

AMERICAN SOCIETY OF HEATING, REFRIGERATING

AND AIR-CONDITIONING ENGINEERS, INC.

**MANUAL OF PROCEDURES  
FOR  
MEMBERS COUNCIL**

Last revisions approved by Members Council June 27, 2010:

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## **Members Council Manual of Procedures**

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### **Introduction**

The Manual of Procedures is a supplement to the Council Rules of the Board (ROB). It details responsibilities for council members, the council DALs, appointed committees and staff liaison.

Members Council functions as an action arm of the Board of Directors (BOD) and is authorized to act for the BOD within limits prescribed by the BOD. This manual is intended to describe the procedures to be followed by the members of the council to accomplish the council's objectives.

Appendices are part of the Manual of Procedures (MOP) and therefore require approval by the reporting body (97-07-03-16).

### **Responsibilities/Duties of the Council**

1. Develop policies for the council and its appointed committees.
2. Approve or reject funding of projects and programs recommended by its assigned committees within the limitation of the approved council budget.
3. Prepare four-year fiscal plan, including the succeeding year's annual budget for the council and its assigned committees, for recommendation to the Finance Committee.
4. Responsible for staying within the budget of the council as approved by the Board of Directors.
5. May approve new budgeted programs up to and including \$10,000.
6. This council shall have the authority to reallocate up to 5% of their respective total expenses (less salaries, benefits and overhead), within their own budget. (05-06-27-39)
7. Develop action plans to address Strategic Plan Objectives (SPOs) assigned to it and executes approved programs. May assign such SPOs to the assigned committees and appointed committees under its jurisdiction, shall approve action plans and recommend them to the BOD, and monitor the progress of approved action plans.
8. Identify, develop and forward to President-Elect Advisory Committee recommendations for new or revised objectives to be added to the Strategic Plan.
9. Review council objectives periodically and assure that objectives are achieved within agreed time.
10. Maintain council Manual of Procedures, revising it as required to reflect current council procedures.
11. Review and approve Manual of Procedures for assigned committees.
12. Review Rules of the Board for council and its assigned committees.
13. Attend all called council meetings and appointed committee meetings.



14. Confirm the council goals for the year.
15. Review the Rules of the Board related specifically to the council to determine that current practice is reflected. Each change recommended by the council shall be submitted to the Board for approval.
16. This council may act for BOD to approve or disapprove recommendations and initiate appropriate action if the recommendations are:
  - Within the authority of the council
  - Within existing policy of the Society
  - Within the \$10,000 fiscal limits determined by BOD
  - Internal to the council
  - New budgeted programs that do not exceed fiscal limits
17. This council reviews and recommends to the BOD, or disapproves actions which are:
  - Beyond areas of current ASHRAE policy
  - Beyond approved fiscal limit of \$10,000
  - Beyond areas of responsibility of the council
  - Involves areas external to ASHRAE
  - New budgeted programs that exceed fiscal limits
  - Action plans for SPOs assigned to this council
18. Review and act upon motions presented at CRCs, by any member of the council, the council committees, or referred from any other committees or councils.
19. This council makes recommendations to the Board of Directors concerning the policies, procedures and operations of the Society and its regions, chapters, sections and branches. (SBL 6.4)

This includes:

  - Establishment of new chapters, student branches, regions and sections
  - Dissolutions of chapters, student branches, regions and sections
  - Completion of Action plans for SPOs assigned to this council
20. Documents that require Council approval and BOD approval only if policy is affected:
  - CRC Manual
  - MCO Manual (The Manual for Chapter Operations shall be published annually in its present format. 02-01-14-20D)
    - a. Guidelines for chapter fund-raising programs
    - b. Guidelines for chapter scholarships
    - c. Guidelines for chapter equipment expositions
    - d. Guidelines for chapter advertising
    - e. Chapter Publications



- Criteria for the formation of an ASHRAE chapter, region, student branch and sections
- Sponsorship Guidelines for Annual and Winter Meeting
- Meeting Manual/Host Committee Guide
- Manual for Student Branch Operations
- Guideline for Solicitation and Acceptance of Earmarked Research Funds
- Exceptions to Model Chapter Constitution and Bylaws

**21. Approval of Awards from the Honors and Awards Committee**

**2.411.003.1, General Requirements**

This committee shall recommend to the Members Council the candidates for all honors and awards for contributions to the arts and sciences of heating, refrigeration, air conditioning and ventilation, or closely allied fields. (67-06-25-08/86-01-22-11)

This committee shall receive recommendations, select, and recommend to the Members Council individuals to be considered for the following honors and awards (93-07-01-51/94-06-30-21/97-01-30-36/02-06-26-12A/03-07-02-15)

Prior to Members Council approval, this committee shall review all recommendations for new awards to ensure that the wording of criteria is sufficiently specific as to clearly establish the purpose of the award, and to ensure that the wording of the criteria does not conflict with existing awards. This committee shall also ensure that the official version of the criteria, as established in the ROB, is the version used in all ASHRAE publications.

All requests or suggestions for new awards, revisions to current awards, or award deletions shall be forwarded to the Honors and Awards Committee for review and recommendation before being forwarded to Members Council for review and approval.

All voting for honors and awards of the Society shall be strictly secret and held at meetings of Members Council (not by mail ballot), and that the H&A Committee be instructed to place the necessary information for such voting before the Members Council at least two months prior to the applicable meeting. (65-01-28-19/06-01-25/26-8.16)

**2.411.003.5 Award Programs**

This committee shall receive recommendations, select, and recommend to Members Council individuals to be considered for the following honors and awards: (93-07-01-51/94-06-30-21/97-01-30-36/02-06-26-12A/03-07-02-15/05-02-09-21(23)/06-01-25-08/08-01-20-3A)

ASHRAE Hall of Fame

~~Honorary Member~~

Fellow

F. Paul Anderson Award

ASHRAE Award for Distinguished Public Service

Louise and Bill Holladay Distinguished Fellow Award

Andrew T. Boggs Service Award



**2.411.003.7 Award Qualifications**

If the H&A Committee learns of the nominee’s death after the Members Council has voted approval, it will be awarded posthumously. The family of the deceased award recipient will be notified after the meeting at which the award would have been presented and the award will be sent to them.

**2.411.003.11 Attendance at Members Council Meeting 520-134-008**

The Honors and Awards Committee chair shall be available to the executive session of the Members Council meeting during the honors and awards discussion in order to answer questions about particular candidates.

**2.411.004 HONORS AND AWARDS – GENERAL**

**2.411.004.1**

Prior to Members Council’s approval, the Honors and Awards Committee shall review all recommendations for new awards to ensure that the wording of criteria is sufficiently specific as to clearly establish the purpose of the award, and to ensure that the wording of criteria does not conflict with existing awards. Further, the official version of the criteria, as established in the Rules of the Board, shall be the version used in all ASHRAE publications.

The Members Council shall confirm individuals recommended for the following honors and awards based on the following requirement:

ASHRAE Hall of Fame	2 or more negative votes defeats
Honorary Member	<del>2 or more negative votes defeats</del>
F. Paul Anderson Award	2 or more negative votes defeats
Fellow	<del>4 or more negative votes defeats</del>
Louise and Bill Holladay Distinguished Fellow Award	4 or more negative votes defeats
Andrew T. Boggs Service Award	4 or more negative votes defeats
ASHRAE Award for Distinguished Public Service	4 or more negative votes defeats

**Special Note:** The Honorary Member and Fellow both require a bylaw change and therefore are not included in the approval process of Honors and Awards by Members Council; the two awards shall remain with the Board of Directors for approval.

**Responsibilities of the Council Chair**

1. Serve as a voting member of the Board of Directors; present council reports to Board of Directors.
2. Preside at all council meetings.
3. With the staff liaison, prepare agendas and minutes for council meetings and reports to council and Board of Directors.
4. Appoint chairs and members to appointed committees. The chair may appoint additional non-voting members when there is a need for expertise or may appoint committees or



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- dissolve existing committees as needed.
- Planning
  - Region Operations
  - Chapter Constitutions and Bylaws Advisor (05-06-27-39)
  - PAOE (Optional)
5. Plan for interim meetings as necessary.
  6. Appoint representatives or liaisons to other councils or committees as needed.
  7. Appoint ad hoc committees or assign council members for specific tasks as needed.
  8. With the staff liaison, prepare council budget and submit to Finance Committee for approval.
  9. May refer any matter before the council to the Board of Directors and/or the Executive Committee.
  10. Approve extra meetings of committees reporting to the council.
  11. Ensure that Region-At-Large Chapters are scheduled a chapter visit a minimum of once every five-year period by a Society Officer or member as designated by the Society President to promote contact between the Society and Chapter members. (00-02-06-11/02-01-13-28)
  12. Approve DRC visits to other Region's CRCs. (05-06-27-39)
  13. **Hardship Cases** (2.103.003.4) (09-10-25-53D)

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.

Hardship is defined as:

- Loss of Employment or
- Illness/Disability

Educational Leave of Absences, Sabbaticals and part time employment do not qualify for Hardships.

Members who are approved for hardship status will be placed on inactive status for one year with a limit of a maximum of three years (lifetime). Inactive status must be requested each year at renewal time.

Inactive status is defined as:

- no dues paid
- does not receive Journal



- does not receive Handbook
- retains election date for purpose of Honors and Awards.
- maintains access to website, and ASHRAE Journal and Insights on-line
- continues to receive discount on Publications
- retains voting rights

### **Responsibilities of the Vice Chair**

1. In the absence of the chair, assume the chair at scheduled or called meetings of the council.
2. Perform other duties assigned by the chair.
3. In the event the chair is unable to perform his/her duty, assume all of the duties of the chair until a successor is selected.

### **Responsibilities of the Director and Regional Chairs (DRCs)**

1. Serve on Board of Directors. (MOD 4.4.1)
2. Serve on Members Council and represent chapters. (MOD 4.4.5)
3. Direct, monitor and assist the Regional Vice Chairs in furthering the aims of the Society through the Standing Committees.
4. Insure that the Presidential theme for the current year is understood by the chapters. (Presidential Award of Excellence PAOE)
5. Insure the chapter presidents fully understand the Presidential Award of Excellence (PAOE) Program, as well as the objectives of the Society. (MOD 4.4.12)
6. Schedule dates for CRCs and inform Members Council at least three years prior to scheduled date. (CRC Manual) (03-06-29-44)
7. Conduct CRC in accordance with the *Manual for Conducting Chapters Regional Conferences*. (CRC Manual) (MOD 4.4.4)
8. Attend a CRC in another region, if possible. (MOD 4.4.17.1 (k), 5.3.5)
9. Hold yearly Regional Planning Meeting.
10. Insure *Manual for Chapter Operations* is understood by chapter officers. (MOD 6.1.2)
11. Maintain communications with the chapters. (MOD 4.4.15, 6.3)
12. Visit chapters yearly. (MOD 6.4.1)
13. Establish regional committees. (MOD 6.5)



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14. Support special programs of the Society within the region. (MOD 6.6)
15. Analyze need for new chapters, sections and student branches. (MOD 4.4.10; Appendix D, MCO Sections 11, 12 and 14)
16. Participate in charter ceremonies for new chapters, sections and student branches. (MOD, Appendix D, 4; MCO 12.4, 14.7; Student Branch Manual)
17. If necessary, recommend to Members Council the need to revoke a chapter's charter based on non-performance or disregard of the Rules of the Board and the Bylaws of the Society. (MOD, Appendix D)
18. Monitor local chapter affiliation with other engineering councils or organizations and, if necessary, bring such activities to Members Council and the Board of Directors for approval. (MOD 6.8)
19. Appoint a Regional Vice Chair, or the Assistant Regional Chair, as your alternate to Members Council and the Board of Directors (Mandatory). (Members Council ROB, MOD 4.4.6/05-06-27-39)
20. Appoint a Regional Historian. (MOD 4.4.8)
21. Follow *Robert's Rules of Order, Revised* with regard to proper conduct of a meeting. (MOD 4.2.10)
22. Recommend candidates to President for appointment to post of Assistant Regional Chairs. (Members Council ROB, MOD 4.4.7)
23. Regional Chairs are required to submit written reports to the council outlining regional activities and items of interest since the last council meeting and submit motions from the CRC.
24. Determine eligibility and approve transportation reimbursement for CRCs, chapter visits and regional planning meetings. (MCO, Appendix HH)
25. Send "thank you" letters to chapter officers and Board of Governors' employers if requested. (05-02-07-32)
26. Notify the President-Elect by the June Meeting each year of any chapter visit requests. (05-06-27-39)
27. **ASHRAE Natural Disaster Relief Action (10/30/05)**

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.



### **Responsibility of the Directors-At-Large (DALs)**

1. Keep the council chair informed of any deliberations or resolutions of the assigned committee(s) for which he/she is responsible which may affect the general policies of the Society.
2. Provide support and advice as an advocate for assigned committees in communication and interpretation of presidential goals; guidance in fiscal planning, assistance in preparation and monitoring of annual objectives; assistance in developing and monitoring of action plans to achieve Strategic Plan Objectives; liaison with Board of Directors, other councils and committees; and assist in preparing recommendations to the council.
3. Assess the assigned committees' scope, operation and personnel and suggest changes as needed.

### **Responsibilities of Appointed Subcommittees**

1. Planning Subcommittee
  - a. Fiscal Planning
    - Develop budget/four-year plan.
    - Monitor fiscal performance.
    - Approve Sponsorships

This is accomplished by reviewing fiscal performance against the current budget and by reviewing the schedule of expenditures for assigned committee programs.

- b. Long-range Planning
    - c. Strategic Planning: Develop and implement Action Plans for objectives assigned to Members Council and monitor programs.
    - d. Update council's *Manual of Procedures* and *Rules of the Board*.
    - e. Committee related issues.
      - Review assigned committees' MOPs/ROBs and make recommendations for revisions and/or approval.
      - Review and monitor the effectiveness of the assigned committees' programs and projects as reported by the assigned committees.
    - f. Review PAOE program and make recommendations to the President-Elect (unless the President-Elect appoints a separate PAOE Subcommittee).
  2. Region Operations Subcommittee



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- a. Review and update *Manual for Chapter Operations* (The Manual for Chapter Operations shall be published annually in its present format. 02-01-14-20D).
- b. Review and update *Manual for Conducting Chapters Regional Conferences (CRC Manual)*
- c. Regions and Chapter-related issues.
  - Develop and monitor guidelines and procedures for the formation of new regions, chapters, student branches and sections.
  - Assignment of new chapters to a region.
  - Chapter Constitutions and Bylaws revisions schedule and exceptions document.

### **Responsibility of Staff Liaison**

1. Attend all council meetings.
2. Prepare agendas, minutes and reports to the Board of Directors.
3. Prepare annual budget and monthly forecasts. Monitor expenditures. (05-06-27-39)
4. Prepare report to Members Council on the disposition of motions presented to the Board of Directors.
5. Process transportation reimbursement for council members and regional transportation approved by the DRCs.
6. Write council referral letters and monitor the disposition of motions.
7. Insure implementation of all actions approved by the council.
8. Send information and guidelines to potential new chapters, regions and student branches and coordinate the development and chartering process.
9. Update Manual for Chapter Operations (MCO), Manual for Conducting Chapters Regional Conferences (CRC Manual), Guidelines for the Formation and Initial Operations of ASHRAE Chapters and Manual of Procedures as directed by the council.
10. Coordinate Presidential Award of Excellence Program (PAOE).
11. Ensure preparation and distribution of CRC materials for delegates, alternates, workshops, etc.
12. Assist CRC host chapters as needed (review of hotel contracts, mailing labels, CRC registrations, etc.). (05-06-27-39)
13. Coordinate Chapter Constitution and Bylaws updates.



**Responsibilities of Reporting Committees, Regional Vice Chairs and Historians**

(03-06-29-34/03-06-29-35/03-06-29-36)

- Attachment A ... Chapter Technology Transfer Committee MOP (available from headquarters)
- Attachment B ....Chapter Technology Transfer Committee ROB (available from headquarters)
- Attachment C ..... Research Promotion Committee MOP (available from headquarters)
- Attachment D .....Research Promotion Committee ROB (available from headquarters)
- Attachment E .....Membership Promotion Committee MOP (available from headquarters)
- Attachment F ..... Membership Promotion Committee ROB (available from headquarters)
- Attachment G ..... Student Activities Committee MOP (available from headquarters)
- Attachment H .....Student Activities Committee ROB (available from headquarters)
- Attachment I..... Conferences and Expositions Committee MOP (available from headquarters)
- Attachment J.....Conferences and Expositions Committee ROB (available from headquarters)
- Attachment K ... Young Engineers in ASHRAE Committee MOP (available from headquarters)
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- Attachment M.....Responsibilities of the Regional Vice Chair and Historian

## APPENDIX A MEMBERS COUNCIL MOP

### Mentoring Program (ROB 100-128-003)

During the final meeting of the Fiscal Year, the Board of Directors/Board of Governors, Council or Committee Chair shall appoint an incumbent to be the mentor for an incoming member. A mentor should be appointed for each new member. The mentor will be responsible for the following tasks:

- Before the next meeting of the Board of Directors/Board of Governors, Council or Committee Meeting, the mentor should contact the new member by telephone, letter, fax or email to introduce him or herself and explain the new relationship and its purpose.
- The mentor should make every effort to update the new member on:
  1. Board of Directors/Board of Governors, Council, Committee or Chapter functions, focus and objectives.
  2. Review the Rules of the Board (ROB) and Manual of Procedures (MOP) with the new member.
  3. Discuss the typical meeting format and member duties and responsibilities.
    - The mentor should plan to meet the new member before the respective meeting is scheduled to start and introduce him/her to the chair and early arriving members. The mentor should also introduce the new member with pertinent data such as:
      - Member's field of expertise and employer
      - Chapter and city of the new member
      - Former chapter, region and Society positions previously held by the new member
    - The new member will be sent a copy of the group Rules of the Board (ROB), Manual of Procedures (MOP) and a copy of the most recent meeting minutes to acquaint him/her with the function and focus of the group. The new member should be encouraged to develop a rapport with other members to effectively work with fellow members to maximize productivity.
    - The chair of the Board of Directors/Board of Governors, Council, Committee or chapter shall have the following responsibilities:
      1. Assign a mentor to each incoming new member of the group prior to the first meeting.
      2. Assure that the time allotted at the beginning of the first meeting is sufficient for proper introduction of the new member by the assigned mentor.
      3. Assess at a later meeting the effectiveness of the mentor/new member relationship.
      4. Provide any assistance to enhance the mentor/new member relationship.

Completion date: The relationship terminates at the end of the new member's first year in the group.

**APPENDIX A  
MEMBERS COUNCIL MOP**

Process of Measurement at the Society and Regional Level:

Measurement	Actual %	Tool	Responsible Party
1. Each Board of Directors/Board of Governors, Council, Committee will include the mentoring program in their Manual of Procedures (MOP).		MOP	Committees/Council
2. The Committee Management by Objectives (MBO) should include an objective for mentoring which will be reported to the Council at each meeting.		MBO	Committees/Council
3. The mentoring program will be monitored to determine its effectiveness through the MBO process.		MBO	Council
4. The Councils at each annual meeting will include in their report to the Board of Directors the status of that Council's mentoring program.		BOD Report	Council

Process of Measurement at the Chapter Level:

Focus and measurement will be accomplished using the Presidential Award of Excellence (PAOE) program. Points will be awarded based on a chapter submitting an effective plan to accomplish mentoring of new members. Short term results will be measured by PAOE compliance. Long term measurement would be completed by retention % reduction for new members who have belonged to the Society for less than two years.

Measurement	Actual %	Tool	Responsible Party
1. Percent of chapters having a mentoring program in place as reported by PAOE		PAOE Report	Membership Promotion Committee
2. Retention decrease of new members		Membership Report	Membership Promotion Committee

## GUIDELINES FOR AWARDS

### Volume 2, Standing Rules, General Rules, Board, Councils and Committees March 25, 2007

#### 2.411.003.2 Guidelines for Awards

The following guidelines for ASHRAE awards are approved: (99-01-27-51/06-01-25-08/07-03-25-01)

- All requests or suggestions for new awards, revisions to current awards, or award deletions shall be forwarded to the Honors and Awards Committee for review and recommendation before being forwarded to Members Council for review and approval.
- ASHRAE awards are grouped into the following categories, each of which has its defined form of award:
  1. Personal Honors (plaque and medallion)
  2. Personal Awards for General Society Activities (plaque and lapel pin)
  3. Personal Awards for Specific Society Activities (plaque and lapel pin)
  4. Paper Awards (plaque and honorarium)
  5. Society Awards to Groups or Chapters (plaque)
- Awards will normally carry the name of an ASHRAE activity (e.g., Distinguished Service Award, Fellow, Journal Paper Award). No business, product or other commercial name shall be used for an award. Only in very exceptional instances may consideration be given to naming the award after an individual.
- Each proposed award shall be submitted to the Honors and Awards Committee with a detailed description including the name of the award, the suggested category for the award, the reason for establishing the award, and the proposed selection and awarding process.
- Initial total funding for the award shall be described in the proposal, along with provisions for future funding and inflation considerations. Funding shall be self-perpetuating and supporting for the expected life of the award.
- Proliferation of awards that would tend to detract from the worth of existing awards must be avoided. The award must first be considered as applying to an important field of ASHRAE related activity; the name of the award would then add prestige.
- Awards may be proposed by any committee, chapter, or individual to the immediate authority but eventually must pass through the Honors and Award Committee for approval prior to submission to Members Council and then to the Board of Directors. The Honors and Awards Committee will assist anyone wishing to submit a proposal for a new award. The proposal should be reviewed early in the process to allow determination for the appropriate nature of the anticipated award and meeting all necessary criteria for acceptance.

This committee shall include in their supporting material for candidates only information pertinent to the requirements for the particular award for which the candidate is being recommended. (70-07-01-11)

All voting for honors and awards of the Society shall be strictly secret and held at meetings of the Board of Directors and Members Council (not by mail ballot), and that the H&A Committee

**APPENDIX B**  
**MEMBERS COUNCIL MOP**

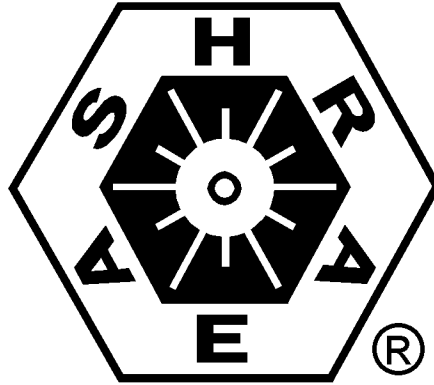
be instructed to place the necessary information for such voting before the BOD at least two months prior to the applicable meeting. (65-01-28-19/06-01-25/26-8.16)

It is the policy of the Society not to consider for approval any Society honors or awards posthumously, other than the Hall of Fame.

**JOHN F. JAMES INTERNATIONAL AWARD**

Guidelines for the award shall be as follows:

- A. The purpose of the award is to recognize members of the Society who have done the most to enhance the Society's international presence or posture. This award shall only be awarded once to a member. (08-06-23-11)
- B. The award shall be in the form of a plaque, lapel pin, and transportation, if not otherwise reimbursed by the Society. The award may be presented at the Winter Meeting of the Society. (05-06-27-41)
- C. A list of candidates shall be submitted to the Members Council Planning Subcommittee for approval by the subcommittee, who shall then nominate a candidate to the ASHRAE Honors and Awards Committee no later than the preceding Annual Meeting, together with documentation supporting their recommendation detailing the nominees accomplishments that enhanced the Society International presence as described in paragraph D below. (This includes promotion of ASHRAE through relations with Associate Societies and HVAC&R related societies in other countries.) (02-01-13-28/05-06-27-41)
- D. The selection of the candidate shall be based upon any one or a combination of the following:
  - (1) Participation in International activities related to ASHRAE's interest.
  - (2) Exchange of information with international communities in the form of symposia, seminars, lectures, etc. (05-06-27-41)
  - (3) Dissemination of ASHRAE technical information for the enhancement of international standards.
  - (4) Adaptation or introduction of innovative HVAC&R technology(ies) between two or more countries. (05-06-27-41)
  - (5) Recruitment of members, and/or the formation of chapters, sections and student branches outside North America. (05-06-27-41)
- E. Nominations may come directly from a member or from a CRC nomination. Nominations with support documentation should be sent to Members Council through the Regional Conferences or directly to the Director of Member Services no later than May 1. (05-06-27-41)
- F. The Honors and Awards Committee shall forward the name of the approved candidate to Members Council for final approval.



AMERICAN SOCIETY OF HEATING, REFRIGERATING  
AND AIR-CONDITIONING ENGINEERS, INC.

REGION-AT-LARGE  
OPERATING GUIDELINES

Reviewed by Members Council Planning Committee: June 22, 2002  
Approved by Members Council: June 23, 2002  
Revised by Members Council: January 26, 2003

**APPENDIX D  
MEMBERS COUNCIL MOP**

*Region-at-Large Operating Guidelines*

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## **REGION-AT-LARGE OPERATING GUIDELINES**

### 1. **REGION-AT-LARGE ORGANIZATION**

The Board of Directors in accordance with Rules of the Board groups chapters of the Society into geographical areas, and these areas are designated regions. For the *Criteria for the Formation of a New Region* see Appendix JJ of the Manual for Chapter Operations, available for download at the ASHRAE web site, [www.ashrae.org](http://www.ashrae.org). Chapters not assigned to a region and members not assigned to a chapter or to a region are assigned to the Region-At-Large.

The purpose of the Region-At-Large is to provide a means to represent all ASHRAE members not represented by other regions at Members Council and the Board of Directors (the Associate Society Alliance shall be responsible for maintaining strong relationships with Associate Societies).

The Region-At-Large is divided into sub-regions. The number of sub-regions will be determined by the number of members assigned to the Region-At-Large. Each sub-region must have a minimum of 1,000 area assigned members excluding students.

Regional and sub-regional boundaries are identified on the map in Appendix P of the Manual for Chapter Operations.

### 2. **REGION-AT-LARGE OFFICERS**

Region-At-Large Officers include the following:

#### 2.1 **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. This includes detailing objectives and giving assistance to the Sub-Region Chairs and Assistant Regional Chair. The DRC provides support 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 Conference for the Region-At-Large. The DRC is responsible for planning and conducting this meeting in general accordance with the Manual for Conducting Chapters Regional Conference, taking into account the structural differences between regions and the Region-At-Large.

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

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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.

It is the Director and Regional Chair's responsibility to assist in providing objectives and to monitor the operations of chapters in the region and attempt to assure 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. DRC shall attend Society and Regional meetings as attached in Table 1.

**2.2 SUB-REGION CHAIRS (SRC)**

Candidates for Sub-Region Chairs must be members (Member grade) of the Society for three years prior to the start of the terms.

The Sub-Region Chairs assist the DRC in the management of activities within their sub region as follows:

- a) Identify opportunities for meetings of ASHRAE members in their sub-region and if appropriate make a recommendation for a meeting within their sub-region.
- b) Promote the growth of ASHRAE membership within their sub-region and assist in the formation of new chapters or inter-society groups where required to meet member needs.
- c) Communicate with members in their sub-regions relative to services available to members. Communication could be assisted through an ASHRAE Bulletin Board for each sub-region that would allow members to post concerns, make recommendations and nominations and SRCs could keep members informed.
- d) Assist members in the sub-region to insure that these members are provided the opportunity for participation in Society activities and to receive services available from Society.
- e) Seek nominations of suitably qualified members for the positions of Regional Officers who will serve as a delegate to represent the members in the sub-region not assigned to chapters at the Region-At-Large Business Session (motions) and Caucus/Executive Session (nominations). (03-01-26-16)
- f) SRCs shall submit a proposed plan of annual activity for members in the sub-region not assigned to chapters for the ensuing Society year at the annual Region-At-Large Planning Meeting.

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- g) SRCs shall provide DRC with a copy of correspondence sent to ASHRAE members in their sub-region.
- h) SRCs shall submit a written report covering their activities prior to each CRC.
- i) For sub-region with chapters give direction and support to the chapters:
  - 1) Assist in providing objectives and to monitor the operation of chapters
  - 2) Assure that the chapters adhere to the requirements of the Society Bylaws and their operations are carried on to advance the purpose of the Society
- j) Assist DRC with CRC preparation and training.
- k) Participate in Society Standing Committees as appointed.
- l) SRC shall attend Society and Regional meetings as attached in Table 1.

**2.3 REGION-AT-LARGE NOMINATING COMMITTEE MEMBER**

This Region-At-Large-elected Nominating Committee member represents the Region-At-Large on the Society Nominating Committee. The Nominating member shall attend the Society and Regional meetings as attached in Table 1.

An additional responsibility includes chairing the Executive Sessions at the Chapters Regional Conference.

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).

**2.4 REGION-AT-LARGE NOMINATING COMMITTEE ALTERNATE**

The Nominating Committee Alternate performs the functions of the member in case of the member's absence. The Nominating Alternate shall attend Society and Regional meetings as attached in Table 1.

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).

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**2.5 ALTERNATE FOR DIRECTOR AND REGIONAL CHAIR**

At the beginning of each Society year, the DRC shall inform the Society Chief Staff Officer and the President-Elect of the Sub-Region Chair who has been selected to act for the DRC in the event the DRC is ill or otherwise incapacitated but has not permanently vacated the office. The Sub-Region Chair selected to represent the Director and Regional Chairman (DRC) shall have both voice and voting privileges at Members Council meetings. The selected Sub-Region Chair shall represent the DRC at Board of Directors meetings with voice but without voting privileges.

**3. REGION-AT-LARGE PLANNING MEETING**

The Region-At-Large Planning Meeting is called by the DRC for the purpose of planning the year's activities, and for setting goals and developing a Region-At-Large MBO plan. This meeting should be held in conjunction with the Chapters Regional Conference.

DRC should also organize interim regional planning coordination meeting with SRC during Society Annual and Winter meetings.

**4. CHAPTERS REGIONAL CONFERENCE**

(Note: See the "Manual for Conducting Chapters Regional Conferences" for more details. There are structural differences between regions and the Region-At-Large. This manual is a general guide for the CRC, but does not specifically describe the CRC.)

The term "Chapters Regional Conference" (CRC) designates a business meeting of the Region-at-Large Chair, Sub-Region Chairs, delegates and alternates of the chapters assigned to the Region-At Large 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 (equivalent to the Chapter Regional Committee of the Society) serving the Region-At-Large and consists of a chair, who is the Regional Chair, three Sub-Region Chairs and one delegate and one alternate selected by each chapter assigned to the Region-At Large. The delegate is a voting member of the Committee and must 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 business sessions shall be conducted following Robert's Rules of Order.

The chapter secretary shall submit the names of the chapter delegates and alternates to Headquarters on or before June 1, with a copy to the Director and Regional Chair (DRC). The Chapter Information Questionnaire is normally used for this purpose. In the event of

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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.

Members in the Region-At-Large who are not assigned to a chapter will be represented by the Sub-Region Chairs.

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. (MCO, Appendix W)
- Sub-Region Chairs to report the activities of members not assigned to chapters in their respective areas.
- 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.
- Sub-Region Chairs, delegates and alternates to present nominees for Society and regional offices and candidates for honors and awards in caucus and executive sessions.
- Chapter officers 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. (MCO, Appendix V) In the caucus, the Nominating Committee Member, the Nominating Committee Alternate, the delegates and alternates discuss nominees for:

- Society Nominating Committee.

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- Candidates for elective and appointive Society offices.
- Propose recipients for regional and Society 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 the Region-at-Large includes all areas in which ASHRAE members reside not currently assigned to a region. Current boundaries of the regions are shown on the map. (MCO, Appendix P)

Attendance at meetings of the Chapters Regional Conference is expected of all Sub-Region Chairs, chapter delegates, alternates, and regional member and alternate to the Nominating Committee. In addition, any Society member assigned to the Region-At-Large is encouraged to attend these meetings. The attendance of chapter officers and committee chair, although not mandatory, is strongly encouraged. (00-06-25-30)

The conferences should be held prior to October 1 of each year. The time and place of each conference will be selected by the CRC at least two years in advance and submitted for approval to Members Council. (02-06-23-45)

**5. MOTIONS AND RESOLUTIONS AT THE CHAPTERS REGIONAL CONFERENCE**

Members have the right and the responsibility to present to the CRC motions to enhance regional, chapter or Society activity. Chapter members should present motions through their delegate. Members not assigned to a chapter should present motions through their Sub-Region Chair. 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:

- 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

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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.

**5.1 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 that 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) Whenever appropriate, include 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.

**5.2 REQUIRED BACKGROUND INFORMATION**

As a separate statement, provide historical background, progression of events, related incidents or other general information that 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.

**6. REGION-AT-LARGE TRANSPORTATION REIMBURSEMENT POLICY**

The Region-At-Large Director and Regional Chair shall manage the RAL transportation expenses to not exceed the Board approved RAL transportation budget. Maximum transportation reimbursements caps for meeting transportation will be established by the DRC at least 60 days prior to meetings. (02-06-23-45)

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**7. REGION-AT-LARGE OPERATING FUND**

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.

**7.1 AUTHORIZATION OF REGION-AT-LARGE FUND**

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 SRC 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 RAL chapters based on:

- Number of chapter-area assigned members.
- Number of chapter dues-paying members in the chapter.

When the 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 may be appointed by the DRC (or elected by the CRC). The committee membership may include the DRC, one SRC and the CRC Host Chapter Treasurer, who may also be designated as the Regional Fund Treasurer. This committee may have the authority to approve reimbursement requests and write checks on the account when designated by the CRC.

An auditing committee should be elected by the CRC each year and should audit the fund prior to and report the results of the audit to the CRC annually. If the fund

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involves significant amounts of money, perhaps a Certified Public Accountant should audit the account.

A disbursement procedure should be established. The Regional Finance Committee (RFC) should have the authority to approve properly documented reimbursement requests and issue checks on the fund to cover legitimate expenses. Detailed accounting of expenditures should be provided to the RFC, complete with documentation.

An annual report should be prepared by the RFC 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.

8. **REGION-AT-LARGE 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 Region-At-Large 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 the newsletter.

**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-A12)

- 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/05-02-07-36/05-06-27-44/09-06-22-19/09-10-25-21/10-10-24-A12)

- 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:

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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/09-06-22-19/10-10-24-AI2)

- 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

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- 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 Promotion Chair
  - Chapter Technology Transfer Chair
  - Chapter Student Activities Chair
  - Chapter Research Promotion Chairs are reimbursed for Research Promotion Centralized Training or approved CRC workshops.
  - 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.

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- 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).

**Guidelines for sponsorships at ASHRAE Winter or Annual Meetings**

Sponsors making major monetary contributions for a Society Meeting will be asked to fill out an application online. Online information will be placed on the home page allowing sponsors to make donations to either an Annual or Winter Meeting.

- An application for sponsorship will be put up on the web site 10 to 12 months in advance of the meeting.. Local host chapter should include sponsorship information in all chapter newsletters and should put information on their web site to ensure local sponsors are aware of the opportunity to sponsor.. All sponsorship applications will be made through the Society website.
- Sponsorship will be offered in a four tier program. Money collected for the meeting will be put into the general fund of the meeting and used to enhance the meeting but will not offset registration fees. (05-06-27-40)
- An announcement that the sponsorship program is available will be made in Insights as soon as the application is available on the web site.

Sponsorship Program benefits will be as follows:

Platinum Sponsors.....\$5,000

- Advertising Exposure (by ASHRAE)  
.....Convention Final Program  
.....Insights
- Free Convention Registration (Total of 4)  
.....Complimentary attendance to Luncheon and Banquet (4)
- Membership in ASHRAE (Total of 2)
- Press Release
- Recognition at Meeting  
.....Plenary Session  
.....Registration area  
.....President's Luncheon and Banquet
- ASHRAE Web Site  
.....Listing  
.....Link

Gold Sponsors.....\$3,500

- Advertising Exposure (by ASHRAE)  
.....Convention Final Program  
.....Insights
- Free Convention Registration (Total of 2)  
.....Complimentary attendance to Luncheon and Banquet (2)
- Membership in ASHRAE (Total of 1)
- Press Release
- Recognition at Meeting  
.....Plenary Session  
.....Registration area  
.....President's Luncheon and Banquet
- ASHRAE Web Site  
.....Listing

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.....Link

Silver Sponsor.....\$1,500

- Advertising Exposure (by ASHRAE)  
.....Convention Final Program  
.....Insights
- Free Convention Registration  
.....Complimentary attendance to Luncheon and Banquet (1)
- Press Release
- Recognition at Meeting  
.....Registration area  
.....President's Luncheon and Banquet
- ASHRAE Web Site  
.....Listing  
.....Link

Bronze Sponsor.....\$500

- Advertising Exposure (by ASHRAE)  
.....Convention Final Program  
.....Insights
- Press Release
- Recognition at Meeting  
.....Registration area  
.....President's Luncheon and Banquet
- ASHRAE Web Site  
.....Listing  
.....Link

Benefit Administration/Procedures:

Advertising Exposure (ASHRAE Produced Ads)

- Final Program
- Insights

ASHRAE will list sponsors by sponsorship category with their company name and logo

Meeting Recognition

- Visual recognition of sponsors at the meeting site and during specified convention events.

Platinum and Gold Sponsors will have their company name and logo displayed during the Plenary opening presentation.

Signage at Convention

- Sponsor recognition signs will be displayed at meeting site.

Free Convention Registration

- Platinum, Gold and Silver sponsors will receive free meeting registration in the number specified for the sponsorship level.

Free Membership

- Platinum and Gold sponsors receive one year of free memberships in the number specified for the sponsorship level.

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### Press Release

All sponsors will be recognized in a press release issued by ASHRAE

### ASHRAE Web Site

#### Listing

- All sponsors will be listed and the ASHRAE Web site with a link to their Web site.

### *Solicitation and Spending*

1. No provisions are made to establish an organized solicitation of new Sponsorships for the Winter or Annual Meetings. (05-06-27-40)
2. No expectation is placed on the Host Committee for a Winter or Annual Meeting to solicit Sponsorships. (05-06-27-40)
3. Annually staff will send invitations to current Sponsors inviting them to continue for another Winter or Annual Meeting. (05-06-27-40)
4. Sponsors will be allowed to choose how they want their donations applied – general meeting (Annual or Winter), social events (Welcome Party or Banquet), student activities, young engineers activities, etc. (05-06-27-40)

**Responsibilities of the Regional Vice Chair**

1. Attend all meetings of his committee at the Annual and Winter meetings.
2. Assist the Director Regional Chair in guiding and directing the activities of the chapters within the region.
3. Represent the Regional Chair on official chapter visits when requested to do so by the Regional Chair and provide the Regional Chair with a short written report on the visit. The Regional Vice Chair shall also accompany the Regional Chair on an official chapter visit when requested to do so by the Regional Chair.
4. On chapter visit, meet with the chair of the chapter committee which is responsible for his special activities (Student Activities, Membership Promotion, Research Promotion, or Chapter Technology Transfer) to review the chapter's activity and performance in that particular area, suggesting solutions to any problems they may be encountering.
5. When representing the Regional Chair on an official chapter visit, meet with the chapter Board of Governors to review the overall performance of the chapter and relay information or suggestions from the Regional Chair, outlining any problems or suggestions.
6. Monitor the chapter performance in his area and assist the chapters in meeting chapter goals.
7. Assist the Regional Chair in outlining objectives for the year and acquaint the chapter committee chairs with the objectives for their field of interest. Where required responses are not obtained from a chapter committee chair, request assistance from the chapter president and, if necessary, from the Regional Chair.
8. Conduct a workshop at CRC, acquainting chapter committee chairs, outlining their responsibilities and provide action plans to accomplish their goals.
9. Attend all business sessions and social functions of the CRC, submit a short report on activities in his/her respective fields and report on accomplishments at one of the business sessions.
10. Represent his/her region on a standing committee of the Society.

**Additional Responsibilities of the Regional Vice Chair and Historian**

1. By gentle, personal influence, increase the Regions appreciation for your assigned area of interest.
2. Frequently write, phone, and meet with the Chapter Chairs in your assigned areas to inspire and support them.
3. Discuss the programs that the Chapters want to claim as being "PAOE qualifying" programs.

## **ATTACHMENT M**

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4. Encourage the Chapter Chairs to promptly report their PAOE activities on the ASHRAE Homepage. (02-01-13-28)
5. Review PAOE summary report on the ASHRAE Homepage to guide your decisions as to which Chapters need compliments and which need motivation. (02-01-13-28)
6. Use the Chapter Chairs as your prime contacts, but keep the Presidents in the loop (and copies to the DRC of significant correspondence). Always use the ASHRAE letterhead paper, but envelopes optional.
7. Attend the Winter and Annual Society Meetings, to meet with the other RVCs. Take a full-page (+) Regional report to each meeting, with ample copies 3-hole punched.
8. Make early airline reservations, in compliance with ASHRAE Travel Policy. Attempt to be at the Members Council meetings at the Winter and Annual Meetings. (02-01-13-28)
9. Prepare your public CRC report to present at the CRC, and attend the CRC, bring a sufficient number of copies 3-hole punched.
10. Take your written confidential report of Chapter nominations to the CRC caucus meeting. Be present at the opening of the caucus meeting.
11. Prepare to conduct a Workshop at the CRC to train, guide, encourage, inspire incoming Chapter Chairs. Determine what kind of hand-outs would work best. Bring enough 3-hole punched. Be sure to get the material and workbooks to those absent or not yet selected.
12. Be prepared to convey an appropriate award(s) during the CRC Awards Banquet.
13. Keep your files up-to-date and ready to transfer to your successor.
14. Observe and offer to the Nominating Committee the name(s) of likely future RVC candidates if requested.
15. Discuss with the DRC which Chapters need your personal attention, possibly 1 or 2 per year, and make advance discount transportation arrangements per bylaws for any airline tickets needed.
16. Inspire, Guide, Support, Motivate, Compliment, Appreciate, Communicate, Encourage, Suggest, Mentor, Draw, Recruit, Comment, and leave the position stronger than when you acquired it.