

HOW TO MAINTAIN YOUR ASHRAE SECTION

Section Organization

The chapter President shall name a section representative from each section to be formed who shall serve on the Chapter Section Committee and maintain liaison with the chapter.

The section will operate within the chapter bylaws, a copy of which shall be provided to the section representative by the chapter President.

The section will operate according to the Manual for Chapter Operations, a copy of which shall be provided to the section representative by the DRC and/or the Society Director of Member Services.

The section will not function as a chapter. All activities must be approved by the chapter Board of Governors (BOG) or DRC.

New Section Officer Training

The DRC and Regional Vice Chairs or Sub-Regional Chairs, the sponsoring chapter officers and/or Society staff will provide a chapter operations training session for the officers of the new section.

If possible, this training session shall take place prior to the chartering of the section.

The training session should be between two and four hours.

The sponsoring chapter, region or sub-region shall have the responsibility during the new section's first year of operation of providing continuing assistance and on-going training for the grassroots committees.

Section Operations

- A. The new section must be ASHRAE-related and technical by nature.
- B. The new section must have at least two formally-organized meetings during the Society Year, each of which shall be a minimum of one hour duration.
- C. Where applicable, a meeting attendance roster and minutes must be submitted to the DRC and the RVC of Chapter Technology Transfer, along with the section submittals by the section secretary.
- D. The amount of section dues is determined by the sponsoring chapter's BOG or the DRC if the section is sponsored by a region. Meal costs that are subsidized by the sponsoring chapter should be taken into account when determining the amount of section dues.
- E. The name of a section shall take the following form:
The «Name» Section of the «Name» Chapter
or
The «Name» Section of Region «Number».

For more information, contact:

Email: RegionInfo@ashrae.org

HOW TO ESTABLISH A NEW ASHRAE SECTION

Section Objectives

The objectives of forming a new section is to better serve our members and the building industry in a geographic area. The geographic area to be served by the new section should be examined to make sure that it best serves the interests of the members in that area. The geographic boundaries should be established to have a sufficient number of members who can participate in the activities of the section.

If you need clarification on any aspect of Section formation, you can contact RegionInfo@ashrae.org, who would be glad to assist you with your needs.

Section Requirements

A minimum of 10 members in good standing and who hold the grade of Associate or Member.

Section Petition

The section petition should include:

- Name of the section
- Headquarters city and country
- Geographic area
- Steering Committee Chair's signature
- Director and Regional Chair's signature
- Member's name (printed and signature) and member number.

Section Officers

Tell us who will be serving in the following positions for the Section (positions must be Member or Associate grades only)

	Name	Member #
Section President		
Section President Elect		
Section Secretary		
Section Treasurer		

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