SECTION 5

CHAPTER MEETINGS

 **5.1 Meetings**

 **5.2 Creating a Good Meeting**

 **5.3 Pitfalls to Avoid**

 **5.4 Meeting Notices**

 **5.5 Mailing Lists**

 **5.6 Speakers**

**5.7 Duties of Officers, Committee Chairs and Members for a Typical Chapter Meeting**

**5.8 Chapter Programs**

 **5.9 Regional and Chapter Alcohol Policy**

 **5.10 Chapter Memorandum of Understanding (MOU) Policy**

#### SECTION 5

#### CHAPTER MEETINGS

**5.1 Meetings**

The number of chapter meetings each year will vary, but a chapter should schedule at least eight chapter meetings per year. At least six of the meetings should include a technical program.

Certain activities must be accomplished in designated months to comply with Society and chapter Bylaws. A calendar of chapter activities is provided in **Appendix 1A**.

In addition, some social events, such as skeet shooting and boating, require that the chapter purchase insurance to protect against possible legal liability in case of accident. Information about this type of event insurance is available at [Bookmarked Sections and Appendices](https://www.ashrae.org/society-groups/chapters/Manual-for-Chapter-Operations).

To ensure that meetings are effective and productive, the President and other officers are encouraged to use the current edition of ASHRAE Simplified Rules of Order and Meeting Fundamentals. Society will provide a copy to chapter officers upon request.

**5.2 Creating a Good Meeting**

Most people attend chapter meetings for one or more of the following reasons:

1. To receive and transmit technical information
2. To meet people engaged in the industry
3. For fellowship and enjoyment
4. To develop knowledge of the problems encountered in the industry
5. To earn continuing education credits (for example, PDHs, CEUs or LUs) for professional license or designation renewal

A successful meeting provides opportunities for each of these reasons.

Some criticisms of meetings and possible remedies are listed in **Appendix 5A**.

**5.3 Pitfalls to Avoid**

1. **Controversial Non-Technical Content**

Topics pertaining solely to politics, religion or trade are inappropriate and should not be the subject of discussion at chapter meetings or be included in any chapter publications.

1. **Commercialism**

Chapters must comply with Society’s commercialism policy, which is available at [ASHRAE Commercialism Policy](https://www.ashrae.org/about-ashrae/policies-and-procedures/ashrae-commercialism-policy).

Commercialism is the inclusion of visual, written or verbal references to any organization for the promotion or commercial advantage of that organization or the commercial disadvantage of a competing organization.

It is strongly suggested that Chapters provide speaker with ASHRAE’s Commercialism Policy and it is required to see the speaker’s presentation in advance of the meeting, tech session or seminar in order to ensure proper compliance review. The chapter must notify the speaker if unacceptable commercialism is found in the presentation.

See **Appendix 5A**, Remedies for Common Meeting Problems to avoid commercialism issues.

1. **Social Media Acceptable Use Policy**

“Social Media” refers to web-based communication technologies that allow multiple users to interact online in a dynamic environment. Popular examples include, but are not limited to, Facebook, Twitter, Yammer, LinkedIn, blogs, wikis and others.

“Objectionable” refers to anything that advocates an illegal activity or could reasonably be considered obscene, threatening, hostile, indecent, harassing, or offensive. This includes, but is not limited to written, verbal, or graphic material, that would offend, harass, or threaten a reasonable person on the basis of age, color, disability, gender, national origin, race, religion, sexual orientation, veteran status, or any classification protected by federal, state or local law. **(See** **Appendix 5I)**

1. **Lack of Organization**

Disorganization can lead to a disastrously bad meeting. The best place to start to ensure that a meeting is organized is with an agenda. A sample agenda might include:

1. Technical Workshop (or Business Meeting)
2. Break
3. Dinner (start with intro of members and guests)
4. Break
5. Presentation (start with intro of speaker)
6. Discussion (end with thanking speaker)
7. Announcements (e.g., future meetings)
8. Adjourn

**5.4 Meeting Notices**

The most important sales piece the chapter puts out is the meeting invitation and notice.

Meeting notices should include the following, clearly set forth:

1. The name of the Society and the chapter
2. Date, time, place and cost of meeting
3. Name and business connection of speaker and title of presentations, together with reasons members will benefit by attending
4. A clear indication that the member or guest is welcome at the meeting, even if he or she can't attend the dinner
5. Procedure for making and paying for dinner reservations, for example, the link to the online system, an e-mail address or a phone number

**Appendix 5B** provides additional insight about the creation and timing of meeting notices.

**5.5 Mailing Lists**

In addition to the members, the chapter mailing lists should include active membership prospects. This group should be checked frequently by the Membership Promotion Committee.

Chapter publications and meeting notices must be sent to the Regional Chair. As a courtesy, the speaker should receive a copy of the meeting notice.

**5.6 Speakers**

**Appendix 5C** provides guidance on selecting and working with speakers.

In addition, Section 9 of this manual provides information about protocol on visits to chapters by Society and regional officers.

**5.7 Duties of Officers, Committee Chairs, and**

 **Members for a Typical Chapter Meeting**

1. Secretary or Treasurer: Arrive early to check with hotel contact regarding details
2. Attendance or Reception Committee:
* Arrive early to welcome members and guests
* Sell dinner tickets
* Provide Chapter Technology Transfer committee chair with complimentary ticket(s) for speakers, visitors, etc.
* Close refreshment facilities when dinner is announced
1. Chapter Program Committee:
* Check availability of equipment as requested by speaker(s)
* Check seating arrangements in meeting room including place cards for officers and speakers(s)
* Adhere to an established time schedule
* Distribute and collect Chapter Program Evaluation Forms. A sample evaluation form is provided in **Appendix 5D**.
* Ensure compliance with the ASHRAE Commercialism Policy by reviewing speaker presentations prior to chapter meetings.
1. Membership Promotion Committee Chair:
* Promote Society membership among guests
* Make available a computer with internet access so that attendees can apply for membership online

**5.8 Chapter Programs**

**Appendix 5E** provides ideas for a variety of chapter meeting programs and **Appendix 5F** outlines guidelines for chapter-sponsored educational programs.

Many attendees request documentation of attendance at chapter professional development events; a sample certificate of attendance is provided in **Appendix 5G**.

Information specific to Product Shows and Equipment Expositions is provided below.

**A. Product Shows**

Some chapters use a “product show” at one or more chapter meetings as a way to encourage attendance and to find sponsors for the pre-dinner refreshments or the meals.

When conducting a product show at a regular monthly meeting, the following guidelines shall be followed:

* A maximum of three displays per meeting, with a 4' x 8' table for display.
* No restrictions on the number of products.
* The display and/or presentation cannot interfere with the technical or business session.
* No time shall be provided on the program for product discussion.
* A disclaimer will be posted adjacent to the display area and listed in any published announcements.
* Product Show presenters shall not address the membership at the business meeting.
* Review **Appendix 4C** for guidelines and suggestions.

**B. Equipment Expositions**

Chapters are allowed to sponsor, co-sponsor, conduct, manage or operate equipment exhibits or expositions of products, equipment and systems, subject to the following restrictions:

* Chapters may only sponsor, co-sponsor, conduct, manage or operate exhibits or expositions confined to the immediate community of the chapter and conducted for strictly scientific, educational and non-commercial use.
* Chapters may not sponsor, co-sponsor, conduct, manage or operate exhibits or expositions during any meeting sponsored by Society.
* Expo participants may not address the membership at business meeting.
* Chapters \*must\* ensure that the chapter name is always used in any publications or marketing promotions for the exposition they are sponsoring or co-sponsoring. *If the ASHRAE logo is used without the chapter name, then it appears that Society is sponsoring the exposition, which is a violation of Society’s exposition policy.*
* The net display area will not exceed 10,000 square feet (929 square meters);
* Individual display areas will not exceed 100 square feet (9.29 square meters);
* No organization will have more than two (2) display areas;
* One (1) display area will be dedicated to promoting Society publications and membership;
* A technical seminar of at least three (3) hours will be held in conjunction with this event;
* A disclaimer, which is provided on page 2 of **Appendix 5H**, should be posted adjacent to the display area and listed in the published material. A signed copy of this disclaimer will be sent to the Director of Member Services at ASHRAE Headquarters; and
* A notice of intent to hold an exposition, which is provided on page 1 of **Appendix 5H**, must be sent to the Director and Regional Chair (DRC) and to the Director of Member Services prior to the exposition.
* The following statement should be visible during the chapter-sponsored equipment exposition:

The Chapter does not act for Society. The sponsor/co-sponsor of this event is the Chapter.

**5.9 Regional and Chapter Alcohol Policy**

When conducting Regional or Chapter meetings or other events that would warrant having alcohol on the premises, ASHRAE Regions and Chapters shall adopt the following policies.

If alcoholic beverages are to be sold or served at a Regional or Chapter meeting or other function on the Establishment’s premises (or elsewhere under the Establishment’s alcoholic beverage license), such beverages shall be dispensed only by the Establishment’s employees and bartenders. The term “Establishment” shall mean the hotel, restaurant, club or other organization providing the meeting space to the ASHRAE Region or Chapter.

The Establishment represents and warrants that it carries adequate liquor and dram shop liability insurance to protect itself against claims arising from the Establishment’s negligent activities where alcohol is served.

The Establishment agrees to comply with ASHRAE’s request to discontinue all alcoholic service at any particular time during any of the ASHRAE Regional or Chapter events held at the Establishment.

* Service Requirements: The Establishment shall:
1. request proper identification (photo ID) of any person of questionable age and refuse alcoholic beverage service if the person is either under age or unable to produce proper identification;
2. refuse alcoholic beverage service to any person who, in the Establishment’s judgment, appears intoxicated; and
3. instruct its bartenders not to “over pour.”
* Training: The Establishment represents and warrants that all Establishment personnel have undergone adequate training to prevent any incidents which could result in claims for liquor liability.
* Indemnification: Notwithstanding any other provisions of this contract, the Establishment shall defend, indemnify and hold ASHRAE, the ASHRAE Region or Chapter, officers, directors,employees, agents and members harmless from and against any and all losses, damages, claims, expenses and liabilities of any kind, including costs of defense thereof, caused by or arising from the Establishment’s sale or service of alcoholic beverages.

**5.10 Chapter Memorandum of**

 **Understanding (MOU) Policy**

ASHRAE Chapters are strongly encouraged to work collaboratively with other not-for-profit organizations and institutions around the world. Joint Chapter meetings, technical conferences, seminars, etc. widen ASHRAE’s influence and improve member networking opportunities. MOUs are not needed for traditional activities such as joint monthly meetings with the chapters of other organizations, but some circumstances call for an MOU. Examples include joint development of a local reoccurring conference, commitments between international Chapters and local HVAC organizations to work together, etc. **See Appendix 5J.**

For an MOU template between the chapter and a national organization, see **Appendix 5K**.