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.
	1. Written petition, signed by each chapter's officers and Board of Governors.
	2. Tentative slate of regional officers.
	3. Identification of regional boundaries.
	4. Schedule for proposed implementation.
	5. 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)

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| **LIST REGIONAL BOUNDARIES:** |       |
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| **Proposed Region:** |       | **Total Area Assigned Members:** |       |
| **Proposed Implementation Date:** |       |  |

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| **TENTATIVE SLATE OF REGIONAL OFFICERS** |
| POSITION | **NAME** |
| **DIRECTOR AND REGIONAL CHAIR** |       |
| **REGIONAL VICE CHAIR****MEMBERSHIP PROMOTION** |       |
| **REGIONAL VICE CHAIR****RESEARCH PROMOTION** |       |
| **REGIONAL VICE CHAIR****STUDENT ACTIVITIES** |       |
| **REGIONAL VICE CHAIR****CHAPTER TECHNOLOGY TRANSFER** |       |
| **REGIONAL VICE CHAIR****GOVERNMENT AFFAIRS** |       |
| **REGIONAL VICE CHAIR****YOUNG ENGINEERS IN ASHRAE** |       |
| **REGIONAL MEMBERS COUNCIL REPRESENTATIVE** |       |
| **NOMINATING COMMITTEE MEMBER** |       |
| **NOMINATING COMMITTEE ALTERNATE** |       |
| **NOMINATING COMMITTEE RESERVE ALTERNATE** |       |
| **REGIONAL HISTORIAN** |       |
| **INITIAL CHAPTERS REGIONAL CONFERENCE (CRC) SITE AND DATE:** |
|  |  |  |  |       |  |
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PETITION AUTHORIZING THE FORMATION OF A NEW REGION

PROPOSED REGION

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|       CHAPTER – #      Area Assigned Members:       |
| CHAPTER BOARD OF GOVERNORS | **NAME** | **SIGNATURE** |
| **PRESIDENT** |       |       |
| **PRESIDENT ELECT** |       |       |
| **VICE PRESIDENT** |       |       |
| **SECRETARY** |       |       |
| **TREASURER** |       |       |
| **BOARD MEMBER** |       |       |
| **BOARD MEMBER** |       |       |
| **BOARD MEMBER** |       |       |
| **BOARD MEMBER** |       |       |
| **BOARD MEMBER** |       |       |

**Return to:**

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