



Shaping Tomorrow's
Built Environment Today

MINUTES

SOCIETY RULES COMMITTEE CONFERENCE CALL

**Thursday, September 24, 2015
10:00 -11:00 am EDT**

Note: These minutes are not approved until voted on and approved by the SRC.

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Society Rules Committee Conference Call
September 24, 2015

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PRINCIPAL MOTIONS
Society Rules Committee Minutes
September 24, 2015

No.- Page

- 2 – 3 to approve revisions to the Environmental Health Committee ROB as shown in Attachment D.
- 3 - 3 to approve revisions to the Residential Buildings Committee ROB as shown in Attachment F.

ACTION ITEMS
Society Rules Committee Minutes
September 24, 2015

No. - Pg.	Responsibility	Summary	Status
1 - 2	Graef	Ask ExCom if they would approve moving the Scholarship Guidelines appendices to the MOP and let SRC know.	_____
2 - 2	McQuade	Determine who the contact person is at ASHRAE who would authorize contents of websites with tools added.	_____
3 - 2	Townsend	Let Mr. McQuade know the contact person on PEC and the staff liaison he could contact regarding clarification of the PEC Report to the Board – Attachment B.	_____
4 - 2	McQuade	Contact the PEC representative for clarification of their Report to the BOD-Attachment B	_____
5 – 2	Townsend	Send the revised information on the PEC report to the BOD to DRCs and RMCRs	_____
6 - 2	Townsend	Add Discrimination and Harassment policy to section 1.140.003 of the ROB and add “or guest” to the policy because it only states that “members” are currently included; send to SRC for review/approval.	_____
7 - 3	Neme	Add ASHRAE-IAQA Dues Change to the log.	_____
8 - 3	Neme	Add changes to the EHC ROB to the log	_____
9 – 3	Graef	Send format for committee MOPs to Mr. Fly	_____
10 - 3	Neme	Add changes to Residential Buildings ROB to the log.	_____
11 - 3	Fly	Change all references to DALs in the ROBs to “director” between now and the Orlando meeting.	_____
12 - 3	Fly/Townsend	Ask staff liaisons to review their MOPs and change all references to DALs to “directors”	_____
13 - 3	Neme	Add 2.105.001-Standing Bodies/Nominating Committee changes to the log.	_____
14 - 3	Townsend	Prepare a waiver for one year for the Developing Economies consultants to be added to the councils.	_____

MINUTES

SOCIETY RULES COMMITTEE CONFERENCE CALL

Thursday, September 24, 2015

10:00 – 11:00 am EDT

MEMBERS PRESENT: Arthur L. Giesler, Chair
Mark W. Fly, Vice Chair
James R. Fields
Stephen D. Kennedy
Hugh D. McMillan III
William F. McQuade
Patricia T. Graef, CO

STAFF PRESENT: Mary Dean Townsend
Claire I. Neme

CALL TO ORDER

Chair Giesler called the meeting to order at 10:01 am on Thursday, September 24, 2015. Members and staff attended as listed above. A quorum was present.

Code of Ethics Reminder

Mr. Giesler reminded members that we follow the ASHRAE code of ethics in our work.

Mr. Giesler mentioned the great loss felt by all on the occasion of Mr. Mescher's passing. Other members unanimously agreed that he will greatly be missed.

REVIEW OF AGENDA

Chair Giesler asked if there were additions to or deletions from the agenda. The agenda was approved as presented.

APPROVAL OF MINUTES

Mr. Giesler called for a motion to approve the SRC minutes from the June 30, 2015 SRC meeting. Mr. Fly moved and it was seconded

(1) to approve the SRC minutes from the June 30, 2015 SRC meeting in Atlanta.

MOTION 1 PASSED UVV (5-0-0-CNV)

REVIEW OF ACTION ITEMS

All action items are either complete or are on the agenda to be discussed during this conference call.

UNFINISHED BUSINESS

Scholarship Program Guidelines

Mrs. Townsend reported the Scholarship Guidelines are updated with a clean version and with two new scholarships and some editorial changes like renumbering to make it easier to read. The appendices may be moved from the ROB to the MOP. It also was pointed out that item 3.2 Control and Funding; section 3.2.4 needs to be corrected. *"All funds for scholarships will be invested separately from other ASHRAE investments and shall be deposited in an ASHRAE headquarters interest bearing account."* The ASHRAE Foundation invests in the stock market rather than in an interest-bearing account.

Mrs. Graef was asked to take an action item to inform ExCom about moving the Scholarship appendices to the MOP to be sure they agree with the action . AI 1

NEW BUSINESS

PEC Content of Websites Review

PEC Contents of Websites with Tools added. (Attachment A)

Mr. McQuade reported as follows:

- N. Social Media Sites and/or Pages established and managed by an ASHRAE Group – ASHRAE Board –recognized entities or groups, not individuals, may establish a social media site(s) provided they follow the ASHRAE Policy and Procedure for Format, Activity, and Content of Web Sites and Social Media for ASHRAE; the ASHRAE commercialism policy, and do not post ASHRAE information protected by copyright nor information that is competitive with Society activity. Entities or groups not recognized by the ASHRAE Board of Directors will be advised that ASHRAE’s trademark may not be used.

Mr. McQuade: Question regarding section N above is who owns the authority to approve. Most of Section 1.201.10 is owned by the Electronic Communications Committee of P.E.C. Should that not be explicitly stated?

Mr. Giesler agreed that it should be stated and asked Mr. McQuade to take an action item to clarify specifically who at ASHRAE is the contact person. AI 2

1.201.010 ASHRAE Policy/Procedure for Format, Activity & Content of Internet Sites for ASHRAE Groups. (PEC Report to BOD-Attachment B)

Mr. McQuade requested the name of a contact person on PEC and the staff liaison so he can ask for clarification on the PEC Attachment B Report to the Board. Mrs. Townsend agreed to send Mr. McQuade contact information. After all is clarified, Mr. Giesler asked Mrs. Townsend to send the revised information to DRCs and RMCRs. AI 3
AI 4
AI 5

Discrimination and Harassment Policy Incorporated into ROB.

Mr. McQuade reported as follows:

that in reviewing Volume 1, the only place that mentions discrimination and harassment is in section 1.201.040 (Whistle Blower Policy) however it is in specific reference to retaliation. 1.201.035 covers membership admissions and grade advancement but is concerned with qualifying experience, status, accredited degrees.

There is an open section 1.201.032 that could be used to add the policy, however my recommendation would be that creating a section 1.140.003, and inserting the policy would be my suggestion. It would therefore follow section 1.140.001 (Code of Ethics), 1.140.002 (Conflict of Interest) which is specifically reference in the policy.

It was agreed to insert this as item 1.140.003. Also it was suggested to add “or guest” to the policy because it only states that “members” are included in harassment section. Mrs. Townsend will make this change and send it to SRC. AI 6

Content:

As far as content of the policy my only concern is that a process needs to be defined for reporting the violation to the EVP or member of the Board. I assume that would be defined as a section under the 1.140.003.XX unless those types of details are covered elsewhere in the R.O.B outside of Volume 1.

ASHRAE-IAQA Dues Discount (Attachment C)

Mr. Giesler reported that dues change annually and should be updated. **Attachment C** has track changes for 2016-17 society year. Add this item to the log. AI 7

EHC ROB Changes (Attachment D)

Mr. Fly reported on EHC ROB changes as shown in **Attachment D**. After some discussion, Mr. Fly made the motion and it was seconded

(2) to approve revisions to the Environmental Health Committee ROB as shown in **Attachment D**.

MOTION 2 PASSED UVV (5-0-0-CNV)

This motion will be added to the SRC log. AI 8

Development Committee MOP and ROB (Attachment E)

Mr. Fly reported that changes to the Development Committee MOP and ROB (**Attachment E**) will not be voted on by SRC until reviewed by the Development Committee. Mrs. Graef agreed to send the format for other committee MOPs to Mr. Fly. AI 9

Residential Buildings Committee ROB (Attachment F)

Mr. Fly reported there were changes made to the Residential Buildings Committee ROB. After some discussion, Mr. Fly made the motion and it was seconded

(3) to approve revisions to the Residential Buildings Committee ROB as shown in **Attachment F**.

MOTION 3 PASSED UVV (5-0-0 CNV)

This will be added to the SRC log. AI 10

2.105.001-Standing Bodies/Nominating Committee (Attachment G)

Mr. Fly reported changes made to 2.105.0010 Standing Bodies/Nominating Committee ROB. After some discussion, all were in consensus with the changes. Mr. Fly added that ROB references to DALs will be updated between now and the Orlando meeting. Staff liaisons will be asked to review their MOPs and change all references to *DAL* to "*Director*". This item will be added to the SRC log. AI 11
AI 12
AI 13

Developing Economies Consultants

Mrs. Graef reported that adding a number of Developing Economies consultants to Councils will require ExCom approval and a waiver for this year. Mrs. Townsend was asked to prepare a waiver letter for SRC. AI 14

Mr. Giesler asked Steve Kennedy to be the Tech Council SRC liaison and Mark Fly to be the PubEd Council SRC liaison.

NEXT MEETING:

The next SRC meeting will be scheduled after the next BOD meeting. .

ADJOURNMENT

The meeting was adjourned at 11:10am.

Respectfully submitted,

A handwritten signature in cursive script that reads "Mary Dean Townsend".

Mary Dean Townsend, Secretary

cc: Board of Directors

P.E.C. content of Websites w/tools added (PEC Attachment B report to the Board)

- I. ASHRAE Trademarks - ASHRAE and the ASHRAE logo are registered trademarks of ASHRAE.
 1. The "circle-R" registered symbol must appear with the name "ASHRAE" the first time "ASHRAE" on the home page and with the first use of the ASHRAE logo.
 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.
 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.
 4. ASHRAE Headquarters reserves exclusive use of the name "ASHRAE (registered symbol) On Line" for its Internet communication service.
 5. ASHRAE Headquarters reserves exclusive use of URLs, ASHRAE position titles, hashtags, etc. related to current and expired ASHRAE positions and events.

- N. Social Media Sites and/or Pages established and managed by an ASHRAE Group – ASHRAE Board –recognized entities or groups, not individuals, may establish a social media site(s) provided they follow the ASHRAE Policy and Procedure for Format, Activity, and Content of Web Sites and Social Media for ASHRAE; the ASHRAE commercialism policy, and do not post ASHRAE information protected by copyright nor information that is competitive with Society activity. Entities or groups not recognized by the ASHRAE Board of Directors will be advised that ASHRAE's trademark may not be used.
 1. All e-mail addresses used to create accounts on social media sites shall point to positional e-mail aliases, not personal e-mail accounts, E-mails used as a log-in for password recovery shall also be positional e-mail aliases.
 2. Social media sites shall be considered as owned by the ASHRAE group, not by and individual, thus ownership of the social media accounts(s) remains that of the group.
 3. Only one social media presence per presence per platform (i.e. Facebook, Twitter, LinkedIn) shall be established per group, entity, or position.

Question in highlighted sections as to how owns the authority to approve. Most of Section 1.201.10 is owned by the Electronic Communications Committee of P.E.C. Should that not be explicitly stated?

Differences exist between documents.

New Document:

[PEC Content of Websites with tools added Attachment B](#)

4 pages (30 KB)

9/22/2015 1:56:00 PM

Used to display results.

Old Document:

[Rules-of-the-Board-1 201 10](#)

4 pages (28 KB)

9/22/2015 1:56:00 PM

[Get started: first change is on page 1.](#)


No pages were deleted

How to read this report

Highlight indicates a change.

Deleted indicates deleted content.

 indicates pages were changed.

 indicates pages were moved.

Attachment B PEC Report to BOD

1.201.010 ASHRAE Policy and Procedure for Format, Activity, and Content of Internet Sites for ASHRAE Groups (15-02-28-08/12-06-27-20)

1.201.010.1 This policy applies to internet sites such as web sites and social media pages developed and maintained by ASHRAE groups including Standing Committees, Chapters, Student Branches, Regions, and Technical Committees (TCs). An ASHRAE group that develops an Internet site(s) shall follow these guidelines, which provide further definition to what is stated in the restrictions stated in the General Rules of ASHRAE's Rules of the Board: "2.101.005 Restrictions / 2.101.005.1 / 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."

A. Web site Hosting - ASHRAE encourages ASHRAE groups to use web sites for internal and external communication.

1. ASHRAE makes server space available to chapters, regions, and technical committees for web site housing.
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 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.
3. If Society Standing 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.
4. ASHRAE does not make server space available to Student Branches.
5. 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.

B. Internet Site Designation - Sites developed by ASHRAE groups shall be titled as follows:

1. Chapter sites shall be titled: "ASHRAE (registered symbol) (*chapter name*) Chapter."
2. Student branch sites shall be titled: "ASHRAE (registered symbol) (*branch name*) Student Branch."
3. Regional sites shall be titled: "ASHRAE (registered symbol) Region (*region number*)."
4. TC sites shall be titled: "ASHRAE (registered symbol) Technical Committee (*TC number*) '*TC name*.'"
5. Standing Committees sites shall be titled: "ASHRAE (registered symbol) (*Name of Committee*)."
6. If a site has restrictions on the formatting of identifiers, then the identifier used should be as close as possible.

C. Multiple Sites - All Internet site content posted by each ASHRAE group shall be available for navigation via the group's web site.

D. Disclaimer - Sites must prominently feature an appropriate disclaimer on the home screen, as follows: This (*page, web site, discussion group, etc.*) site is maintained by the (*name of group*) of ASHRAE. It does not present official positions of the Society nor reflect Society policy. (*name of group*) 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 if possible.)

- E. 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 site(s), responsible for what appears on the site(s). This person's name, committee position, and e-mail address, shall appear on the home page.

F. Content

1. All material on a site must be reviewed for appropriateness of material and timeliness. All material that is posted on a site must be approved for posting by the chair or president of the ASHRAE group. Format of the site must be approved by the ASHRAE group.
 2. Rosters published on sites will conform to ASHRAE's Security and Privacy Policy.
 3. Content posted on 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.
 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:
 - a. 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."
 - b. The words "Working Draft – Do Not Quote" must appear in a header or footer on every page.
 - c. The draft must be posted on a private site or private section with access restricted to members of the group only.
 - d. No material that is offered for sale by ASHRAE may be posted on a site.
 - e. Technical Committees may post past Winter or Annual Meeting program presentations for download or viewing with the following provisos:
 - (1) The posted versions must be the versions that were previously reviewed for commercialism and approved by the Conferences and Expositions Committee.
 - (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."
 - (3) The sponsoring group must also have received written or electronic permission for posting the seminar from the author.
 - f. Statements and presentations may not appear on web sites that state, purport, or imply that they present ASHRAE positions, policy, or opinions.
 5. If not already present via the site itself, the webmaster shall place the date of last revision on the site's home page.
- G. Discussion Groups - Sites may have discussion groups. Discussions should be monitored by the designated site administrator.
- H. Commercialism - Content on sites is governed by the following policies regarding commercialism:
1. Content on Standing Committee, Regional, Student Branch and TC sites may not violate

- ASHRAE policies with regard to commercial and proprietary interests. Specifically, 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 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 H.4.
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 H.3 and H.4.
 3. Chapters, regions, and TC 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 sites and charge fees for those links under the following conditions:
 - a. 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.
 - b. The following message must be viewable before the link is executed: "You are leaving the _____ Chapter Home Page."
 - c. 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.
 - d. 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.
 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.
- I. ASHRAE Trademarks - ASHRAE and the ASHRAE logo are registered trademarks of ASHRAE.
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.
 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.
 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.
 4. ASHRAE Headquarters reserves exclusive use of the name "ASHRAE (registered symbol) On Line" for its Internet communication service.
 5. ASHRAE Headquarters reserves exclusive use of URLs, ASHRAE position titles, hashtags, etc. related to current and expired ASHRAE positions and events.
- J. Link to ASHRAE
1. Each web site must link to the Society's home page.
 2. The Society will provide a link to the chapter's home page, providing that the chapter has followed these standards.
 3. Procedures for ASHRAE Hosted Sites
 - a. 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:
 - b. 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.
 - c. Files shall be uploaded to the ASHRAE hosted site by the group's webmaster using the FTP procedure provided by staff.
 - d. Files shall be uploaded in the following format: *(Formats to be specified by staff.)*
 - e. Staff will not review files for content, but ASHRAE reserves the right to edit or remove material that conflicts with ASHRAE policies.
 - f. Files for the web site shall occupy no more than 20 MB of hard drive space.
 - g. Only the designated webmaster may upload files to the server.
 - h. Links may be provided only to other ASHRAE web sites and to noncommercial sites.
- K. References to ASHRAE Products - Sites should refer Internet users to the Society's home page for pricing information about ASHRAE publications and Society programs.
- L. Site Review - ASHRAE staff will periodically review sites with links from the Society web site. If a site is found to be in violation of any of these policies, the designated webmaster will be notified to correct the violation. If the violation is not corrected, staff will remove the link to the site from the Society web site.
- M. Contact for Linking or Policy Questions - <webmaster@ashrae.org>
- N. Social Media Sites and/or Pages established and managed by an ASHRAE Group – ASHRAE Board – recognized entities or groups, not individuals, may establish a social media site(s) provided they follow the ASHRAE Policy and Procedure for Format, Activity, and Content of Web Sites and Social Media for ASHRAE; the ASHRAE commercialism policy, and do not post ASHRAE information protected by copyright nor information that is competitive with Society activity. Entities or groups not recognized by the ASHRAE Board of Directors will be advised that ASHRAE's trademark may not be used.
1. All e-mail addresses used to create accounts on social media sites shall point to positional e-mail aliases, not personal e-mail accounts, E-mails used as a log-in for password recovery shall also be positional e-mail aliases.
 2. Social media sites shall be considered as owned by the ASHRAE group, not by an individual, thus ownership of the social media accounts(s) remains that of the group.
 3. Only one social media presence per platform (i.e. Facebook, Twitter, LinkedIn) shall be established per group, entity, or position.
- O. Electronic Collaboration - The definition of electronic collaboration refers to files posted on Internet or network servers, not computers or drives for individual use. It does not include e-mail. ASHRAE copyrighted material, drafts, and the electronic materials used in their development must be securely stored on ASHRAE-approved servers or services. Intellectual property contained in posted materials must belong to the group posting, and the group posting must have authorization to post such material.

1516-ROB-006
1516-ROB-008

3.200 DUES, FEES, PRIVILEGES

3.200.001 Society Dues

Commented [AG1]: Place back Fiscal Year 2015-2016.

Society dues shall be: Fiscal Year 2016 -2017

Honorary Member	Exempt
Presidential Member	Exempt
Fellow	\$202.00 * ¹
Life Member	Exempt
Life Associate Member	Exempt
Member	\$202.00 * ^{1.2}
Associate Member	\$202.00 * ^{1.2}
Affiliate Member	\$5 ¹⁴ .00 (Year 1), \$7 ⁶⁴ .00 (Year 2), \$10 ¹⁹⁵ .00 (Year 3) * ³
Student Member	\$ ³¹²⁹ .00
Student Branch Advisor	\$ ³¹²⁹ .00
Retiree Member	\$ ³¹²⁵ .00

Formatted: Superscript

*¹ \$10¹⁹⁰.00 per year for Fellow, Member, and Associate Member grades and \$16.00 per year for Student and Student Branch Advisor Grades; for individuals who reside in countries listed in low-income and lower-middle-income groups of the World Bank List of Economies (Developing Economies).

² Members in good standing of Indoor Air Quality Association (IAQA) shall be offered a dues amount equal to 75% of the applicable Member or Associate Member dues rate rounded up to the nearest dollar.

*³ After three years as an Affiliate Member, the Affiliate Member will become an Associate Member and will pay the applicable Associate Member dues.

Commented [KSD2]: I changed this from what was suggested to avoid stating the amount in two locations.

(83-01-26-17/87-01-18-02/90-02-11-4C/91-01-24-81B/93-01-24-16/94-06-30-19/96-02-18-03/97-01-29-32/99-01-24-16/01-02-01-8E/04-01-25-8C/04-01-25-9B/04-01-28-35/06-01-25-09/07-01-28-03/08-01-23-04/09-01-28-07/09-06-21-02/10-01-24-05/12-10-26-06/13-01-27-04/14-12-12-01)

3.200.002 Distribution of Membership Dues

(91-06-23-31)

Two percent of the membership dues shall be distributed to the research fund.

3.200.003 Presidential Members

(65-07-04-22)

Presidential Members shall be exempt from the payment of dues and shall receive all privileges of dues-paying members, including receipt of the *ASHRAE Handbook*.

3.200.004 Dues-Exempt Members

(67-01-29-35/79-06-27-47)

Members of the Society who are dues exempt because of 30 years' membership and have attained the age of 65 years receive copies of the *ASHRAE Handbook*.

3.200.005 Retiree Status

(65-01-24-05/79-01-31-17/81-07-02-25/
82-01-27-05/87-07-02-45/95-02-01-12)

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.

Members holding 'Retiree Status' shall retain all privileges of current grade, and shall receive all publications regularly sent to the members of his/her grade except the *ASHRAE Handbook*.

3.200.006 Life Members

(91-06-23-22)

Life Members shall be given the opportunity to make a voluntary contribution each year of \$20.00 to cover the cost of mailings to Life Members.

3.200.007 Student Member Transfer

(76-02-04-15/04-06-30-10/05-02-09-21)

An ASHRAE Student Member who transfers to Associate Member or Member status during the first year after graduation (Also called Smart Start) shall pay dues on the following schedule and shall be entitled to all the rights and privileges of the new membership grade:

- 1. First year after graduation Current Student Member dues rate
- 2. Second year after graduation Dues rate of \$76.00
- 3. and Third years after graduation Dues rate of \$101 equivalent to Affiliate Member dues
- 4. Fourth year after graduation Dues rate becomes the same as the Associate Member Dues rate

Student Transfer Program Dues rate for those in Developing Countries would remain the same as above.

3.200.008 Armed Forces

(61-02-12-06/79-06-27-47/04-06-30-10)

A member of his/her country's armed forces who is (a) placed on active duty from a reserve status; or (b) re-deployed during a time of conflict as a career military person; or (c) required by country's armed forces to serve (i.e. draft), may elect to be placed on the inactive member list of a period not to exceed three years. The election of inactive status shall not interrupt the member's "Continuous ASHRAE Membership" years as tracked by Society, and shall be included in calculations for membership years. The inactive member may purchase any of Society's publications at the member price but shall not receive the Journal and Insights or the handbook during this period.

3.200.09 Staff Members

(59-04-19-43)

Staff members pay no dues.

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2.406 ENVIRONMENTAL HEALTH COMMITTEE**2.406.001 SCOPE AND PURPOSE**

This committee shall be responsible for identifying major environmental health trends impacting the practice of HVAC&R, informing the ASHRAE leadership and membership of these trends and their potential impacts, and making recommendations on new activities and policies in response to these trends. In addition, this committee shall serve as a resource to the Society on activities and issues that relate to environmental health impacts of building environmental control technologies including but not limited to ventilation, and thermal conditioning.

2.406.002 MEMBERSHIP2.406.002.1 Composition

The members of this committee are as follows

- A. Maximum of fifteen (15) voting members, including a chair and vice chair;
- B. Voting members shall include:
1. a past member of the Standards Committee.
 2. a past member of the Research Administration Committee (Research Liaison 2.0,4.0, or 5.0)
 3. a physician
 4. a past chair of a technical committee involved in environmental health or indoor air quality issues (TC 2.1, 2.3, 2.4, or 4.3)
 5. at least one member from outside the U.S. and Canada
 6. a Health Professional (such as an industrial hygienist, an epidemiologist, or a public health official.)
 7. a past Society officer who has recently served in that capacity.

(85-06-27-58/86-06-22-22/98-01- 16-16/07-03-02-6B)

- C. Non-voting members include a Board ex-officio member and coordinating officer **and the immediate past chair.**

2.406.002.2 Qualifications

Consultant is defined in Bylaws.

There is no member grade requirement for committee members, nor requirement for ASHRAE membership. However, it is essential that committee members have specialized professional experience in the area of indoor air quality or environmental health.

2.406.002.3 Term of Service

The term of service for voting members is intended to be three (3) years, subject to ROB 3.300 *Election and Appointment Procedures*.

2.406.003 OPERATION2.406.003.1 General Requirements

This committee shall maintain a long-range plan for Indoor Air Quality conferences and submit this plan to Technology Council at the Annual Meeting. (98-01-16-16)

2.406.003.2 Budget

The budget of this committee may include travel costs for liaison to other groups working on environmental health issues and travel costs to bring members of other societies/groups with needed expertise to meet with this committee. Travel costs (other than normal transportation costs) will be available only for Environmental Health Committee members who have no allegiance to ASHRAE, and would attend only to assist with this committee and related activities.

2.406.004 STRATEGIC PLAN

(09-06-21-12C)

This committee shall develop procedures for recommending updates to the strategic plan on a continuous basis. As a minimum the committee shall submit a report to the council prior to the Annual Meeting. The report includes the current status of each activity which supports the fulfillment of the committee's assignments under the strategic plan. The committee shall report to the council all recommendations for changes to the strategic plan as provided by the committee's constituents prior to the Annual Meeting.

2.434 DEVELOPMENT COMMITTEE (Established 14-07-02-8)

2.434.001 SCOPE AND PURPOSE

This committee provides oversight, direction, and coordination of fundraising activities. The goal of the committee is to improve the effectiveness of fundraising and expand fundraising opportunities as directed by Society leadership.

2.434.002 MEMBERSHIP

2.434.002.1 Composition

The members of this committee are as follows:

- A. Eleven (11) voting members shall include
 1. One Chair
 2. One Vice Chair
 3. Three (3) members of the RP ExCom
 4. Three (3) members of Foundation ExCom
 5. One member from the Scholarship Trustees
 6. One member of the College of Fellows
 7. One member of the Life Members Club
 - 7-8. One non-voting Coordinating Officer

- B. A Nominating Subcommittee of the Development Committee will recommend individuals for the Chair and Vice Chair positions to the President-Elect.

2.434.002.2 Qualifications

The Chair and Vice Chair ~~shall~~ should have RP Committee, ~~and~~ Foundation Trustee, LMC, COF, or Scholarship Trustees experience

2.434.002.3 Term of Service

- A. The term of service for the Chair and Vice Chair positions is one year subject to ROB 3.300 *Election and Appointment Procedures*.
- B. The term of service for voting members is intended to be three (3) years, subject to ROB 3.300 *Election and Appointment Procedures*. (~~** see below Background~~)

2.434.003 OPERATION

2.434.003.1 General Requirements

- A. This committee shall report to the Board of Directors.
- B. This committee is responsible for improving the effectiveness of ASHRAE fundraising activities.
- C. This committee will make better use of volunteer resources related to fundraising activities.
- D. This committee will be responsible for coordinating fundraising activities between RP, Foundation, LMC, COF, and Scholarship Trustees.
- E. This committee shall align Society strategic objectives with fundraising goals.
- F. This committee shall respond to Society directives for fundraising programs.
- G. This committee is responsible for providing uniform internal and external branding and communications strategies.

2.434.004 STRATEGIC PLAN

This committee shall develop procedures for recommending updates to the strategic plan on a continuous basis. As a minimum the committee shall submit a report through the ASHRAE Executive Committee to the Board of Directors at the Annual Meeting. The report shall include the current status of each activity which supports the fulfillment of the committee's assignments under the strategic plan. The committee shall report all recommendations for changes to the strategic plan as provided by the committee's constituents prior to the Annual Meeting through the ASHRAE Executive Committee to the Board of Directors.



DEVELOPMENT COMMITTEE

Commented [MF1]: Pending Dev Cmte approval.

MANUAL OF PROCEDURES

JUNE 2015

MANUAL OF PROCEDURES (MOP)

FOR THE DEVELOPMENT COMMITTEE

FORWARD

The Development Committee ("Committee") is a General Standing Committee of the Society's Board of Directors, operates under the direction of the Board, and reports directly to the Board. The Rules of the Board (ROB) for the Development Committee defines its authority, organization, and general responsibilities. Proposed changes to the ROB and its appendices must be approved by the Board of Directors.

The Manual of Procedures (MOP) is a supplement to the Development Committee ROB that describes the methods and procedures by which the Committee accomplishes its duties and responsibilities. The MOP is an internal document of the Development Committee. It is subject to change from time to time, as needed, due to changes in the Society and requires approval by the [Society Rules Committee on behalf of the BOD](#). The MOP provides a description of some, but not all, of the duties and responsibilities of the Committee Chair, Vice Chair, members, and staff liaison.

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TABLE OF ACRONYMS

ROB	Rules of the Board
MOP	Manual of Procedures
BOD	Board of Directors
ExCom	Executive Committee
<u>SRC</u>	<u>Society Rules</u>
	<u>Committee</u>

Commented [MWF2]: Add RP LMC COF...

Manual of Procedures (MOP)
DEVELOPMENT COMMITTEE

1. GENERAL RESPONSIBILITIES

- 1.1. Ensure the coordination of all components of the Development program, including but not limited to the following:
 - 1.1.1. Annual Fund Campaigns, such as RP, LMC, and COF.
 - 1.1.2. Major Gift, Planned Gift and Special Program/Project fundraising activities, including activities of the Foundation and the Scholarship Trustees.
- 1.2. Improve the effectiveness of ASHRAE fundraising activities.
- 1.3. Make better use of volunteer resources related to fundraising activities.
- 1.4. Align fundraising goals with Society strategic objectives.
- 1.5. Respond to Society directives for fundraising programs.
- 1.6. Work with the Chief Development Officer to create overarching fundraising plans that ensure coordination of all groups involved in fundraising for ASHRAE.

2. MEMBERSHIP

- 2.1. Eleven (11) voting Members including:
 - 2.1.1. Chair
 - 2.1.2. Vice Chair
 - 2.1.3. Three (3) Members of the RP ExCom
 - 2.1.4. Three (3) Members of Foundation ExCom
 - 2.1.5. One Member from the Scholarship Trustees
 - 2.1.6. One Member of the College of Fellows
 - 2.1.7. One Member of the Life Members Club
- 2.2. A non voting Coordinating Officer will be appointed by the President.
- 2.2-2.3. The term for a Member representing a specified committee, board or group shall be coincident with their term on the respective committee, board or group, but in no case longer than 3 consecutive years.
- 2.3-2.4. The term of service for the Chair and Vice Chair positions is one year.

3. APPOINTMENT OF SUBCOMMITTEES

- 3.1. ExCom shall consist of the Chair, Vice Chair and Standing Sub Committee Chairs as Standing Sub Committees are established
- 3.2. The Chair may establish subcommittees to accomplish the mission of the Committee and make appointments from the Committee membership.
 - 3.2.1. Subcommittees can be Standing or ad hoc at the discretion of the Chair.
 - 3.2.2. Responsibilities of subcommittees shall be defined by the Committee Chair.
 - 3.2.3. An ad hoc subcommittee shall terminate at the end of the appointing Committee Chair's term or at the earlier conclusion of its purpose, unless the incoming Chair agrees to its continuance.
- 3.3. When a subcommittee is established as a Standing subcommittee, responsibilities for that subcommittee shall be delineated in the MOP.
- 3.4. A nominating Subcommittee of the Development Committee will recommend individuals for the Chair and Vice Chair positions to the President-Elect. (ROB 2.434.002.1 B)
 - 3.4.1. The Vice Chair shall not serve as a member of the nominating committee.

4. RESPONSIBILITIES OF THE CHAIR

- 4.1. Preside over Committee meetings.
- 4.2. Prepare meeting agendas, check meeting minutes, and prepare or approve reports to the Board of Directors, as required.
- 4.3. Establish standing and ad hoc subcommittees as may be required and assign chair and members to these subcommittees.
- 4.4. Delineate responsibilities and duties of established subcommittees.
- 4.5. Serve as the conduit between the Development Committee and the BOD, bringing issues of the BOD to the Committee for action Committee issues requiring BOD action forward.
- 4.6. Appoint liaisons to other Society Committees as appropriate.
- 4.7. Assign a mentor for each new Committee member.

5. RESPONSIBILITIES OF THE VICE CHAIR

- 5.1. Preside over Committee meetings in the absence of the Chair and assist the Chair with the preparation of the agenda and supporting documentation.
- 5.2. Perform other duties as assigned by the Chair.

6. RESPONSIBILITIES OF MEMBERS

- 6.1. Attend all Committee and assigned subcommittee meetings.
- 6.2. Fully participate in all Committee and assigned subcommittee meetings and complete assignments by the designated time.
- 6.3. Each Committee member will serve as a liaison to the Committee or Board which they represent on the Development Committee. They will disseminate information both to and from the Development Committee, as appropriate.

7. RESPONSIBILITIES OF STAFF LIAISON

- 7.1. The Chief Development Officer shall serve as the staff liaison to the Committee.
- 7.2. Maintain all official committee reports, correspondence, and documentation of actions taken by the Committee.
- 7.3. Assist the Chair and Vice Chair with preparation of agendas and supporting documentation for Committee meetings, and provide this information to all Committee members prior to a meeting.
- 7.4. Draft and submit meeting minutes to the Chair for approval prior to distribution to the Committee within 60 days after each Committee meeting.
- 7.5. Track fiscal matters and other information related to the Committee for reports to the Committee and make recommendations based on this information.
- 7.6. Implement actions approved by the Committee.

8. MOTIONS

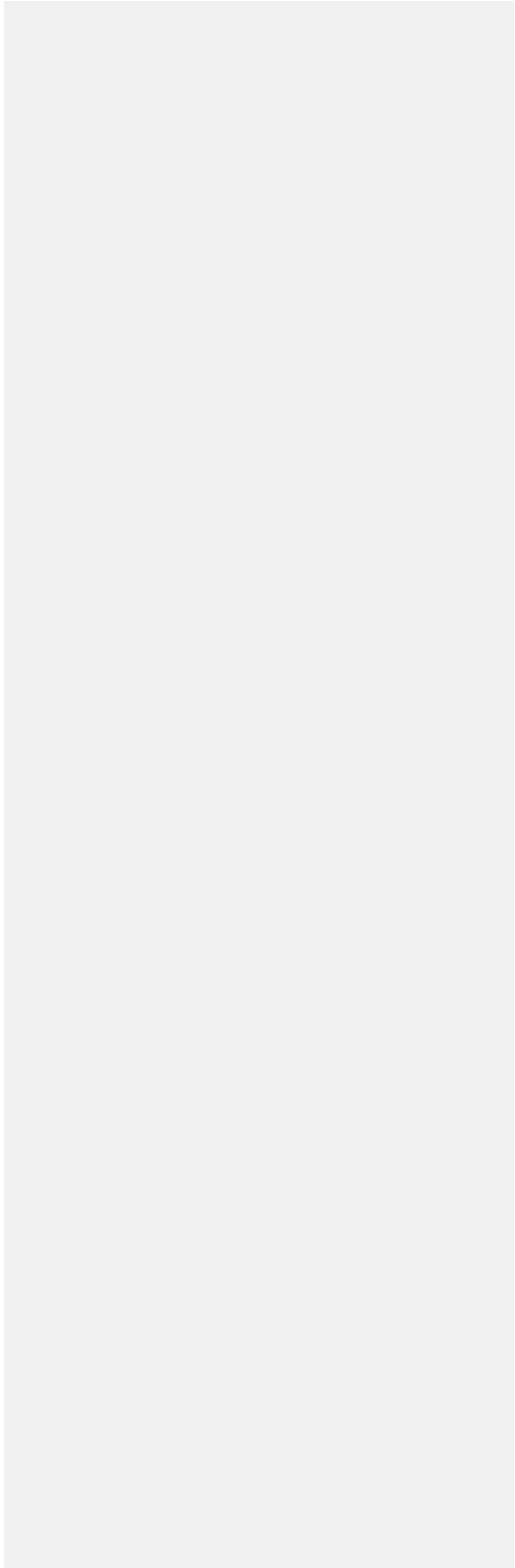
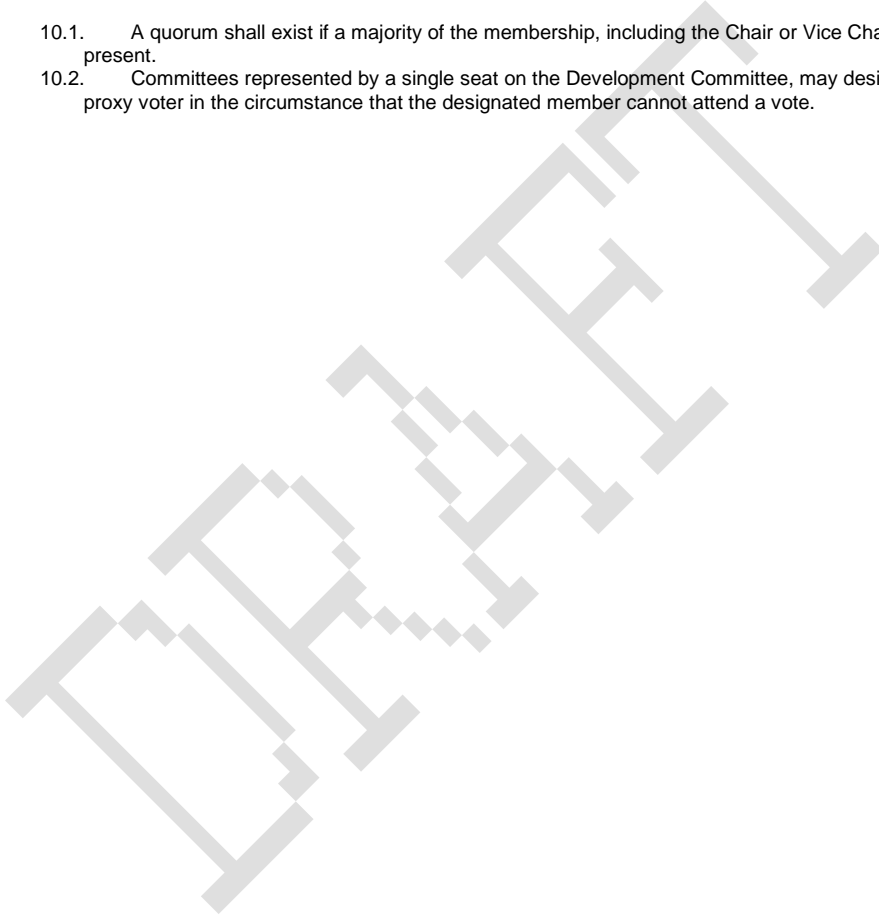
- 8.1. Motions not involving Society policy can be approved by a majority of the voting members present in accordance with the voting requirements outlined in the ROB.
- 8.2. Motions involving Society policy can be approved by a 2/3 vote of the members present in accordance with the quorum requirements and must be submitted to the BOD for final approval.

9. MEETINGS

- 9.1. Meetings shall be called by the Chair in accordance with the Committee's rules.
- 9.2. Conduct of meetings shall be governed by the current edition of *Roberts Rules of Order, Newly Revised*.

10. QUORUM

- 10.1. A quorum shall exist if a majority of the membership, including the Chair or Vice Chair, is present.
- 10.2. Committees represented by a single seat on the Development Committee, may designate a proxy voter in the circumstance that the designated member cannot attend a vote.



2.423 RESIDENTIAL BUILDINGS COMMITTEE

2.423.001 SCOPE AND PURPOSE

2.4XX.001.1 Summary

This committee shall be responsible for identifying major residential trends impacting the practice of HVAC&R, informing the ASHRAE leadership and membership of these trends and their potential impacts, and making recommendations on new activities and policies in response to these trends. In addition, this committee shall serve as a resource to the Society on activities and issues that relate residential impacts of building technologies including but not limited to ventilation, and thermal conditioning. The committee will identify, recommend and coordinate relationships with societies and organizations that focus on residential buildings. The committee will be responsible for implementation of the residential aspects of the Strategic Plan.

2.423.2 MEMBERSHIP

2.423.2.1 Composition

The members of this committee are as follows

- A. Maximum of fifteen (15) voting members, including a chair and vice chair;
- B. Voting members shall include:
 - 1. a past member of Standards Committee.
 - 2. a past member of Research Administration Committee
 - 3. a past member of Members Council
 - 4. a past member of Environmental Health Committee
 - 5. a home builder or someone representing the home building industry
 - 6. a past chair or other committee officer of a technical committee involved in residential issues
 - 7. a member from outside the U.S. and Canada
 - 8. a representative of at least one major residential stakeholder such as ACCA or RESNET
 - 9. a past Society officer
- C. Non-voting members include a Board ex-officio member and coordinating officer.

2.423.2.2 Qualifications

- A. The chair and vice chair shall hold the grade of Member or higher in the Society
- B. The majority of the voting members of the committee must be ASHRAE members of Associate Grade or higher

2.423.2.3 Term of Service

The term of service for voting members is intended to be three (3) years, subject to ROB 3.300 *Election and Appointment Procedures*.

2.423.3 OPERATIONS

2.423.3.1 General Requirements

This committee shall maintain a long-range plan for ASHRAE's role in the "Buildings" conferences (sponsored by BETEC and ASHRAE) and submit this plan to Technology Council at the Annual Meeting.

2.423.3.2 Transportation Expenses

~~The budget of this committee may include transportation costs for voting members of the committee.~~
Transportation costs to bring members of other societies/groups with needed expertise to meet with this committee may be paid if approved by the chair of Technology Council.

Commented [AG1]: Already included per ASHRAE policy.

2.423.004 STRATEGIC PLAN

(09-06-21-12C)

This committee shall develop procedures for recommending updates to the strategic plan on a continuous basis. As a minimum the committee shall submit a report to the council prior to the Annual Meeting. The report includes the current status of each activity which supports the fulfillment of the committee's assignments under the strategic plan. The committee shall report to the council all recommendations for changes to the strategic plan as provided by the committee's constituents prior to the Annual Meeting.

Note: Section 2.105.001 needs to list the following

<u>Standing Body</u>	<u>Authorized Number of Meetings per Year</u>	<u>Reporting To</u>
Residential Buildings	2	Technology Council

2.105 ORGANIZATIONAL / STAFF

2.105.001 Standing Bodies

(10-01-27-01/11-06-26-21C/12-10-26-13/14-01-22-06)

The standing bodies of the Society are the Board of Directors and those listed in the table below:

<u>Standing Body</u>	<u>Authorized Number of Meetings per Year</u>	<u>Reporting To</u>
Members Council*	4	Board of Directors
Publishing & Education Council	4	Board of Directors
Technology Council	4	Board of Directors
Advocacy	4	Board of Directors
Audit		Board of Directors
College of Fellows (COF)**	2	Executive Committee
Building Energy Quotient	4	Executive Committee
Certification	4	Publishing & Education Council
Chapter Technology Transfer	2	Members Council
Chapters Regional	1	Members Council
Conferences and Expositions	2	Members Council
Development		Board of Directors
Electronic Communications	3	Publishing & Education Council
Environmental Health	4	Technology Council
Executive*	4	Board of Directors
Finance*	4	Board of Directors
Grassroots Government	2	Members Council
Activities		
Handbook	3	Publishing & Education Council
Historical	2	Publishing & Education Council
Honors and Awards	2	Members Council
Joint Exposition Policy	2	Executive Committee
Membership Promotion	3	Members Council
Nominating*	<u>23</u>	Board of Directors
Planning	4	Board of Directors
President-Elect Advisory	4	Executive Committee
Professional Development	4	Publishing & Education Council
Publications	4	Publishing & Education Council
Refrigeration	2	Technology Council
Research Administration*	4	Technology Council
Research Promotion	2	Members Council
Society Rules	4	Board of Directors
Standards*	4	Technology Council
Student Activities	2	Members Council
Technical Activities*	4	Technology Council
Young Engineers in ASHRAE	2	Members Council

*Given specific authority or duties by Bylaws or other rules of the Board

**COF positions are not eligible for travel or transportation reimbursement from ASHRAE for attendance at meetings.

2.105.002 Manual of Procedures and Reference Manual

(07-01-31-25/10-03-04-05)

Each standing body is required to keep and annually review a Manual of Procedures and Reference Manual for its members and the conduct of its operations. The following definitions are approved.

2.105.002.1 Manual of Procedures. A Manual of Procedures (MOP) describes mandatory operational rules and interpretations of policy that a standing body must operate under to achieve their assigned responsibilities. It is designed to complement the rules by providing methods and procedures under which to operate. It is the responsibility of the approving body to determine what requirements should be in a MOP and which can be included in a Reference Manual.

2.105.002.2 Approval of MOPs. MOPs that pertain directly to the Board of Directors (e.g., Manual of Procedures for Officers and Directors) shall be maintained by the Society Rules Committee and submitted to the Board of Directors for approval. They are to be included in the Rules of the Board. For councils and standing committees reporting directly to the Board of Directors or to the Executive Committee, MOPs are maintained by that body and approved by the Society Rules Committee on behalf of the Board of Directors. SRC shall keep these MOPs as part of its own procedures. MOPs for other standing committees (and any other body required to have a MOP) shall be approved by the body to which they report. This body shall keep the official copies of the MOP.

2.105.002.3 Reference Manual. A reference manual describes the detailed procedures under which a committee or council operates. Reference manuals are under the sole control of the body to which they apply and are intended to record standard operating procedures and other forms on institutional memory.

2.105.003 Foundation (91-06-27-13)
An ASHRAE Foundation shall be established to develop endowments for ASHRAE programs.

2.105.004 Endowments (93-07-01-17B)
All existing endowments shall be consolidated under the ASHRAE Foundation with no change in how the endowments are administered effective with the 1994-95 Society year.

2.105.005 Foundation Trustees (94-01-23-18)
The Board of Directors approves the election procedures for ASHRAE Foundation Trustees. (Procedures are in ROB Volume 3, Election and Appointment Procedures.)

2.105.006 Contributions to the Foundation (95-02-01-29)
The Board of Directors approves the concept of making cash contributions to the ASHRAE Foundation in exchange for in-kind services the Foundation accepts from contributors for Society budgeted and approved expenditures in accordance with conditions specified by Jones and Kolb, ASHRAE's accountants, in their letter of October 26, 1994 to Mr. Bob Peach (copy in Attachment B of ExCom report).

2.105.007 Trustee Liability (95-02-01-30)
The Society shall provide Trustee liability coverage under its Directors and Officers Liability policy.

2.105.008 Trustee Membership (98-01-18-13)
In accordance with the bylaws of the ASHRAE Foundation, the ASHRAE Board of Directors shall fix the number of members on the Foundation Board of Trustees as being the number of members elected by the ASHRAE Board of Directors.

2.105.009 College of Fellows (97-01-30-39/14-01-22-06)
ASHRAE shall establish a College of Fellows to improve the status of Fellows and their activity in the Society. The College of Fellows shall report directly to the ASHRAE Executive Committee.

2.105.009.01 Scope and Purpose

The College of Fellows shall perform services to increase ASHRAE and ASHRAE Fellow membership, to provide expertise when needed, to mentor students and young members, to share knowledge and experience with chapters and other grassroots organizations, to communicate ASHRAE practices and resolve issues within the HVAC/R industry, and to support ASHRAE in conducting special technical activities.

2.105.009.02 Membership

Newly elected Fellows shall become members of the College of Fellows effective on the date that they are elevated to the rank of ASHRAE Fellow. The COF Executive Committee (COF-ExCom) shall be comprised of the COF President, the COF President-Elect, the COF Treasurer, the COF Secretary and the COF Immediate Past President.

2.105.010 ASHRAE Institute (98-01-16-09)
An ASHRAE Institute is created. The goal of the institute is to significantly increase educational services to persons in the HVAC&R industry. Two important components are critical to the success of the institute:

2.105.010.1

The ASHRAE institute is empowered to receive funds through donations and other sources.

2.105.010.2

The ASHRAE institute shall develop testing/certificate programs to recognize those persons who have successfully completed these courses.

2.105.011 Staff Organization

(85-01-31-45)

The ASHRAE Board of Directors approves the plan for staff organization as presented to the Board of Directors on January 31, 1985.

2.105.012 Chief Staff Officer, Staff Directors

(67-04-24-13/78-06-25-05/86-06-22-27/96-02-22-73)

The Chief Staff Officer as defined in Society Bylaws section 5.6 is also designated Executive Vice President.

2.105.012.1

(61-06-29-29/EC 83-01-21-11)

The Chief Staff Officer, Secretary and Staff Directors shall be employed on a continuing basis, subject to termination by the employee upon 90 days' written notice to the Executive Committee, or by the Executive Committee upon 90 days' written notice to the employee, and to continue employment except for conduct deliberately in conflict with the best interest of the Society.

2.105.012.2

(96-02-22-73)

Jeff Littleton, in his capacity as Chief Staff Officer appointed by the Board of Directors of the Society pursuant to Section 5.6 of the Bylaws of the Society, shall be entitled to use the title "Executive Vice President." Such title shall be an honorific and shall not constitute an elected office of the Society for any purpose under the Bylaws of the Association.

2.105.013 Salaries

(67-06-25-07/70-06-27-09/80-06-26-57/83-01-23-14/06-06-25-12)

A compensation strategy shall be approved by the Executive Committee, for each Society Year. Creation of new exempt-level positions shall be approved by the Executive Committee.

2.105.014 Staff Pension Plans

(85-06-23-05/03-06-29-13/06-01-22-16)

2.105.014.1 The following positions shall be appointed as members of the 401k committee of the Savings and Investment Plan (SIP):

A. Comptroller, Chair

B. Chief Staff Officer

C. Member - Current or past member of BOD to serve a three (3) year term; to be selected by the BOD.

2.105.014.2

(00-06-25-14)

The Board of Directors approves the document entitled "ASHRAE Savings and Investment Plan (as amended 2000)", and instructs the Committee of Society Trustees to submit said document to the Internal Revenue Service for its review and approval.

2.105.015 Group Life Insurance

(59-04-19-42)

The BOD approves the Group Life Insurance Coverage Plan for all eligible employees.

2.105.016 Tax-Sheltered Annuities

(64-06-27-07)

The Chief Staff Officer may purchase tax-sheltered annuities for and at the option of members of staff, provided no prepayment and no direct costs are incurred by the Society.

2.105.017 Smoking Policy

(87-03-28-08)

The Chief Staff Officer shall establish a policy with regard to smoking in the Atlanta Headquarters and the Washington Office.

2.105.018 Staff Manual

(90-02-14-10)

2.105.018.1 The Staff Manual is approved. (Staff Manual is in Volume 3.)

2.105.018.2 The Staff Manual shall be administered by the Executive Committee. (90-02-14-13)

2.105.019 Business Club Membership (78-06-29-44)

The BOD authorizes the Executive Vice President to join a business club in Atlanta for use by the BOD and committees.

2.105.021 Washington Office Mission (00-06-25-02)

The Board of Directors approves the Mission of the Washington Office:

The primary objective of the Washington Office of ASHRAE is to foster the mutual respect and to maintain a continuing dialogue between the technical community and governmental identities in an atmosphere of understanding and credibility. The Washington Office is responsible for developing and maintaining channels of communication between ASHRAE and Federal, state and local as well as other national and international governing entities, thus enabling ASHRAE to provide technical counsel and assistance on pertinent engineering matters and policies affecting the public interest and the ASHRAE community. The office staff is also responsible for identifying and analyzing issues which impact the ASHRAE community and the engineering profession. Appropriate information related to current and anticipated governmental action is collected, digested and disseminated to ASHRAE, its officers, members and staff. Technology transfer and government funding opportunities for ASHRAE are actively pursued either independently or jointly with other HVAC&R private-sector organizations. The operations of the Washington Office function within the framework of policies and guidelines established by the Board of Directors.

2.415 NOMINATING COMMITTEE

2.415.001 SCOPE AND PURPOSE

This committee shall select candidates to replace those elected officers and members of the Board of Directors who are completing their terms, with the exception of the President. (SBL 7.6)

2.415.002 MEMBERSHIP

2.415.002.1 Composition (86-06-22-16/91-06-23-01/94-01-23-01/99-06-20-11/
01-01-28-01/10-01-24-02/13-01-27-01)

- A. This committee shall consist of at least twenty-two (22) voting members, including a chair and vice chair. (SBL 7.6)
- B. There shall be one member with one alternate from each region of the Society, selected by the Chapters Regional Committee of each respective region, and 8 members and 8 alternates selected by the Board of Directors. (SBL 7.6)
- C. 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. (SBL 7.6)
- D. If a Board-elected Member cannot serve or attend either the fall or the Winter Meeting of the Committee, a Board-elected Alternate shall fill the Board-elected Member vacancy as stated in election rules. If a Board-elected Alternate cannot serve or attend either the fall or the Winter Meeting of the committee, a Board-elected "reserve" Alternate shall fill the Board-elected Alternate vacancy as stated in election rules. The replaced Member or Alternate may revert to "reserve" Alternate, as specified in the MOP.
- E. If a CRC-elected Member cannot attend either the fall or the Winter Meeting of the Committee, the CRC-elected Alternate shall become the Member. If a CRC-elected Alternate cannot attend either the fall or the Winter Meeting of the committee, the CRC-elected "reserve" Alternate shall become the Alternate representing the region. If replaced, the originally elected Member or Alternate may then serve as the "reserve" Alternate.
- F. 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.
- G. If the region does not have a representative in attendance at the fall meeting of the Nominating Committee, but has a member and/or alternate at the Winter Meeting, the region shall have voice but no vote at the Winter Meeting of the committee. Attendance by the member and/or alternate at the Winter Meeting will count as one year toward the maximum of six years for which the individual can serve on the committee.
- H. The President may appoint any person or persons to serve in a consulting capacity to any committee except the Nominating Committee. (SBL 7.2)

2.415.002.2 Qualifications 77-06-29-08

- A. The chair and vice chair of this committee shall be Past Presidents of the Society. (SBL 7.6)
- B. Each member of this committee 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 5 years at the time of selection. (SBL 7.6)
- C. There shall not be more than three (3) members and three (3) alternates from any one region, except for the chair and vice chair. (SBL 7.6)
- D. No member of the Board of Directors shall be eligible to serve on this committee. (SBL 7.6)
- E. If possible, the Member and Alternate to the committee shall be elected from individuals knowledgeable in Society affairs.

2.415.002.3 Term of Service

(86-06-22-16/94-01-23-01)

- A. Members and Alternates are elected annually for a single year of service. (SBL 7.6)
- B. Committee Members and Alternates may serve no more than a total of 6 years on the committee, whether BOD elected or regionally elected. Service as chair or vice chair shall not be counted in this 6-year maximum service. A person who has attended a fall or Winter Meeting of the committee is considered to have served one full year.

2.415.003 OPERATION

2.415.003.1 General Requirements

- A. In the event of absence of the chair from a regular or special called meeting of the committee, the vice chair of the committee shall serve as chair of this meeting. In the event of absence of the chair and vice chair of the committee from a regular or special called meeting of the Nominating Committee, any member of the committee may call the meeting to order, and the committee may then elect its own chair for that meeting only. (79-06-27-09)
- B. The Secretary shall furnish both Members and Alternates of the Nominating Committee biographical information for each candidate suggested for election to the BOD, and information as to meeting dates. (60-01-31-09/94-01-23-01)
- C. In the absence of unusual or compelling circumstances relating to the benefit of the Society, no designated Member or Alternate of the Committee shall be considered eligible for proposal for candidacy as officer or director of the Society. No Member or Alternate of the Committee will be nominated for any such office. Should a Member or Alternate be proposed for any such office, it shall only be proposed with prior knowledge and consent of such a candidate who shall then immediately resign from the committee. (75-01-30-39/94-01-23-01)
- D. All nominees for Director shall be apprised fully of their duties and responsibilities, and of the time and expense involved in the execution thereof. (62-11-03-26)
- E. Nominations committee shall require a financial and criminal background check on all society officer nominees'. Background checks must be current within the last three years.

2.415.003.2 Chapter Regional Meetings

- A. The Regional Nominating Committee Members and Alternates shall attend the Chapters Regional Committee meeting in their region prior to attending the fall meeting of the Nominating Committee for the year in which they will serve. If either the Member or the Alternate cannot attend their Chapters Regional Conference, he/she may be asked to resign his/her membership on the Nominating Committee at the discretion of the Director and Regional Chair for that region. (86-06-22-16/94-01-23-01/97-01-26-01/01-01-28-03)
- B. The Regional Nominating Committee Member shall chair the CRC Nominations executive session. The CRC Executive Session is open only to the Regional Nominating Committee Member, Alternate, Reserve Alternate, and 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 Nominations executive session held in any region. (85-01-31-33/97-01-26-01/98-01-18-16/01-01-28-01/03-01-30-40B/006-06-28-09)

2.415.003.3 Transportation Expenses

Transportation expenses will be reimbursed upon request to regional Committee Members and Alternates traveling to the Chapters' Regional Committee meeting in accordance with the current approved travel reimbursement policy. (94-01-23-01)