

# A MANUAL FOR REGION OPERATIONS



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**REGION OPERATIONS MANUAL**  
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## **1. REGIONAL ORGANIZATION**

Chapters of Society are grouped into geographical areas by the Board of Directors, and these areas are designated regions. When a chapter is approved to be chartered, that chapter is assigned to the region within whose boundaries the newly chartered chapter lies.

- A. *Criteria for the Formation of a New Region (Appendix A)***
- B. *Regional boundaries are identified on the list in Appendix B.***
- C. *Region-At-Large Operating Guidelines (Appendix C)***
- D. *Transportation Reimbursement Policy for Regions (Appendix D)***
- E. *Regional Planning Meeting***

The Regional Planning Meeting is called by the Director and Regional Chair (DRC) for the purpose of planning the year's activities, and for setting goals and developing a regional MBO plan. All regional officers are expected to attend the meeting. Additional regional and chapter members, such as past chair and past vice-chair, Society officers residing within the region and chapter presidents may be invited to attend at the discretion of the Regional Chair. (See Appendix D for planning meeting travel policy)

### **F. *Regional Operating Fund***

Regions in the Society may 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.

1. 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, ARC, RVC, Region Members Council Representative and/or Regional Treasurer expenses.
  - Purchase of Regional Awards (plaques, pins, certificates or other suitable presentations).
  - Purchase of educational materials, DVDs, etc., for use by chapters in the region.
  - Other items as approved by the CRC.
2. Funds may be financed by:
  - Assessing the Regional Chapters based on number of chapter area assigned members.
  - When the regional CRC's revenue exceeds expenses, a portion of the excess should help finance the fund at the Regional Chair's discretion.
3. A budget should be prepared and submitted to the CRC for approval. The fiscal year for the budget should be July 1 through June 30 to coincide with the fiscal year of the chapters and Society. In order to properly prepare a budget and account for the income and expenditures, a Regional Finance Committee (RFC) or Regional Treasurer (RT) may be appointed by the DRC (or elected by the CRC) with the authority to approve reimbursement requests and write checks on the account when designated by the CRC.
4. A disbursement procedure should be established. The DRC, RFC or RT should have the authority to approve properly documented reimbursement requests and issue checks on the fund to cover legitimate expenses. Detailed accounting of expenditures requests should be provided to the RFC or RT, by the requesting party, complete with documentation. Documentation procedures should be in accordance with IRS practices. (See Appendix F for additional information).
5. An auditing committee should be appointed by the DRC each year to conduct a mandatory annual audit of the fund and to report the results of the audit to the CRC. The CRC may direct that the regional fund be audited by a CPA at any time by a majority vote.

- An annual report should be prepared by the RFC or RT and reviewed by the Audit Committee prior to its submission to the CRC. It should itemize all income and expenditures and contain appropriate documentation consistent with good business practices.
6. 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 DRC, RFC or RT should be cognizant of the tax requirements for interest-bearing accounts and may contact the Society comptroller for latest requirements.

**G. Regional Dinner at Society Meetings**

At each Society meeting (Annual and Winter) the Director and Regional Chair is encouraged to arrange a time and place for a regional dinner for the ASHRAE members within the region. It has been the practice in recent years to hold these dinners on Monday evening. All members within the region are invited and encouraged to attend, along with spouses and guests. Attendance should be promoted through Region Newsletter, Region website and chapter newsletters.

**H. Regional Historical Records**

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

- CRC minutes and motions
- CRC Summary Report
- Regional officers' names and positions
- Regional recipients of Society and regional awards
- Other important items such as photographs, articles, etc.
- CRC history (total attendance, attendance at each event, registration fees, etc.)

**2. REGIONAL OFFICERS**

Regional Officers include the following:

**A. Director and Regional Chair (DRC) [See “DRC Manual” Appendix E for further details.]**

The Regional Chair is a Director of Society who directs the regional operations for the region. This includes detailing objectives and giving assistance to the Regional Vice Chairs of Student Activities, Chapter Technology Transfer, Membership Promotion, Grassroots Government Advocacy and Research Promotion, as well as the YEA Regional Coordinator, Regional Treasurer and Regional Historian. The DRC shall also coordinate regional activities with the Region Members Council Representative (RMCR) and provide assistance 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 DRC shall be a member of Society in good standing, and shall have been a member for five years prior to the start of his/her term.

The DRC is a member of the ASHRAE Board of Directors. The DRC’s responsibility is to represent the region, and to participate in formulating recommendations to the Board of Directors concerning policies, procedures and operation of the Society and its chapters.

The DRC is the Chair of the Chapters' Regional Committee for the region. The DRC is responsible for planning and conducting this meeting in accordance with the *Manual for Conducting Chapters Regional Conferences* (CRC Manual on ASHRAE website).

The Director and Regional Chair is fully responsible for assisting in providing objectives; monitoring the operations of chapters in the region; and assuring that the chapters adhere to the requirements of the Society Bylaws and Rules of the Board of Directors and that their operations are carried on in an effective manner to advance the purposes of the Society. Controversial issues involving the

chapters or region will be handled through the DRC. The DRC should visit each Chapter at least once during their three year term.

The DRC is responsible for asking chapter officers, including the Board of Governors, if they would like "thank you" letters sent to their employers.

The DRC may fill-in for the RMCR at a Members Council meetings in the event the RMCR is not able to attend.

#### **B. Assistant Regional Chair (ARC)**

The Assistant Regional Chair is recommended by the Chapters Regional Committee at the Caucus Session and by the DRC to the Society President for appointment for a one-year term. The ARC position should be used as a way of preparing, training and educating a candidate for the position of DRC. In no case should an Assistant Regional Chair be reappointed to the position for more than three consecutive years. The ARC may also serve as the Region Members Council Representative. The ARC shall be a Member of Society in good standing, and shall have been a Member for three years prior to the start of his/her term.

The transportation expense of the ARC shall be reimbursed by Society to the Regional Planning Meeting and the Region's CRC. The duties of the Assistant Regional Chair are directed by the DRC but could include:

1. Chapter visits and monitoring of MBO performance
2. CRC details
3. Regional newsletter
4. Monitor and assist in establishing student branches
5. Assist in chapter bylaw reviews
6. Assist in the formation of chapter sections
7. Regional dinners
8. Regional (CRC) awards
9. Conduct Chapter Operations Workshop at the CRC
10. Regional Refrigeration Chair
11. May fill-in for the DRC at a Board of Directors meeting in the event the DRC is not able to attend.

#### **C. Region Members Council Representative (RMCR)**

The Region Members Council Representative is recommended by the Chapters Regional Committee at the caucus session and by the DRC to the Society President for a three year term. The RMCR may also serve as the Assistant Regional Chair. The RMCR shall be a member of Society in good standing and shall have been a member for three years prior to the start of his/her term.

The RMCR is a member of Members Council and is responsible to represent the region in deliberations of the Council; to provide written reports to the Members Council on activities of the chapters in the region; to recommend the formation of new chapters, sections and student branches in the region and participate in the action of the Members Council.

The RMCR shall coordinate and communicate with the DRC all Members Council activities as they relate to the region and its chapters.

The RMCR may fill in for the DRC at a Board of Directors meeting in the event the DRC is not able to attend.

The transportation expense of the RMCR shall be reimbursed by Society to Members Council meetings, region planning meeting and the region's CRC.

**D. Regional Vice-Chair for Student Activities (RVC SA)**

**[See Student Activities Manual on ASHRAE Website for further details.]**

This vice-chair is a member of the Society Student Activities Standing General Committee.

Regional and chapter responsibilities include:

- Assisting chapters in planning, coordinating and administering their student educational activities.
- Encouraging continuing education.
- Assisting chapters in administering student educational activities.
- Preparing and conducting CRC workshops. A minimum of three (3) hours should be allotted for the training workshops at the CRC.
- Visiting chapters, as required, to assist and counsel.
- Report chapter activities to Society Headquarters and PAOE reports.
- Select most outstanding student branch in the region to receive the "Regional Student Branch of the Year Award."
- Attend Regional Planning meeting and CRC.

**E. Regional Vice-Chair for Chapter Technology Transfer (RVC CTT)**

**[See Chapter Technology Transfer Manual on ASHRAE Website for further details.]**

This vice-chair is a member of the Society Chapter Technology Transfer Standing General Committee. Regional and chapter responsibilities include:

- Coordinate government affairs at chapter and regional levels.
- Administer Technology Transfer Committee awards program.
- Prepare and conduct CRC workshops. A minimum of three (3) hours should be allotted for the training workshops at the CRC.
- Visit chapters, as required, to assist and counsel.
- Assist chapter in planning, coordinating and administering their chapter programs and technical sessions, this includes the assignment of Distinguished lecturers.
- Develop and implement chapter seminars.
- Develop program planning guidelines and a speakers' list for chapters.
- Review CRC technical sessions and compile list of qualified speakers and topics.
- Promote continuing education activities at the chapter level.
- Report chapter activities to Society Headquarters and PAOE reports.
- Attend Regional Planning meeting and CRC.

**F. Regional Vice Chair for Membership Promotion (RVC MP)**

**[See Membership Promotion Manual on ASHRAE Website for further details.]**

This vice-chair is a member of the Society Membership Promotion Standing General Committee.

Regional and chapter responsibilities include:

- Provide assistance to chapters to publicize the aims, activities, achievements and scientific and educational purposes of the Society toward the end that persons duly qualified shall apply for membership therein.
- Assist Chapters with delinquency and membership campaigns.
- Promote attendance of Chapter representatives to the centralized training sessions as set by Society.
- Conduct a workshop at the CRC to address regional issues and reinforce ideas discussed at centralized training.
- Visit chapters, as required, to assist and counsel.
- Act as liaison for the Regional Historian to Society.
- Report chapter activities to Society Headquarters and PAOE reports.
- Attend Regional Planning meeting and CRC.

**G. Regional Vice-Chair for Research Promotion (RVC RP)**

**[See Research Promotion Manual on ASHRAE Website for further details.]**

This vice-chair is a member of the Society Research Promotion Standing General Committee.

Regional and Chapter responsibilities include:

- Assist chapters in establishing research promotion activities and reporting these activities to Society Headquarters.
- Promote attendance of Chapter representatives to the centralized training sessions as set by Society.
- Conduct a workshop at the CRC to address regional issues and reinforce ideas discussed at centralized training.
- Visit chapters as required.
- Report chapter activities to Society Headquarters and PAOE reports.
- Attend Regional Planning meeting and CRC.
- Promote Regional Full Circle participation.

**H. Regional Vice Chair for Grassroots Government Advocacy (RVC GGA)**

**[See Grassroots Government Advocacy Manual for further details.]**

- Assist Chapters in planning, coordinating and administering government activities and assist with training for such activities.
- Monitor PAOE for Chapter governmental activities within the Region.
- Prepare and conduct Governmental Activities Workshops at Chapters Regional Conference (CRC).
- Prepare reports, as required by the Society and this Committee's Chair.
- Coordinate communication on government activities at the Chapter and Regional levels.
- Administer this Committee's Government Activities Awards Program within the Region, solicit entries for each award from the Chapters, and forward qualified entries for Society consideration.
- Transfer all relevant GGAC materials, information, standards, and related information to the successor RVC.
- Serve on subcommittees, prepare for and attend any special meetings, and perform other duties as directed by the Committee's Chair.

**I. Regional Nominating Committee Member (RNM)**

**[See Nominating Committee Manual on ASHRAE Website for further details.]**

This regionally elected Nominating Committee member represents the region on the Society Nominating Committee. An additional responsibility includes chairing the Executive Sessions and Caucus at the CRC. All discussions at the Nominating Committee meetings, caucus and Executive Sessions are confidential and shall not be divulged to any individual outside the meetings or sessions.

**J. Regional Nominating Committee Alternate (RNA)**

**[See Nominating Committee Manual on ASHRAE Website for further details.]**

This regionally elected Nominating Committee Alternate performs the functions of the member in case of the member's absence. All discussions at the Nominating Committee meetings, Caucus and Executive Sessions are confidential and shall not be divulged to any individual outside the meetings or sessions.

**K. Regional Historian (RH)**

**[See Regional Historian Manual on ASHRAE Website for further details.]**

Duties of the Regional Historian include:

- Encourage, aid and frequently communicate with the chapter historians so that chapter, regional and HVAC&R history is recorded and preserved.
- Review CHAPTER HISTORY PAOE REPORTING from chapters.
- Review and seek comments on the individual chapter Gold Ribbon entries, send entries to Society archives and present Gold Ribbon Awards at CRC.
- Maintain and record lists of all members receiving regional and Society awards and a list of all regional officers.

- Prepare and conduct CRC workshop. A minimum of one and one-half (1.5) hours should be allotted for the training work shop at the CRC.
- Receive chapter publications, CRC reports and minutes of the annual CRC from the DRC. Also, receive copies of communications from headquarters staff that are sent by the Society to chapter historians.
- Attend Regional Planning meeting and CRC.

#### **L. Regional Treasurer (RT)**

**[See Regional Financial Guidelines for Regional Treasurers Appendix F for further details.]**

A position appointed by the DRC or elected by the CRC to assist in handling regional finances. This person may serve alone or as a member of a Regional Finance Committee. Duties are as defined by the DRC or CRC and may include preparation of the annual budget, disbursement of regional funds, collection of regional dues, preparation of an annual report to the CRC maintaining of regional fund balance sheet and supporting documentation. (See 1-F "Regional Operating Funds").

#### **M. Regional Electronic Communications Chair (RECC – Optional)**

**A position appointed by the DRC or elected by the CRC with duties that include:**

- Manages the Regional Webmaster and oversees the regional web site. (The RECC is not the Regional Webmaster but can be, i.e. these two positions can be the same person.)
- Oversees all of the Chapter Websites in the Region for content, accuracy, currency and functionality. Has the authority to shut down a chapter website.
- If requested, sets up ECC training at the Region President Elect training meeting and the Region CRC. This training can include Webpages development but could also include optional subjects like email, mailing lists, newsletters, rosters, chapter support software, electronic meetings, podcasts, etc.
- Keeps track of and in contact with chapter webmasters.
- Liaison to the Society ECC Committee and other RECCs
- Manages the Regional ECC budget expenses (which could cover expenses for WebEx, LiveMeeting, etc.)
- Maintains and publishes the Regional Chapter Information Questionnaire (CIQ)
- Maintains the ashrae.net email position aliases
- Maintains the regions Internal "secure" website
- Sets up regional list servers
- Assists the CRC Host Chapter with electronic communication issues (web pages setup, electronic registration, payment, CD/electronic meetings, Meeting AV, etc.)
- Recommends/helps Chapters get training on Chapter support software
- Recommends/helps Chapters get training on electronic communications software

#### **N. Regional Representatives**

An "optional" regionally appointed position to assist the DRC as needed. This person should have experience in the region (former RVC, DRC, Nominating Committee, etc.), with desire to assist the region in an official capacity. This person will visit chapters, sections, or areas without chapters as required to assist and counsel.

- Regional Representatives should have experience in the Region, (i.e. past DRC, RVC, Nominating, Delegate, etc.)
- Regional Representatives should have the desire and means to assist the Region in promoting ASHRAE activities.
- Regional Representatives should have current knowledge of ASHRAE goals, objectives, and opportunities.
- Regional Representatives should have working knowledge of ASHRAE membership goals, objectives and rules.
- Regional Representatives should be able to effectively communicate with the regional members in the area of growth.
- Regional Representatives should have working knowledge of PAOE information to help Chapters and Sections and Student Branches to comply and report.



- Regional Representatives should have communication and networking skills to promote ASHRAE activities.
- Regional Representatives should have working knowledge of grass roots committee objectives, such as Student Activities, Young Engineers in ASHRAE, Research Promotion, Membership Promotion and Chapter Technology Transfer.
- Regional Representatives should know and understand their regional financial and people resources and capabilities.
- Regional Representatives should promote recognition of ASHRAE members using the H&A Program opportunities.
- Regional Representatives should attend the CRC and other regional activities as recommended by the DRC.  
Regional Representatives should be recommended and appointed by the DRC for a term of 3 years.
- Regional Representative transportation expenses should be reimbursed per the current ASHRAE Transportation policy, and may be supplemented by the Regional Fund

### **3. CHAPTERS REGIONAL CONFERENCE (CRC)**

**[See the “Manual for Conducting Chapters Regional Conferences” on ASHRAE website for further details.]**

The term “Chapters Regional Conference” (CRC) designates a business meeting of the delegates and alternates of the chapters in their region and will normally extend for a period of four to eight hours. The conference also includes a time set aside for technical sessions and chapter workshops. The regional conference will normally extend for a period of at least two days. The area served by a CRC is the area of the region established by the ASHRAE Board of Directors. Current boundaries of the regions are shown on the list (Appendix B). Each CRC is held once a year at least 30 days before the annual or winter meeting of Society. Those regions having fall conferences should schedule them prior to November 1 of each year. The time and place of each conference will be selected by the DRC and submitted to Members Council at least three years in advance of the selected date.

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.
- Regional officers to report their activities and plans.
- Society officers to address the region with the Society plans, review chapter activities within the region and participate in workshops.
- Members and chapters to submit motions to the region and Society for proper review.
- Delegates and alternates to present nominees for Society and regional offices and candidates for honors and awards in caucus and executive sessions.
- Chapter officer and committee persons to attend workshops that will educate and train the participants.
- Conducting technical sessions to educate the attendees and attract attendance from the members who are not otherwise involved.
- Attracting attendance and building camaraderie engaging in informal activities with other members.
- Recognizing and presenting awards to chapter and regional members.

#### **A. CRC Attendance**

Attendance at meetings of the Chapters Regional Conference is expected of all chapter delegates, alternates, ARC, RMCR, RT, Regional Historian, Regional Refrigeration Chair (Optional), Regional Webmaster, RVCs, for Membership Promotion, Student Activities, Chapter Technology Transfer, Research Promotion, Grassroots Government Advocacy, YEA Regional Coordinator, Historical Committees, regional Nominating Member, Alternate to the Nominating Committee and chapter committee chairs of the above mentioned committees. In addition, any Society member residing in the region is encouraged to attend these meetings. The attendance of chapter officers and BOG, although not mandatory, is strongly encouraged.

## **B. Chapter Delegate & Alternate**

The delegate must be a voting member and be either the president, president-elect, vice-president or immediate past president of the chapter, and the alternate must be a member of the Board of Governors (BOGs) and, preferably, a chapter officer. No individual is allowed to serve for more than two consecutive years in either of these positions, and not more than four consecutive years in both positions. The delegate and alternate take office on July 1 and serve for a period of one year.

The chapter secretary shall submit the names of the chapter delegates and alternates to Headquarters on or before June 1, or April 1 for spring Chapters Regional Conferences (CRCs), with a copy to the DRC. The Chapter Information Questionnaire is normally used for this purpose. In the event of disability, death or resignation, a replacement may be made by the Chapter Board of Governors or as provided in the chapter bylaws. Although last minute changes are to be discouraged, they are sometimes necessary. In this event, the DRC must be advised in writing of the change and the reason for it, with as much advance notice as possible.

## **C. Caucus and Executive Sessions**

Caucus and Executive Sessions are also held at the CRC. In the caucus, the delegates and alternates discuss nominees and make recommendations for:

- Society Nominating Committee and Society General Standing Committees.
- Candidates for elective and appointive Society and Regional 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. 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.

## **D. Business Session**

The CRC business sessions will be a Standing General Committee of the Society serving the designated region and consists of a chair, who is the Regional Chair, and one delegate and one alternate selected by each chapter in the region.

## **E. Motions and Resolutions at the CRC**

Chapter members have the right and the responsibility to present to the CRC Action Committee motions to enhance regional, chapter or Society activity. These motions should be presented during the open business session at the CRC where they can be discussed and voted on, following Robert's Rules of Order.

All CRC motions are brought to the Members Council by the Region Members Council Representative (RMCR) for action. Members Council will approve, disapprove, postpone, amend or refer these motions in accordance with the following:

- a) Committees and Councils to which Members Council refers a motion must report the disposition of the motion to Members Council.
- b) CRC motions affecting the Presidential Award of Excellence will be reviewed and discussed by the Members Council and recommendations forwarded to the President-Elect and PAOE subcommittee if appointed.
- c) The RMCR has the responsibility of monitoring all CRC motions from his/her region and reporting to the DRC and at the next CRC the status of those motions.
- d) The dispositions of the motions are on the ASHRAE Website and are updated three times a year of when an answer is received.

Refer to the CRC Manual for additional information on motion format, background information and examples.

## **F. CRC Training**

ASHRAE training principles include:

- Deliver training that volunteers find interesting and relevant
- Provide atmosphere of respect and approval through feedback and praise

- Get people to participate so they can practice the skills during the training
- Coach members so they improve beyond where they currently are at
- Help them understand where this training can be useful inside and outside of ASHRAE
- Adults have specific needs when they are learning something new.
  - They like to have some control over the learning experience.
  - They are self-directed and capable of making decisions.
  - They bring a lot of knowledge and experience.
  - They learn more effectively through guided discussion, problem solving, and role-playing than through lecture.
  - They also learn best when they see the need for them to learn.
  - They usually need some help in seeing very specifically how the things they learn in a training session translate into their ASHRAE volunteer or work responsibilities.
  - It is helpful to give them assignments where they must apply what they learned to a situation outside the training room and then report back on how it went.
  - They can learn a lot from listening to the reports of others in the training.
  - Adults have different learning styles so ideas need to be presented in a variety of different ways.
  - Learning must be time phased so that the new skills have time to be picked up, applied, evaluated, and improved upon.
  - Adults want to be aware of how they are doing, to be coached, and to get feedback

## CRITERIA FOR THE FORMATION OF A NEW ASHRAE REGION

### **Prerequisites:**

1. A minimum of six chapters, with a minimum regional membership of 1,800, excluding students, is required. All chapters must have functioned within an existing region for a minimum of three years.
2. Members should have an understanding of the regional/chapter structure and how it operates and have a high degree of interest to form a region.
3. To ensure continuity of regional leadership on an ongoing basis, a sufficient number of society members who meet the qualifications of leadership for a region is necessary. All regional leaders must speak, read and write English.
4. Availability of the necessary fiscal resources to allow the region to function on a normal ongoing basis. This includes chapter members paying any required regional fund dues to support regional officers' chapter visits and to fund a successful CRC on an ongoing annual basis.
5. Availability of the necessary experience and training skills to conduct the various training workshops for the new incoming regional and chapter officers on an annual basis to ensure a successful CRC.
6. Awareness of, and being able to comply with, any government regulations that may affect the normal operation of the region, i.e., conduct of regional CRCs, technology transfer, travel requirements, etc.
7. Assurance that the geographic area to be served by the formation of a region would best serve the interest of the members in that area, with adequate consideration for the language and ethnic differences among the various areas that comprise the new region to allow it to operate effectively.

### **Approval Process:**

1. Chapters wishing to form a region must present the following to the director and regional chair of the region to which they are presently assigned. Chapters not assigned to a region must present the following to Members Council by working with the Society Director of Member Services.
  - A. Written petition, signed by each chapter's officers and Board of Governors.
  - B. Tentative slate of regional officers.
  - C. Identification of regional boundaries.
  - D. Schedule for proposed implementation.
  - E. Tentative initial CRC site and date selected.
2. The above information must be presented to Members Council for approval. Upon approval by Members Council, the recommendation must be forwarded to the Board of Directors for final approval. (00-02-06-23)

# APPENDIX A

PROPOSED REGION \_\_\_\_\_

LIST REGIONAL BOUNDARIES: \_\_\_\_\_

Proposed Region \_\_\_\_\_ Total Area Assigned Members: \_\_\_\_\_

Proposed Implementation Date: \_\_\_\_\_

<b>TENTATIVE SLATE OF REGIONAL OFFICERS</b>	
<b>POSITION</b>	<b>NAME</b>
DIRECTOR AND REGIONAL CHAIR	
ASSISTANT REGIONAL CHAIR	
REGIONAL MEMBERS COUNCIL REPRESENTATIVE	
REGIONAL VICE CHAIR MEMBERSHIP PROMOTION	
REGIONAL VICE CHAIR RESEARCH PROMOTION	
REGIONAL VICE CHAIR STUDENT ACTIVITIES	
REGIONAL VICE CHAIR CHAPTER TECHNOLOGY TRANSFER	
REGIONAL VICE CHAIR GRASSROOTS GOVERNMENT ADVOCACY	
ASSISTANT REGIONAL CHAIR	
NOMINATING COMMITTEE MEMBER	
NOMINATING COMMITTEE ALTERNATE	
NOMINATING COMMITTEE RESERVE ALTERNATE	
REGIONAL HISTORIAN	
REGIONAL TREASURER	
<b>INITIAL CHAPTERS REGIONAL CONFERENCE (CRC) SITE AND DATE:</b> _____	

**APPENDIX A**

**PETITION AUTHORIZING THE FORMATION OF A NEW REGION**

**PROPOSED REGION \_\_\_\_\_**

<b>_____ CHAPTER – # _____</b>		
<b>AREA ASSIGNED MEMBERS: _____</b>		
<b>CHAPTER BOARD OF GOVERNORS</b>	<b>NAME</b>	<b>SIGNATURE</b>
<b>PRESIDENT</b>		
<b>PRESIDENT ELECT</b>		
<b>VICE PRESIDENT</b>		
<b>SECRETARY</b>		
<b>TREASURER</b>		
<b>BOARD MEMBER</b>		
<b>BOARD MEMBER</b>		
<b>BOARD MEMBER</b>		
<b>BOARD MEMBER</b>		
<b>BOARD MEMBER</b>		

# LISTING OF ASHRAE CHAPTERS BY REGION

<b>Fall CRC</b>	<b>REGION I</b>	<b>15 Chapters</b>
001 Boston	Boston, MA	
003 Rhode Island	Providence, RI	
004 Connecticut	Hartford, CT	
006 Long Island	Garden City, NY	
007 New Jersey	Newark, NJ	
008 New York	New York, NY	
009 Northeast	Albany, NY	
010 Central New York	Syracuse, NY	
011 Rochester	Rochester, NY	
012 Niagara Frontier	Buffalo, NY	
111 Champlain Valley	Burlington, VT	
118 Maine	Lewiston, ME	
129 Twin Tiers	Owego, NY	
146 Bi-State	White Plains, NY	
152 Granite State	Manchester, NH	

<b>Fall CRC</b>	<b>REGION II</b>	<b>9 Chapters</b>
013 Quebec, La Ville de	Quebec, PQ	
014 Montreal	Montreal, PQ	
015 Ottawa Valley	Ottawa, ON	
016 Toronto	Toronto, ON	
037 Hamilton	Hamilton, ON	
100 Halifax	Halifax, NS	
116 London	London, ON	
117 NB/PEI	Moncton, NB	
141 Windsor	Windsor, ON	

<b>Fall CRC</b>	<b>REGION III</b>	<b>11 Chapters</b>
021 Philadelphia	Philadelphia, PA	
022 Central Pennsylvania	York, PA	
023 Johnstown	Johnstown, PA	
024 Pittsburgh	Pittsburgh, PA	
025 Baltimore	Baltimore, MD	
026 National Capital	Washington, DC	
027 Hampton Roads	Norfolk, VA	
028 Richmond	Richmond, VA	
098 Lehigh Valley	Allentown, PA	
125 Roanoke	Roanoke, VA	
134 Anthracite	Scranton, PA	

<b>Fall CRC</b>	<b>REGION IV</b>	<b>7 Chapters</b>
029 North Piedmont	Greensboro, NC	
030 Southern Piedmont	Charlotte, NC	
031 South Carolina	Columbia, SC	
032 Atlanta	Atlanta, GA	
097 Greenville	Greenville, SC	
106 Triangle	Raleigh/Durham, NC	
113 Charleston	Charleston, SC	

<b>Fall CRC</b>	<b>REGION V</b>	<b>12 Chapters</b>
038 Cleveland	Cleveland, OH	
039 Columbus	Columbus, OH	
040 Cincinnati	Cincinnati, OH	
041 Dayton	Dayton, OH	
042 Toledo	Toledo, OH	
043 Central Indiana	Indianapolis, IN	
044 Evansville	Evansville, IN	
045 Detroit	Detroit, MI	
047 Western Michigan	Grand Rapids, MI	
090 Akron/Canton	Akron/Canton, OH	
103 Northern Indiana	Elkhart, IN	
120 Fort Wayne	Fort Wayne, IN	

<b>Spring CRC</b>	<b>REGION VI</b>	<b>11 Chapters</b>
048 Wisconsin	Milwaukee, WI	
049 Illinois	Chicago, IL	
050 Central Illinois	Peoria, IL	
051 Iowa	Des Moines, IA	
052 Minnesota	Minneapolis, MN	
054 St. Louis	St. Louis, MO	
095 Madison	Madison, WI	
107 NE Wisconsin	Green Bay, WI	
115 La Crosse Area	La Crosse, WI	
123 Mississippi Valley	Davenport, IA	
159 Cedar Valley	Cedar Rapids, IA	

<b>Fall CRC</b>	<b>REGION VII</b>	<b>14 Chapters</b>
055 Louisville	Louisville, KY	
056 Memphis	Memphis, TN	
057 Birmingham	Birmingham, AL	
058 Mobile	Mobile, AL	
059 New Orleans	New Orleans, LA	
060 Baton Rouge	Baton Rouge, LA	
061 Mississippi	Jackson, MS	
088 Nashville	Nashville, TN	
099 East Tennessee	Knoxville, TN	
114 Tennessee Valley	Chattanooga, TN	
128 Bluegrass	Lexington, KY	
130 Northwest Florida	Pensacola, FL	
133 North Alabama	Huntsville, AL	
192 West Virginia	Charleston, WV	

<b>Spring CRC</b>	<b>REGION VIII</b>	<b>15 Chapters</b>
062 Arkansas	Little Rock, AR	
063 Shreveport	Shreveport, LA	
064 Houston	Houston, TX	
065 Alamo	San Antonio, TX	
066 Austin	Austin, TX	
067 Dallas	Dallas, TX	
068 Central Oklahoma	Oklahoma City, OK	
069 NE Oklahoma	Tulsa, OK	
070 Fort Worth	Ft. Worth, TX	
071 West Texas	Lubbock, TX	
091 East Texas	Tyler, TX	
154 South Texas	Corpus Christi, TX	
165 Mexico City	Mexico City, MEX	
166 Monterrey	Monterrey, MEX	
173 Guadalajara	Guadalajara, MEX	

<b>Fall CRC</b>	<b>REGION IX</b>	<b>13 Chapters</b>
053 Kansas City	Kansas City, MO	
072 El Paso	El Paso, TX	
073 Rocky Mountain	Denver, CO	
074 Utah	Salt Lake City, UT	
075 Nebraska	Omaha, NE	
076 Wichita	Wichita, KS	
077 New Mexico	Albuquerque, NM	
093 South Dakota	Sioux Falls, SD	
127 Black Hills Area	Rapid City, SD	
131 Big Sky	Billings, MT	
135 Idaho	Boise, ID	
148 Pikes Peak	Colorado Springs, CO	
150 Ozarks	Springfield, MO	

<b>Fall CRC</b>	<b>REGION X</b>	<b>14 Chapters</b>
081 Sacramento Valley	Sacramento, CA	
082 Golden Gate	San Francisco, CA	
083 San Joaquin	Fresno, CA	
084 Southern California	Los Angeles, CA	
085 San Diego	San Diego, CA	
086 Central Arizona	Phoenix, AZ	
087 Tucson	Tucson, AZ	
092 Southern Nevada	Las Vegas, NV	
101 San Jose	San Jose, CA	
105 Orange Empire	Anaheim, CA	
108 Hawaii	Honolulu, HI	
126 Northern Nevada	Reno, NV	
144 Sierra Delta	Sierra Delta, CA	
155 Tri County	Redlands, CA	

<b>Spring CRC</b>	<b>REGION XI</b>	<b>12 Chapters</b>
017 Manitoba	Winnipeg, MB	
018 Southern Alberta	Calgary, AB	
019 Northern Alberta	Edmonton, AB	
020 British Columbia	Vancouver, BC	
078 Inland Empire	Spokane, WA	
079 Puget Sound	Seattle, WA	
080 Oregon	Portland, OR	
096 Regina	Regina, SK	
102 Saskatoon	Saskatoon, SK	
122 Alaska	Anchorage, AK	
136 Mid-Columbia	Richland, WA	
145 Vancouver Island	Victoria, BC	

<b>Fall CRC</b>	<b>REGION XII</b>	<b>14 Chapters</b>
034 Jacksonville	Jacksonville, FL	
035 Florida West Coast	Tampa, FL	
036 Miami	Miami, FL	
094 Central Florida	Orlando, FL	
104 Gold Coast	Ft. Lauderdale, FL	
109 Spacecoast	Cocoa Beach, FL	
110 Puerto Rico	San Juan, PR	
139 Southwest Florida	Ft. Myers, FL	
172 Brasil	São Paulo, BRA	
178 Argentina	Buenos Aires, ARG	
190 Colombia	Bogota, COL	
196 Chile	Santiago, CHL	
199 Ecuador	Guayaquil, ECU	
202 Paraguay	Asuncion, PRY	

<b>Fall CRC</b>	<b>REGION XIII</b>	<b>10 Chapters</b>
142 Singapore	Singapore, SGP	
143 Hong Kong	Hong Kong, HKG	
149 Malaysia	Kuala Lumpur, MYS	
157 Taiwan	Taipei, TWN	
167 Philippines	Manila, PHL	
170 Thailand	Bangkok, THA	
183 Indonesia	Jakarta, IDN	
194 Japan	Tokyo, JPN	
195 South Korea	Seoul, KOR	
198 Macao	Macao, CHN	

<b>Fall CRC</b>	<b>REGION XIV</b>	<b>8 Chapters</b>
168 Hellenic	Athens, GRC	
176 Danube	Timisoara, ROM	
177 Portugal	Lisbon, PRT	
182 Spain	Madrid, ESP	
203 Cyprus	Nicosia, CYP	
204 Ireland	Dublin, IRL	
205 UK Midlands	Central England	
206 UK London & SE	London, UK	

<b>Fall CRC</b>	<b>RAL</b>	<b>22 Chapters</b>
158 India	New Delhi, IND	
160 Saudi Arabia	Dhahran, SAU	
161 Cairo	Cairo, EGY	
162 Lebanese	Beirut, LBN	
163 Western India	Ahmedabad, IND	
164 Kuwait	Kuwait City, KWT	
169 ASHRAE Bangalore	Bangalore, IND	
171 Sri Lankan	Colombo, LKA	
174 Pakistan	Karachi, PAK	
175 ASHRAE Falcon	Dubai, UAE	
179 Northern Pakistan	Islamabad, PAK	
181 Bahrain	Manama, BHR	
184 Qatar Oryx	Doha, QAT	
185 Chennai	Chennai, IND	
186 Pune	Pune, IND	
187 ASHRAE Nigeria	Lagos, NGA	
188 ASHRAE Mumbai	Mumbai, IND	
189 Central Pakistan	Lahore, PAK	
191 ASHRAE Deccan	Hyderabad, IND	
193 Turkish	Istanbul, TUR	
197 Bangladesh	Dhaka, BGD	
207 South Africa	Johannesburg, ZAF	

122 Domestic  
 3 Mexico  
 6 South America  
 16 Canada  
 40 International  
**187 Chapters**

# REGION-AT-LARGE OPERATING GUIDELINES





# APPENDIX C

## *Region-at-Large Operating Guidelines*

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# APPENDIX C

## *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 A of the Region Operations Manual. 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 list in Appendix B of the Regions Operations Manual.

### **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, Regional Vice Chairs, Assistant Regional Chair, Regional Treasurer, Historian and other Regional Officers. The DRC shall also coordinate with the Region Members Council Representative (RMCR). 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 Conferences, taking into account the structural differences between regions and the Region-At-Large.

The Director and Regional Chair is a member of the ASHRAE Board of Directors. The DRC's responsibility is to represent 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 required.

The DRC may fill-in for the RMCR at Members Council meetings in the event the RMCR is not able to attend.

#### **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.

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### *Region-at-Large Operating Guidelines*

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).
- 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.
- 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 required.
- m) SRC may fill in for the DRC at the Society Board of Directors meetings when the DRC is not able to attend.

### 2.3 **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 required.

An additional responsibility includes chairing the Executive Sessions (Caucus) at the Chapters Regional

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### *Region-at-Large Operating Guidelines*

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.

#### **2.4 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 required.

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.

#### **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 represent the DRC at Board of Directors meetings with voice but without voting privileges.

#### **2.6 REGION MEMBERS COUNCIL REPRESENTATIVE (RMCR)**

**The Region Members Council Representative is recommended by the Chapters Regional Committee at the caucus session and by the DRC to the Society President for a three year term. The RMCR may also serve as the Assistant Regional Chair. The RMCR shall be a member of Society in good standing and shall have been a member for three years prior to the start of his/her term.**

**The RMCR is a member of Members Council and is responsible to represent the region in deliberations of the Council; to provide written reports to the Members Council on activities of the chapters in the region; to recommend the formation of new chapters, sections and student branches in the region and participate in the action of the Members Council.**

**The RMCR shall coordinate and communicate with the DRC all Members Council activities as they relate to the region and its chapters.**

**The RMCR may fill in for the DRC at the Society Board of Directors meetings when the DRC is not able to attend.**

**The transportation expense of the RMCR shall be reimbursed by Society to Members Council meetings, region planning meeting and the region's CRC.**

### **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 meetings with SRCs during Society Annual and Winter meetings.

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### *Region-at-Large Operating Guidelines*

#### 4. CHAPTERS REGIONAL CONFERENCE

(Note: See the “Manual for Conducting Chapters Regional Conferences” on ASHRAE website 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 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.

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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
- 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.

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 list. (MCO, Appendix P & Region Operations Manual)

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.

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.

#### **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.

All CRC motions are brought to the Members Council by the Region Members Council Representative for action. Members Council will approve, disapprove, postpone, amend or refer these motions in accordance with the following:

- a) Committees and Councils to which Members Council refers a motion must report the disposition of the motion to Members Council.
- b) CRC motions affecting the Presidential Award of Excellence will be reviewed and discussed by the Members Council and recommendations forwarded to the President-Elect and the PAOE Subcommittee if appointed.

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- 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.
- d) The disposition of the motions are on the ASHRAE website and are updated three times a year or when an answer is received.

Refer to the CRC manual for additional information on motion format, background information and examples.

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:

- e) State completely the action that is being recommended or required. Example: "Move that Society dues be lowered..."
- f) 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..."
- g) 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).
- h) 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.

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.

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

Regions in the Society may 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.

## APPENDIX C

### *Region-at-Large Operating Guidelines*

The fund may be authorized to cover some or all of the following items:

- Full or partial reimbursement of DRC, RMCR, ARC, RVC and/or SRC expenses.
- Purchase of Regional Awards (plaques, pins, certificates or other suitable presentations).
- Purchase of educational materials, DVDs, 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 should 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 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

- 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, Region Members Council Representative, Regional Vice Chairs (5), Nominating Committee Member, Nominating Committee Alternate, Regional Historian, Regional Electronic Communications Chair, Regional Representatives, Regional Treasurer, Regional Secretary, Regional Refrigeration 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.
- E. The allotted transportation visits may be used for the transportation expense of the DRC's regional selected leader shadow (LeaDRS) to attend the Winter and Annual meetings (one trip per meeting).

#### II. Transportation Reimbursement Policy for Regional Planning Meetings

- 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)
  - Region Members Council Representative (RMCR)
  - Five (5) Regional Vice Chairs (RVC) of:
    - Chapter Technology Transfer
    - Membership Promotion
    - Research Promotion

## APPENDIX D

### Student Activities

#### Grassroots Government Advocacy

- YEA Regional Coordinator
- Region-At-Large Sub-Region Chairs
- Nominating Committee Member
- Nominating Committee Alternate
- Regional Historian
- CRC General Chair
- Regional Treasurer
- 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 thirteen members; however, transportation costs will not be reimbursed for these optional members except as defined in Section I, Paragraph B.
- D. The DRC has the option to invite the region's presidents elect for President Elect Training to the Regional Planning Meeting however, transportation costs will not be reimbursed for these optional members except as defined in Section I, Paragraph B.

The chapter visits will be used as a way of transportation reimbursement only if authorized by the DRC to attend.

### III. Transportation Reimbursement Policy for CRCs

- 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)
  - Region Members Council Representative (RMCR)
  - CRC General Chair
  - Chapter Delegate
  - Chapter Alternate
  - Nominating Committee Member
  - Nominating Committee Alternate
  - Five (5) Regional Vice Chairs (RVC) for:  
Chapter Technology Transfer  
Membership Promotion

## APPENDIX D

Research Promotion  
Student Activities  
Grassroots Government Advocacy

- YEA Regional Coordinator
- Region-At-Large Sub-Region Chairs
- Regional Historian
- Regional Treasurer
- Chapter Technology Transfer Chair (no substitutes)
- Chapter Grassroots Government Advocacy Chair (no substitutes)

### **NOTE THE FOLLOWING FOR CENTRALIZED TRAINING:**

- Chapter Membership Promotion Chairs are reimbursed for Membership Promotion Centralized Training (no substitutes)
  - Chapter Research Promotion Chairs are reimbursed for Research Promotion Centralized Training (no substitutes)
  - Chapter Student Activities Chairs are reimbursed for Student Activities Centralized Training **or** CRC Workshop but **not** both (no substitutes)
  - 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, ARCs, RVCs, RMCRs and SRCs may attend both their CRC and regional planning meeting if deemed necessary by the DRC.
- B. Transportation reimbursement is approved only for those members who complete their respective duties at the CRC. The DRC should issue signed ASHRAE Transportation Vouchers only to those regional officials, Chapter Delegates and Chapter Alternates who have attended all required workshops, meetings, caucuses and sessions at the CRC.
- C. The DRC may attend a maximum of two (2) pre-planning meetings with the CRC host chapter.
- D. For positions not listed as authorized approval to attend the CRC, the DRC may invite other region or chapter positions to the CRC, however, transportation costs will not be reimbursed for these optional members except as defined in Section I, Paragraph B.

The chapter visits will be used as a way of transportation reimbursement only if authorized by the DRC to attend.

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### IV. Transportation Reimbursement policy for Regions having a joint CRC

A. Transportation reimbursement is approved for members of the CRC Planning Committee in charge of preparing a joint CRC between 2 or more regions with respect to the following situations:

a. Joint CRC between 2 Regions:

i. The CRC is located in one of the 2 regions: the following members are to be reimbursed for transportation as per the below table.

Position	Responsibility	Travel Visits to Venue Prior to CRC
DRC Region 1	CRC Director	2
DRC Region 2	CRC Co-Director	2
RMCR Region 1	Coordinate/Collect Chapter Information, assist DRC 1	1
RMCR Region 2	Coordinate/Collect Chapter Information, assist DRC 2	1
Host Chapter CRC Co-Chair Region 1	Schedule Venue/Chair of CRC Planning Committees	NA
CRC Co-Chair Region 2	CRC Planning Committees Co-Chair	2
Host Chapter Meetings Chair Region 1	Schedule Workshops/Meetings Region 1	NA
Chapter Meetings Co-Chair Region 2	Schedule Workshops/Meetings Region 2	1

ii. The CRC is located in a neutral place or outside the geographical territory of both regions: the following members are to be reimbursed for transportation as per the below table:

Position	Responsibility	Travel Visits to Venue Prior to CRC
DRC Region 1	CRC Director	2
DRC Region 2	CRC Co-Director	2
RMCR Region 1	Coordinate/Collect Chapter Information, assist DRC 1	1
RMCR Region 2	Coordinate/Collect Chapter Information, assist DRC 2	1
Host Chapter CRC Co-Chair Region 1	Schedule Venue/Chair of CRC Planning Committees	1
CRC Co-Chair Region 2	CRC Planning Committees Co-Chair	2
Host Chapter Meetings Chair Region 1	Schedule Workshops/Meetings Region 1	1
Chapter Meetings Co-Chair Region 2	Schedule Workshops/Meetings Region 2	1

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Region 1: Host CRC  
Region 2: Visiting CRC

b. Mega CRC between 3 or more Regions:

i. The CRC is located in one of the regions: the following members are to be reimbursed for transportation as per the below table

Position	Responsibility	Travel Visits to Venue Prior to CRC
DRC Host Region	CRC Director	2
DRC Visiting Region	CRC Co-Director	2 / DRC
RMCR Host Region	Coordinate/Collect Chapter Information, assist DRC	1
RMCR Visiting Region	Coordinate/Collect Chapter Information, assist DRC	1 / RMCR
Host Chapter CRC Co-Chair Host Region	Schedule Venue/Chair of CRC Planning Committees	NA
CRC Co-Chair Host Region	CRC Planning Committees Co-Chair	2 / CRC Co-Chair
Host Chapter Meetings Chair Host Region	Schedule Workshops/Meetings Host Region	NA
Chapter Meetings Co-Chair Visiting Region	Schedule Workshops/Meetings Host Region	1 / Chapter Meetings Co-Chair

ii. The CRC is located in in a neutral place or outside the geographical territory of participating regions: the following members are to be reimbursed for transportation as per the below table

Position	Responsibility	Travel Visits to Venue Prior to CRC
DRC	CRC Director	2 / DRC
RMCR	Coordinate/Collect Chapter Information, assist DRC 1	1 / RMCR
Host Chapter CRC Co-Chair	Schedule Venue/Chair of CRC Planning Committees	1 / Host Chapter CRC Co-Chair
Host Chapter Meetings Chair	Schedule Workshops/Meetings Region 1	1/ Host Chapter Meetings Chair

### V. OTHER

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 that occur in association with the purchase of a VISA will not be reimbursed by Society. However, reimbursement of additional expenses may be paid from the chapter and/or region's physical budget upon prior approval of the DRC to do so.

Visas are very important for those travelling to international countries that require them. The process to obtain a Visa can take up to 2-5 months to process

## APPENDIX D

depending upon the circumstances. Visas should be obtained before purchasing transportation. If for any reason the member cannot attend the regional event, reimbursement for and/or cancellation fees or any other expenses incurred will not be covered by Society. If Visas are not purchased in a timely manner or if the Visa cannot be obtained because of government restrictions, the member will incur the expense.

- B. The transportation budget will be set by the Society (Mileage & Airfare). The DRC may establish caps based on regional conditions and shall manage their transportation expense budget.
- C. The DRC may authorize additional transportation reimbursement to use for chapter or regional activities as long as the total number of approved reimbursements does not exceed the maximum number allocated by the combined totals as outlined in Sections I, II and III above.
- D. According to Society policy, the following statement is strongly enforced: All claims should be submitted to ASHRAE's comptroller within 30 days of the travel date. Claims submitted after 90 days will not be reimbursed (see Society Transportation Reimbursement Voucher, page 2, Documentation).
- E. Regions may cover additional travel expenses not covered by Society from their regional funds for regional officers. These reimbursements should be based on policies established by the region with all expenses approved by the DRC prior to payment.
- F. Society will reimburse the mileage, air fare, rail, bus and one checked bag. Additional expenses such as hotel, meals, transportation to and from the airport and meeting location, tolls and parking are not reimbursed by Society.

# A Manual for the Director and Regional Chair (DRC)



# APPENDIX E

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### Introduction

Congratulations! You have been nominated and elected to one of the most important and most rewarding positions in the ASHRAE. You are holding the position of Director and Regional Chair (DRC), which, as the title implies, you are a member of the Board of Directors (BOD) and the Chair of the your region's Chapters' Regional Committee, which is comprised of the Delegates and Alternates from each chapter within the region. Thus, the position of DRC actually wears two hats: (1) serving on the ASHRAE Society Board of Directors, which is the governing body for all of ASHRAE's activities both domestically and internationally, and (2) serving as chairing all of the activities for your region. The role of the DRC is to serve the region and the role as a member of the Board of Directors is to serve the Society. There will be occasions when, in order to effectively serve the Society, you must subordinate regional goals or preferences for the overall benefit of the Society.

The Director who is also Regional Chairman reports on regional and chapter activities in the region when such reports will help in the resolution of issues before the Board. The DRC, in turn, interprets actions of the Board, as needed, at meetings of the Chapters Regional Committee and at chapter meetings. This position is one of the busiest positions in the Society and the purpose of this manual is to acquaint you in general with the duties and responsibilities of this position and present them in a manner that will help you plan for them throughout your three year term.

If you were fortunate to have been the Assistant Regional Chair (ARC) for one or two years before taking your present position as DRC, you have some idea of the duties and activities involved in this position. This manual will help to fill in areas in which you may not have been totally involved in your previous position. If you were not an ARC previous to your appointment as a DRC, this manual will help guide you in all of the major duties.

As regions in ASHRAE operate differently, some aspects of this manual may not totally apply to all regions in the same manner.

Valuable sources for added insight to the duties of the DRC may be found in the "Region Operations Manual," *Manual for Chapter Operations (MCO)*, and the *Manual for Conducting Chapters Regional Conferences (CRC Manual)*. For the latest updates as well as other useful forms, these manuals can be downloaded from the ASHRAE website at [www.ashrae.org/society-groups/chapters](http://www.ashrae.org/society-groups/chapters).

### Expense Reimbursements

If requested, reasonable costs as described in the Reimbursement Policy for your ASHRAE travel are reimbursed by the Society. At each Board of Director's meeting, you will be advised as to the procedure for requesting reimbursement.

Prior to your first (Spring Orientation) meeting, you should register your profile with American Express Travel. If you set up a profile with American Express Travel, all ASHRAE related travel costs will be billed directly to ASHRAE, saving you the reimbursement delay. This includes travel to Society Meetings as well as regional air or train travel for chapter visits. Call AMEX Travel at (800) 699-2847, request a Profile Form, fill it out and return it to AMEX.

**LeaDRS Program:** The allotted transportation visits may be used for the transportation expense of the DRC's regional selected leader shadow to attend the Winter and Annual meetings (one trip per meeting, see Appendix D of this manual).

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### A Year in the Life of a Director and Regional Chair (DRC)

#### Responsibilities

##### **A. Regional Responsibilities**

As Director and Regional Chair (DRC), you are expected to Chair and direct the regional operations for your region. This includes detailing objectives and giving assistance to the Regional Vice-Chairs (RVC) of Student Activities (RVC-SA), Chapter Technology Transfer (RVC-CTTC), Membership Promotion (RVC-MP), Research Promotion (RVC-RP), the Webmaster, Regional Historian, Regional Treasurer, YEA Regional Coordinator, other region positions and the existing chapters within your region and to potential new chapters being considered. The DRC is fully responsible for representing the interests of the region in all matters of the Society.

The DRC is the Chair of the Chapters' Regional Committee for the region. The DRC is responsible for planning and conducting this meeting in accordance with the *Manual for Conducting a Chapters Regional Conference*. It is the DRC's responsibility to call for executive session if needed during an open business session of the region's CRC. The executive session is closed to the public and all discussions are confidential and shall not be divulged to the public outside of the room of the executive session.

The current version of a separate manual, entitled "*Manual for Conducting Chapters Regional Conferences (The CRC Manual)*," is to be used as the reference manual for managing and conducting a CRC.

The DRC should:

- Ask the chapter officers, including the Board of Governors, if they would like "thank you" letters sent to their employers by Society.
- Ensure the chapter presidents fully understand the Presidential Award of Excellence (PAOE) program, as well as the objectives of the Society (MOD 4.4.12)
- Attend a CRC in another region, if possible (MOD 4.4.17.1 (k), 5.3.5)
- Hold a yearly Regional Planning Meeting.
- Ensure Manual for Chapter Operations is understood by the chapter officers. (MOD 6.1.2)
- Assign chapter visits to Regional Officers and the DRC must visit each chapter in the region at least once during the three year term.
- Establish regional committees. (MOD 6.5)
- Participate in charter ceremonies for new chapters, sections and student branches. (MOD, Appendix D, 4; MCO 12.4, 14.7; Student Branch Manual)
- Analyze need for new chapters, sections and student branches (MOD 4.4.1; Appendix D, MCO Sections 11, 12, 14)
- Appoint a Regional Historian, Regional Treasurer, Regional Webmaster, Newsletter editor and other Regional positions as required.
- Determine eligibility and approve transportation reimbursement for CRCs, chapter visits and regional planning meetings. (MCO, Appendix HH)
- Notify the Society President-Elect by the June meeting each year of any chapter visit requests.
- Develop and maintain a Region Best Practices Plan and share with the Region Executive and Chapters.
- Coordinate Regional CRC motions and other regional issues with Region Members Council Representative (RMCR) such that the RMCR can represent the region in deliberations of the council

##### **B. Society Board of Directors Responsibilities**

As a DRC, your responsibility is to participate in formulating recommendations to the Board of Directors concerning policies, procedures and operations of the Society and its chapters. It your responsibility to assist in providing objectives and to monitor the operations of chapters in your 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.

### **C. ASHRAE Natural Disaster Relief Action Plan (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 items such as waiving membership dues and replacing the current Handbook upon request.

The DRC will make the final decision if a natural disaster occurs. For more information, contact [membership@ashrae.org](mailto:membership@ashrae.org).

### **D. When it actually begins**

As incoming DRC, your activities should start with planning in the Spring, prior to beginning your term, by attending the Regional Planning Meeting and assisting with President Elect training. The Regional Planning Meeting includes a review of the current year and plans made for the new year. As the new year will be your responsibility as incoming DRC, your input is critical in the planning phase of this meeting. Since the chapter's President-Elect will be the chapter leaders with whom you will work in the coming year, this event serves as the first point of contact and for them an opportunity to not only get an appreciation for their new duties, but to hear your goals and vision for the new year and beyond.

Your term as a member of the Board of Directors begins at the Orientation sessions in the Spring just before you take office. Soon after the Winter Meeting of the Society, you will receive an invitation to this Society-wide meeting, along with details concerning the arrangements. You are encouraged to review all materials ahead of time so the orientation experience will seem less overwhelming. The orientation session occurs the first day (usually Wednesday or Thursday) of the Spring BOD and/or EXCOM and Society orientation meetings.

### **Annual Calendar For Regions with a Fall CRC (For Regions with Spring CRCs skip to Page 36)**

#### **June (Your first meeting of the Society)**

- Attend the Annual Meeting of the Society. You are expected to attend the entire meeting, so you must make your travel arrangements accordingly.
- Friday night: attend the reception honoring the host committee, which you should attend as an incoming representative of the BOD.
- Saturday Afternoon attend the Plenary Session
- Saturday Evening attend the Welcome Party social event
- Sunday afternoon: all current and incoming members of the Board of Directors participate in the BOD meeting. However, the incoming members do not vote. This will be a "voice without vote meeting."
- Sunday night: attend the Presidential reception.
- Sunday or Monday evening attend your Regional Dinner.
- Monday, at the President's Luncheon, you will be installed as a member of the Board and receive your lapel pin.
- Tuesday Night: attend Members Night Out social event.
- Before the board meeting review with your RMCR any key items discussed in Members Council.
- Wednesday afternoon: the incoming officers and Board of Directors officially take office as full voting members of the BOD. This is the first official BOD meeting for the new ASHRAE fiscal year.
- Each director is assigned to other committees and subcommittees to carry out the work of ASHRAE. Plan on attending these meetings and become familiar with their proceedings.
- Confirm Chapters Regional Conference details
- Check in with the host committee and ensure that everything is on track.

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- Send CRC information to all Society BOD members and officers.
- Follow up with the chapters that have not filled in their Chapter Information Questionnaires (CIQs) on the Society website. In order for the chapter to receive ANY President's Award of Excellence (PAOE) points for operations, the CIQs must have been completed by June 1 (Fall CRCs) or February 15 (Spring CRCs). (Exceptions can be made by the DRC if there are unusual circumstances.)

### July

- At the beginning of each Society year, the DRC shall inform the Society's Chief Staff Officer and the President-Elect of the DRC Alternate 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. This person may or may NOT be the Assistant Regional Chair, but must be a member in standing and should have Regional and/or Society experience, who has indicated a willingness to serve in your stead.
- Begin work on any action items and/or Ad Hoc committee assignments from the Annual Meeting.
- Prepare for the CRC
- Make a CD for the paperless CRC and distribute to each delegate and visitor. (See appendix for suggested directory structure.) Collect reports from the outgoing president of each chapter, each RVC and the Region's Treasurer for inclusion on the CD.
- Receive awards from Society and order Regional awards, plaques, etc.
- Send CRC meeting agendas to the Society Officers that have been assigned to attend the CRC, so they will know when they are speaking and what activities have been planned.
- Conduct a Planning Meeting of your Region's Executive Committee which includes the ARC, all RVCs, the YEA RC, the RMCR the Regional Treasurer, the Newsletter Editor, the Webmaster, the Nominating Member and Alternate Member, the Historian, the General Chair of the next CRC, and other special members as may be deemed critical in the year's planning process.

### August

- Keep up to date with any correspondence received, some of which will be in preparation for the Fall meetings.
- Attend the Chapters Regional Conference
- Chair the Chapters Regional Committee Business meetings.
- Insure that the CRC General Chair sends the CRC Historical Profile sheet (Appendix J1 in the CRC Manual) to HQ and Regional Officers within 10 days of the close of the CRC.
- Following the CRC, issue a "Lessons Learned" from this year's CRC to the General Chairs of the next two CRCs.
- Finalize the schedule of chapter visits for the RVCs, ARC and the DRC, following the discussions at the Planning Meeting. Make this list available to all Chapter Presidents and the Region's Executive Committee, for their final planning.
- Distribute Chapter Visit schedule. As DRC you are obligated to personally visit every chapter in your region at least one time within your three year tenure. Verify with HQ how many trips you are allotted. Allow travel by the RVCs.

### September

- RSVP and make hotel and transportation arrangements for the Fall Board meeting which may be scheduled in September or October. (This should be done as soon as the location and date are confirmed and you are advised by headquarters.)
- Complete chapter visits planned for this month. Write a report for each visit and copy the Region's Executive Committee (duplicate of above).

### October

- Attend Fall Board Meetings, usually Friday through Saturday
- Complete chapter visits planned for this month. Write a report for each visit and copy the Region's Executive Committee.
- Forward the CRC meeting minutes from the CRC to headquarters for distribution. (Maximum 60 days after the CRC.)

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### November

- Follow up after fall meetings. Begin work on action items and/or Ad Hoc committee assignments, if any.
- Complete chapter visits planned for this month. Write a report for each visit and copy the Region's Executive Committee.
- Follow-up with Regional Vice-Chairs (RVCs) on status of chapter activities and PAOE points to date. Identify any action needed by the regional officers related to specific chapters and follow up with the appropriate officer.
- Register for and make hotel and transportation arrangements for the Winter Meeting of the Society in January.
- Update Operations PAOE points for Chapter Operations on the ASHRAE Society web site.

### December

- Review all obligations and meeting logistics.
- Complete chapter visits planned for this month. Write a report for each visit and copy the REGIONAL EXECUTIVE COMMITTEE.

### January

- Attend the Winter Meeting of the Society.
- Participate in all BOD meetings Committee and Subcommittee meetings and social events involving the BOD. Remember that you are representing all of the Society at any of the BOD and social events.
- If the winter meeting is in your region, you will be expected to welcome all attendees at the Plenary Session, as well as the President's Luncheon where you will thank the host committee. You may prepare your own remarks, or request script from Headquarters.
- Friday night: Attend the reception honoring the host committee, required as a representative of the BOD.
- Saturday Afternoon attend the Plenary Session
- Saturday Evening attend the Welcome Party social event
- Sunday afternoon: all current and incoming members of the Board of Directors participate in the BOD meeting.
- Sunday night: Attend the Presidential reception.
- Sunday or Monday evening attend your Regional Dinner.
- Attend the President's luncheon on Monday afternoon.
- Tuesday Night: attend Members Night Out social event.
- Before the board meeting review with your RMCR any key items discussed in Members Council.
- Attend the BOD meeting on Wednesday afternoon. You are expected to attend the full meeting, so make travel arrangements accordingly. (Sometimes there may also be a meeting on Thursday, therefore confirm the schedule before making travel arrangements.)
- Complete chapter visits planned for this month. Write a report for each visit and copy the Region's Executive Committee.
- Announce the dates and location to the REGIONAL EXECUTIVE COMMITTEE of the Regional Planning Meeting and make arrangements with meeting facility.
- Announce the dates to the Chapter incoming Presidents for the President Elect training and make arrangements with meeting facility.
- Follow-up with RVCs on status of chapter activities and PAOE points to date. Identify any action needed by the regional officers related to specific chapters and follow up with the appropriate officer.

### February

- Begin work on any action items and/or Ad Hoc committee assignments received at the
- Winter Meeting of the Society.
- Keep up to date with any correspondence received, some of which will be in preparation for the Spring Council and BOD meetings.

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- Complete chapter visits planned for this month. Write a report for each visit and copy the Region's Executive Committee.
- RSVP and make hotel and transportation arrangements for the Spring Board meeting next month. This should be done as soon as the location and date are confirmed and you are advised by headquarters.

### March

- Attend Spring BOD meeting, which are normally conference calls but may be in Atlanta. Headquarters will give you the dates and exact location via email.
- Complete chapter visits planned for this month. Write a report for each visit and copy the Region's Executive Committee.
- Begin work on any action item or Ad Hoc committee assignments received at the Spring BOD meeting.
- Follow-up with RVCs on status of chapter activities and PAOE points to date. Identify any action needed by the regional officers related to specific chapters and follow up with the appropriate officer.

### April

- Complete chapter visits planned for this month. Write a report for each visit and copy the Region's Executive Committee.
- Register for and make hotel and transportation arrangements for the Annual Meeting of the Society in June.
- Conduct the President Elect training session.
- Hold the Regional Planning Meeting.

### May

- Keep up to date with any correspondence received, some of which will be in preparation of the Annual meetings in June.

### June

- Attend the Annual Meeting of the Society.
- Friday night: Attend the reception honoring the host committee
- Saturday Afternoon attend the Plenary Session
- Saturday Evening attend the Welcome Party social event
- Sunday afternoon: all current and incoming members of the Board of Directors participate in the BOD meeting.
- Sunday night: Attend the Presidential reception.
- Sunday or Monday evening attend your Regional Dinner.
- Attend the President's luncheon on Monday afternoon.
- Tuesday Night: attend Members Night Out social event.
- Before the board meeting review with your RMCR any key items discussed in Members Council.
- Wednesday afternoon: the incoming officers and BOD members officially take office and become voting members of the BOD. You are expected to attend the entire meeting, so make your travel arrangements accordingly. (This is the first BOD meeting for the new fiscal year, so you will not attend this meeting on the last month of your term.)
- Each director is assigned to other committees and subcommittees to carry out the work of ASHRAE. Plan on attending these meetings and become familiar with their proceedings.
- Check with CRC Host committee to ensure that everything is on track.
- Follow up with the chapters that have not entered their Chapter Information Questionnaires (CIQs) on the Society website. In order for the chapter to receive ANY President's Award of Excellence (PAOE) points for operations, the CIQs must have been entered by June 1 (Fall CRCs) or February 15 (Spring CRCs). (Exceptions can be made by the DRC if there are unusual circumstances.)

### **Annual Calendar For Regions with Spring CRCs**

#### **June (Your first meeting of the Society)**

- Attend the Annual Meeting of the Society. You are expected to attend the entire meeting, so you must make your travel arrangements accordingly.
- Friday night, attend the reception honoring the host committee, which you should attend as an incoming representative of the BOD.
- Saturday Afternoon attend the Plenary Session
- Saturday Evening attend the Welcome Party social event
- Sunday afternoon, all current and incoming members of the Board of Directors participate in the BOD meeting. However, the incoming members do not vote. This will be a “voice without vote meeting.”
- Sunday night, attend the Presidential reception.
- Sunday or Monday evening attend your Regional Dinner.
- Monday, at the President’s Luncheon, you will be installed as a member of the Board and receive your lapel pin.
- Tuesday Night: attend Members Night Out social event.
- Before the board meeting review with your RMCR any key items discussed in Members Council.
- Wednesday afternoon, the incoming officers and Board of Directors officially take office as full voting members of the BOD. This is the first official BOD meeting for the new ASHRAE fiscal year.
- Each director is assigned to other committees and subcommittees to carry out the work of ASHRAE. Plan on attending these meetings and become familiar with their proceedings.
- Follow up with the chapters that have not entered their Chapter Information Questionnaires (CIQs) on the Society website. In order for the chapter to receive ANY President’s Award of Excellence (PAOE) points for operations, the CIQs must have been entered by June 1 (Fall CRCs) or February 15 (Spring CRCs). (Exceptions can be made by the DRC if there are unusual circumstances.)

#### **CRC Follow-up:**

- Ensure that the CRC meeting minutes have been forwarded to headquarters for distribution. (Maximum 60 days after the CRC.)
- Issue a “Lessons Learned” from this year’s CRC to the CRC Chairs of the next two CRCs.

#### **July**

- At the beginning of each Society year, the DRC shall inform the Society’s Chief Staff Officer and the President-Elect of the DRC Alternate 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. This person may or may NOT be the Assistant Regional Chair, but must be a member in good standing and should have Regional and/or Society experience, who has indicated a willingness to serve in your stead.
- Begin work on any action items and/or Ad Hoc committee assignments from the Annual Meeting.
- Conduct a Planning Meeting of your Region’s Executive Committee which includes the ARC, all RVCs, the YEA RC, the RMCR, the Treasurer, the Newsletter Editor, the Webmaster, the Nominating Member and Alternate Member, the Historian, the General Chair of the next CRC, and other special members as may be deemed critical in the year’s planning process.

#### **August**

- Keep up to date with any correspondence received, some of which will be in preparation for the Fall meetings.
- Finalize the schedule of chapter visits for the RVCs and the DRC, following the discussions at the Planning Meeting. Make this list available to all Chapter Presidents and the Region’s Executive Committee, for their final planning.
- Distribute Chapter Visit schedule. As DRC you are obligated to personally visit every chapter in your region at least one time within your three year tenure. Verify with HQ how many trips you are allotted. Allow travel by the RVCs.

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### September

- RSVP and make hotel and transportation arrangements for the Fall Board meeting which may be scheduled in September or October. (This should be done as soon as the location and date are confirmed and you are advised by headquarters.)
- Complete chapter visits planned for this month. Write a report for each visit and copy the Region's Executive Committee.

### October

- Attend Fall Board Meeting, usually Friday through Saturday.
- Complete chapter visits planned for this month. Write a report for each visit and copy the Region's Executive Committee.

### November

- Follow up after fall meetings. Begin work on action items and/or Ad Hoc committee assignments, if any.
- Complete chapter visits planned for this month. Write a report for each visit and copy the Region's Executive Committee.
- Follow-up with Regional Vice-Chairs (RVCs) on status of chapter activities and PAOE points to date. Identify any action needed by the regional officers related to specific chapters and follow up with the appropriate officer.
- Register for and make hotel and transportation arrangements for the Winter Meeting of the Society next month.
- Update Operations PAOE points for Chapter Operations on the ASHRAE Society web site.

### December

- Review all obligations and meeting logistics. (Sample meeting calendar is included in Appendix.)
- Meet with your CRC general chair to confirm final logistics in preparation for advertising the final arrangements and program for the CRC.
- Complete chapter visits planned for this month. Write a report for each visit and copy the Region's Executive Committee.

### January

- Attend the Winter Meeting of the Society.
- Participate in all BOD meetings, Committee and Subcommittee meetings and social events involving the BOD. Remember that you are representing all of the Society at any of the BOD and social events.
- If the winter meeting is in your region, you will be expected to welcome all attendees at the Plenary Session, as well as the President's Luncheon where you will thank the host committee. You may prepare your own remarks, or request script from Headquarters.
- Friday night: Attend the reception honoring the host committee, required as a representative of the BOD.
- Saturday Afternoon attend the Plenary Session
- Saturday Evening attend the Welcome Party social event
- On Sunday afternoon: all current and incoming members of the Board of Directors participate in the BOD meeting.
- On Sunday night: attend the Presidential reception.
- Sunday or Monday evening attend your Regional Dinner.
- Attend the President's luncheon on Monday afternoon.
- Tuesday Night: attend Members Night Out social event.
- Before the board meeting review with your RMCR any key items discussed in Members Council.
- Attend the BOD meeting on Wednesday afternoon. You are expected to attend the full meeting, so make travel arrangements accordingly. (Sometimes there may also be a meeting on Thursday, therefore confirm the schedule before making travel arrangements.)



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- Complete chapter visits planned for this month. Write a report for each visit and copy the Regional EXCOM.
- Announce the dates and location to the Region's Executive Committee of the Regional Planning Meeting and make arrangements with meeting facility.
- Announce the dates to the Chapter incoming Presidents for the President Elect training and make arrangements with meeting facility.
- Follow-up with RVCs on status of chapter activities and PAOE points to date. Identify any action needed by the regional officers related to specific chapters and follow up with the appropriate officer.
- CRC Planning; Check in with the committee and ensure that everything is on track.

### February

Begin work on any action items and/or Ad Hoc committee assignments received at the Winter Meeting of the Society.

Keep up to date with any correspondence received, some of which will be in preparation for the Spring Council and BOD meetings.

Complete chapter visits planned for this month. Write a report for each visit and copy the Region's Executive Committee.

RSVP and make hotel and transportation arrangements for the Spring Board meetings next month. This should be done as soon as the location and date are confirmed and you are advised by headquarters.

### March

- Attend Spring BOD meeting, which are normally conference calls but may be in Atlanta. Headquarters
- will give you the dates and exact location via email.
- Complete chapter visits planned for this month. Write a report for each visit and copy the Region's Executive Committee.

CRC Planning:

- Make a CD for the paperless CRC and distribute to the delegates and official visitors. (See appendix for a suggested directory structure.) Collect reports from the visiting Society dignitaries, the outgoing president of each chapter, each RVC and the Regional Treasurer for inclusion on the CD.
- Receive awards from Society and order Regional awards, plaques, etc.
- Spring CRC: Send CRC meeting agendas to the Society Officers that have been assigned to attend the CRC, so they will know when they are speaking and what activities have been planned for the entire meeting.
- Begin work on any action item or Ad Hoc committee assignments received at the Spring BOD meeting.
- Follow-up with RVCs on status of chapter activities and PAOE points to date. Identify any action needed by the regional officers related to specific chapters and follow up with the appropriate officer.

### April

- Complete chapter visits planned for this month. Write a report for each visit and copy the Region's Executive Committee.
- Attend the (April) Chapters Regional Conference
- Chair the Chapters Regional Committee Business meeting.
- Insure that the CRC General Chair sends the CRC Historical Profile sheet (Appendix J1 CRC Manual) to HQ and Regional Officers within 10 days of the close of the CRC
- Within 30 days following the CRC, issue a "Lessons Learned" from this year's CRC to the General Chairs of the next two CRCs.
- Register for and make hotel and transportation arrangements for the Annual Meeting of the Society in June.

### May

- Keep up to date with any correspondence received, some of which will be in preparation of the

## APPENDIX E

Annual meetings in June.

- Attend the (May) Chapters Regional Conference
- Chair the Chapters Regional Committee Business meeting.
- Insure that the CRC General Chair sends the CRC Historical Profile sheet (Appendix J1 CRC Manual) to HQ and Regional Officers within 10 days of the close of the CRC
- Within 30 days following the CRC, issue a “Lessons Learned” from this year’s CRC to the General Chairs of the next two CRCs.
- Prepare to forward the meeting minutes from the CRC to headquarters for distribution. (Maximum 60 days after the CRC)

### June

- Attend the Annual Meeting of the Society.
- Friday night: Attend the reception honoring the host committee.
- Saturday Afternoon attend the Plenary Session
- Saturday Evening attend the Welcome Party social event
- Sunday afternoon: all current and incoming members of the Board of Directors participate in the BOD meeting.
- Sunday night Attend the Presidential reception.
- Sunday or Monday evening attend your Regional Dinner.
- Attend the President’s luncheon on Monday afternoon.
- Tuesday Night: attend Members Night Out social event.
- Before the board meeting review with your RMCR any key items discussed in Members Council.
- Wednesday afternoon: the incoming officers and BOD members officially take office and become voting members of the BOD. You are expected to attend the entire meeting, so make your travel arrangements accordingly. (This is the first BOD meeting for the new fiscal year, so you will not attend this meeting on the last month of your term.)
- Each director is assigned to other committees and subcommittees to carry out the work of ASHRAE. Plan on attending these meetings and become familiar with their proceedings.
- Follow up with the chapters that have not entered their Chapter Information Questionnaires (CIQs) on the Society website. In order for the chapter to receive ANY President’s Award of Excellence (PAOE) points for operations, the CIQs must have been entered by June 1. (Exceptions can be made by the DRC if there are unusual circumstances.)

### Appendix

#### 1. CRC CD Contents

##### CRC Compact Disc

Agendas of all meetings and events  
CRC Invitation and Flyer  
Minutes of previous CRC  
Motions scheduled to be presented at the business Meeting  
Reports - ASHRAE Attending VP’s Report  
ASHARE Staff report  
Chapter Detailed Report  
DRC Annual Report  
Regional Vice Chair Report – CTTC  
Regional Vice Chair Report – Membership  
Regional Vice Chair Report – Research Promotion  
Regional Vice Chair Report – Student Activities  
Regional Treasurer’s Report and new budget  
Workshop Power Point Presentations  
ASHRAE VP  
ASHRAE Staff  
CTTC  
Membership  
Operations  
Research Promotion  
Student Activities

# Regional Financial Guidelines for Regional Treasurers



## **APPENDIX F**

### **Regional Financial Guidelines for Regional Treasurers:**

The Regional Treasurer shall be appointed by the DRC and may serve as a member of the Region's Executive Committee. The Regional Treasurer may be a position that is held in addition to another post such as Assistant Regional Chair (ARC) as determined by the Region.

The Regional Treasurer is responsible for the receipt, safekeeping and disbursement of region funds and for keeping proper records. These records should be sufficiently detailed to facilitate necessary comparisons with the region's budget at intervals and to form the basis for a new region-operating budget each year.

The Regional Treasurer is responsible for preparing the annual budget for the region. The budget should include funds to cover all and only expenditures that have been approved by the Chapters Regional Committee. The Regional Treasurer maintains a file with the notes and calculations used in determining budget line items for future reference. The Regional Treasurer will prepare a budget for the new fiscal year and send it to the delegates and regional officers no later than one week prior to the CRC. After determining the funding requirement, the Regional Treasurer will calculate the chapter assessments using area assigned members data (not including Student and Life members).

The Regional Treasurer shall open at minimum a checking account, and depending upon the fund size, an interest bearing money market fund with the Regional Treasurer and one or two additional regional officers as signatories. All accounts must be in compliance with local banking requirements. All disbursements should be by check or authorized debit or credit card with receipts obtained wherever practicable.

The Regional Treasurer may send a mid-year report to the Chapters Regional Committee detailing receipts and expenditures.

The Regional Treasurer shall prepare an annual financial report soon after the end of the fiscal year on June 30 and send it to all delegates and regional officers. The Regional Treasurer shall present the same report accompanied by all records and receipts, to the Audit Committee. The audited report and comments by the Audit Committee shall be presented to the delegates at the CRC Business Meeting as an agenda item. Approval shall be required prior to the new fiscal year budget approval.

If the Region is using a US bank, the region will need to have its own EIN number and file with the IRS the same forms a Chapter needs to file. (See the MCO, Appendix LL for US Federal filing details.) IRS filings for the Region and Chapters in the Region must be kept by the Region on a permanent basis. The DRC may task the Regional Treasurer to obtain the Chapter IRS filings from the Chapters. US Chapters must file both federal and state taxes to keep their non-profit status; should have an annual audit; and should use the services of a CPA. There are penalties for not filing both federal and state taxes. The Society can also be at risk when chapters lose their non-profit status.

### **Financial Policy**

The Region should adopt a "Guidelines for Regional Finance" document (Example attached) This is intended to be a "living" document and periodically updated as required to keep it current. Additionally, all financial related motions related to the authorized expenditures shall be maintained in a separate file and updated annually after the CRC as required.

## GUIDELINES FOR REGIONAL FINANCE EXAMPLE

- 1.1 Region Finance
- 1.2 Reports
- 1.3 Audit Committee
- 1.4 CRC Emergency Fund
- 1.5 Record Keeping
- 1.6 Budget
- 1.7 Chapter Assessments

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### 1.1 Regional Finance

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

The purpose of these funds is to enable the region to carry out the constitutional objectives of the Society, and it is the responsibility of the regional officers to carry on the work of the region in such a manner that expenses can be met. The Chapters Regional Committee should approve investment of the region funds.

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

The Chapters Regional Committee should establish the arrangements for the safekeeping of the region funds and withdrawal of said funds. Items that are budgeted for and approved by the CRC, can be paid by a request to the Regional Treasurer who will sign the check. Items that are not budgeted will require the DRC to approve the expense before it is incurred and before the Treasurer signs the check. Note: The person signing the check **must** be different than the person approving the expense.

The checking account signature card will typically have 2 or 3 people. Normally these people are the Regional Treasurer and regional officer(s).

One satisfactory method is the use of a checking account, subject to withdrawal by an approved party, typically the Regional Treasurer. Local banking requirements must be in compliance when establishing the account. The account should be carried in the name of "Region \_\_\_\_\_, ASHRAE."

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For US Regions, the identification number on the account should be the Region's Employer Identification Number. **Do not use the Society or an individual's Social Security number on this account.** The arrangement should be such that when new officers are installed, the bank may easily be authorized to honor the new signatures.

All disbursements should be by written instrument and receipts shall be obtained. All disbursements must have an invoice. Postal employees will initial or stamp statements presented when stamps are purchased. Expenses incurred in entertaining a speaker, invited guest, etc., should be borne by the individual or committee charged with this function. This individual or committee can submit a written invoice with receipts to the Regional Treasurer for reimbursement. The use of a Regional expense report and expense Manual of Procedures (MOP) is highly recommended. The regional expense report should list only the items that have been approved by the Chapter Regional Committee and the CRC at which approved noted.

### 1.2 Reports

The Regional Treasurer may send a mid-year report to the Chapters Regional Committee detailing receipts and expenditures. This report should contain three principal elements.

#### 1. Budget Comparison

Compare actual versus estimated figures for both this period and the year to date. Comment at the meeting as to any inordinate discrepancies, plus or minus.

#### 2. Status of Principal Accounts

This will include the operating account, CRC Emergency fund or any other fund.

#### 3. Disposition of Assets

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

### 1.3 Audit Committee

At the Chapter's Regional Conference (CRC), the DRC who shall designate an independent financial professional and/or a committee of 3 members selected from the pool of delegates plus the Regional Treasurer to perform the audit (a.k.a. Finance Audit Committee). The Regional Treasurer shall prepare an annual financial report soon after the end of the fiscal year on June 30 and send it to all delegates and regional officers. The Regional Treasurer shall present the same report accompanied by all records and receipts, to the Audit Committee. The audited report and comments by the Audit Committee shall be presented to the delegates at the CRC Business Meeting as an agenda item. Approval shall be required prior to the new fiscal year budget approval. These audits will be kept by the Region for at least 7 years.

For regions banking in the U.S., the Regional Treasurer shall file the appropriate documents with the IRS by the due date on an annual basis.

### 1.4 CRC Emergency Fund

If it is determined that a CRC Emergency Fund is needed, it will be set as a separate fund from the general fund. A motion from the Chapters Regional Committee shall establish the amount. Any disbursement or addition from the CRC Emergency Fund shall be subject to a majority vote by the Chapters Regional Committee and shall be used only for deficiencies in CRC funding due to unforeseen

and catastrophic events. Only the necessary increase or decrease in the fund shall be considered in the budgetary process.

### 1.5 Record Keeping

The following financial records shall be kept by the Region for at least 7 years:

- All Regional Treasurers' reports
- Old financial statements (banks, investment, etc.)
- All final Regional and Chapter audit reports
- Any Chapter and Regional Tax Filings
- The EIN, name of the organization, and information from the IRS should be kept permanently.

The Regional Historian can assist with the filing of these records at the end of each fiscal year.

### 1.6 Budget

Once the Audit Committee has reviewed the annual financial report, it will provide its comments and corrections to the Region. The Region will prepare a budget for the new fiscal year and send it to the delegates and regional officers no later than one week prior to the CRC. The budget will be discussed and approved during the Business Meeting following the approval of the Audit Committee report. The approved budget will determine the funding requirement, which corresponds to the total budgeted amount plus the region funds balance minus the current recommended year-end balance as established by motion.

### 1.7 Chapter Assessments

After determining the funding requirement, the Regional Treasurer will calculate the chapter assessments using:

Area assigned membership as published by Society at the end of the prior fiscal year (June 30). Life members and Student members are typically not used in the chapter assessment.

1. Assigning chapter assessment is the responsibility of the Regional Treasurer and must be completed no later than November 15<sup>th</sup>.
2. All chapter assessments shall be paid in full by the closing of business on January 31<sup>st</sup> of each year. The Regional Treasurer will be responsible to collect the chapter assessments and to follow-up on chapter assessments that are not paid.

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**Note: Chapters Regional Committee consists of DRC as chairperson and chapter delegates & alternates as members.**

# **Election Procedures (Society and Regional)**





## APPENDIX G

### THE ASHRAE NOMINATING PROCESS

ASHRAE has been well served in the past by its philosophy “The office seeks the person – the person does not seek the office.” This means that it is improper to campaign and actively pursue an ASHRAE office. Those people with the requisite qualities to advance to leadership positions in ASHRAE are normally noticed and should be recommended by their peers. They are then contacted to make sure they are aware of the time and resources required to serve in the position for which they are recommended and asked if they are willing to accept the position offered. This nominating procedure applies to all levels in ASHRAE.

#### **Election of Chapter Officers**

The chapter president normally appoints a nominating committee to identify a slate of chapter officers for the coming chapter year. This committee should diligently consider the people who have served on various chapter committees and by their leadership identified themselves as potential chapter officers. They will accept and consider recommendations from all members of the chapter.

The chapter nominating committee should then discuss the demands of the office with the people so identified, and then propose a slate of candidates – one for each office to be filled. The chapter nominating committee normally reports this slate to the chapter membership. At a chapter meeting, the slate of officers recommended by the chapter nominating committee is presented, and chapter members have a chance to offer additional candidates. The new officers are then elected from the nominees presented by the committee and/or nominations from the floor.

#### **Selection of Regional Leadership**

Once per year, all chapters send a delegate and an alternate to a meeting of the CHAPTERS REGIONAL COMMITTEE (CRC). Among other activities, one of the most important events that happen at the CRC is the nominating caucus. This caucus is held in executive session with only the chapter delegates and alternates and the regional Nominating Committee member and alternate in attendance. (Note: in some regions, the reserve alternate nominating member may also be present and in the RAL the Sub-Region Chairs are also voting delegates of the caucus.) In the caucus, each representative is encouraged to propose candidates for various positions within the region. The purpose of holding this meeting in executive session is to allow frank and open discussion about the qualifications, character, work ethic, work circumstances, and any other factors that might affect the ability of various proposed candidates to serve in the available offices. Since there is such frank discussion, the caucus is advised by the Regional representative to the Society Nominating Committee who chairs the caucus session that all discussions within the meeting are secret and should NEVER be divulged outside the caucus room. The available offices in the region include the following:

#### **Region Nominating Committee Member, Alternate, and Reserve Alternates**

These are the only positions actually elected at the CRC. Ideal candidates selected to serve in this capacity should have considerable experience at either regional level and/or Society level, and should be thoroughly familiar with the nominating process. They must be willing to commit the time necessary for proper execution of the office. It is very helpful if they have a wide circle of acquaintances within the Society leadership. These are very important positions as these people sit on the Society Nominating Committee (SNC) along with eight Board Elected Members. The SNC is charged with selecting the slate of nominees for Society Officers and Directors. During the caucus at the CRC, the only senior leaders available to help the delegates and alternates with their selection process are the regional nominating committee member and the alternate. These people are charged with conducting the meeting, and should be neutral regarding candidates being discussed. They may share information they have regarding candidates under discussion, but should exercise extreme caution not to influence or especially to dominate the meeting. The caucus belongs to the chapter delegates and alternates and they should guard their authority to conduct a fair and unbiased meeting.

#### **Director and Regional Chair (DRC)**

The DRC is the principle leader of the region. This person normally serves a three year term and represents his/her region as a director on the ASHRAE Board of Directors (BOD) where he/she must

make major decisions concerning operation of ASHRAE as a whole. This is a very demanding job and the person selected must be willing to commit considerable time and resources to fulfill the position.

The selection of three candidates for DRC in priority order is one of the most important decisions made by the caucus, but this position is not actually elected at CRC. The CRC caucus makes its selection which is forwarded to the Society Nominating Committee (SNC) which solely has the responsibility for nominating Society Directors and Officers. The SNC will seriously consider the priority for the Region (the CRC caucus's first selection) but on rare occasions, the SNC has information available that might cause it to select someone other than the first choice of the caucus. The required qualifications for a DRC are noted in the Rules of the Board, Book 2, and Section 4.4.

In addition, it is desirable that the candidate should have some of the following experience: The candidate for DRC should have served with distinction in all chapter offices, a minimum of one three year term as an RVC or Regional Officer, and possibly as ARC. The candidate should have some upper Society experience on Councils or Society level committees so he/she has good understanding of the complex policy issues likely to come before the BOD for a vote. A good knowledge of parliamentary procedures and of the workings of the "technical side" of ASHRAE is a strong qualification. Strong leadership qualities and the dedication required to put in the required hours of work are essential.

### **Regional Vice Chair (RVC)**

The "staff" of the DRC is a group of RVCs who serve in two capacities. They assist the DRC and the chapters in certain designated areas of interest (Membership Promotion; Student Activities; Chapter Technology Transfer; Grassroots Government Advocacy, Research Promotion). They also sit as members of their corresponding Society level Committees (commonly referred to as "grassroots" standing committees). The caucus recommends names to serve three-year terms in these positions, but they are actually appointed for one-year terms by the Society President-Elect (with concurrence of the DRC and the Board of Directors). Each year the incoming President-Elect either re-appoints these people or recommends someone else for the position. As in the case of the DRC, the caucus recommendation is almost always followed by the president-elect, but he/she is not bound by the recommendation. The requirements for the RVC are part of the Grassroots Committee Board Approved Rules.

In addition, it is desirable that the candidate should have some of the following experience: The candidate for RVC should have served in various committee and officer positions within his/her chapter and must have shown leadership in carrying out those assignments along with a willingness to accept higher level responsibilities.

### **Assistant Regional Chair**

The Assistant Regional Chair is recommended by the Chapters Regional Committee at the Caucus Session and by the DRC to the Society President for appointment for a one-year term. The Assistant Regional Chair position should be used as a way of preparing, training and educating a candidate for the position of DRC. In no case should an Assistant Regional Chair be reappointed to the position for more than three consecutive years. The Assistant Regional Chair shall be a Member of Society in good standing, and shall have been a Member for three years prior to the start of his/her term.

### **Region Members Council Representative**

The selection of the Region Members Council Representative (RMCR) shall be in accordance with Section 3.300.003.1 of the Rules of the Board. In many regions the RMCR may be the ARC however it does not have to be. The RMCR shall be a Member of Society in good standing, and shall have been a Member for three years prior to the start of his/her term.

### **Additional Regional Staff**

The DRC usually also selects other (optional) regional staff such as a regional treasurer, a regional historian, a regional refrigeration chair, a regional webmaster, regional coordinator for YEA, etc., to assist the DRC in operating the chapters of the region. These positions, however, do not carry automatic appointment to corresponding society level committees (with the exception of the YEA Regional

## APPENDIX G

Coordinator who will be a member of the Society YEA Committee). These are considered good training for future RVC assignments.

### **Other Caucus Recommendations**

The caucus is encouraged to recommend qualified individuals to the Society Nominating Committee for selection as Society officers or Board of Directors. While not binding, these recommendations give additional support to potential nominees. The caucus is encouraged to make recommendations to the BOD for certain council and board elected committee positions and to the President-Elect for the hundreds of committee appointments he/she must make each year. These recommendations are non-binding on the BOD or the President-Elect, but are very helpful. They are a good way to advance the ASHRAE careers of young energetic chapter and regional leaders who are strong candidates to move up within the ASHRAE leadership structure.

The caucus selects persons to receive certain regional awards, and is also charged with recommending people for certain Society Honors and Awards. The Regional Award of Merit is determined at the caucus and all other recommendations are forwarded to the Society Honors and Awards Committee for consideration.

The above duties represent a very serious responsibility within ASHRAE. The CRC delegates and alternates should take this responsibility very seriously and should spend the necessary effort to be fully prepared when they enter the caucus. An unprepared delegate (with voice and vote) could be easily dominated by a very well prepared alternate (with voice but no vote) within the caucus. Each delegate and alternate to the CRC caucus has a solemn duty to look after the vested interests of his own chapter members, the region, and ASHRAE as a whole. While they are obligated to look within their own chapters and region for quality individuals to recommend for Society Officers and Directors, if the best qualified individuals happen to reside in another region, they should advise their regional Nominating Committee Member to support the best qualified candidate for the good of the Society.

### **Selection of ASHRAE Officers and Directors**

The Society Nominating Committee is charged with identifying the best possible slate of nominees for the ASHRAE officers and directors. Their meetings are conducted in closed session as are the CRC caucus meetings because the good name and character of individuals will be discussed quite frankly. SNC MEMBERS SHOULD NEVER divulge anything that was discussed during executive session.

The SNC receives recommendations for officers and directors from numerous sources. These sources include CRC caucuses, Society committees and council members, officers and directors, past officers and directors, and from individual ASHRAE members. Every name recommended is considered by the SNC. As with caucus delegates, each SNC member is obligated to be fully knowledgeable and prepared to carry out his/her duties. Many of the members of the SNC may be prominent ASHRAE leaders. Each vote counts equally, so the persuasiveness of debate is very important. As with the CRC Caucus, the SNC chair cautions the committee about the fact that all deliberations are secret. The chair should be very careful to fulfill his duties on the committee, but be sure to conduct the meeting without undue influence.

The SNC deliberates and selects one nominee for each officer and director position to be filled. This slate of nominees goes out to the membership for vote each spring. Since only one name is submitted for each position, selection by the nominating committee is tantamount to election unless there is some extreme circumstance that would cause a very large write-in vote by the membership.

The positions to be filled include the following:

#### **ASHRAE President**

Except in extreme circumstances (e.g. death, health problems, financial problems, etc.), the President-Elect selected the year before moves up to ASHRAE President. This person has already made a very large commitment of time and resources in service to ASHRAE in reaching this position prior to his/her presidential year. The person must be able to represent ASHRAE to the general public as well as to the

technical public world-wide. His/her personal qualifications to lead the Board and to have a large organization of volunteers carry out his/her program should have been demonstrated at every position along the leadership path. The required qualifications for the President are in the Rules of the Board, Book 2, Section 4.10.

### **ASHRAE President-Elect**

Under normal circumstances, the Treasurer is the prime candidate to move up to President-Elect. This person hopefully has exhibited leadership qualities in reaching the office of Treasurer that singles him/her out as good presidential material. The President-Elect serves on the Society Executive Committee, the Society Board Directors, and chairs the Members Council where he/she gains considerable experience regarding the issues of importance to the members in regions and chapters worldwide.

In addition, it is desirable that the candidate should have some of the following experience: The candidate for President-Elect should have served as a Society Treasurer for at least one term. This person should have considerable experience within the chapter/ regional organization of ASHRAE as well as considerable exposure to the "technical side" of the organization. Prior service as a DRC and/or as a DAL and as a Vice President is essential. The ability to lead volunteers and get them to do what is good for the Society is also essential. The required qualifications for the President-Elect are in the Rules of the Board, Book 2, and Section 4.9.

### **ASHRAE Treasurer**

Under normal circumstances, the person elected Treasurer Moves up to President-Elect, so the same deliberation should be given to this office as for President and President-Elect.

In addition, it is desirable that the candidate should have some of the following experience: The candidate should be a former Society Vice President who has shown exceptional leadership in carrying out a number of assignments covering a broad spectrum of the Society. Character and leadership abilities must be exceptional. Experience on the Finance Committee, the Board Planning Committee, or the Board Policy Committee on Standards in addition to being a council chair is highly recommended. The required qualifications for the Treasurer are in the Rules of the Board, Book 2, and Section 4.7.

### **ASHRAE Vice-President**

The Society has four Vice Presidents. Vice Presidents are elected for a one-year term, and may be re-elected for a second term, thus normally there are two "senior" Vice Presidents serving their second term, and two "junior" Vice Presidents in their first year of service. The Vice Presidents serve on the Executive Committee as well as on the Board of Directors. Each Vice President is assigned to chair one of the Councils (other than Members Council which is chaired by the President-Elect) or the ASHRAE Learning Institute (ALI). As Council Chair, each V.P. is the Coordinating Officer (CO) and an ex officio member of each committee reporting to his/her council.

In addition, it is desirable that the candidate should have some of the following experience: The candidate for Vice President should be a past DAL or DRC who has extensive experience within the committee structure of ASHRAE. Past Vice Presidents form a pool of highly qualified individuals who might be considered as candidates for Treasurer. Since two Vice Presidents normally complete their terms of service each year, there are a number of such people available for consideration. Vice Presidents should be chosen as people with the personal traits that qualify them for higher office, and who will be polished as they gain experience leading councils or higher level committees. The required qualifications for the Vice-President are in the Rules of the Board, Book 2, and Section 4.8.

### **ASHRAE Directors-At-Large**

The Society currently has nine Directors at Large (DALs). These DALs serve on the Board of Directors and the President-Elect Advisory Committee (PEAC). DALs normally serve three year terms. Each DAL is assigned to serve on at least one council or the ALI with senior DALs frequently serving as Council vice Chair.

Additionally, each DAL is assigned to be an ex officio (ExO) member of two to three committees reporting

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to their councils. In this capacity, they are responsible for advising and assisting the committee chair in carrying out the duties of their committees. They are the communications link from the committees to the councils and from the councils to the committees.

There should be a synergistic relationship between the DALs and DRCs on the Board of Directors with the DALs providing knowledge and insight concerning “standing” committee activities to the DRCs while the DRCs provide similar knowledge and insight concerning regional and chapter “grassroots” issues to the DALs.

In addition, it is desirable that the candidate should have some of the following experience: The candidate for DAL must have the personal traits to lead a number of volunteer committees, and the dedication to spend long hours with the committee chair and individual committees. This person must also be able to represent his council and committees at the BOD level, and must consider the interests of all Society members, not just his/her own council/ committee constituents when setting policy at BOD meetings. Past experience in Chapter and Regional leadership positions is a strong qualification. The required qualifications for the DALs are in the Rules of the Board, Book 2, and Section 4.3.

### **ASHRAE Director and Regional Chair**

DRCs, while recommended by the CRC caucus to the position and duties as described above, are actually selected by the Nominating Committee which has sole authority to nominate Society Directors. On rare occasions, the SNC may have information that might cause it to select other than the first choice of the CRC caucus. The required qualifications for the DRC are in the Rules of the Board, Book 2, and Section 4.4.

**COMMITTEES:** Have defined scopes of particular activities or areas of Society intent. Committee chairs report to councils.

**COUNCILS:** Are arms of the Board of Directors (BOD) and can act for the Board of Directors in a limited capacity in specified areas of interest to their committees. Council chairs and their assigned Directors-At-Large report to the Board of Directors.

**BOARD OF DIRECTORS (BOD):** Responsible for Society policy.

**EXECUTIVE COMMITTEE OF THE BOARD OF DIRECTORS (EX COM):** Acts for the Board of Directors between Board of Directors meetings and for the Board of Directors on staff matters.

### **Conclusion**

ASHRAE is a worldwide organization with over 50,000 members. In order to prosper, it needs leaders of demonstrated character, ethics, and devotion to the organization in every office from chapter level through Society President. It is incumbent on every individual member to understand the nominating procedure and to see that such people are identified and recommended to the nominating process for every level of leadership. Individual members have a responsibility to point out potential chapter and regional leaders, and they also have the responsibility to recommend outstanding members to the SNC for officers and directors. Delegates and alternates to the CRC must recognize the responsibility being placed on them by their chapter, and must go to the meetings prepared to carry out their part of the nominating process. Individual members must select delegates to the caucus and the SNC that will take their jobs very seriously for the good of all ASHRAE members.

ASHRAE has been blessed with a large number of motivated individuals who generously volunteer considerable time and resources to serve as its leadership. These people are normally not prone to self promotion, and it is the duty of the members of the nominating process to recognize them and select those with the proper qualifications for the appropriate level of leadership. It is regrettable that not all dedicated and highly qualified members can advance to the position of ASHRAE president. We must have the confidence that our nominating process has succeeded in picking the correct people at the point where their experience and training will make them the most effective leaders for the Society worldwide.

# Mentoring Program



# APPENDIX H

## 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.

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.

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		MBO	Council

## APPENDIX H

determine its effectiveness through the MBO process.			
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



# APPENDIX I

## GUIDELINES FOR AWARDS

### Volume 2, Standing Rules, General Rules, Board, Councils and Committees 03/25/2007

#### 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.

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 be instructed to place the necessary information for such voting before the BOD at least two months prior to the applicable meeting.

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

#### **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
- 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
F. Paul Anderson Award	2 or more negative votes defeats
Louise and Bill Holladay Distinguished Fellow Award	4 or more negative votes defeats

## APPENDIX I

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.

Distinguished Fifty-Year Member Award  
 Distinguished Service Award  
 Exceptional Service Award  
 Crosby Field Award  
 Willis H. Carrier Award  
 Transactions Paper Award  
 Lincoln Bouillon Membership Award  
 William J. Collins, Jr. Research Promotion Award  
 Homer Addams Award  
 John F. James International Award  
 Ralph G. Nevins Physiology and Human Environment Award  
 E.K. Campbell Award of Merit  
 Milton W. Garland Commemorative Refrigeration Award for Project Excellence  
 Journal Paper Award  
 Government Activities Award  
 Standards Achievement Award  
 Poster Presentation Award  
 Dan Mills Technical Award  
 Student Activities Achievement Award  
 Chapter Program Star Award  
 Refrigeration Comfort Cooling Award for Project Excellence  
 Service to ASHRAE Research Award  
 George B. Hightower Technical Achievement Award  
 Environmental Health Award  
 Louis Flagg Historical Award

### 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.

### **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.
- 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.

# Guidelines for CRC Motions



## APPENDIX J

### Guidelines for Members Council CRC Motions:

1. CRC Motions are presented during the business sessions of a region's CRC. All approved CRC motions related to Society issues become the responsibility of and belong to Members Council.
2. Each approved Society-level CRC motion is reviewed by the appropriate Members Council subcommittee (Planning, Region Operations, or PAOE), and is then presented to Members Council for discussion.
3. During the Members Council subcommittee meetings, the reviewing subcommittee:
  - approves the motion as is
  - amends the motion (amend for clarification but cannot change intent of original motion)
  - offers a substitute motion (rewrite for clarification but cannot change intent of the original motion)
    - Approved CRC motions that are similar and with the same intent can be rewritten as one substitute motion.
  - recommend that the motion be referred for consideration or referred with specific direction
  - recommend to postpone the motion to a specific date/meeting
  - recommend that the motion be withdrawn (If a motion is requesting an action that is already being implemented, it should be withdrawn.)
  - recommend defeat of the motion (subcommittee does not agree with the intent of the motion)

4. CRC motions do not have to be presented by the RMCR. The chair of the subcommittee can present CRC motions to Members Council as shown in the following examples:

The (Planning, Region Operations, or PAOE)\_Subcommittee Chair recommends, and "so moves" to Members Council that the following motion (State Motion) be:

- approved
  - approved as amended or as substituted (present original motion, then present amended or substitute motion)
  - referred for consideration; or referred with strong endorsement; or referred with specific direction to...
  - postponed until a specific date/meeting...(do not use the word "table"; a motion to table is not correct; determine what needs to be done and then use the appropriate term: approve, defeat, withdraw, etc.)
  - withdrawn because .... (does not have to be withdrawn by the RMCR )
  - defeated because.....  
(the reason for withdrawing or defeating a motion does not have to be included in the motion unless so desired)
6. The motion is then on the floor for discussion and vote by Members Council. CRC motions presented to Members Council from a subcommittee or other group do not need a second. Members Council may then take any of the same actions noted in #3 above.
  7. If the Subcommittee motion remains unaltered, there is Members Council discussion and then an Aye or Nay vote.
  8. If there is a motion to amend or replace the Subcommittee motion, a Members Council voting member must "second" the motion to amend or replace. There is then Members Council discussion on the amendment or replacement motion and then an Aye or Nay vote on MAKING the amendment or replacement. If Aye, there is then Members Council discussion on the

## APPENDIX J

amended or replacement motion and then an Aye or Nay vote on the amended or replacement motion. If Nay, there is then Members Council discussion on the original subcommittee motion and then an Aye or Nay vote on the original motion.

1/31/11



# Model (Example) Region I Expenses



## APPENDIX K

**ASHRAE Region I  
Regional Planning Meeting & President Elect Training  
Held April 20 & 21, 2012  
Hilton Garden Inn, Troy, NY**

Expense Reimbursement

The following expenses are reimbursed or covered by either ASHRAE (Society) or by ASHRAE Region I: Apologies for the complexity, however this is because Society covers certain expenses, and Region I covers other certain expenses.

Please read to make sure you understand all of this in order to avoid disappointment.  
Please be aware that neither Society or Region I will pay for your Tolls & Parking expenses.

Region I EXCOM & Chris Phelan - Transportation expense paid by Society, Hotel by Region I (one night only),  
plus Friday Night's dinner & Saturday's Continental Breakfast & Lunch by Region I.

NOTE - Some on Region I EXCOM have their transportation costs paid by Region I, and not Society - such as Regional Program chair, Regional Historian, Regional Refrigeration Chair & RECC.

NOTE 2: Regional Representative (Garry Myers) does NOT have his hotel reimbursed by either Region I or Society (as a result of a motion passed at CRC 2010).

Chapter President Elects – Friday night dinner & Saturday Continental Breakfast & Lunch (by Region I),  
Transportation expense (paid by Society).

Guests of either Region I EXCOM and President Elects will be required to pay their cost of the Friday night dinner.

Other Chapter officers & members who elect to attend - same as Guests, above.  
Remember - only ONE transportation voucher per each chapter. Car pooling is strongly recommended within chapters.

Friday Night Dinner - Drinks are paid by everyone on their own. Neither Region I, nor Society pays for drinks at the Friday night dinner.

Tolls, parking, airport ground transportation and other transportation expenses are NOT paid by either Region I or Society.

Hotel is for basic room charges ONLY, and is for ONE NIGHT only.  
Additional charges, such as internet service, room service, in room massages, etc., are NOT paid by Region I.

## **ASHRAE Region I CRC – Who Needs to Attend? July 1, 2011**

The CRC is intended to accomplish FOUR key goals:

- 1.) Nominations – Recommend & elect future ASHRAE leaders.
- 2.) Conduct Business – Reports & Motions (to effect change in ASHRAE)
- 3.) Training – Through workshops – training for Chapter Committees.
- 4.) Social – Interact with fellow ASHRAE leaders.

In order to have the greatest success in achieving these goals, the following members are EXPECTED to attend the ENTIRE CRC – from the First Business Meeting held Thursday afternoon (3:30 PM), through to the Awards Lunch on Saturday:

- 1.) All of Region I EXCOM
- 2.) Chapter Delegates & Alternates
- 3.) Society visitors - officer(s) & staff

Those listed here need to sign up for the FULL PACKAGE REGISTRATION.

### Expense reimbursement:

Region I: Provides for Region I EXCOM only – up to \$400 for hotel & full registration paid.

Certain Region I EXCOM members also have their transportation paid by Region I.

Society: Transportation reimbursement for Delegates, Alternates & certain Region I EXCOM.

(Delegates & Alternates MUST be the actual persons named on their Chapter CIQ's)

The following Chapter Committee Chairs are EXPECTED to attend their respective training workshop on Saturday morning:

- 1.) Membership Promotion
- 2.) Student Activities
- 3.) Chapter Technology Transfer

While not required, it is HIGHLY RECOMMENDED that the following Chapter Committee Chairs attend their respective training workshop on Saturday Morning:

- 1.) Electronic Communications – Webmaster / Newsletter Editor
- 2.) Historian
- 3.) Research Promotion
- 4.) Chapter YEA Chair

Additional Chapter members that are RECOMMENDED to attend the CRC are as follows:

- 1.) Chapter Officers - President, President Elect, Vice President, Treasurer & Secretary.
- 2.) Chapter Board of Governors.
- 3.) Committee Chairs & Committee Members not listed previously.

While there are no specific workshops for these members, the Chapter Operations Workshop on Friday is of benefit. In addition, these members are welcome to sit in on any of the Business Meetings & Workshops, which are open for all members, regardless of their role in the Region and Chapter. The Nominating Committee Caucus & Executive Sessions are closed sessions.

Expense reimbursement: None available from either Society or Region I.

Region I CRC Training Workshops

CRC Held August 18 – 20, 2011

New York City, NY

### High Level Overview

There are two times on the CRC master agenda (see Region I & CRC 2011 Web Site

## APPENDIX K

for the overall master agenda) when workshops are scheduled.

Friday, August 19 – 10:00 AM to 11:45 AM

Saturday, August 20 – 8:00 AM to 11:30 AM (staggered times – see schedule)

Below is a detailed description of all Training Workshops held at the CRC.

+++++

Friday, August 19

10:00 AM to 11:45 AM

Chapter Operations Workshop

Chair: Spencer Morasch

Intended Audience: Chapter Presidents, Chapter President Elects, & Chapter BOG's

Content: This is YOUR Workshop - with the "YOUR" directed to the Chapters.

In fact, I would appreciate feedback for what YOU would like to see covered in this workshop.

The training agenda is currently a work in progress, however, most, if not all of the below topics will most likely be covered. Please advise if there is a topic that YOU would like to see covered in this workshop that is not listed below.

- 1.) Calendar of a typical year in the life of a Chapter President -with what needs to happen in each month.
- 2.) PAOE - High level overview of the program, what needs to be done to maximize points, and new things for this year (similar to the PAOE training held at the Pres. Elect training in April).
- 3.) Roberts Rules of Order- A quick review of this topic that is essential to good BOG Meetings!
- 4.) High level review of the MCO (not a very exciting subject - but necessary!)
- 5.) Chapter Bylaws, MOPS & Nominations – The foundation of Chapter governance! Someone in the chapter (who is a regular BOG meeting attendee) needs to be very familiar with these important documents & procedures. Good roll for a past president or Sr. BOG member!
- 6.) YEA – A NEW optional committee that has also really taken off in ASHRAE! Hear from YEA Members how to successfully incorporate YEA into YOUR Chapter!

In the past, we have also covered Chapter Treasurer & Chapter Finances in this session as well. If there is a demand for these topics, we will include information in these areas.

Expense Reimbursement: None available from either Society or Region I.

Saturday, August 20

8:00 AM to 11:30 AM (see schedule for exact times)

See list of below concurrent workshops.

Membership Promotion (MP) Workshop

Chair: Rich Vehlow - MP RVC

Intended Audience: Chapter MP Chairs

Content: Membership - Recruit, Retain & Advance

Expense Reimbursement:

Society: For the actual Chapter MP Chair whose name appears on the CIQ submitted to Society, Society will reimburse the Chair for their travel expense to the CRC.

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Region I will reimburse the Chapter MP Chair's home chapter \$100.00, except \$50.00 to the local (New York, New Jersey, Long Island & Bi-State Chapters) Chapter MP Chair.

Again - The person attending the workshop MUST be the same person named on the CIQ as Chapter MP Chair.

While fill ins are allowed to attend the workshop, there is no reimbursement from either Society or Region I.

Student Activities (SA) Workshop

Chair: Om Taneja - SA RVC

Intended Audience: Chapter SA Chairs

Content: Training material for the SA Committee

Expense Reimbursement:

Society: For the actual Chapter SA Chair whose name appears on the CIQ submitted to Society, Society will reimburse the Chair for their travel expense to the CRC.

Region I will reimburse the Chapter SA Chair's home chapter \$100.00, except \$50.00 to the local (New York, New Jersey, Long Island & Bi-State Chapters) Chapter SA Chair.

Again - The person attending the workshop MUST be the same person named on the CIQ as Chapter SA Chair.

While fill ins are allowed to attend the workshop, there is no reimbursement from either Society or Region I.

Saturday, August 20

8:00 AM to 11:30 AM (see schedule for exact times)

Concurrent Workshops

(Continued)

Chapter Technology Transfer Committee (CTTC) Workshop

Chair: Steve Rosen - CTTC RVC, with assist from Pete Oppelt -Regional Program Chair & Steve Friedman - Regional Refrigeration Chair

Intended Audience: Chapter CTTC Chairs, Chapter Program Chairs & Chapter Refrigeration Chairs

Content: Training material for the Chapter CTT Committee, Chapter Program Committee & Chapter Refrigeration Committee

IMPORTANT NOTE: Normally, both RECC & Historian material is covered in this workshop – however, to allow for more time, and because these subjects are rather unique – they are covered in their own separate dedicated workshops.

Expense Reimbursement:

Region I - \$100 PER PERSON for the Actual Chapter CTTC Chair, Chapter Program Chair and Chapter Refrigeration Chair (if all 3 attend, the total is \$300 reimbursed!)

These MUST be the actual people who appear on the Chapter CIQ.

(Note - \$50.00 per person for the New York, New Jersey, Long Island & Bi-State Chapters only).

Payment is made to the Home Chapters of these chairs.

Society - Transportation expense for the Actual Chapter CTTC Chair listed on the CIQ ONLY.

Research Promotion (RP) Workshop

Chair: Darcy Carbone – RP RVC

Intended Audience: Chapter RP Chairs

Content: Training material for the Chapter RP Committee

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### Expense Reimbursement:

Region I - \$100 PER PERSON for the Actual Chapter RP Chair.

This MUST be the actual person who appears on the Chapter CIQ.

(Note - \$50.00 per person for the New York, New Jersey, Long Island & Bi-State Chapters only).

Payment is made to the Home Chapters of these chairs.

Society - No reimbursement provided by Society (because of the Centralized Training opportunity – talk to Darcy for details).

Saturday, August 20

8:00 AM to 11:30 AM (see schedule for exact times)

Concurrent Workshops

(Continued)

Regional Electronic Communications (RECC) Workshop

Chair: Heather Nowakowski – Region I REC Chair & Newsletter Judge

Intended Audience: Chapter Webmasters & Chapter Newsletter Editors

Content: Building & Maintaining Chapter Websites & Chapter Newsletters

Expense Reimbursement: None available, unless provided by the chapter chair's home chapter.

Young Engineers in ASHRAE (YEA) Brainstorming Session

Chair: Cara Martin– Region I YEA Regional Coordinator

Intended Audience: Chapter YEA Committee Chairs, and anyone else who would like to contribute ideas for Chapter YEA activities. We held a similar session last year with very good success! We know there are more ideas out there, so please contribute. You do not have to be a YEA member to participate (this session is open to all attending the CRC!) \

Content: No official formal presentation or handouts. This is a brainstorming session that solicits ideas for Chapter YEA activities.

Expense Reimbursement: None available, unless provided by the chapter chair's home chapter.

Historian Workshop

Chair: Alex Weiss– Region I Regional Historian

Intended Audience: Chapter Historians

Content: Chapter History Management

Expense Reimbursement: None available, unless provided by the chapter chair's home chapter.

**ASHRAE REGION I Expense Report**  
Print or type all information

<b>Make check payable to:</b>
<b>Mail check to: Street Address:</b>
<b>City, State and Zip Code:</b>
<b>Signature of Submitter:</b> _____
<b>Print name:</b> _____
<b>Date that form is filled out:</b>

<b>I REQUEST REIMBURSEMENT FOR THE FOLLOWING EXPENSE(S):</b>	
<input type="checkbox"/> Stationary, Repro, Mailing costs by Region I EXCOM (CRC 89-3)	\$
<input type="checkbox"/> Telephone Costs by Region I EXCOM (CRC 89-4)	\$
<input type="checkbox"/> Regional Awards, certificates, etc. (CRC 89-5)	\$
<input type="checkbox"/> Region I Dinner loss (CRC 89-2)	\$
<input type="checkbox"/> Cost of Society Winter and Annual (Summer) Meeting registration and hotel per RVC. Expenses allowed up to a maximum of \$600 per meeting per member, to maximum of \$1200 per year. (revised CRC 2010-012-01). Excludes Regional Representative (CRC 2010-007-04).	\$
<input type="checkbox"/> Cost of Society Winter and Annual (Summer) Meetings & Fall Meeting basic hotel (registration cost not included) for Nominating Committee Member & Alternate. (CRC 08-009-01)  Expenses allowed up to a maximum of \$270 each per Winter & Annual meeting, per member (not to exceed the headquarters hotel cost), and \$100 for Fall Meeting per member, to maximum of \$640 per year per member. (CRC 08-009-01)	\$
<input type="checkbox"/> Chapter visits by Region I EXCOM - Lodging only (CRC 89-6)  Chapter visited:                      Select from Drop Down                      Date:	\$
<input type="checkbox"/> Costs associated with program evaluation for NYS Ed. Dept. PHD credit. Max. \$1000.00 annually. (CRC 07-011-2)	\$
<b>Planning Meeting Costs</b> <input type="checkbox"/> Region I EXCOM hotel cost (CRC 95-1) Excludes Regional Representative (CRC 2010-007-04). <input type="checkbox"/> CRC General Chair hotel cost (CRC 95-2) <input type="checkbox"/> Meeting Room Rental and Audio-Visual Equipment (CRC 95-3) <input type="checkbox"/> Group Meals for Region I EXCOM and CRC Chairman (CRC 95-4) <input type="checkbox"/> Group Meals for upcoming CRC Delegates and Alternates (CRC 95-5) <input type="checkbox"/> Entertainment at Dinner if requested by DRC (CRC 95-6)  <input type="checkbox"/> Transportation expenses for the Regional Program Chair (RVC), Refrigeration Chair (RVC), Regional Electronic Communications Chair (RECC), and Historian. (CRC 07-011-1)	\$
<input type="checkbox"/> CRC - Seed money to assist Host Chapter (CRC 02-1)	\$
<input type="checkbox"/> CRC loss (CRC 89-1) Chapter:                      Select from Drop Down                      Date:	\$
<input type="checkbox"/> CRC -Transportation expenses for the Regional Program Chair, Refrigeration Chair, Regional Electronic Communications Chair (RECC), and Historian to attend the CRC. (CRC 07-011-1) Note – As per the CRC manual (Appendix HH) the incoming and outgoing RVCs can be reimbursed. RECC is considered an RVC in Region I. Excludes Regional Representative (CRC 2010-007-04).	\$
<b>Subtotal Sheet 1</b>	\$

# APPENDIX K

<input type="checkbox"/> <b>CRC - Workshop attendance (Reimbursement per Chair: \$50 &lt; 100 mileage from Chapter Headquarters to CRC Host Chapter location, \$100 &gt; 100 mi.) by the below Chapter Grassroots Committee Chairpersons. (CRC 89-7)</b>  Paid to Chapter Treasury Chapter: Twin Tiers  Please check off all the Chairpersons being claimed.  Person(s) attending the workshop(s) must be the actual committee chair as per the CIQ. <input type="checkbox"/> Program <input type="checkbox"/> Membership <input type="checkbox"/> Research <input type="checkbox"/> CTTC <input type="checkbox"/> Student <input type="checkbox"/> Refrigeration	\$
<input type="checkbox"/> <b>CRC - Registration for Region I EXCOM at CRC (CRC 91-1)</b> Excludes Regional Representative (CRC 2010-007-04)	\$
<input type="checkbox"/> <b>CRC - Lodging for Region I EXCOM at CRC (CRC 2010-012-2) (Max. \$400 per mtg.)</b> Excludes Regional Representative (CRC 2010-007-04).	\$
<input type="checkbox"/> <b>CRC - Outgoing DRC expense to attend CRC - including registration, hotel and transportation. Not to exceed \$500 total. (CRC 03-1)</b>	\$
<input type="checkbox"/> <b>Audio/Visual equipment purchases up to \$300 per year (CRC 09-1-004-2)</b>	\$
<input type="checkbox"/> <b>YEA Fall 2011 – Leadership Weekend (max. \$350 per person, \$2100 total)</b> CRC2011 Motion-1-009-2 (Expires 30Jun2012)	\$
<input type="checkbox"/> <b>CRC Host Chapter Subsidy (Amount Based on total Region I Chapter Dues paying members) (CRC2011 Motion-1-007-2) Disbursed from Region I Fund as a lump sum to the CRC Host Committee by no later than March 1 of the fiscal year preceding the CRC held in August in the same calendar year.</b>	\$
<input type="checkbox"/> <b>DRC Discretionary Expense Fund – (\$300 Max.) (CRC 2010-004-05)</b>	\$
<input type="checkbox"/> <b>Other expense that is not listed in any of the above categories (Please be specific as to expense, and advise approval info). Any expense that is NOT in any of the above categories MUST receive pre-approval in order to be considered for reimbursement. No exceptions! Contact DRC for pre-approval.</b>	\$
<b>Subtotal Page 2</b>	\$
<b>Subtotal from Page 1</b>	\$
<b>Total For All Expenses Submitted</b>	\$

## Instructions:

- Determine category from above list to apply reimbursement, fill in info as noted.
- Attach original receipts to this form. No receipts = NO reimbursement.
- Forward completed form and receipts to DRC for Approval  
 E-Mail (Preferred): [smorasch@firstenergycorp.com](mailto:smorasch@firstenergycorp.com)  
 US Postal Mail: Spencer Morasch, 2201 Christie Lane., Sea Girt, NJ 08750
- Submit form within 90 days of expense. No reimbursements after 90 days.

DRC Approval / Date

## Definitions:

- Members of Region I EXCOM were defined at CRC-2010-007-01:  
 "The members of the Region I EXCOM were resolved to consist of 16 members as follows:  
 DRC, ARC, RVC Regional Electronics Chair, RVC Program, RVC Research Promotion, RVC Membership Promotion, RVC Chapter Technology Transfer, RVC Student Activities, RVC Refrigeration, RVC YEA Regional Coordinator (YRC), RVC Regional Representative, Nominating Committee Member, Nominating Committee Alternate, Historian, CRC General Chair, Treasurer."
- Name Changes:  
 The following name changes occurred after CRC-03: "Resource" Promotion was changed to "Research" Promotion in 2004/05, "TEGA" was changed to "CTTC" in 2006/07, "Webmaster" was changed to "Regional Electronics Communications Chair (RECC)" as of Oct. 2007. In Region I, this position is considered an RVC.

Accounting use only: Check mailed \_\_\_/\_\_\_/\_\_\_ Check Number \_\_\_\_\_ Check Dated \_\_\_/\_\_\_/\_\_\_