sites shall include the statement: "This web site is maintained by the *(name of Chapter or Student Branch)* of the American Society of Heating, Refrigerating and Air-Conditioning Engineers, Inc. (ASHRAE). It does not present official positions of the Society nor

reflect Society policy. ASHRAE chapters may not act for the Society and the information presented here has not had Society review. To learn more about ASHRAE activities on an international level, contact the ASHRAE home page at http://www.ashrae.org." (This address must be linked to the Society's home page.)

5. Site Webmaster

One person who is a voting or corresponding member of the ASHRAE group shall be assigned as the webmaster of that group's web site, responsible for what appears on the site. This person's name, committee position, e-mail address, and the date of last revision shall appear on the home page.

6. Content

6.1. All material on a web site must be reviewed for appropriateness of material and timeliness. All material that is posted on a web site must be approved for posting by the chair or president of the ASHRAE group. Format of the web site must be approved by the ASHRAE group.

6.2. Rosters published on web sites will conform to ASHRAE's Security and Privacy Policy.

6.3. Content posted on web sites must not violate copyright policies nor infringe on intellectual property rights (including those of ASHRAE as represented in its copyrights) and must reflect the professional standards of ASHRAE.

6.4. Technical Committees may post working drafts of technical material including but not limited to Handbook chapters, standards and guidelines, and work statements under the following conditions:

6.4.1. The following disclaimer must appear on the first page of the draft: "Copyright ASHRAE (year). This is a draft produced for consideration for publication by (name of committee). The proposed content in this draft is subject to change before final approval by ASHRAE. The draft or portions thereof may not be quoted or reproduced without permission of the ASHRAE Publisher, 1791 Tullie Circle NE, Atlanta, GA 30329-2305; (404) 636-8400); fax (404) 321-5478."

6.4.2. The words "Working Draft – Do Not Quote" must appear in a header or footer on every page.

6.4.3. The draft must be posted on a private web site or private section with access restricted to members of the group only.

6.5. No material that is offered for sale by ASHRAE may be posted on a web site.

6.6. Technical Committees may post past Winter or Annual meeting program presentations for download or viewing with the following provisos:

6.6.1. The posted versions must be the versions that were previously reviewed for commercialism and approved by the ASHRAE Program Committee.

6.6.2. The following disclaimer must be viewed by the user prior to download or viewing: "This information was presented at ASHRAE Seminar _____ held at the _____ meeting in _____. The seminar format is to present information of current interest and to provide a venue for interaction between ASHRAE members. These seminars should not be considered peer-reviewed (or the final word on any subject). ASHRAE has not investigated, and ASHRAE expressly disclaims any duty to investigate any product, service, procedure, design, or the like which may be described herein. The appearance of any technical data or editorial material in this presentation does not constitute endorsement, warranty, or guarantee by ASHRAE of any product, service, process, procedure, design, or the like. Neither ASHRAE, the authors nor their employers warrant that the information in this presentation is free of errors. The entire risk of the use of any information in this presentation is assumed by the user. Before making any decision or taking any action on this subject, you should consult a qualified professional advisor."

6.6.3. The sponsoring group must also have received written or electronic permission for posting the seminar from the author.

6.7. Statements and presentations may not appear on web sites that state, purport, or imply that they present ASHRAE positions, policy, or opinions.

7. Discussion Groups

Web sites may house discussion groups.

8. Commercialism.

Content on web sites is governed by the following policies regarding commercialism:

8.1. Content on Standing General Committee, Regional, Student Branch and TC web sites may not violate ASHRAE policies with regard to commercial and proprietary interests. Specifically, web sites may not endorse nor describe or state by name products, services and companies, except to identify the business affiliations of persons named on the site. Links may be provided only to other ASHRAE web sites and to noncommercial sites if the purpose is clearly for information only. Before the link is executed, viewers must see a message indicating that they are leaving the ASHRAE group's web site and that ASHRAE does not endorse the content of the target web page. Company URLs may not be posted and no links to company sites are allowed except as provided in 8.4.

8.2. ASHRAE groups may not link their sites to sites of manufacturers of equipment and products used in the HVAC&R industry nor to commercial providers of HVAC&R services, except as provided in 8.3 and 8.4.

8.3. Chapters, regions, and TC web sites hosted by ASHRAE may not contain advertising, other than advertising provided by ASHRAE as a means of subsidizing the hosting of the site. Chapter sites not hosted by ASHRAE may only accept "business card" type advertising if they wish to accept advertising. Non-hosted chapters may include links to company web sites and charge fees for those links under the following conditions:

8.3.1. The company must be associated with HVAC&R technology. The company must be either a local service provider, a local manufacturer, or a manufacturer's representative.

8.3.2. The following message must be viewable before the link is executed: "You are leaving the _____ Chapter Home Page."

8.3.3. E-mail links from business cards on chapter home pages are allowed providing that the link is for E-mail only and the viewer never leaves the chapter's home page when executing the link.

8.3.4. Commercial content, including business card type advertising and links to company sites, that appear on the chapter home page must be in a section of the chapter home page that is dedicated to advertising. For example, advertising content and editorial content cannot appear on the same screen and links to company sites cannot be placed on the same screen as editorial content.

8.4. An ASHRAE group's site may be linked to a commercial site if the ASHRAE group's site resides as an offspring to the commercial organization's parent home page. In such cases only the link "return" is allowed. "Return to XYZ Co." is not allowed as this would constitute advertising.

9. ASHRAE Trademarks

ASHRAE and the ASHRAE logo are registered trademarks of the American Society of Heating, Refrigerating and Air-Conditioning Engineers.

9.1. The "circle-R" registered symbol must appear with the name "ASHRAE" the first time "ASHRAE" appears on the home page and with the first use of the ASHRAE logo.

9.2. ASHRAE groups may use the ASHRAE logo on their own respective home pages in accordance with these guidelines, but groups may not authorize use of the ASHRAE logo by others. Authorization for ASHRAE trademark and logo use on the Internet may only be given by ASHRAE Headquarters.

9.3. The Society may restrict the use of its trademark and logo on web sites at any time if use of the Society's trademarks is determined by ASHRAE to be detrimental to the Society's interests or if ASHRAE determines that the appearance of content on web sites conflicts with or may be confused with content appearing on the Society's web site.

9.4. ASHRAE Headquarters reserves exclusive use of the name "ASHRAE (registered symbol) On Line" for its Internet communication service.

10. Link to ASHRAE

Each web site must link to the Society's home page. The Society will provide a link to the chapter's home page, providing that the chapter has followed these standards.

11. Procedures for ASHRAE Hosted Sites

An ASHRAE region, chapter, or TC may develop a web site that may be hosted on the Society's server. The site shall conform to the following requirements:

11.1. Each regional director, chapter president, or TC chair shall designate a single individual to be the webmaster for that group or region. This person will be responsible for web site postings from that group or region.

11.2. Files shall be uploaded to the ASHRAE hosted site by the group's webmaster using the FTP procedure provided by staff.

11.3. Files shall be uploaded in the following format: (*Formats to be specified by staff.*)

11.4. Staff will not review files for content, but ASHRAE reserves the right to edit or remove material that conflicts with ASHRAE policies.

11.5. Only the designated webmaster may upload files to the server.

11.6. Links may be provided only to other ASHRAE web sites and to noncommercial sites.

12. References to ASHRAE Products

Web sites should refer Internet users to the Society's home page for pricing information about ASHRAE publications and Society programs.

13. Site Review

ASHRAE staff will periodically review web sites with links from the Society Home Page. If a site is found to be in violation of any of these policies, the designated webmaster of the site will be notified to correct the violation. If the violation is not corrected, staff will remove the link to the site from the Society Home Page.

14. Contact for Linking or Policy Questions

Contact <webmaster@ashrae.org>

LOGO USAGE ON BUSINESS AND MEMBER CARDS, EMAIL SIGNATURE, BUSINESS CORRESPONDENCE, RESTRICTIONS

The name "ASHRAE" and the ASHRAE logo are trademarks of the American Society of Heating, Refrigerating, and Air-Conditioning Engineers, Inc. Use of the ASHRAE logo shall not imply in any way, ASHRAE's endorsement of the member's company or products.

These trademarks may only be used on ASHRAE Member Cards, Personal Employment/Business Cards, and Combination Personal/Company/ASHRAE Member Card, if the following conditions are met:

1. **ASHRAE Member Card** – a business card outlining only ASHRAE member affiliation, service and contact information

a. ASHRAE members are allowed to print cards that identify their volunteer service.
b. The member whose name appears on the card must be a member in good standing of the Society.
c. The ASHRAE logo and tagline may be used as long as it follows the ASHRAE Logo Guide.
d. No company or organization logo, other than the ASHRAE logo, may appear.
e. No slogans or other statements, other than the ASHRAE tagline, may appear.
f. If a business address appears, a company or organization name may be used only in the mailing address and in type that is no larger than other characters in the mailing address and in type that is the same color as the characters in the mailing address.
g. Information printed on the card is limited to the following:
    i. Member's name (and grade, if desired), such as Member ASHRAE, Fellow ASHRAE, Life Member ASHRAE
    ii. Member's Society, regional and/or chapter position and Society year that position is held, such as 2011-12 Regional Vice Chair
    iii. Professional titles or degrees (e.g., P.E., Ph.D.)
    iv. Member's ASHRAE professional certification designation (if any), such as ASHRAE-Certified High Performance Building Design Professional
    v. Mailing address (home and/or business), telephone, electronic contact information, e-mail, URL (home and/or business)
    vi. Member's photograph

2. **Personal Employment/Company Business Cards** – personal business card indicating professional job title, company, contact information and credentials/certifications

a. ASHRAE allows a member to include his or her member grade and ASHRAE professional certification designation (if any) next to or underneath his or her company position/title on his or her personal employment/company business card.
b. The ASHRAE logo shall not appear on the personal employment /company business card.
c. The member whose name appears on the card must be a member in good standing of the Society in order to include member grade.

3. **Combination Personal/Company and ASHRAE Member Card** – a business card with personal/company information printed on one side and ASHRAE member affiliation and service printed on the reverse side.

a. ASHRAE allows a member to include his or her ASHRAE member card (following the

requirements in Section B.1 above) on the reverse side of his or her personal employment/company business card.

Business Correspondence

Any ASHRAE member may use their membership grade following their name on business correspondence.

Member Company Email Signature

- A member is allowed to use his or her member grade and ASHRAE professional certification designation (if any), such as ASHRAE-Certified High Performance Building Design Professional, within the signature of his or her company email signature.
- The ASHRAE logo is not permitted for use with a member's company email signature.

ASHRAE shall not grant or signify approval of any specific engineering project, commercial project or system or allow its imprint, logo or name to be used in any commercial context except where the name is used to certify that the product has been tested in accordance with an ASHRAE approved standard, and including the standard number, nor shall ASHRAE engage in testing or rating of any product.

The ASHRAE logo may not be used to imply corporate memberships nor ASHRAE endorsement. ASHRAE Rules of the Board 1.201.025.1, 1.201.025.2, 1.201.025.3 and 2.101.005.2



CERTIFICATE OF ATTENDANCE

[Name of Program]
[Date]

[Presenter's Name]:

[Sponsored by _____ Chapter of ASHRAE]

[_____]
Signature of Participant

_____ Professional Development Hours Awarded

_____
Signature of Chapter Officer

SAMPLE

MANUAL FOR CHAPTER OPERATIONS

MANUAL OF CHAPTER OPERATIONS REFERENCE TABLE FOR CHAPTER OFFICERS

* indicates sections that the chapter officers and committee chairs shall read and be familiar with but Shaded numbers indicate the portions of the section that **must** be known and understood.

SECTION	HEADING	PRESIDENT	PRES-ELECT	VICE-PRES	SECRETARY	TREASURER	BOG	NOM	SPEC EVENTS	AUDIT
1	Chapter Officers	* 1.2 1.8	* 1.3	* 1.3	* 1.4 1.8	* 1.5	* 1.6			
2	Chapter Committees	* 2.1 2.5	* 2.1 2.5	* 2.1	* 2.1	* 2.1 2.8 2.18	* 2.1	* 2.1 2.12	2.1 2.18	2.1 2.3
3	Membership	* 3.11 3.15	*	*	* 3.10 3.12	* 3.11 3.14				
4	Finances	*	*	*	*	Sec 4				*
5	Meetings	* 5.6 5.10 5.12	*	*	5.5 5.12	5.12				
6	Publications	*	*	*	6.2 6.5					
7	Publicity	*	*	*					*	
8	Records/Reports	* 8.1 8.2 8.6 8.7	* 8.1 8.6	*	Sec 8	8.2 8.4 8.6 8.7				
9	MBO's	* 9.1 3.4	*	*	9.4		9.2		*	
10	Officer Visits	*	*	*	*		*			
11	Student Branches	*	*	*						
12	New Chapter	*								
13	Regional	* 13.4 13.5	* 13.4 13.5	*	13.4					
14	Sections	*	*	*	14.9	14.9				
15	Mentoring	*	*	*	*	*	*	*	*	*

APPENDIX RR1

APPENDICES		PRESIDENT	PRES-ELECT	VICE-PRES	SECRETARY	TREASURER	BOG	NOM	SPEC EVENTS	AUDIT
A	Calendar Events	*	*	*	*	*	*	*	*	*
B	Membership	*	*	*	*	*	*			
C	Organizational Chart	*	*	*	*	*	*	*	*	*
D	ROB's	*	*	*	*	*	*	*	*	*
E	Society Bylaws	*	*	*	*	*	*			
F	Member Application	*	*	*	*	*	*			
G	Student Member Application	*	*	*	*	*	*			
H	Chapter History	*			*		*			
I	Minutes	*			*					
J	Chapter Information Questionnaire (CIQ)	*	*		*					
K	Seminars	*	*							
L	Conference	*	*			*	*			
M	Logos	*	*		*				*	
N N1 N2 N3 N4	Honors & Awards	*	*	*			*			
O	*Insights*	*	*	*	*		*			
P	Regional Map	*	*	*	*		*			
Q	Member Processing	*	*	*	*	*	*			
R	Pub Relations	*	*	*						
S	Roberts Rules	*	*	*	*	*	*	*		
T	Officer Install	*	*	*				*		
U	CRC Motions	*	*	*			*			
V	Del/Alt Instruct	*	*							
W	CRC Sum Report	*	*		*	*	*			
X	CRC Worksheet	*	*		*		*	*		
Y	MBOs	*	*				*	*	*	*
Z	BIOs				*					

APPENDICES		PRESIDENT	PRES-ELECT	VICE-PRES	SECRETARY	TREASURER	BOG	NOM	SPEC EVENTS	AUDIT
AA	Liability Ins	*			*	*				
BB	Expositions	*			*		*			
CC	Newsletters	*			*					
DD1 DD2 DD3	Chapter Constitution & Bylaws	* 5.3 Art V	* 5.4 Art V	* 5.5	* 5.6 5.11 5.17	5.7 V	Art VII	8.3.1.1	8.3.2.8.	8.3.2.1
EE	Acronyms	*	*	*	*	*	*			
FF	Commercialism Renting/Selling Lists	*	*	*			*			
GG	Chapter Dissolution	*	*		*	*	*			
HH	Reimbursement	*	*							
II	Chapter Program Evaluation	*	*	*						
JJ	Establish New Region	*	*				*			
KK	Establish Chapter Section	*	*	*	*	*	*			
LL	Filing Tax Returns	*	*			*				
MM	TC/TG/TRG	*	*							
NN	Employers Recognition	*	*							
OO	Home Page / WWW	*	*		*					
PP	Business Cards	*	*	*	*	*	*	*	*	*
QQ	Certificate of Attendance	*	*		*					
RR1 RR2	Reference Table	*	*	*	*	*	*	*	*	*
SS	Accountant's Report	*	*	*	*	*				
TT1 TT2	RP Donor Summary Form	*	*	*	*	*	*		*	*
UU	Petition to Reassign Existing Chapters	*	*	*			*			

APPENDIX RR1

MANUAL OF CHAPTER OPERATIONS REFERENCE TABLE FOR CHAPTER COMMITTEE CHAIRS

* indicates sections that the chapter officers and committee chairs shall read and be familiar with but Shaded numbers indicate the portions of the section that **must** be known and understood.

SECTION	HEADING	SA	CTT	MP	REF	RP	HIST	CRC ACT	NEWS/ PUB	H&A NOM	ATT/REC SE/AUD
1	Chapter Officers										
2	Chapter Committees	Art VII 8.1 8.3.1.3	Art VII 8.1 8.3.1.6	Art VII 8.1 8.3.1.4	Art VII 8.1 8.3.2.2	Art VII 8.1 8.3.1.5	Art VII 8.1 8.3.1.7	Art VII 8.1 8.3.1.2	Art VII 8.1 8.3.2.7 8.3.2.4	Art VII 8.1 8.3.2.5	Art VII 8.1 8.3.2.6 8.3.2.3 8.3.2.1 8.3.2.8
3	Membership			Sec 3							
4	Finances					4.7					
5	Meetings		Sec 5								5.11
6	Publications								Sec 6		
7	Publicity								Sec 7		
8	Records/Reports			8.2 8.3 8.4 8.5 8.6			8.2	8.6	8.2 8.7		8.2 8.4
9	MBOs	*	*	*	*	*	*				
10	Officer Visits										
11	Student Branches	Sec 11	11.2								
12	New Chapter			*							
13	Regional	13.4 13.5	13.4 13.5	13.4 13.5	13.4 13.5	13.4 13.5	13.4 13.5	13.4 13.5			
14	Sections	14.9	14.9	* 14.9	14.9	14.9			14.9		
15	Mentoring	*	*	*	*	*	*	*	*	*	*
APPENDICES											
A	Calendar Events	*	*	*	*	*	*	*	*	*	*
B	Membership			*							
C	Org Chart	*	*	*	*	*	*	*	*	*	*
D	ROB's	*	*	*	*	*	*				
E	Society Bylaws			Art IV							
F	Member Application			*							
G	Student Member Application	*		*							
H	Chapter History						*				
I	Minutes	*		*		*					

SECTION	HEADING	SA	CTT	MP	REF	RP	HIST	CRC ACT	NEWS/ PUB	H&A NOM	ATT/REC SE/AUD
J	Chapter Information Questionnaire (CIQ)										
K	Seminars		*								
L	Conference		*								
M	Logos		*						*		
N N1 N2 N3 N4	Honors & Awards	*	*	*	*	*				*	
O	*Insights*								*		
P	Regional Map										
Q	Member Processing			*							
R	Pub Relations								*	*	
S	Roberts Rules	*	*	*	*	*	*	*			
T	Officer Install										
U	CRC Motions							*			
V	Del/Alt Instruct		*								
W	CRC Sum Report	*	*	*	*	*	*				
X	CRC Worksheet										
Y	MBO's	*	*	*	*	*	*				
Z	BIO's										
AA	Liability Ins										
BB	Expositions		*								
CC	Newsletters								*	*	
DD1 DD2 DD3	Chapter Bylaws	8.3.1.3	8.3.1.6 Art VI	8.3.1.4	8.3.2.2	8.3.1.5	8.3.1.7	8.3.1.2	8.3.2.7 8.3.2.4	8.3.2.5	8.3.2.6 8.3.2.3 8.3.2.1 8.3.2.8
EE	Acronyms	*	*	*	*	*	*	*	*	*	*
FF	Commercialism Renting/Selling Lists		*								
GG	Chapter Dissolution										
HH	Reimbursement			*		*					
II	Chapter Program Evaluation		*								
JJ	Establish New Region			*							
KK	Est Chp Section			*							

SECTION	HEADING	SA	CTT	MP	REF	RP	HIST	CRC ACT	NEWS/ PUB	H&A NOM	ATT/REC SE/AUD
LL	Filing Tax Returns										
MM	TC/TG/TRG	*	*	*	*	*	*	*	*	*	*
NN	Employers Recognition			*		*					
OO	Home Page / WWW										
PP	Business Cards	*	*	*	*	*	*	*	*	*	*
QQ	Certificate of Attendance	*	*		*						*
RR1 RR2	Reference Table	*	*	*	*	*	*	*	*	*	*
SS	Accountant's Report										
TT1 TT2	RP Donor Summary Form					*					
UU	Petition to Reassign Existing Chapters			*							

TYPICAL ASHRAE CHAPTER
(02-10-19-60)

Report on Agreed Upon Procedures Applied

CPA FIRM LETTERHEAD

SUGGESTED INDEPENDENT ACCOUNTANT'S REPORT

To the Board of Governors
Typical ASHRAE Chapter

At your request, we have applied the agreed upon procedures enumerated below with respect to the accounting records and procedures of *Typical ASHRAE Chapter* as of June 19, 2002. It is understood that this report is solely for your information and is not to be referred to for any purpose or distributed to anyone who is not a member of the *Typical ASHRAE Chapter*. Our procedures and findings are as follows:

Procedures

1. We compared the financial statement balances for the bank accounts and the corresponding bank statements and bank reconciliations.

2. We reviewed the subsidiary ledger of member accounts for old and unusual amounts.

3. Through inquiry, we reviewed the paid bill files.

4. We compared selected paid bills to recorded entries in the general ledger.

5. We reviewed a randomly selected list of deposits and compared them to the bank statements and the accounting records.

Findings and Recommendations

While in the process of performing the above-enumerated procedures, we made inquiries about the current system of internal control. We understand that the principal system relates to the restriction of signing checks to three officers of the Chapter and the close scrutiny of the monthly financial statements by the Board of Governors. We believe that controls would be increased if a copy of the bank statement and a copy of the bank reconciliation were attached to the monthly financial statements. We also recommend that periodically, perhaps once each quarter, a listing by member of the balances due or prepayments of monthly dues are presented to the Board.

We recommend that a determination of the Chapter's compliance with the Internal Revenue Code be made and should there be the requirement to file non-profit entity tax returns, that it be done soon.

We were not engaged to and did not perform an audit, the objective of which would be the expression of an opinion on the specified elements, accounts, or items. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the Board of Governors and is not intended to be and should not be used by anyone other than these parties.

CPA Firm

_____

Date

PLEASE COMPLETE THE INFORMATION FOR EACH DONATION AND SEND WITH DONATION - PLEASE PRINT

Please check one: ( ) Personal Contribution ( ) Company Contribution **Check #** _____ **Donation Amount:** $_____

Charge the gift to: ( ) Visa ( ) MasterCard ( ) American Express Credit Card #_____ Exp_____

Name: _____ Member/Contributor #: _____

Company: _____ Phone: _____

Address: _____

City/State/Zip _____ Chapter to credit: _____

Apply Donation to: ( ) Research ( ) Learning Institute ( ) Foundation ___ General ___ Research ( ) General Fund (unrestricted)
Memorial/Honor Gift Section Only

Memorial ( ) Honor Gift ( ) For: _____

Please send acknowledgement to: _____ Relation to deceased/Honoree: _____

Address: _____

PLEASE COMPLETE THE INFORMATION FOR EACH DONATION AND SEND WITH DONATION - PLEASE PRINT

Please check one: ( ) Personal Contribution ( ) Company Contribution **Check #** _____ **Donation Amount:** $_____

Charge the gift to: ( ) Visa ( ) MasterCard ( ) American Express Credit Card #_____

__ Exp_____

Name: _____ Member/Contributor #: _____

Company: _____ Phone: _____

Address: _____

City/State/Zip _____ Chapter to credit: _____

Apply Donation to: ( ) Research ( ) Learning Institute ( ) Foundation ___ General ___ Research ( ) General Fund (unrestricted)
Memorial/Honor Gift Section Only

Memorial ( ) Honor Gift ( ) For: _____

Please send acknowledgement to: _____ Relation to deceased/Honoree: _____

Address: _____

PLEASE COMPLETE THE INFORMATION FOR EACH DONATION AND SEND WITH DONATION - PLEASE PRINT

Please check one: ( ) Personal Contribution ( ) Company Contribution **Check #** _____ **Donation Amount:** $_____

Charge the gift to: ( ) Visa ( ) MasterCard ( ) American Express Credit Card #_____ Exp_____

Name: _____ Member/Contributor #: _____

Company: _____ Phone: _____

Address: _____

City/State/Zip _____ Chapter to credit: _____

Apply Donation to: ( ) Research ( ) Learning Institute ( ) Foundation ___ General ___ Research ( ) General Fund (unrestricted)
Memorial/Honor Gift Section Only

Memorial ( ) Honor Gift ( ) For: _____

Please send acknowledgement to: _____ Relation to deceased/Honoree: _____

Address: _____

SUMMARY FORM

PC-001

ASHRAE RESEARCH FUND RAISING BY CHAPTER

PAGE _____

CHAPTER: _____ DATE: _____

SUBMITTED BY: _____ PHONE: _____ FAX: _____

CONTRIBUTOR'S NAME & ADDRESS	AMOUNT RECEIVED	COMMENTS
TOTAL	$	

SAMPLE

Chapter Research Promotion Chair should use this from to summarize contributions. This form, with a receipt/invoice form and a check for each entry, should be sent to Research Promotion, ASHRAE Headquarters, 1791 Tullie Circle NE, Atlanta, GA 30329. Send a copy of this completed form to the Regional Vice Chair of Research Promotion.

PETITION TO REASSIGN NEW AND EXISTING CHAPTERS OR SUB-REGION TO ANOTHER REGION

AMERICAN SOCIETY OF HEATING, REFRIGERATING AND AIR CONDITIONING ENGINEERS, INC.
1791 TULLIE CIRCLE, NE ATLANTA, GEORGIA 30329 USA

TO THE BOARD OF DIRECTORS OF THE AMERICAN SOCIETY OF HEATING, REFRIGERATING AND AIR CONDITIONING ENGINEERS, INC., ATLANTA

The undersigned Members and Associate Members of the American Society of Heating, Refrigerating and Air Conditioning Engineers, Inc. (ASHRAE), of the _____ Chapter of ASHRAE OR Sub-Region _____, located in Region ____ whose headquarters are located in the city of_____ _____, in _____, and whose geographic area of activity is_____ _____, respectfully present this petition for reassignment to Region ___.

The _____ Chapter or Sub-Region requests reassignment to a different region.

Please list the rationale and justification for this change as listed in the Chapter or Sub Region Reassignment Procedures (Section 12.11), including fiscal impact for both regions involved (attach additional sheets if needed).

Note: A minimum of 40 names must appear on this petition.

NAME (Please Print)	**MEMBERSHIP #**	**SIGNATURE**
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Respectfully Submitted By:

_____

(Print or type name)

_____ Chapter President or Sub-Region Chair
(Chapter or Sub-Region name)

_____

Signature of Chapter President or Sub-Region Chair

_____

Date

_____

(Print or type name)

Region: _____

_____

Signature of Director and Regional Chair

Date

(Print or type name)

Reassigned Region: ____

Signature of Director and Regional Chair

Date

Return to:
Director of Member Services
ASHRAE Headquarters
1791 Tullie Circle NE
Atlanta, GA 30329
USA