



Shaping Tomorrow's  
Built Environment Today

**MINUTES**

**SOCIETY RULES COMMITTEE MEETING**

**Wednesday, March 18, 2020  
1:00 pm – 2:00 pm**

*Note: These minutes are the official record of minutes voted on and approved by SRC at the June 24, 2020 meeting.*

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Society Rules Committee Meeting  
March 18, 2020

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**PRINCIPAL MOTIONS**  
 Society Rules Committee Meeting  
 March 18, 2020

No. – Pg.	Motion
1-1	that the minutes from the SRC meeting of February 4, 2020 be approved as presented.
2-2	<p>that ROB Section 4.100.004 be removed as presented</p> <p><b>4.100.004 — Standards</b></p> <p><del>A. ASHRAE shall utilize the strategy in the document “Suggested EUI [Energy Use Index] ‘Targets’ for Code-Intended Standards.” (Document located in BOD minutes 2007-03-25, Attachment R) (07-03-25-25)</del></p> <hr/> <p><del>B. The ASHRAE Board of Directors commits itself to the development of verifiable performance metrics —and verification methods for next generation of residential building energy standards. (09-06-21-08)</del></p> <p><del>C. ASHRAE shall utilize the strategies and recommendations contained in Section 1 of the “Report of —the Technology Council Ad Hoc Committee on Energy Targets” dated 18 June 2010 and received by —the BOD on June 22, 2010 (BOD Minutes, June 27, 2010, Attachment A). (10-06-27-03)</del></p> <p><del>D. The Board of Directors directs Technology Council to develop a plan to implement the recommendations —set forth in the Energy Targets Ad Hoc Committee Report, including an organizational structure with —refined fiscal estimates. (10-06-27-04)</del></p>

**ACTION ITEMS**  
 Society Rules Committee Meeting  
 March 18, 2020

No. – Pg.	Responsibility	Summary
1-2	Mr. Klock/ Staff	Email committee chairs and vice chairs, provide the specific sections of the ROB that pertain to their committee and request that they review and provide feedback (Carryover from September 9, 2019)
2-2	Staff	Provide a copy of the New York state law that addresses the use of letter ballots by non-profit boards (Carryover from February 4, 2020)
3-2	Staff	Distribute communication to council leadership requesting feedback on each council’s use of letter ballots and handling of negative votes (Carryover from February 4, 2020).
4-2	Mr. Klock/ Mr. Fick	Compile all letter ballot references in the ROB and provide proposed edits to consolidate and clarify letter ballot guidelines into one section (Carryover from February 4, 2020)
5-2	Mr. Fulk	Draft additional edits to the PEC MOP and send to PEC for review and comment (Carryover from February 4, 2020)
6-2	Mr. Macauley/ Mr. Fick	Review the scholarship MOP for consistency and other editorial clean up edits. (Carryover from February 4, 2020)
7-2	Mr. Fick	Provide proposed edits to Volume 2 of the ROB for review by the Committee (Carryover from February 4, 2020)
8-3	Mr. Markel	Compare the 2015 and 2019 versions of the PEC MOP to create a combined document for feedback to PEC regarding recommended changes from SRC.
9-3	Mr. Markel/Staff	Schedule May SRC Conference Call

## **MINUTES**

March 18, 2020

1:00 pm- 2:00 pm

### **MEMBERS PRESENT:**

Larry Markel  
Ken Fulk  
Doug Fick  
Trent Hunt  
Bill Klock  
Dunstan Macauley  
Bill Dean

### **STAFF PRESENT:**

Candace DeVaughn, Manager of Board Services  
Chandrias Jacobs, Coordinator of Board Services

### **CALL TO ORDER**

Mr. Markel called the meeting to order at 2:00 p.m. on Wednesday, March 18, 2020. Members and staff in attendance as listed above. A quorum was present.

### **CODE OF ETHICS**

Mr. Markel read the ASHRAE Code of Ethics commitment. He encouraged all present to read and become familiar with the code.

### **REVIEW OF AGENDA**

The agenda was reviewed and accepted as presented.

### **APPROVAL OF MINUTES**

It was moved and seconded,

(1) that the minutes from the SRC meeting of February 4, 2020 be approved as presented.

**MOTION 1 PASSED** (5:0:0 CNV).

### **ACTION ITEMS UPDATE**

Action items 2,3,8, 10, and 12 are complete. Action items 1,4,5,6,7,9 and 11 were reported as ongoing.

### **ROB SECTION REQUESTED FOR DELETION**

ROB Section 4.100.004 relating to Standards was reviewed for removal. It was noted that the information in the referenced ROB Section that related to Energy Targets was in the last strategic plan. The rules as written appear to be codified items from a previous era.

**(2) It was moved and seconded**

that ROB Section 4.100.004 be removed as presented,

~~4.100.004 — Standards~~

~~A. ASHRAE shall utilize the strategy in the document "Suggested EUI [Energy Use Index] 'Targets' for Code-Intended Standards." (Document located in BOD minutes 2007-03-25, Attachment R) (07-03-25-25)~~

~~B. The ASHRAE Board of Directors commits itself to the development of verifiable performance metrics — and verification methods for next generation of residential building energy standards. (09-06-21-08)~~

~~C. ASHRAE shall utilize the strategies and recommendations contained in Section 1 of the "Report of — the Technology Council Ad Hoc Committee on Energy Targets" dated 18 June 2010 and received by — the BOD on June 22, 2010 (BOD Minutes, June 27, 2010, Attachment A). (10-06-27-03)~~

~~D. The Board of Directors directs Technology Council to develop a plan to implement the recommendations — set forth in the Energy Targets Ad Hoc Committee Report, including an organizational structure with — refined fiscal estimates. (10-06-27-04)~~

**MOTION 2 PASSED** (5:0:0 CNV)

**SRC MOP AND REFERENCE MANUAL UPDATES**

Edits as presented were reviewed for the SRC MOP. It was noted the edits would need to be reviewed by the full Committee before final approval at the next meeting (ATTACHMENT A).

**OLD BUSINESS**

**PEC MOP Edits**

Edits to the PEC MOP were reviewed as presented. It was noted that feedback would be given to PEC regarding recommended edits. The MOP, once reviewed by PEC, should then be resubmitted to SRC for review.

There was discussion that edits made to the PEC MOP were completed using an older version of the document. There was consensus that the edits made in the older version should be compared with the current PEC MOP. After review, all edits would then be submitted to PEC.

**Mr. Markel will compare the 2015 and 2019 versions of the PEC MOP to create a combined document for feedback to PEC regarding recommended changes from SRC. ACTION ITEM**

**Scholarship MOP Edits**

Edits to the Scholarship MOP were briefly reviewed. There was consensus that the edits as presented should be reviewed by the full Committee before approval (ATTACHMENT B).

**NEXT MEETING**

Mr. Markel noted that the Committee may need to have a May Conference Call.

**Mr. Markel and Staff will schedule the next SRC meeting in May. ACTION ITEM**

**AI-10**

**ADJOURNMENT**

The meeting was adjourned at 1:40 pm.

Respectfully Submitted,

*Larry Markel*

Larry Markel

Attachments: A. Proposed SRC MOP Edits  
B. Proposed Scholarship MOP Edits



Shaping Tomorrow's  
Built Environment Today

**MANUAL OF PROCEDURES**  
**SOCIETY RULES COMMITTEE**

December 12, 2008  
Amended May 2013  
Approved, June 2014

Suggested changes by Fulk & Markel 2/2020



MANUAL OF PROCEDURES (MOP)  
SOCIETY RULES COMMITTEE

1 INTRODUCTION

- 1.1 This Manual of Procedures (MOP) details the operating procedures followed in carrying out the general responsibilities of the Society Rules Committee (SRC) as prescribed in the ROB.
- 1.2 The MOP provides a description of some, but not all, of the duties and responsibilities of the SRC chair, members, and staff liaison.

2 GENERAL RESPONSIBILITIES OF THE SRC

- 2.1 Provide information to the Society on the proper conduct of meetings, the rules of order, and the process for changing those rules. ~~The SRC shall prepare training materials as appropriate.~~
- 2.2 Review all changes to Society rules. Preferably this should be done and reported on before Board consideration. Report findings to the Board of Directors in a timely manner.
- 2.3 Review all actions of the Board for consistency with Society rules. (Clarify or return to the Board any actions that are ambiguous or inconsistent with the Rules of the Board).
- 2.4 Initiate, review and/or approve Society ROB and MOP changes as authorized by the Board, including maintenance of the MOPs from those committees listed in Section 8.
- 2.5 Advise all standing bodies when changes to their rule-related documents are needed. Provide oversight and review of the Rules of the Board for all councils and committees.
- 2.6 Implement editorial or minor changes as needed to the Rules of the Board and maintain a Log of those changes. The Log shall be reported to the Board of Directors as an information item.

*"ROB 2.424.003.6 When editorial or minor changes are needed to the Rules of the Board, this committee is empowered to make such changes provided they are reported to the Board of Directors at or before its next scheduled meeting. Minor changes generally include matters that do not directly change overall organizational structure, policies or fiscal matters. This committee may designate changes as minor only by unanimous consent."*

- 2.7 Maintain a reference manual for the SRC, containing an operational plan for SRC and the regular review of the rules.
- 2.8 Maintain Committee Responsibility (Job Description) documents.

3 MEMBERSHIP

~~In addition to the six (6) voting members, a nonvoting liaison should be recruited from each council. This member should represent the council's operations committee.~~

Commented [KF1]: Curious when these materials were prepared and where are they?

Commented [ML2R1]: ASHRAE has Parliamentary Procedure training materials. I don't think SRC has any materials on this., Recommend delete.

Commented [ML3]: Pages 3 & 4 of reference manual - Rules Actions Table

Commented [KF4]: Who has these should they need reviewed and updated? In Reference Manual?

Commented [ML5R4]: Good point. The SRC job description is sent to new/prospective SRC members by ASHRAE staff. We should probably put that description into the reference manual.

Commented [KF6]: I do recall where these are documented and where they are listed/recorded for each year as noted; being from each Council. I do know that we designate SRC members as a liaison to each Council. So is this wording accurate?

Commented [ML7R6]: Yes, Councils don't really have time to send liaisons to SRC. I recommend delete this section.

43 RESPONSIBILITIES OF THE CHAIR

- 4.1 Preside over meetings of the SRC.
- 4.2 Prepare reports for the Board of Directors and SRC as required.
- 4.3 Assign a mentor for each new committee members.
- 4.6 ~~Assign specialties to members to strengthen the committee's skills in each area. These specialists should become very familiar with existing documents and rules that influence and govern their specialty. Suggested specialists are ROB, MOP, Membership, Policy, Procedure, etc.~~
- 4.4 Designate tasks groups as needed to discharge SRC duties.
- 4.5 Call additional meetings of the SRC as needed to respond to workload.
- 4.6 Prepare annual Management By Objectives (MBO) for SRC.

Commented [KF8]: Do we record this anywhere?

Commented [ML9R8]: Not done - and not needed. Suggest delete.

54 RESPONSIBILITIES OF THE STAFF LIAISON

- 5.1 Maintain all official SRC reports, correspondence, and documentation of SRC actions taken by committee members individually and collectively.
- 5.2 Assist the Chair with preparation of the agendas and supporting documentation for SRC meetings, and provide this information to the SRC members prior to the meeting.
- 5.3 Generate and submit meeting minutes to the Chair for approval prior to distribution to the Committee within ~~30~~<sup>60</sup> days after committee meetings.
- 5.4 Implement actions approved by the SRC including but not limited to, ROB revisions and Log entries.
- 5.5 Assist the committee as necessary in the management of rule-related documents including any websites.
- 5.6 Submit to SRC prior to each SRC meeting (in-person or conference call) a summary of ROB changes made since the last SRC meeting (in-person or conference).

Commented [KF10]: I suggest this be 30 days.

Commented [ML11R10]: agree

65 RESPONSIBILITIES OF ALL SRC MEMBERS

- 6.1 Attend all committee meetings.
- 6.2 Act as a liaison to ~~one or more~~ councils and/or committees, as assigned. Each council shall have an SRC member liaison assigned. Interface with appropriate subcommittees as needed.

- 6.3 Keep current on all standing documents and rules approved by the Board of Directors or the membership.
- 6.4 Fully participate in all assigned activities and complete assignments by the designated time.

76 RESPONSIBILITIES OF COUNCIL LIAISONS

- ~~7.46.1~~ Represent the interests of the Council
- ~~7.26.2~~ Assist council with SRC Guidelines for ROB and MOP revisions
- ~~7.36.3~~ Expedite business between the Council and SRC

87 MOPS MAINTAINED BY SRC

- 8.1 Executive
- 8.2 Finance
- 8.3 Nominating
- 8.4 Planning
- 8.5 President-Elect Advisory
- 8.6 ~~Government Activities~~ Advocacy
- 8.7 Society Rules
- 8.8 Building Energy Quotient
- 8.9 Ethics Review board
- 8.10 Scholarship

9. Mentoring Program

The Chair shall assign experienced committee members to serve as a-mentors to incoming members for their first year of service and take other actions needed to train and assist new members to be effective in their position.

10. ~~Additional Documents~~

~~The following Documents should be read and understood by members of SRC~~

- ~~10.1 Guidelines for Awards (ROB 2.411.003.2)~~
- ~~10.2 Procedure for Revising Rules (ROB 1.100.002.4)~~

**Commented [KF12]:**  
GAC? Do we still need to review this MOP since it is now under Members Council? Should we consider adding Ethics Review Board or let that go under Members Council as well

**Commented [ML13R12]:** I agree that we should not have to review GAC MOP since it's under Members Council. Also agree that SRC should review Ethics Review Board MOP

**Commented [JC14]:** Added by Staff

**Commented [KF15]: ?**  
Curious why this needs reviewed by SRC beyond anything else

**Commented [ML16R15]:** Agree. We should be familiar with all ROB. Suggest delete. If we need to emphasize some documents, they should be listed in the Reference Manual.



**MANUAL OF PROCEDURES**  
**For**  
**Scholarship Trustees**

Revisions Approved:

Scholarship Trustees: June 25, 2019  
Executive Committee: June 26, 2019

**ASHRAE  
MANUAL OF PROCEDURES  
For Scholarship Trustees**

**1. PURPOSE**

- 1.1. The Manual of Procedures (MOP) is a document developed by the Scholarship Trustees to describe the methods and procedures by which the Scholarship Trustees accomplish the duties and responsibilities assigned to it. The manual is an internal document of the Scholarship Trustees for its own guidance. The MOP requires approval of the Scholarship Trustees and the Society Rules Committee.
- 1.2. The contents of this manual shall be reviewed regularly with the objective of updating and amending as accumulated experience dictates.

**2. STRUCTURE**

- 2.1. The Society Scholarship Program is authorized by ROB 2.103.002 Scholarship Program. The Board of Directors delegates the responsibility for administering the Scholarship Program to the Scholarship Trustees according to ROB 3.700 Society Scholarship Program Rules, which describes the scope, structure, composition, and responsibilities of the Scholarship Trustees.

**3. DUTIES**

3.1. Responsibilities of Chair

Responsibilities of the Chair shall consist primarily of direction and operation of the Scholarship Trustees, and reporting to the Executive Committee and Board of Directors as required. The Chair shall:

- (a) preside over all meetings of the Scholarship Trustees,
- (b) approve the agenda for meetings of the Scholarship Trustees,
- (c) approve the minutes of the Scholarship Trustees' meetings for distribution by the assigned staff liaison,
- (d) approve written reports to the Executive Committee at Society Annual and Winter Meetings, and other times as required,
- (e) attend Executive Committee meetings as required for reporting purposes,
- (f) submit recommendations annually to the President-elect for membership on the Scholarship Trustees for the following year,
- (g) appoint subcommittees and make assignment of specific functions, as necessary,
- (h) notify scholarship recipients of their awards in the spring, and acknowledge all other applicants (not funded)
- (i) perform other duties assigned by the President or Board of Directors.

Commented [DF1]: This recommendation is non binding?

3.2. Responsibilities of Vice Chair [19-01-15-03]

The responsibilities of the Vice Chair shall include the following:

- (a) In the absence of the Chair, the Vice Chair shall assume the chair at all scheduled meetings of the Scholarship Trustees.
- (b) In the event the Chair is unable to perform his/her duties, the Vice Chair shall assume all the duties of the Chair until a successor is selected.
- (c) Review of budgets, in consultation with staff, for the ensuing year.
- (d) The Vice Chair shall perform other duties that may be assigned to him/her by the Chair.

3.3. Responsibilities of Chief Staff Officer [Scholarship Approval: 18-06-26-06]

The responsibilities of the Chief Staff Officer shall include the following:

- (a) The Chief Staff Officer shall establish appropriate procedures to keep and maintain adequate records and case histories for each scholarship recipient including, but not limited to, the following:
  - Name and address of scholarship recipient
  - Amount of the scholarship awarded
  - Period over which the scholarship is to be distributed to recipient
  - Criteria used to select the recipient
  - Purpose of the scholarship
  - Restrictions, if any, placed upon the scholarship
  - Methods used to publicize the availability of the scholarship
  - Original application of the candidate
  - Recommendation and action taken on the application by the Scholarship Trustees
  - Verified academic report received at least annually from the educational institution attended by the scholarship recipient, which contains the recipient's courses taken (if any) and grades received (if any) in each academic period since the last report. In cases of scholarship recipients whose study at an educational institution does not involve the taking of courses but work on research projects or experiments, the Scholarship Trustees must receive a brief report on the progress of the project at least annually, which must be approved by the faculty member supervising the scholarship recipient or by another appropriate university official. In such case, upon completion of the recipient's study at the educational institution, a final report must be obtained that describes the recipient's accomplishments with respect to the scholarship award and accounts for the funds received under the award.
- (b) During the meetings of the Scholarship Trustees, the Chief Staff Officer will recommend the number of scholarships available for the following fiscal year based on the scholarship fund balance.
- (c) A report of all scholarship activities will be prepared by the Chief Staff Officer and distributed to the Executive Committee and Board of Directors at the Winter and Annual Conferences.

Commented [DF2]: Format comment Annual and Winter above

### 3.4. Responsibilities of Staff Liaison

The Staff Liaison shall:

- (a) act as secretary at meetings, submitting meeting minutes for approval by the Chair prior to distribution, and distributing meeting minutes within 60 days after committee meetings,
- (b) mail agendas and supporting attachments to the Scholarship Trustees in a timely manner,
- (c) prepare written reports to the Executive Committee at Society Annual and Winter Meetings, and other times as required,
- (d) welcome newly elected Scholarship Trustees, sending them copies of the Scholarship Trustees roster, minutes of the past two meeting, Society Scholarship Guidelines, Manual of Procedures, and other pertinent information,
- (e) stay abreast of the Scholarship budget and expenses incurred, and work with the Chair and Vice Chair to establish yearly budgets,
- (f) ensure the Manual of Procedures and Society Scholarship Guidelines remain up-to-date,
- (g) answer or direct inquiries received at headquarters to the Chair or appropriate Scholarship Trustee,
- (h) distribute information or materials to the Scholarship Trustees on a timely basis so they can perform their assigned duties,
- (i) send an announcement letter, application form, and evaluation form for scholarships to appropriate schools.
- (j) send applications and evaluation forms received at ASHRAE headquarters to the Scholarship Trustees prior to their next meeting. It should be noted on the cover worksheet if the course of study is ABET-accredited or accredited by some other agency, and whether it hosts an ASHRAE student branch.
- (k) prepare notification letters to all applicants, and
- (l) oversee design and printing of brochures and promotional material for the Scholarship Program. (Note: the Chair of the Scholarship Trustees and the Chief Staff Officer will make final approval of this material).
- (m) prepare public announcements regarding the promotion or recipient of a scholarship award, subject to the approval of the Chair of the Scholarship Trustees and the Chief Staff Officer.

Commented [DF3]: Issue or communicate or provide

Commented [DF4]: provide

## 4. OPERATIONS

### 4.1. General

Commented [DF5]: Ethics is not in this document.

4.1.1 The Scholarship Trustees normally meet at the ASHRAE Winter & Annual Conferences. Reports to the Executive Committee from such meetings shall be the responsibility of the outgoing Chair. [18-06-26-07]

Commented [DF6]: Annual and Winter

4.1.2 New Scholarship Trustees who have been elected for the succeeding year shall be invited to attend such meetings as guests and without vote, and are eligible for the standard transportation reimbursement.

Commented [DF7]: Which is the 'such' meeting I assume the preceding Annual meeting

4.1.3 The Scholarship Trustees may be permitted by the President, with the approval of the BOD, to coordinate its activities with other organizations or groups having interests kindred to those of the Society.

Commented [DF8]: Is this necessary?

4.1.4 Scholarship applicants shall not receive more than one ASHRAE Society scholarship at any given time. A scholarship awarded by an ASHRAE chapter or region is not considered a Society Scholarship.

4.1.5 Scholarship amounts awarded shall not exceed the direct annual cost of attending the educational institution (i.e., tuition, books, supplies, room and board, etc.) through graduation.

#### 4.2 Announcement of Scholarship [Scholarship Approval: 18-06-26]

4.2.1 Notice of all scholarships, application deadlines, and application material shall be available on the ASHRAE website.

Commented [DF9]: Is this the only location?

4.2.2 Notice of all scholarship availability shall be transmitted by electronic communication to ASHRAE Regional Vice Chairs for Student Activities, Chapter Student Activities Chairs, and Student Branch Advisors for notification to eligible students.

Commented [DF10]: Provided

#### 4.3 Applications for ASHRAE Scholarships

4.3.1 Each applicant must follow the instructions in completing the application. Applicants must submit the application and all supporting documents to ASHRAE headquarters on or prior to the application deadline.

- (a) Completed and signed application form,
- (b) Official transcript of grades,
- (c) A letter of recommendation from three references. References must include a current faculty member who is familiar with the applicant's character, accomplishments, and likelihood of success in the HVAC&R industry. If possible, references should include a former or current employer. For institutions with an ASHRAE Student Branch, a letter from the Student Branch Advisor may be used as one of the three letters of recommendation. All letters shall be sealed or mailed separately.

Commented [DF11]: Is this the current process, no other forms of communication

4.3.2 Applicants are encouraged to visit with an ASHRAE Chapter and complete an interview with the chapter's Student Activities Chair. Results of the interview, if one is conducted, are to be mailed by the Chapter Students Activities Chair to the Scholarship Trustees no later than the application deadline.

#### 4.3.3 Annual Application Deadlines: (19-06-25-4A)

- December 1: Undergraduate Engineering, Engineering Technology, Regional, & University-specific Scholarships
- May 1: Freshman and High School Senior Scholarships



#### 4.4 Procedures for Evaluating Scholarship Applications [18-06-19-4A/18-11-10]

##### 4.4.1 Criteria for evaluation shall include:

- Potential to serve the mission of ASHRAE
- Excellence, character, and leadership
- Service to community and others
- Recommendations from mentors and colleagues
- Financial need

Applications will be considered for students who meet the criteria in 3.1 of the Scholarship Rules, including the minimum GPA requirement as established in 3.1.5 of the Scholarship Rules, and the institution hosts a recognized ASHRAE student branch or the degree program is accredited by an agency recognized by ASHRAE as listed in 3.1.4 of the Scholarship Rules.

##### 4.4.2 Weighting of criteria will be as follows:

- Potential to serve the mission of ASHRAE (30%)
- Excellence, character, and leadership (25%)
- Service to community and others (20 %)
- Recommendations from mentors and colleagues (15%)
- Financial need (10%)

The minimum GPA and/or class standing is a requirement and not part of the weighting

4.4.3 A Scholarship Trustee with a conflict of interest with one or more applicant for a scholarship shall recuse themselves from final selection of recipients for that type of scholarship (e.g., undergraduate engineering, high school senior). Examples of a conflict of interest include situations where the Trustee has written a letter of recommendation or completed a chapter evaluation form, the applicant is a student at the same campus or employee of the same company, or the applicant is a family member. In such circumstances, the Trustee shall complete and return an evaluation of all applicants but leave the room during discussions and final selection.

#### 4.5 Notification of Scholarship Recipients

4.5.1 The Chair of the Scholarship Trustees shall notify recipients of ASHRAE scholarships in the spring. Funds will be available to scholarship recipients by June 1 and upon ASHRAE receiving verification from the school that the student is registered for classes. (Scholarship Trustees 01/28/03)

4.5.2 The Chair of the Scholarship Trustees will acknowledge all other applications (not funded).

Commented [DF12]: Extra (

4.5.3 The appropriate Student Activities Regional Vice Chair shall receive notification of scholarships awarded to students in his/her region.  
(Scholarship Trustees 01/2/03)

4.6. Expenses for Scholarship Program

4.6.1 All charges for mail, design and printing of forms, and other direct expenses for administration of the program by ASHRAE headquarters will be made to the appropriate scholarship fund.

4.6.2 Reimbursement for expenses incurred by the Scholarship Trustees shall require approval of the Chief Staff Officer. These reimbursements shall be charged to the appropriate scholarship fund.

4.6.3 Any expenses associated with the scholarship such as travel costs shall be limited to the origination ceremony and may be deducted from the scholarship fund before the amount of the scholarship is determined.

## 5 ESTABLISHMENT OF NAMED SCHOLARSHIPS

5.1 ASHRAE extends the opportunity to individuals or companies to sponsor a scholarship in their name. A minimum contribution, as determined by the ASHRAE Foundation Trustees, is required to establish a named scholarship.

5.2 Proposers of a named scholarship shall submit in writing a detailed description of and reason for the scholarship. The proposal shall include the following:

- a. name of scholarship (Note: no company, corporation, business, or product name is to be used),
- b. amount and funding plan, both present and future,
- c. whether it is to be awarded annually or otherwise,
- d. a biography of the individual's accomplishments within the industry, and
- e. other special considerations, if any

5.3 The proposal shall be submitted at least 90 days prior to the next scheduled meeting of the Scholarship Trustees. Proposers of the scholarship shall be notified within 60 days of the Board of Directors action on the recommendation from the Scholarship Trustees.

5.4 The Scholarship Trustees shall review the proposal and make recommendations to the Board of Directors for approval. The review shall include consideration of the significance of the named individual and his/her contribution(s) to the arts and sciences of heating, ventilating, air-conditioning and refrigeration.

5.5 ASHRAE should guard against proliferation of scholarships that would tend to detract from the worth of existing and approved new scholarships.

\*\*\*\*

**ASHRAE SOCIETY SCHOLARSHIP MANUAL OF PROCEDURES  
APPENDICES**

**Appendix A - ASHRAE UNDERGRADUATE ENGINEERING SCHOLARSHIPS**

**SPECIAL CONSIDERATIONS (if any)**

All applications will be received and reviewed on an annual basis unless otherwise indicated. Re-applications accepted from former scholarship recipients provided they continue to meet all current criteria. Eligible applicants shall meet the basic criteria in 3.1.1. of the Scholarship Rules.

1. ASHRAE General Scholarships
2. Named Scholarships
  - A. Alwin B. Newton Scholarship
  - B. Reuben Trane Scholarship
    - (1) The Reuben Trane Scholarship shall be a two-year scholarship awarded to a deserving student with at least two years of undergraduate study remaining in ABET-accredited curriculum dealing with heating, ventilating, air conditioning and refrigeration.
    - (2) Each scholarship recipient shall be funded at the rate of \$5,000 per year during enrollment in an ABET-accredited program required to complete a Bachelor of Science Degree in Engineering at a university in the United States or Canada.
    - (3) The endowment fund, which supports the Reuben Trane Scholarship, shall be self-sustaining and only income from the endowment fund shall be utilized to fund the scholarships.
    - (4) The recipient must remain a full time student with satisfactory academic standing in a college of engineering in order to be eligible on a year-to-year basis.
    - (5) It is highly desirable that the recipient's university of choice have an ASHRAE Student Branch.
    - (6) In accepting the scholarship, the recipient is encouraged to seek summer employment or internship with employers who are in the HVAC&R industry.
    - (7) Announcement on the availability of the scholarship will appear in ASHRAE INSIGHTS and each chapter will be encourage to come forward with a promising applicant.
    - (8) When evaluating candidates for the Reuben Trane Scholarship, no candidate will be considered for the Reuben Trane Scholarship unless that individual has been ranked high enough in the trustees' overall ranking of applicants to qualify for any other available scholarship. In the event that none of the highest ranked candidates meet the requirement in the Special Considerations for the Reuben Trane Scholarship, then no Reuben Trane Scholarship will be awarded at that time. (*Scholarship Trustees 06/26/01*)
  - C. Duane Hanson Scholarship (97-06-29-14)
  - D. Henry Adams Scholarship

- (1) It is desirable that the recipient is pursuing a course of study which has been traditionally a preparatory curriculum for the profession of building lighting and power distribution systems.

E. ASHRAE Legacy Scholarship (14-01-22-02)

- (1) The scholarship will be initially funded by an existing ASHRAE Scholarship, whose name will be changed to the ASHRAE Legacy Scholarship.
- (2) Funding of the scholarship will be made through minimum contributions of \$5,000 from individuals or groups wishing to honor an individual. Gifts received would replace funds in the initial endowment until such time that the ASHRAE Legacy Scholarship was fully funded.
- (3) The name and short biography of the honored individual(s) will be included with the information provided to the scholarship recipient.

F. ASHRAE Frank M. Coda Scholarship (05-02-09)

G. ASHRAE Willis H. Carrier Scholarship (06-01-25)

H. Lynn G. Bellenger Engineering Scholarship (12-01-25-01/13-01-27-02)

- (1) This scholarship is intended to memorialize Presidential Member Lynn G. Bellenger and benefit women in engineering.

I. Gordon V. R. Holness Scholarship (15-07-01)

- (1) Scholarship shall be awarded to a full-time undergraduate engineering student enrolled at a post-secondary educational institution where one of the following criteria is met.:
  - The program is ABET-accredited
  - The program is accredited by an agency outside the USA that is part of the Washington Accord or has a signed Memorandum of Understanding with ABET

Preference shall be given to a student attending a school with an active ASHRAE student branch.

J. ASHRAE Presidents Scholarship

- (1) Eligible applicants must be full-time students enrolled in an undergraduate Bachelor of Science engineering curriculum, which has traditionally been a preparatory curriculum for the profession of HVAC or refrigeration, must have completed a minimum of 45 semester credit hours or equivalent, and must have two years remaining before graduation.
- (2) Applicant must be a current ASHRAE student member.
- (3) Applicant's institution must host a recognized ASHRAE student branch or the degree program must be accredited by an agency recognized by ASHRAE as listed in 3.8 of the Society Scholarship Program Guidelines.
- (4) To be eligible for scholarship renewal for a second year, the scholarship recipient must:
  - Have maintained at least a 3.0 cumulative Grade Point Average (GPA) on a maximum 4.0 scale while enrolled full time, and
  - Have at least one full year of study remaining before graduation, and
  - Have obtained summer employment (10 week minimum) or an internship with an employer in the HVAC&R industry after their first scholarship year.

## **Appendix B - ASHRAE ENGINEERING TECHNOLOGY SCHOLARSHIPS**

### **SPECIAL CONSIDERATIONS (if any)**

All applications will be received and reviewed on an annual basis unless otherwise indicated, including re-application from former scholarship recipients provided they continue to meet all current criteria. Eligible applicants shall meet the basic criteria in 3.1.1. of the Scholarship Rules.

1. Associate Engineering Technology Scholarships – No re-applications accepted from former recipients.
2. Bachelor Engineering Technology Scholarships (09-01-28-03/11-06-26-5B)
3. Lynn G. Bellenger Engineering Technology Scholarship

This scholarship is intended to memorialize Presidential Member Lynn G. Bellenger and benefit women in engineering technology.

4. Gordon V. R. Holness Engineering Technology Scholarship (18-06-26-10)

The ASHRAE Gordon V. R. Holness Endowed Engineering Technology Scholarship shall be awarded to a full-time undergraduate engineering technology student enrolled at a post-secondary educational institution in accordance with the following:

- a. The program is ABET or PAHRA -accredited, OR
- b. The program is accredited by an agency outside the USA that is part of the Sydney Accord or has a signed Memorandum of Understanding with ABET, OR
- c. The school has an active ASHRAE student branch

Preference shall be given to a student attending a school with an active ASHRAE student branch.

All eligible students must meet the Society's general criteria for an Undergraduate Engineering Technology Scholarship as listed in the ASHRAE Scholarship Rules.

## **Appendix C - UNIVERSITY-SPECIFIC SCHOLARSHIPS**

### **SPECIAL CONSIDERATIONS (if any)**

All applications will be received and reviewed on an annual basis unless otherwise indicated. Re-applications accepted from former scholarship recipients, provided they continue to meet all current criteria. Eligible applicants shall meet the basic criteria in 3.1.1. of the Scholarship Rules.

#### **GENERAL (18-06-26-08)**

1. The Scholarship shall be named "ASHRAE (name of the contributor) Scholarship Award".
2. The scholarship shall meet all the general criteria in the Society's Scholarship Rules.
3. The school must have an active ASHRAE student branch.
4. The scholarship shall be designated for engineering undergraduates, engineering technology undergraduates. (11-06-26-5B)
5. Applicants from the university who apply may be awarded a higher level ASHRAE scholarship but shall not be eligible for more than one scholarship at any given time.
6. For any year there is not a viable candidate, the funds may be used in subsequent years.
7. If viable candidates are not submitting their resumes for a period of three years in succession, and every effort has been exhausted to develop interest, including notification of the Regional Chair and the local chapter President, then the scholarship will be abandoned and all funds merged with the General Scholarship Fund. A viable candidate shall be defined as one who ranks in the upper 50% of the preliminary ranking by the Scholarship Trustees. (BOD 06/26-27/02)
8. University-Specific Named scholarships must be for individuals who have brought credit to the HVAC&R industry and continue to do so as long as they live.
9. The name of a University scholarship shall be approved by the ASHRAE Board of Directors.
10. No university will be eligible for a named scholarship unless the students are qualified to receive a scholarship.

#### **A. ASHRAE Donald E. Nichols Scholarship**

A one-year scholarship for qualified undergraduate engineering students at Tennessee Technological University.

#### **B. ASHRAE J. Richard Mehalick Scholarship**

A one-year scholarship for qualified undergraduate mechanical engineering students at the University of Pittsburgh (see attached Memo of Understanding).

#### **C. ASHRAE David C. J. Peters Scholarship (12-06-27-10)**

A one-year scholarship to be awarded to an undergraduate student enrolled in a four or five year mechanical or architectural engineering program at one of the following institutions:

California State University (CSU) at  
Chico  
San Diego  
Cal Poly San Luis Obispo

Cal Maritime  
Long Beach  
Pennsylvania State University  
North Carolina State University  
Virginia Polytechnic Institute & State University (Virginia Tech)  
~~Clemson University~~  
University of Nebraska at  
~~Lincoln~~  
~~Omaha~~  
University of Nevada at  
Las Vegas  
Reno  
Oklahoma State University  
University of Texas at Austin  
~~Oregon State University~~  
~~Portland State University~~  
~~University of Portland~~  
~~San Jose State University~~  
~~Arizona State University~~  
~~North Carolina A&T State University~~  
~~Milwaukee School of Engineering~~

#### D. ASHRAE Donald Brady Scholarship

A one-year scholarship to be awarded to a full-time undergraduate mechanical or architectural engineering student enrolled at the institutions listed below and meets the following criteria:

- North Carolina State University
- North Carolina Agricultural & Technical State University
- University of North Carolina at Charlotte
- East Carolina University

Criteria:

- a. The program is ABET-accredited, or
- b. The institution has an active ASHRAE student branch

ASHRAE, through its application process, will encourage students to contact the Student Activities Chair or an officer of the ASHRAE chapter nearest their home or school to learn about the Society, our mission and opportunities.

Selected candidate will have an opportunity for an internship with Brady Trane Services, Inc., 1915 North Church St., Greensboro, NC 27405. Please contact the Vice President of Human Resources.

If an eligible candidate cannot be identified, then the scholarship should not be awarded that year and awarded in subsequent year.

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## Appendix D - ASHRAE REGIONAL AND CHAPTER SCHOLARSHIPS

### SPECIAL CONSIDERATIONS (if any) (BOD 06-28/29-01, 06/26-27/02, 06/29/05)

All applications will be received and reviewed on an annual basis unless otherwise indicated. Re-applications accepted from former scholarship recipients, provided they continue to meet all current criteria. Eligible applicants shall meet the basic criteria in 3.1.1 of the Scholarship Rules

1. Scholarships must meet the fiscal guidelines of the Scholarship Program.
2. Name of the region or chapter shall appear in the title of the scholarship and all other criteria in the Society Scholarship Rules shall apply.
3. Scholarship Trustees select recipient.
4. For any year there is not a viable candidate, the funds may be used in subsequent years.
5. If viable candidates are not submitting applications for a period of three years in succession, and every effort has been exhausted to develop interest, the Regional Chair shall be notified. A viable candidate shall be defined as one who ranks in the upper 50% of the preliminary ranking by the Scholarship Trustees. (06/26-27/02)

#### A. ASHRAE Region I Setty Family Foundation Scholarship (14-07-02-10)

The scholarship is to be awarded to an undergraduate mechanical or architectural engineering student enrolled in an ABET-accredited program at an institution within the geographical boundaries of the ASHRAE Region I and/or the student has graduated from a high school within the geographic boundaries of ASHRAE Region I. If the engineering program is not ABET accredited then the school shall have an active ASHRAE student branch.

#### B. ASHRAE Region III Setty Family Foundation Scholarship (10-12-13-02/11-02-02-04)

Scholarship is to be awarded to an undergraduate engineering student attending a school in ASHRAE's Region III. Preference is for the recipient to be a mechanical engineering major.

#### C. ASHRAE Region IV Benny Bootle Memorial Scholarship (19-01-14-04/16-01-27-06/15-08-04/06-29-05)

- The Region IV Benny Bootle Memorial Scholarship shall be awarded to a deserving engineering or architectural student enrolled in an ABET, NAAB or equivalent accredited program in an engineering or architecture college or university located within the geographic boundaries of Region IV (currently North Carolina, South Carolina and Georgia in the U.S.A.) and is pursuing study potentially leading to a career in the sciences of heating, refrigerating or air conditioning or building design. The candidates shall be evaluated each year. Re-application from former recipients is acceptable.
- Preference will be given to students who are also full-time residents of Region IV. The home address of record for the recipient of the Region IV Benny Bootle Memorial Scholarship shall be within the geographic boundaries of Region IV unless none of the otherwise qualified applicants are from Region IV.

#### D. James R. Bullock, Jr. Scholarship (15-06-04-01)

The James R. Bullock, Jr. Scholarship shall be awarded to a full-time undergraduate mechanical or architectural engineering student enrolled at a post-secondary education institution within the geographic boundaries of ASHRAE Region IV or who has graduated from a high school within the ASHRAE Region IV geographic boundaries and at least one of the following criteria is met:

- The program is ABET-accredited, or



- The institution has an active ASHRAE student branch

If an eligible candidate cannot be identified, then the scholarship will be available to any full-time undergraduate engineering student who meets the Society's criteria for an Undergraduate Engineering Scholarship.

#### **E. ASHRAE Region VIII Scholarship**

The Region VIII Scholarship shall be awarded to an undergraduate mechanical engineering student attending a school, which is located within the geographical boundaries of ASHRAE's Region VIII. Applicants must meet all other basic ASHRAE criteria.

#### **F. ASHRAE Minnesota Chapter Peter Potvin Scholarship (14-08-04-04/14-07-02-10/13-07-30-04)**

The scholarship is to be awarded to student enrolled in an ABET-accredited undergraduate mechanical or architectural engineering program at an institution within the geographic boundaries of the Minnesota chapter and/or the student has graduated from a high school within the geographic boundaries of the Minnesota chapter. If the engineering program is not ABET-accredited, then the school shall have an active ASHRAE branch.

#### **G. ASHRAE New Jersey Chapter Scholarship (14-07-02-10/14-01-22- 01)**

The scholarship is to be awarded to an undergraduate mechanical or architectural engineering student enrolled in an ABET-accredited program at an institution within the geographic boundaries of the New Jersey chapter and/or the student has graduated from a high school within the geographic boundaries of the New Jersey chapter. If the engineering program is not ABET-accredited, then the school shall have an active ASHRAE student branch.

If a suitable candidate cannot be identified using this criteria, the scholarship will be available to a student either attending a school within the geographic boundaries of ASHRAE Region I or who has attended a high school within the geographic boundaries of Region I and who otherwise meets the above criteria.

#### **H. ASHRAE Central New York Chapter King-Traugott Scholarship (15-07-01-07)**

The scholarship is to be awarded to either a full-time undergraduate (1) Mechanical or Architectural Engineering student or (2) an Associate or Bachelor Engineering Technology student. The student shall be enrolled at a post-secondary educational institution that meets at least one of the following criteria:

- The program is accredited by ABET or PAHRA, or
- The institution has an active ASHRAE student branch

The student must meet the minimum qualifications in effect at the time of the award based on the scholarship awarded. The student applicant from either (1) or (2) above will be selected using the following criteria in order of preference:

1. The student attends an approved institution within the geographic boundaries of the Central New York Chapter of ASHRAE.
2. The student is a student member of ASHRAE.
3. The student graduated from a high school within the geographic boundaries of the Central New York Chapter.
4. The student attends an approved institution or graduated from high school within the geographic boundaries of New York State.
5. The student attends an approved institution or graduated from high school within the geographic boundaries of ASHRAE Region I.
6. The student attends an approved institution or graduated from high school within the geographic boundaries of the United States of America.

If an eligible candidate cannot be identified using the above criteria, then the scholarship will be available to any full-time undergraduate engineering student. Candidates will be considered even if enrolled in engineering programs other than mechanical or architectural engineering and without regard to the geographic location of the educational institution. Candidates must meet ASHRAE's criteria for an Undergraduate Engineering Scholarship

#### **I. ASHRAE Ottawa Chapter Scholarship**

The Ottawa Valley Scholarship shall be available to full-time undergraduate mechanical, architectural, sustainability, or building science engineering or engineering technology students enrolled in a program leading to a professional degree or advanced diploma in a field of study that has traditionally been a preparatory curriculum for the HVACR&R profession. Applicants must have a class standing of no less than the top 30% and meet at least one of the following criteria:

1. The institute hosts a recognized ASHRAE student branch, or
2. The program is accredited by Engineers Canada, a signatory of the Washington Accord, or the Canadian Council of Technicians and Technologists (CCTT), a signatory of the Sydney Accord.

Applications will only be accepted from institutions within the National Capital Region that meet the criteria listed above. The following institutions have demonstrated compliance:

1. Carleton University (Ottawa, ON)
2. University of Ottawa (Ottawa, ON)
3. Algonquin College (Ottawa, ON)

Applications and all supporting documents must be in English.

#### **J. ASHRAE Houston Chapter Scholarship (18-03-19)**

The Houston Chapter Scholarship shall be awarded to a full-time undergraduate mechanical engineering student enrolled at a post-secondary educational institution within the geographic boundaries of ASHRAE Houston Chapter and where the following criteria is met:

1. The program is accredited by ABET, or
2. The institution has an active ASHRAE student branch

Preference shall be given to a student attending a school with an active ASHRAE student branch. All eligible students must meet the Society's general criteria for an Undergraduate Engineering Scholarship, including a 3.0 grade point average, where 4.0 is the highest, as listed in the ASHRAE Scholarship Rules.

If an eligible candidate cannot be identified using the above criteria, then the scholarship will be available to any full-time undergraduate mechanical engineering student within the geographic boundaries of ASHRAE Region VIII.

**Appendix E – FRESHMAN SCHOLARSHIP**

**SPECIAL CONSIDERATIONS (if any)**  
(18-06-26-09)

All applications will be received and reviewed on an annual basis unless otherwise indicated. Eligible applicants shall meet the basic criteria in 3.1.1 of the Scholarship Rules.

1. Applicant must be a first-year student in a post-secondary institution.

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**Appendix F – HIGH SCHOOL SENIOR SCHOLARSHIPS**

**SPECIAL CONSIDERATIONS (if any)**

All applications shall be received and reviewed on an annual basis unless otherwise indicated.

Eligible applicants shall be high school seniors who have been accepted into a pre-engineering or engineering technology program at a post-secondary institution that meets the basic criteria in 3.1.1 of the Scholarship Rules.

**Report to Society Rules Committee from Scholarship Trustees Meeting of June 25, 2019**

It was moved and seconded:

MOTION: To approve the following revisions to 4.4.1 of the Scholarship Manual of Procedures:

4.4.1 Criteria for evaluation shall include:

- Potential to serve the mission of ASHRAE
- Excellence, character, and leadership
- Service to community and others
- Recommendations from mentors and colleagues
- Financial need

Applications will be considered for students who meet the criteria in 3.1 of the Scholarship Rules, including the minimum GPA requirement as established in 3.1.5 of the Scholarship Rules and the institution hosts a recognized ASHRAE student branch, or the degree program is accredited by an agency recognized by ASHRAE as listed in 3.1.4 of the Scholarship Rules.