

# MANUAL FOR CHAPTER OPERATIONS

## ASHRAE SUGGESTED CHAPTER OPERATIONS CALENDAR

MONTH	BOARD OF GOVERNORS	CHAPTER PRESIDENT	OFFICER OR COMMITTEE	MEETING
<b>JUNE</b>	Incoming officers, Board of Governors and Committee Chairs meet with outgoing officers, Board of Governors and Committee Chairs to become familiar with chapter operations, problems, goals and functions in order to affect an orderly transfer of responsibilities, administrative functions, chapter records and manuals.			
<b>JULY</b>	Organization meeting. Discuss and approve budget and committee appointments.	<ol style="list-style-type: none"> <li>Submit list of committee appointments to BOG</li> <li>Review Chapter Roster of previous year. Also, list of all members coded to chapter's geographic area.</li> <li>Prepare MBOs for chapter with copy to regional chair.</li> </ol>	<ol style="list-style-type: none"> <li>SECRETARY—Receive all records and Manuals for Operations (published on website), etc. from previous Secretary and prepare new roster and mailing list. Notify all officers, candidates, committee chairs and members of appointments.</li> <li>**CTTC COMMITTEE—Survey needs of chapter and organize programs for the season.</li> <li>FINANCE COMMITTEE—Prepare new budget for Board of Governors approval.</li> </ol>	
<b>AUGUST</b>	Develop items for CRC Meeting scheduled for the Fall.	Approves program for the year and publishes in the Newsletter.	Chapter chairs submit MBOs to chapter president.	
<b>SEPTEMBER</b>	Act on Agenda items for Fall CRC Meeting.		<ol style="list-style-type: none"> <li>TREASURER—Mail out Dues Statements, after approval of budget at Sept. Meeting.</li> </ol>	Confirm by Meeting vote—Board actions on budget and committee appointments. Follow with announcement that chapter dues are payable as of Oct. 1 <sup>st</sup> .
<b>OCTOBER</b>	Delegate or Alternate to Fall CRC Meeting reports business transacted and items requiring action.	Present items reported from CRC Meeting before Chapter Meeting.		Act on CRC items as required.
<b>NOVEMBER</b>		Announce formation of Chapter Nominating Committee. Call for nominations from the floor.		Members to nominate members for Chapter Nominating Committee.
<b>DECEMBER</b>	FOR CHAPTERS HOLDING NO DECEMBER MEETING—CARRY OVER INTO JANUARY			
<b>JANUARY</b>	ELECTION OF NOMINATING COMMITTEE			
<b>FEBRUARY</b>	Develop items for CRC Meeting scheduled for the Spring.		Membership to be notified of the report of the Nominating Committee—by mail—prior to the March Meeting; or by announcement at the meeting.	
<b>MARCH</b>	Act on Agenda items for Spring CRC Meeting.	Prepare spring CRC report on your year as president.		<ol style="list-style-type: none"> <li>Nominations for Officers presented to floor—Nominations received from floor—Nominations closed.</li> <li>Poll members for program items for the coming year.</li> </ol>
<b>APRIL</b>	Appointment of Audit Committee.	Appoint Tellers of Election	SECRETARY—Mail specimen ballot to members entitled to vote, prior to meeting.	
<b>MAY</b>	<ol style="list-style-type: none"> <li>Delegate or Alternate to Spring CRC Meeting reports business transacted and items requiring action.</li> <li>Board to receive all committee reports.</li> </ol>	<ol style="list-style-type: none"> <li>Present items reported from CRC Meeting before Chapter Meeting.</li> <li>Report on results of election—Installation of Officers, if no June meeting.</li> <li>Review and general report on chapter organization progress and statement of current condition.</li> <li>President-elect selects chair for all chapter committees.</li> <li>New president to announce chair of committees for the following year, if no June meeting.</li> </ol>	<ol style="list-style-type: none"> <li>COMMITTEE CHAIRS—Submit report to Board of Governors prior to president's report to Annual Meeting.</li> <li>AUDIT COMMITTEE—Audit Treasurer's records and prepare certification.</li> <li>TREASURER—Submit Annual Report to chapter, with copy to Regional Chair.</li> <li>SECRETARY—Prior to June 1<sup>st</sup>, must notify Headquarters and Regional Chair names of Delegate and Alternate to CRC Meeting.</li> <li>SECRETARY—Prepare and submit Chapter Annual Information Questionnaire.</li> </ol>	<p>Act on CRC items, as required.</p> <p>Conduct Chapter Annual Meeting.</p> <p>Installation of Officers and Board of Governors.</p>
<b>JUNE</b>		<ol style="list-style-type: none"> <li>See that chairman appoints committees.</li> <li>Mail Questionnaire to Society and Regional Chair.</li> <li>Prepare fall CRC report on your year as president.</li> </ol>	<ol style="list-style-type: none"> <li>Finance Committee—Formulate Annual Budget</li> </ol>	Installation of officers, if carried over from May.
	Outgoing officers, Board of Governors and Committee Chairs meet with incoming officers, Board of Governors and Committee Chairs to instruct them on chapter operations, problems, goals and functions in order to affect an orderly transfer of responsibilities, administrative functions, chapter records and Manuals.			
	**CTTC – Chapter Technology Transfer Committee: approved by the Board of Directors – 03-06-27-1C			