



Shaping Tomorrow's
Built Environment Today

MINUTES

SOCIETY RULES COMMITTEE MEETING

**ASHRAE Annual Meeting
Long Beach, CA
Tuesday, June 27, 2017
Harbor B – Hyatt Hotel
2:00 - 6:00 pm**

Note: These minutes are not the official record of minutes until voted on and approved by SRC.

TABLE OF CONTENTS
Society Rules Committee Meeting
June 27, 2017

CALL TO ORDER	1
REVIEW OF AGENDA	1
APPROVAL OF MINUTES	1
REVIEW OF ACTION ITEMS	1
UNFINISHED BUSINESS	1
PPIB Wording in ROB	2
ROB 1.201.021.4 versus 3.910.005.2	2
ROB Rob 1.300.004.2 and 2.402.003.4 Public Policy Issue Briefs	2
Volume 2 Definition of "Meetings"	2
ROB 1.201.027.2 – Transportation versus Travel for Yearly Meetings	3
Training Materials for SRC Members	3
2016-17 MBOs Update	2
NEW BUSINESS	
2017-18 MBOs	2
Nominations Table Review	3
Motions to Councils	3
Revisions to Scholarship Trustees ROB and MOP (Attachment A and Attachment B)	4
Planning Committee MOP (Attachment C)	4
Members Council Motions	4
2016-17 MBO Update	5
2017-18 MBOs	5
ADJOURNMENT	6

PRINCIPAL MOTIONS
Society Rules Committee Minutes
June 27, 2017

No.- Page

2 – 2 to change ROB 1.300.004.2 to read:

- A. *The Grassroots Government Advocacy shall manage the current list of Public Policy Issue Briefs by evaluating each at least on an annual basis and formally decide to re-affirm, amend, or let expire and remove, each brief, subject to the approval of the Executive Committee.*
- B. The Publication and Education Department shall be responsible for archiving, publication and distribution of each Public Policy Issue Briefs.

Additional editorial changes to the committee description in Volume 2 follow in blue:

2.402.003.4 The Committee shall review ASHRAE documents on relevant government affairs issues annually. Where new or additional ASHRAE Position Documents or Public Policy Issues Briefs may be helpful, the Committee will request they be considered using existing procedures *(in Volume 1 of the Rules of the Board)* and will review them prior to final approval.

3 – 2 to remove ROB 3.910.005.2-Expo Visitors due to a discrepancy.

3 – 4 to approve the Planning Committee MOP as presented.

4 – 4 to approve the Planning Committee MOP as presented.

ACTION ITEMS
Society Rules Committee Minutes
Tuesday, June 27, 2017

<u>No. - Pg.</u>	<u>Responsibility</u>	<u>Summary</u>	<u>Status</u>
1 - 2	Markel/Shapiro	Mr. Markel and Mr. Shapiro are assigned as Volume 3 leaders and will make the suggested change to Rob 3.910.005.2	_____
2 - 3	Klock	Make edits to Volume 2 – Definition of “Meetings”. Refer to the table and remove all other references to “Meetings”	_____
3 - 4	Brandt/McMillan	Revise Scholarship Trustees ROB and MOP per recommendations made by Mike Brandemuehl in Long Beach.	_____
4 - 5	McMillan	Notify Members Council regarding SRC’s suggested changes to Members Council motions. Clarify the Honors and Awards motion (change to 2.411.003.4); was the intention for the Development Leader award to be only for members who joined as an Associate?	_____

MINUTES

SOCIETY RULES COMMITTEE MEETING

Tuesday, June 27, 2017

2:00 – 6:00 pm

MEMBERS PRESENT: Mark W. Fly, Chair
Hugh D. McMillan III, Vice Chair
Lawrence C. Markel
William F. McQuade
Paul E. Petrilli
Patricia T. Graef, CO

INCOMING MEMBERS: Donald Brandt
Art Giesler
Julia Keen
Bill Klock
Mick Schwedler

GUESTS PRESENT: Akshay Bharjava, Leadership U
Doug Fick, DRC, Region V

STAFF PRESENT: Mary Dean Townsend
Claire I. Neme

CALL TO ORDER

Chair Fly called the meeting to order at 2:05 pm on Tuesday, June 27, 2017. Members, guests and staff attended as listed above. A quorum was present.

Code of Ethics

Members were reminded that ASHRAE operates under its Code of ethics at every meeting. They were asked to review the code and become familiar with it.

REVIEW OF AGENDA

Chair Fly asked if there were additions to or deletions from the agenda. There were no additions to the agenda.

APPROVAL OF MINUTES

Mr. Fly called for a motion to approve the SRC minutes from the January 31, 2017 SRC meeting. Mr. Markel moved and it was seconded

(1) that minutes from the SRC meeting of January 31, 2017 be approved as presented.

MOTION 1 PASSED UVV (5-0-0-CNV).

REVIEW OF ACTION ITEMS

2 – 1 McQuade Refer PPIB wording in ROB 1.300.004.2 to GGAC for review; too vague. Ongoing

UNFINISHED BUSINESS

After some discussion, Mr. McQuade made the motion and it was seconded:

In Vol.1 of the ROB the following language exists:

1.300.004.2 Public Policy Issue Briefs:

- A. Grassroots Government Advocacy Committee shall maintain the current list of Public Policy Issue Briefs.
- B. The Publications and Education Department shall be responsible for archiving, publication and distribution of Public Policy Issue Briefs.

(2) Mr. McQuade made the motion and it was seconded **to** change ROB 1.300.004.2 to read:

- C. *The Grassroots Government Advocacy shall manage the current list of Public Policy Issue Briefs by evaluating each at least on an annual basis and formally decide to re-affirm, amend, or let expire and remove, each brief, subject to the approval of the Executive Committee.*
- D. The Publication and Education Department shall be responsible for archiving, publication and distribution of each Public Policy Issue Briefs.

Additional editorial changes to the committee description in Volume 2 follow in blue:

2.402.003.4 The Committee shall review ASHRAE documents on relevant government affairs issues annually. Where new or additional ASHRAE Position Documents or Public Policy Issues Briefs may be helpful, the Committee will request they be considered using existing procedures *(in Volume 1 of the Rules of the Board)* and will review them prior to final approval.

All were in favor of the motion.

MOTION 2 PASSED(5-0-0 CNV)

Mr. Giesler added that honorary members are dues exempt and this wording should be placed somewhere in the ROB.

ROB 1.201.021.4 versus 3.910.005.2

Mr. Petrilli's request to JEPC:

Society Rules Committee (SRC) discovered the following conflict. ROB1.201.021.4 states that ASHRAE does not collect information from children (< 18 years old). ROB3.910.005.2 requires exposition visitors (high school seniors and vocational and college students age 17 years and over) to provide personal or private information in direct opposition of 1.201.021.4. We are requesting that JEPC provide clarity as to the definition of a minor, with consideration given to the fact that we are a global society.

Response from Bill Harrison:

JEPC will not meet until January in Chicago so no clarification can come from the committee until after that meeting. IEC rules state "no one under the age of 16 can attend the Expo. 16 and 17 year old students can attend if accompanied by an adult". It appears that 3.910.005.2 offers a path for students in a supervised group to attend without the requirement for each to be accompanied by an adult. The rule appears to be over 40 years old. I suggest you check with Student Activities to see if anyone has asked for approval recently and if the answer is no, simply eliminate the rule and let the IEC rules apply.

After some discussion, Mr. Markel made the motion and it was seconded:

(3) to remove ROB 3.910.005.2-Expo Visitors due to a discrepancy.

All were in favor of the motion.

MOTION 3 PASSED (5-0-0 CNV)

Mr. Markel and Mr. Shapiro are assigned as Volume 3 leaders and will make this change to ROB 3.910.005.2-Expo Visitors.

Volume 2 definition of “Meetings”

After some discussion it was determined to refer to the table for the definition of “Meetings” and remove all other reference to the term “Meetings”. Mr. Klock took an action item to review these Volume 2 issues.

AI 2

ROB 1.201.027.2 – Transportation versus Travel for Yearly Meetings

Mr. Markel’s comments:

A) Transportation Expense as basically the cost to get there (terminal-to-terminal air fare or automobile mileage). It doesn’t include gratuities and ground transportation. The ROB defines (1.201.027.2.

Definitions B) Travel Expense as the cost of the trip, including ground transportation. So my change is that this is “transportation” not “travel” expense. The last sentence has nothing to do with whether the listed expenses are “in the basic reimbursable expense limit” – they have nothing to do with the limit. They are simply not “transportation expenses.”

The last sentence is simply not accurate.

The change is editorial. I recommend the following changes:

Delete the last sentence. It is re-stating what it in the definitions section of 1.201.027.2. In this case, you may want to modify 1.201.027.2 Definitions A Transportation Expense as follows to more fully define Transportation Expense:

A. Transportation Expense: By public transportation, the cost of round trip fare from terminal to terminal, including the cost of one checked bag. (Cost of travel insurance, ground transportation (rental car, taxi, etc.), gratuities and other similar out-of-pocket expenses are not reimbursable as Transportation Expense.) By automobile, mileage from home or office to destination and return.

It was agreed to remove COF and LM since they are not eligible.

KDS1: I agree. We should probably say no discrimination for members, applicants, or participants/attendees at any ASHRAE or ASHRAE-sponsored event.

KSD2: I agree this makes no sense. Needs re-writing.

KSD10: It may be that some ASHRAE gatherings – particularly in non-north American countries – will allow smoking or have designated smoking areas.

AG2 on 2.104.016: I agree that this should be expanded/generalized as you suggest.

Training Materials for SRC.

Mrs. Graef agreed to share the training materials for SRC with Mr. McMillan.

NEW BUSINESS

Nominations Timetable Review

Ms. Townsend will make changes to the timetable.

Motions to Councils

Ms. Scoggins asked for clarification on whether or not the following: is correct

1. Recommendations coming from Tech Council Subcommittees with no change to the recommendation (Ops, SP, DRSC) do NOT require a second.
2. Recommendations coming from Standings Committees (StdC, RAC, REF, TAC, RBC, EHC) with no change to the recommendation require a motion from a TechC Voting Member, but do NOT require a second.

3. Recommendations that differ from what comes from the Tech Council Subcommittee or Standing Committees require a motion and second from a TechC Voting Member.
4. Standing committee members are not Tech Council members and therefore CANNOT vote on motions, but can make recommendations that can become motions if moved by a TC member.

**BACKGROUND FROM ROBERTS RULES OF ORDER IN BRIEF:
Committee is charged with returning a recommendation:**

1. Committee Chair presents a report
2. Committee Chair states the committee's recommendations
[Resolutions committees are not charged with moving a motion. They are asked for a recommendation. A member must then move a motion.]
3. Any member moves the recommendation as a motion (no second required), or
4. Any member moves a slightly different motion (second required), or
5. Any member moves a completely different motion (second required)
6. Debate/Vote.

Committee is charged with returning a motion (or has the power to do so):

1. Committee Chair presents a report
2. Committee Chair moves the committee's motion (no second required)
[A chair may read this expected resolution in the form of a motion. It could be handled as an assumed motion. Or, debate would follow without a second required. It is wiser to allow the committee to make its own motion.]
3. Debate/Vote.

After some discussion, it was agreed that council members can make a motion to the Board. Members of Committees that report to the Board can make a motion to the Board.

Revision to Scholarship Trustees ROB (Attachment A) and MOP (Attachment B)

Mr. Brandemuehl suggested several edits and also to have some items moved to the Reference Manual and removed from the ROB. Mr. Brandt and Mr. McMillan will review and update with the additional suggested SRC changes.

AI 3

Planning Committee MOP (Attachment C)

After some discussion, Mr. McMillan made the motion and it was seconded

to approve the Planning Committee MOP as presented.

All were in favor of the motion.

MOTION 4 PASSED (5-0-0- CNV)

Members Council Motions

After review of ROB 2.411.003.7, SRC agreed that items (1-3) should be moved to the MOP:

2.411.003.7 Award Qualifications

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

1. If the nominee is known to be deceased before being voted on by the H&A Committee, the nomination will be rejected with an appropriate explanation of the reason in the notification to the nominee's sponsor.

2. If the H&A Committee learns of the nominee's death after recommending approval to the Board but before the Board has voted, the recommendation will be withdrawn.
3. If the H&A Committee learns of the nominee's death after the Board and/or 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; the award will be sent to them.

Mr. McMillan agreed to send a note to Members Council with SRC's suggested changes. Some issues that need clarification are the Honors and Awards motion (change to 2.411.003.4) the Development Leader award was established but was the intention for it to be only for members who joined as an Associate?

AI 4

2016-17 MBO Update

OBJECTIVE	Planned Completion	Fiscal Impact	Primary Responsibility	Status
Assign Mentors for new members and make team volume assignments	7/31/2016	None	Fly	Complete
Work with all committees established by BOD to ensure consistency between committees and their ROB's and MOP's	6/15/2017	None	Petrilli, Fly	Complete
Move Document Management and Communications to Basecamp	8/30/2016	None	Fly, Staff	Complete
Review Strategic Plan for changes needed in ROB	6/1/2017	None	All	Complete
Review and formalize schedule for publishing of rules	1/30/2017	None	Fly, Staff	Complete

Society Rules Committee Chair: Hugh McMillan
MBOs - Society Year: 2017 – 2018
June 27, 2017

No.	Objective	Planned Completion Date	Fiscal Impact	Responsibility	Status
1	New Member Training	August 1, 2017	none	Giesler, Graef	
2	Review and recommend changes to New Member Training materials. Include in SRC Reference Manual when complete.	June 26, 2018	none	Brandt, Giesler	
3	Review SRC Reference Manual and recommend additions, revisions and deletions.	January 23, 2018	none	Markel, Shapiro	
4	Review SRC MOP and recommend any updates needed. If none, change review date on MOP.	January 23, 2018	none	Schwedler, Klock	
5	Council liaisons make introduction to Council Chair & Vice-Chair (where applicable) and offer SRC assistance for proposed rule reviews, MOP changes, etc	Fall Conference Call 2017	None	Members – Brandt PubEd – Klock Tech - Schwedler	
6	Complete first review of ROB volumes and report to SRC.	Fall Conference Call 2017	none	Vol 1 – Schwedler Vol 2 – Klock Vol 3 – Markel, Shapiro Vol 4 - Brandt	

Committee Members:

Hugh McMillan, Chair
 Don Brandt, Vice-Chair
 William Klock
 Lawrence Markel
 Mick Schwedler
 Leon Shapiro
 Art Giesler, Consultant
 Julia Keen, CO

Council Liaisons:

Members Council – Brandt
 Publishing and Education Council – Klock
 Technology Council – Schwedler, Markel

New Member Mentor Assignments:

<u>Mentor</u>	<u>New Member</u>
Hugh McMillan	Don Brandt
Larry Markel	Leon Shapiro
Art Giesler	Mick Schwedler
Art Giesler	William Klock

ROB Volume Assignments:

Volume 1 – Schwedler
 Volume 2 – Klock
 Volume 3 – Markel, Shapiro
 Volume 4 – Brandt

Mr. McMillan presented the above MBOs for 2017-18 SRC and asked members assigned to councils to communicate with the chair and vice chair of your council. Also members were asked to review the volumes and staff was asked to create a basecamp account for 2017-18 SRC.

ADJOURNMENT

The meeting was adjourned at 5:10 pm.

Respectfully submitted,



Mary Dean Townsend, Secretary

cc: Board of Directors

Attachment A. Revision to Scholarship Trustees ROB
 Attachment B. Revision to Scholarship Trustees MOP
 Attachment C. Planning Committee MOP
 Attachment D. Updated SRC Log of Rules Changes

3.700 SOCIETY SCHOLARSHIP PROGRAM GUIDELINES/RULES

TABLE OF CONTENTS

- 1. — PREFACE, PHILOSOPHY AND MISSION**
- 2. — GENERAL GUIDELINES**
- 3. — OPERATING RULES**
 - 3.1 — Types of Scholarships and Criteria**
 - 3.2 — Control and Funding**
 - 3.3 — Non-Discriminatory Basis of Selection**
 - 3.4 — Organization and Responsibility**
 - 3.5 — Supervision of Scholarships**
 - 3.6 — Operation and Schedules for Scholarship Program**
 - 3.7 — Expenses for Scholarship Program**
 - 3.8 — Accreditation Agencies Recognized by ASHRAE**

APPENDICES

- A. ASHRAE UNDERGRADUATE SCHOLARSHIPS Special Considerations**
- B. ASHRAE ENGINEERING TECHNOLOGY SCHOLARSHIPS Special Considerations**
- C. UNIVERSITY-SPECIFIC SCHOLARSHIPS Special Considerations**
- D. ASHRAE REGIONAL SCHOLARSHIPS Special Considerations**

1. PREFACE, PHILOSOPHY AND MISSION

Article I, Section 1.3, of the Society's Bylaws states, "The Society is organized and operated for the exclusive purpose of advancing the arts and sciences of heating, refrigerating, air conditioning and ventilating, the allied arts and sciences and related human factors for the benefit of the general public, as defined in the Certificate of Consolidation. To fulfill its role, the Society shall recognize the effect of its technology on the environment and natural resources to protect the welfare of posterity."

To further such objectives, it shall be authorized:

to encourage and assist colleges and universities in the development and improvement of educational programs in the arts and sciences of heating, refrigerating, air conditioning, ventilating and their allied arts and sciences.

The mission of the ASHRAE Scholarship Program is designed to encourage and assist promote and support HVAC&R and refrigeration education through the granting of scholarships at the undergraduate and graduate level. The program seeks to:

- motivate students worldwide to pursue an engineering or engineering technology degree in the HVAC&R field by offering scholarships to provide financial support for their education and training
- provides individuals, foundations, trusts, and corporations an opportunity to contribute and assist students of high scholarship attainment in engineering education through contributions, grants, wills, and other legal means.
- This program also serves the public interest interests of ASHRAE and the public by aiding in the education of men and women to become qualified to practice as engineers in the HVAC&R and refrigeration field.

The Scholarship Program also provides individuals, foundations, trusts, and corporations an opportunity to contribute and assist students of high scholarship attainment in engineering education through contributions, grants, wills, and other legal means.

The mission of the ASHRAE Scholarship Program is to motivate students and prospective students worldwide to pursue an engineering or technology career in the HVAC&R field by offering scholarships to provide financial support for their education and training. These scholarships will encourage new members who embrace the ASHRAE mission.

2. GENERAL GUIDELINES RULES

2.1 All scholarships shall be under the overall guidance of the Scholarship Program operates under the authority of the Board of Directors, which shall have the sole responsibility to authorize and approve new scholarships, including their funding, selection criteria, and award procedures. All approved scholarships and special considerations for each (if any) are listed in the appendices attached to these guidelines.

(09-01-28-03)

2.2 The Board of Directors delegates responsibility for the operation of the Scholarship Program to the Scholarship Trustees, which has sole authority for the final selection and approval of scholarship recipients, the number of scholarships awarded, the frequency of awards, the amount of each award. The Scholarship Trustees shall report to the Board of Directors through the Executive Committee.

2.3 Requirements. All scholarships awarded by the Scholarship Trustees must satisfy one of the following requirements:

- A. The grant constitutes a scholarship or fellowship grant that is subject to the provisions of Section 117(a) of the Internal Revenue Code of 1986 (that is, the scholarship or fellowship grant must be received by an individual and used for tuition

Commented [MB1]: Is this true?

Formatted: List Paragraph, Bulleted + Level: 1 + Aligned at: 0.75" + Indent at: 1"

Formatted: Font: (Default) Arial, 10 pt

Formatted: Font: (Default) Arial, 10 pt

Formatted: Font: (Default) Arial, 10 pt

Formatted: Indent: Left: 0.5", Hanging: 0.5"

and fees required for his enrollment, as well as books, supplies, equipment and related fees required for courses of instruction), and the [grant-scholarship](#) is to be used for study at an educational organization described in Section 170 (b) (1) (A) (ii) of the Internal Revenue Code of 1986 (that is, an educational organization that normally maintains a regular faculty and curriculum and normally has a regularly enrolled body of pupils or students in attendance at the place where its educational activities are regularly carried on);

- B. The [grant-scholarship](#) constitutes a prize or award that is subject to the provisions of Section 74(b) (1) and (2) of the Internal Revenue Code of 1986 (that is, the prize or award is made primarily in recognition of religious, charitable, scientific, educational, artistic, literary or civic achievement, but only if the recipient was selected without any action on his part to enter the contest or proceeding and the recipient is not required to render substantial future services as a condition of receiving the prize or award), where the recipient of such prize or award is selected from the general public; or
- C. The purpose of the [grant-scholarship](#) is to achieve a specific objective, produce a report or other similar product, or improve or enhance a literary, artistic, musical, scientific, teaching or other similar capacity, skill or talent of the recipient.

Commented [MB2]: This provision does not seem to apply. Is there any chance we will offer scholarships in the future without a student application?

~~2.2 — Scholarships for outstanding proven scholastic ability, character, leadership, potential service to the HVAC and refrigeration profession, and need for financial assistance may be given to full-time students in accordance with the Operating Rules section of this document. A student who opts to participate with a school's cooperative outside work program and/or outside work internship while meeting all the school's requirements for its respective program shall be considered a full-time student for the purpose of determining scholarship eligibility. (07-06-27-09)~~

~~2.43 Deceased and/or living members of ASHRAE may be honored withby personally named scholarship funds. The individual must have been, or is-be a member of ASHRAE, of impeccable character and reputation, who has made major-significant contributions to the arts and sciences of heating, ventilating, air conditioning and refrigeration. ~~The individual shall be or have been of impeccable character and reputation.~~ (96-06-26-18)~~

~~2.54 All named scholarships shall be reviewed on their 10th anniversary and every 10th year thereafter for continuance and applicability as a named scholarship or conversion to an ASHRAE scholarship. (98-01-18-07)~~

~~2.5 — The number of scholarships, the amount to be paid to each scholarship recipient, and the frequency will be the sole responsibility of the Scholarship Trustees. All scholarships must be awarded solely in the order recommended by the Scholarship Trustees.~~

~~2.6 — The final selection and approval of all scholarship recipients will be the responsibility of the Scholarship Trustees.~~

~~2.67 Under no circumstances shall any member of the Scholarship Trustees derive a private benefit, directly or indirectly, from the selection of certain potential scholarship recipients over others.~~

~~2.8 — No preference shall be given by the Scholarship Trustees to any candidate whose relative is, or has been, a member of ASHRAE, the Board of Directors and/or the Scholarship Trustees. (11-06-29-04)~~

~~2.9 — Criteria, procedures, and funding for new scholarships must be reviewed and approved by the Scholarship Trustees and the Board of Directors.~~

~~2.10 — The names and purpose of the scholarship(s) sponsored by ASHRAE are listed in the Operating Rules section of this document.~~

~~2.11 — All details regarding scholarships, control and funding, criteria, responsibility, administration, schedules, and supporting documents for selection of scholarship recipients are specified in the Operating Rules section of this document.~~

~~2.12 — Scholarship amounts awarded shall not exceed the direct annual cost of attending the educational institution (i.e., tuition, books, supplies, etc.) through graduation. (10-06-30-07)~~

3. OPERATING RULES

~~All scholarships shall be under the overall guidance of the Board of Directors, which shall have the sole responsibility to authorize or approve new scholarships. All approved scholarships and special considerations for each (if any) are listed in the appendices attached to these guidelines. (09-01-28-03)~~

Formatted: Indent: Left: -0.5", Tab stops: Not at 0.79"

3.1 Types of Scholarships and Criteria

3.1.1 The ASHRAE Scholarship program comprises the following types of scholarships:

- High School Senior Scholarships
- Freshman Engineering Scholarship
- Undergraduate Engineering Scholarships
- Engineering Technology Scholarships
- Regional/Chapter Scholarships
- University-specific Scholarships

All available scholarships and special considerations (if any) are listed in the Scholarship Trustees Manual of Procedures (MOP).

The basic criteria on which all scholarships shall be granted are the following:

- ~~Need for financial assistance~~
- ~~Prior academic performance~~
- ~~Performance on tests designed to measure ability and aptitude for college work~~
- ~~Recommendations from instructors~~
- ~~Character~~
- ~~Leadership~~
- ~~Potential service to the HVAC and refrigeration profession~~
- Need for financial assistance

3.1.2 The basic criteria on which all scholarships shall be granted are the following:

- Prior academic performance
- Recommendations from instructors, supervisors, and colleagues
- Character and leadership
- Potential service to the HVAC&R profession
- Need for financial assistance

3.1.3 Scholarships shall be available to full-time undergraduate pre-engineering, engineering, or engineering technology students enrolled, or to be enrolled, in a post-secondary educational institution provided the student is pursuing a course of study which has traditionally been a preparatory curriculum for the profession of HVAC or refrigeration and at least one of the following criteria is met:

- 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 these Rules

3.1.4 Accreditation Agencies Recognized by ASHRAE for the purpose of awarding Society scholarships (09-01-28-03)

- ABET – Accreditation Board for Engineering & Technology
- PAHRA – Partnership for Air Conditioning, Heating, Refrigeration Accreditation
- Any institution outside the USA that is recognized by an accrediting agency that is a signatory of the Washington or Sydney Accords
- Any accrediting agency outside the USA that has a signed Memorandum of Understanding with ABET

3.1.5 Applicants must have a cumulative grade point average of at 3.0, where 4.0 is the highest or a class standing of no less than the top 30% (evidenced by an

Formatted: Indent: Left: 0.5", Hanging: 0.5"

Formatted: Indent: Left: 1", Hanging: 0.5", Tab stops: Not at 1.25" + 1.75" + 2.25" + 2.56"

Formatted: Indent: Left: 1.5"

Formatted: Indent: Left: 1.5"

Formatted: Indent: Left: 1", Tab stops: Not at 1.25" + 1.5" + 1.75" + 2.25" + 2.56"

Formatted: Indent: Left: 1", Hanging: 0.5"

Formatted: Indent: Left: 1", Hanging: 0.5", Tab stops: Not at 1.25" + 1.75"

Formatted: Indent: Left: 1", Hanging: 0.5", Tab stops: Not at 1.25" + 1.75"

Commented [MB3]: Do we want to differentiate between full signatories and provisional signatories?

Formatted: Indent: Left: 1", Hanging: 0.5", Tab stops: Not at 1.25"

official transcript of grades and/or an official statement from a school administrator) and at least one full semester or quarter of undergraduate study remaining in the academic year for which the scholarship is awarded.

Commented [MB4]: One quarter or two quarters?

3.1.6 A student who opts to participate with a school's cooperative outside work program and/or outside work internship while meeting all the school's requirements for its respective academic program shall be considered a full-time student for the purpose of determining scholarship eligibility.

(Note: If the scholarship is given to a student or through an institution outside the United States, such grant or scholarship shall also be in conformance with local laws and regulations.)

Formatted: Font: (Default) Arial, 10 pt

3.1.1—Undergraduate Engineering Scholarships

Formatted: Indent: Left: 1", Hanging: 0.5", Tab stops: Not at 1.25"

- A. ASHRAE undergraduate scholarships shall be available to full-time resident undergraduate engineering or pre-engineering students enrolled, or to be enrolled, in a post-secondary educational institution provided the student is pursuing a course of study which has been traditionally a preparatory curriculum for the profession of HVAC or refrigeration and at least one of the following criteria is met:
- The institution hosts a recognized ASHRAE student branch or,
 - The degree program is accredited by an agency recognized by ASHRAE as listed in 3.8 of these Guidelines.

To receive consideration for an Undergraduate Engineering Scholarship, the applicant must:

- have a grade point average of at least 3.0, where 4.0 is the highest and/or a class standing of no less than the top 30% of the class (evidenced by an official transcript of grades and/or a statement from a school administrator),
- have at least one full semester or one quarter of undergraduate study remaining in the academic year for which the scholarship is awarded.

3.1.2—Engineering Technology Scholarships—(97-06-29-12/98-06-24-35/00-02-09-22)

- A. ASHRAE Associate Engineering Technology Scholarships shall be available to full-time resident undergraduate engineering technology students enrolled, or to be enrolled, in a post-secondary educational institution for a 2 or 3 year associate degree provided the student is pursuing a course of study, which has traditionally been a preparatory curriculum for the profession of HVAC or refrigeration and at least one of the following criteria is met:
- The institution hosts a recognized ASHRAE student branch or,
 - The degree program is accredited by an agency recognized by ASHRAE as listed in 3.8 of these Guidelines.

To receive consideration for an Associate Engineering Technology Scholarship the applicant must:

- have a grade point average of at least 3.0, where 4.0 is the highest and/or a class standing of no less than the top 30% of the class (evidenced by an official transcript of grades and/or a statement from a school administrator),
- have at least one full year of engineering technology study remaining in the academic year for which the scholarship is awarded.

B. ASHRAE Bachelor Engineering Technology Scholarships shall be available to full-time resident undergraduate engineering technology students enrolled, or to be enrolled, in a post-secondary educational institution for a 4 or 5 year bachelor degree provided the student is pursuing a course of study which has traditionally been a preparatory curriculum for the profession of HVAC or refrigeration and at least one of the following criteria is met:

- The institution hosts a recognized ASHRAE student branch or,
- The degree program is accredited by an agency recognized by ASHRAE as listed in 3.8 of these Guidelines.

To receive consideration for an Bachelor Engineering Technology Scholarship the applicant must:

- have a grade point average of at least 3.0, where 4.0 is the highest, and/or a class standing of no less than the top 30% of the class (evidenced by an official transcript of grades and/or a statement from a school administrator),
- have at least one full year of engineering technology study remaining in the academic year for which the scholarship is awarded.

3.1.3 Freshman Engineering Scholarship (15-07-01)

A. An ASHRAE freshman engineering scholarship shall be available to full-time resident engineering or pre-engineering students enrolled in a post-secondary educational institution provided the student is pursuing a course of study which has been traditionally a curriculum for the profession of HVAC or refrigeration and at least one of the criteria is met:

- The institution hosts a recognized ASHRAE student branch or,
- The degree program is accredited by an agency recognized by ASHRAE as listed in 3.8 of these Guidelines.

To receive consideration for a Freshman Engineering Scholarship, the applicant must:

- be a first-year student in a post-secondary institution that meets the above criteria
- have a college grade point average of at least 3.0 where 4.0 is the highest and/or a class standing of no less than the top 30% of the class (evidenced by an official transcript of grade and/or official statement from a school administrator.)
- be a student member of ASHRAE or have initiated the establishment of an ASHRAE student branch at their school prior to the application deadline.

3.1.4 Graduate Engineering Scholarships

A. ASHRAE graduate engineering scholarships shall be available to full-time resident graduate engineering students enrolled, or to be enrolled, in any school provided the student shall be pursuing a course of study which has been traditionally a curriculum for the profession of HVAC or refrigeration and at least one of the following criteria is met:

- The institution hosts a recognized ASHRAE student branch.
- The student's undergraduate degree program is accredited by an agency recognized by ASHRAE as listed in 3.8 of these Guidelines.
- The institution's undergraduate and/or graduate degree program is accredited by an agency recognized by ASHRAE as listed in 3.8 of these Guidelines.

To receive consideration for a Graduate Engineering Scholarship, the applicant must:

- have a grade point average of at least 3.0 where 4.0 is the highest and/or a class standing of no less than the top 30% of the class (evidenced by an official transcript of grades and/or a statement from a school administrator);
- have at least one full year of graduate study remaining in the academic year for which the scholarship is awarded; and
- be enrolled in graduate level courses for at least 12 credit hours each quarter or semester during the academic year for which the scholarship is awarded.

3.1.5 University-Specific Named Scholarships (99-06-24/99-01-27-38)

A. ASHRAE University-Specific Scholarships shall be available to full-time resident undergraduate pre-engineering or engineering students, or undergraduate engineering technology students enrolled, or to be enrolled, in a post-secondary educational institution provided the student is pursuing a course of study which has been traditionally a preparatory curriculum for the profession of HVAC or refrigeration, the university is approved by the ASHRAE Board of Directors and at least one of the following criteria is met:

- The institution hosts a recognized ASHRAE student branch
- The degree program is accredited by an agency recognized by ASHRAE as listed in 3.8 of these Guidelines.

To receive consideration for a University-Specific Named Scholarship, the candidate must:

- have a grade point average of at least 3.0 where 4.0 is the highest and/or a class standing of no less than the top 30% of the class (evidenced by an official transcript of grades and/or a statement from a school administrator) and;
- have at least one full semester or one quarter of academic study remaining in the academic year for which the scholarship is awarded.

B. Graduate engineering or graduate engineering research fellowship students shall be eligible provided:

- the student is pursuing a course of study which has been traditionally a preparatory curriculum for the profession of HVAC or refrigeration and;
- the university is approved by the ASHRAE Board of Directors.

To receive consideration for a Graduate Engineering or graduate engineering research fellowship University-Specific Named Scholarship, the candidate must:

- have a grade point average of at least 3.0 where 4.0 is the highest and/or a class standing of no less than the top 30% of the class (evidenced by an official transcript of grades and/or a statement from a school administrator); and
- have at least one full semester or one quarter of academic study remaining in the academic year for which the scholarship is awarded.

3.1.6 Regional Scholarships (BOD 00-06-28)

A. ASHRAE Regional Scholarships shall be available to full-time resident undergraduate pre-engineering or engineering students attending a post-secondary educational institution within a specified ASHRAE region provided the student is pursuing a course of study which has been traditionally a preparatory curriculum for the profession of HVAC or refrigeration and at least one of the following criteria is met:

- The institution hosts a recognized ASHRAE student branch;
- The degree program is accredited by an agency recognized by ASHRAE as listed in 3.8 of these Guidelines

~~To receive consideration for a Regional Scholarship, the applicant must:~~

- ~~• have a grade point average of at least 3.0 where 4.0 is the highest and/or a class standing of no less than the top 30% of the class (evidenced by an official transcript of grades and/or a statement from a school administrator), and~~
- ~~• have at least one full semester or one quarter of academic study remaining in the academic year for which the scholarship is awarded.~~

~~3.1.7 ASHRAE High School Senior Engineering & Engineering Technology Scholarships
(10-01-27-05/10-06-30-08)~~

~~A. ASHRAE High School Senior Engineering & Engineering Technology Scholarships shall be available to high school seniors who have been accepted to an engineering, pre-engineering or engineering technology program at an institution where at least one of the following criteria is met:~~

- ~~• The institution hosts a recognized ASHRAE student branch~~
- ~~• The degree program is accredited by an agency recognized by ASHRAE as listed in 3.8 of the Scholarship Guidelines (See below for 3.8 criteria)~~

~~To receive consideration for a High School Senior Engineering/Engineering Technology Scholarship, the applicant must:~~

- ~~• have a grade point average of at least 3.0 where 4.0 is the highest and/or a class standing of no less than the top 30% of the class (evidenced by an official transcript of grades and/or a statement from a school administrator).~~

3.2 Control and Funding

~~3.2.1 Overall control and guidance for the Scholarship Program, particularly policy and finances, shall be the responsibility of the Board of Directors. However, the Board will normally delegate the operation and administration of the program to the Scholarship Trustees, who shall report to the Board of Directors through the Executive Committee.~~

3.2.2 Each scholarship ~~will~~ shall be funded separately. ~~W~~ and whenever unspecified scholarship funds are made available to ASHRAE, the funds ~~will~~ shall be placed in the ASHRAE Scholarship Fund.

3.2.3 A continuous effort shall be made by ASHRAE to obtain contributions from any and all sources available, in order to increase all scholarship funds and build the scholarship funds to an amount such that the annual interest earnings will provide adequate funding for ASHRAE's Scholarship Program. Funds for scholarships may be solicited from individuals or industrial firms. Member assessments, special fund-raising events, or voluntary contributions may be a source of funds.

3.2.4 All funds for scholarships ~~will~~ shall be invested separately from other ASHRAE investments and shall be deposited in an ASHRAE headquarters interest bearing account. Separate accounting records shall be maintained for each scholarship fund.

3.2.5 All funds for scholarships ~~can~~ must be used only for the scholarship for which they are specified and contributions, regardless of source, must be credited to the fund specified. If a contribution is not specified, it will become part of the ASHRAE Scholarship Fund.

3.2.6 If funds donated to a named scholarship do not accrue to a minimum required amount that would support the scholarship into perpetuity, as determined by the ASHRAE Foundation Trustees, within five years of the initial donation, the funds may be transferred to the General Scholarship Fund. Further, if additional

~~contributions are not received within three years after the initial donation, the funds may be transferred to the General Scholarship Fund, to be used at the discretion of the Scholarship Trustees. If funds donated to a named scholarship do not accrue to a minimum required amount (i.e., \$60,000) within five years after the initial donation, the funds will be transferred into the General Scholarship Fund. Further, if additional contributions are not received within three years after the initial donation, the funds will be transferred into the General Scholarship Fund, to be used accordingly.~~

3.3 Non-Discriminatory Basis of Selection

- 3.3.1 The selection of scholarship recipients must be on an objective and non-discriminatory basis. This requires that the group from which the recipients are selected must be chosen on the basis of criteria reasonably related to the purpose of the scholarship.
- 3.3.2 In establishing a purpose for a scholarship, the Scholarship Trustees may place reasonable restrictions on the course of study for which the grant is available, such as engineering or HVAC and refrigeration curriculum.
- 3.3.3 The group of applicants must be sufficiently large to constitute a charitable class unless, taking into account the purpose of the scholarship, one or several persons are selected because they are exceptionally qualified to carry out such purpose or it is otherwise evident that the selection is particularly calculated to effectuate the charitable purpose of the scholarship rather than to benefit particular persons or class of persons.
- 3.3.4 The scholarship award must not be used by ASHRAE or the Scholarship Trustees as a means to benefit ASHRAE members, to recruit employees for a particular member of ASHRAE, to induce employees to continue their employment with such member, or to otherwise follow a desired course of action.
- 3.3.5 ~~No preference shall be given by the Scholarship Trustees to any candidate whose relative is, or has been, a member of ASHRAE, the Board of Directors, or the Scholarship Trustees. (11-06-29-04)~~
- 3.3.65 If a scholarship is awarded for a period of more than one academic year, subject to renewal, the standards for renewal must be based solely upon factors such as financial need and maintenance of scholastic standards. The recipient's or his/her relative's membership in ASHRAE shall not be considered.
- 3.3.76 A scholarship award may not be terminated because the recipient or a relative of the recipient terminates his membership in ASHRAE.

3.4 Organization and Responsibility

- 3.4.1 The Scholarship Trustees ~~will comprises six voting members, including the chair and vice chair, and the Chief Staff Officer, who shall be a non-voting member, consist of seven members of ASHRAE, one being the Chief Staff Officer. Voting members shall be elected according to ROB 3.300.008 Election Procedures for ASHRAE Scholarship Trustees. All other members will be elected to three-year terms with two members being elected each year. A Trustee may be re-elected to serve a second term of three years. A partial term shall not count as a full three-year term.~~ The members of the Scholarship Trustees shall elect one member to serve as Chair and one member to serve as Vice Chair each year. ~~An elected Trustee may not simultaneously be a member of the Board of Directors. (00-03-09-24)~~

~~3.4.2 Candidates for election to the Scholarship Trustees will be nominated by the president-elect for approval by the Board of Directors. Each Trustee shall have the experience, educational background, and technical knowledge to properly evaluate the scholastic potential of all candidates.~~

~~3.4.3 The Foundation Trustees will have responsibility for ongoing contribution solicitation programs.~~

~~3.4.24 The Scholarship Trustees will meet at least once twice annually at the Winter and Annual Conferences. Any two of the Trustees can call for a meeting of the Trustees with at least 30 days' notice. If only one meeting is held annually, it shall be scheduled as specified in item 3.6.3B of this document. The Scholarship Trustees shall periodically review all scholarships awarded in accordance with the supervisory procedures outlined under item 3.46.~~

~~3.4.35 To maintain continuity, the Chief Staff Officer will be responsible for the overall administration of the program as specified in this document and will serve as the permanent member of the Scholarship Trustees and the Scholarship Trustee Manual of Procedures.~~

~~3.4.6 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:~~

- ~~A. Name and address of scholarship recipient~~
- ~~B. Amount of the scholarship awarded~~
- ~~C. Period over which the scholarship is to be distributed to recipient~~
- ~~D. Criteria used to select the recipient~~
- ~~E. Relationship, if any and otherwise known, between the recipient and any officer of ASHRAE or any ASHRAE member~~
- ~~F. Purpose of scholarship~~
- ~~G. Restrictions, if any, placed upon the scholarship~~
- ~~H. Methods used to publicize the availability of the scholarship~~
- ~~I. Original application of the candidate~~
- ~~J. Recommendation and action taken on the application by the Scholarship Trustees~~
- ~~K. A signed release which allows the Scholarship Trustees to review the student's academic records~~
- ~~L. 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.~~

~~3.4.47 The Comptroller/Director of Administrative Services will be responsible for control of receipts to the fund, preparing financial reports on the balance of the fund, and distribution of checks to the scholarship recipients.~~

~~3.4.8 The assigned staff liaison will be responsible for mailing all scholarship announcements and applications as required, distribution of applications to the Scholarship Trustees, preparation of notification letters to all applicants and minutes of the Scholarship Trustees meetings.~~

Formatted: Indent: Left: 0", First line: 0"

Formatted: Indent: Left: 1", First line: 0"

Formatted: Indent: Left: 1"

Formatted: Normal, Indent: Left: 1", Hanging: 0.5", No bullets or numbering

~~3.4.9 During the Winter Meeting of the Scholarship Trustees, the Chief Staff Officer will recommend the number of general scholarships to be awarded for the following fiscal year based on the scholarship fund balance.~~

~~3.4.10 Brochures and promotional material design and printing for the Scholarship Program will be the responsibility of the assigned staff liaison. Final approval of this material will be made by the Chair of the Scholarship Trustees and the Chief Staff Officer.~~

~~3.4.11 An annual report of all scholarship activities will be prepared by the Chief Staff Officer and will be distributed to the Executive Committee and Board of Directors.~~

~~3.4.12 Public announcements regarding the promotion or recipient of a scholarship award shall be made by ASHRAE.~~

~~3.5 Supervision of Scholarships~~

~~3.5.1 In the event that the Scholarship Trustees learn, whether by report submitted to it by the educational institution or otherwise, that all or any part of a scholarship award is not being used in furtherance of the purposes for which it was made, the Scholarship Trustees shall be under a duty to investigate the underlying circumstances. While conducting its investigation, the Scholarship Trustees must withhold further payments to the scholarship recipient to the extent possible. Consistent with its investigation, if the Scholarship Trustees determine that any part of the scholarship award has been used for improper purposes, they shall take all reasonable and appropriate steps, including legal action where appropriate, either to recover the scholarship funds or to ensure the restoration of the diverted funds and the dedication of the remaining portion of such funds, if any, held by the scholarship recipient for the purposes being financed by the award.~~

~~The Scholarship Trustees shall withhold further payments until it has:~~

- ~~• Received the scholarship recipient's assurances that further diversions will not occur;~~
- ~~• Required the scholarship recipient to take extraordinary precautions to prevent future diversions from occurring; and~~
- ~~• Recovered all improperly diverted funds, in cases where the scholarship recipient has previously diverted scholarship funds to any use not in furtherance of a purpose specified in the grant.~~

~~3.5.2 Subparagraphs 3.4.6(k) and 3.5.1 dealing with the receipt of academic records and the investigation of improperly diverted funds, respectively, shall be deemed to be satisfied with respect to the scholarship award under the following circumstances:~~

- ~~• The scholarship award is described in Item 2.1A;~~
- ~~• The sponsoring organization pays the scholarship award directly to an educational institution described in Item 2.1A; and~~
- ~~• Such educational institution agrees to use the scholarship funds to defray the recipient's expenses or to pay the funds (or a portion thereof) to the recipient only if the recipient is enrolled at such educational institution and his standing at such institution is consistent with the purposes and conditions of the scholarship award.~~

~~3.6 Operation and Schedules for Scholarship Program (09-01-28-03)~~

3.6.1—Announcement of Scholarship

A. ~~An announcement letter, application form, and evaluation form for scholarships will be sent to all schools in the United States and its territories, and Canada that have an HVAC and refrigeration or equivalent program and meets at least one of the following criteria:~~

- ~~• The institution hosts a recognized ASHRAE student branch,~~
- ~~• The degree program is accredited by an agency recognized by ASHRAE as listed in 3.8 of these Guidelines.~~

~~(Note: If the scholarship is given to a student or through an institution outside the United States, such grant or scholarship shall also be in conformance with local laws and regulations.)~~

B. ~~The announcement letter and accompanying forms will be sent to the Dean of Engineering or Department Chair each year by October.~~

3.6.2—Submission of Applications

A. ~~Each applicant must follow the instructions in completing the application form and routing the evaluation sheets to those references chosen. Applicants must send the following items to the Scholarship Trustees, ASHRAE, 1794 Tullie Circle, NE, Atlanta, GA 30329:~~

- ~~1. Complete application form,~~
- ~~2. Official transcript of grades,~~
- ~~3. Letter of recommendation from professor or faculty advisor (Graduate students must submit letters from two professors or faculty advisors),~~
- ~~4. Two additional letters of recommendation from persons familiar with applicant's character, accomplishments, and likelihood of success in the HVAC industry.~~
- ~~5. Students in an institution with an ASHRAE student branch should hold an interview with the student branch faculty advisor and/or the Student Activities Chair of the sponsoring student branch. A letter report of such interview(s) is to be separately sent to the Scholarship Trustees.~~

B. ~~All engineering undergraduate scholarship applications must be postmarked no later than December 1. All engineering technology applications must be postmarked no later than May 1. All graduate scholarship applications must meet the application deadlines set by the applicable school and coordinated with the Scholarship Trustees.~~

~~———— (08-06-24-9B/11-06-26-5B)~~

3.6.3—Action on Applications

~~———— (11-06-26-5B)~~

A. ~~Applications and evaluation forms received at ASHRAE headquarters shall be sent to each member of the Scholarship Trustees prior to the Winter Meeting.~~

B. ~~The Scholarship Trustees will meet at the Society Winter Meeting each year and select undergraduate scholarship and graduate scholarship recipients in accordance with the established criteria for the scholarships. The Scholarship Trustees will meet at the Annual Meeting each year and select the engineering technology scholarship recipient.~~

~~C. Recipients of ASHRAE undergraduate scholarships and graduate scholarships shall be notified in the spring by the Chair of the Scholarship Trustees. All other applications (not funded) will be acknowledged by the Chair of the Scholarship Trustees. Recipients of engineering technology scholarships shall be notified in the summer. All scholarship and fellowship recipients shall have funds available to them in the fall.~~

~~3.7 Expenses for Scholarship Program~~

- ~~A. 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.~~
- ~~B. 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.~~
- ~~C. 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.~~

~~3.8 Accreditation Agencies Recognized by ASHRAE (09-01-28-03)~~

- ~~3.8.1. ASHRAE recognizes the following accreditation agencies for the purpose of awarding Society scholarships:~~
- ~~• ABET – Accreditation Board for Engineering and Technology~~
 - ~~• PAHRA – Partnership for Air Conditioning, Heating, Refrigeration Accreditation~~
 - ~~• Any institution that is a signatory of the Washington, Sydney, or Dublin Accord~~
 - ~~• An accrediting agency outside the USA that has a signed Memorandum of Understanding with ABET.~~

Move to MOP

2.12 Scholarship amounts awarded shall not exceed the direct annual cost of attending the educational institution (i.e., tuition, books, supplies, etc.) through graduation.
(10-06-30-07)

3.4.6 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:

- A. Name and address of scholarship recipient
- B. Amount of the scholarship awarded
- C. Period over which the scholarship is to be distributed to recipient
- D. Criteria used to select the recipient
- E. Relationship, if any and otherwise known, between the recipient and any officer of ASHRAE or any ASHRAE member
- F. Purpose of scholarship
- G. Restrictions, if any, placed upon the scholarship
- H. Methods used to publicize the availability of the scholarship
- I. Original application of the candidate
- J. Recommendation and action taken on the application by the Scholarship Trustees
- K. A signed release which allows the Scholarship Trustees to review the student's academic records
- L. 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.

3.4.8 The assigned staff liaison will be responsible for mailing all scholarship announcements and applications as required, distribution of applications to the Scholarship Trustees, preparation of notification letters to all applicants and minutes of the Scholarship Trustees meetings.

3.4.9 During the meetings of the Scholarship Trustees, the Chief Staff Officer will recommend the number of general scholarships to be awarded for the following fiscal year based on the scholarship fund balance.

3.4.10 Brochures and promotional material design and printing for the Scholarship Program will be the responsibility of the assigned staff liaison. Final approval of this material will be made by the Chair of the Scholarship Trustees and the Chief Staff Officer.

3.4.11 A report of all scholarship activities will be prepared by the Chief Staff Officer and will be distributed to the Executive Committee and Board of Directors at the Winter and Annual Conferences.

Formatted: Normal, Left

Formatted: Normal, Left

Formatted: Normal, Left

3.4.12 Public announcements regarding the promotion or recipient of a scholarship award shall be made by ASHRAE.

3.5 Supervision of Scholarships

3.5.1 In the event that the Scholarship Trustees learn, whether by report submitted to it by the educational institution or otherwise, that all or any part of a scholarship award is not being used in furtherance of the purposes for which it was made, the Scholarship Trustees shall be under a duty to investigate the underlying circumstances. While conducting its investigation, the Scholarship Trustees must withhold further payments to the scholarship recipient to the extent possible. Consistent with its investigation, if the Scholarship Trustees determine that any part of the scholarship award has been used for improper purposes, they shall take all reasonable and appropriate steps, including legal action where appropriate, either to recover the scholarship funds or to ensure the restoration of the diverted funds and the dedication of the remaining portion of such funds, if any, held by the scholarship recipient for the purposes being financed by the award.

The Scholarship Trustees shall withhold further payments until it has:

- Received the scholarship recipient's assurances that further diversions will not occur;
- Required the scholarship recipient to take extraordinary precautions to prevent future diversions from occurring; and
- Recovered all improperly diverted funds, in cases where the scholarship recipient has previously diverted scholarship funds to any use not in furtherance of a purpose specified in the grant.

3.5.2 Subparagraphs 3.4.6(k) and 3.5.1 dealing with the receipt of academic records and the investigation of improperly diverted funds, respectively, shall be deemed to be satisfied with respect to the scholarship award under the following circumstances:

- The scholarship award is described in Item 2.1A;
- The sponsoring organization pays the scholarship award directly to an educational institution described in Item 2.1A; and
- Such educational institution agrees to use the scholarship funds to defray the recipient's expenses or to pay the funds (or a portion thereof) to the recipient only if the recipient is enrolled at such educational institution and his standing at such institution is consistent with the purposes and conditions of the scholarship award.

3.6 Operation and Schedules for Scholarship Program (09-01-28-03)

3.6.1 Announcement of Scholarship

C-A. An announcement letter, application form, and evaluation form for scholarships will be sent to all schools in the United States and its territories, and Canada that have an HVAC and refrigeration or equivalent program and meets at least one of the following criteria:

- The institution hosts a recognized ASHRAE student branch,
- The degree program is accredited by an agency recognized by ASHRAE as listed in 3.8 of these Guidelines.

(Note: If the scholarship is given to a student or through an institution outside the United States, such grant or scholarship shall also be in conformance with local laws and regulations.)

D.B. The announcement letter and accompanying forms will be sent to the Dean of Engineering or Department Chair each year by October.

3.6.2 Submission of Applications

C.A. Each applicant must follow the instructions in completing the application form and routing the evaluation sheets to those references chosen. Applicants must send the following items to the Scholarship Trustees, ASHRAE, 1791 Tullie Circle, NE, Atlanta, GA 30329:

6.1. Complete application form.

7.2. Official transcript of grades.

8.3. Letter of recommendation from professor or faculty advisor (Graduate students must submit letters from two professors or faculty advisors).

9.4. Two additional letters of recommendation from persons familiar with applicant's character, accomplishments, and likelihood of success in the HVAC industry.

10.5. Students in an institution with an ASHRAE student branch should hold an interview with the student branch faculty advisor and/or the Student Activities Chair of the sponsoring student branch. A letter report of such interview(s) is to be separately sent to the Scholarship Trustees.

D.B. All engineering undergraduate scholarship applications must be postmarked no later than December 1. All engineering technology applications must be postmarked no later than May 1. All graduate scholarship applications must meet the application deadlines set by the applicable school and coordinated with the Scholarship Trustees.

(98-06-24-9B/11-06-26-5B)

3.6.3 Action on Applications

(11-06-26-5B)

D.A. Applications and evaluation forms received at ASHRAE headquarters shall be sent to each member of the Scholarship Trustees prior to the Winter Meeting.

E.B. The Scholarship Trustees will meet at the Society Winter Meeting each year and select undergraduate scholarship and graduate scholarship recipients in accordance with the established criteria for the scholarships. The Scholarship Trustees will meet at the Annual Meeting each year and select the engineering technology scholarship recipient.

F.C. Recipients of ASHRAE undergraduate scholarships and graduate scholarships shall be notified in the spring by the Chair of the Scholarship Trustees. All other applications (not funded) will be acknowledged by the Chair of the Scholarship Trustees. Recipients of engineering technology scholarships shall be notified in the summer. All scholarship and fellowship recipients shall have funds available to them in the fall.

3.7 Expenses for Scholarship Program

D.A. 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.

E.B. 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.

F.C. 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.

Formatted: Font: 18 pt

Formatted: Normal, Left

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-application accepted from former scholarship recipients provided they continue to meet all current criteria.

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:
 - a. The program is ABET-accredited
 - b. 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.

3. ASHRAE Presidents Scholarship

a one-year \$5,000 scholarship, renewable for a second year, with the following criteria:

- 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) The 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 Section 3.8 of the Society Scholarship Program Guidelines.

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 on a maximum 4.0 scale while enrolled full time, and

- a. have at least one full year of study remaining before graduation, and
- b. have obtained summer employment (10 week minimum) or an internship with an employer in the HVACR&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.

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.

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.

GENERAL

1. The Scholarship shall be named "ASHRAE (name of the contributor) Scholarship Award".
2. All of the rules that apply to other ASHRAE scholarships shall apply to these scholarships.
3. The scholarships shall be designated for engineering undergraduates, engineering technology undergraduates, or engineering graduates. (11-06-26-5B)
4. Written agreement with the University must be obtained.
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. Recipients of a scholarship must have at least a 3.0 grade point average, where 4.0 is the highest.
7. For any year there is not a viable candidate, the funds may be used in subsequent years.
8. 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)
9. 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.
10. University-Specific Named scholarships will be reviewed for appropriateness every ten years.
11. The name of a University scholarship shall be approved by the ASHRAE Board of Directors.
12. 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

Appendix D - ASHRAE REGIONAL AND CHAPTER SCHOLARSHIPS

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

General

1. All applications will be received and reviewed on a yearly basis, including reapplication from former scholarship recipients.
2. Scholarships must meet the fiscal guidelines of the Scholarship Program.
3. Name of the region or chapter shall appear in the title of the scholarship and all other criteria in the Society Scholarship Guidelines shall apply.
4. Regional Scholarships are restricted to a school in the named ASHRAE region.
5. Scholarship Trustees select recipient.
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 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. Boggarm & Barthy Setty Region I 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 Boggarm Setty 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 (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 scholarship will be a one-year scholarship of \$3,000.00 per year. 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. ASHRAE Region IV 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 candidates 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

3.700 SOCIETY SCHOLARSHIP PROGRAM RULES

TABLE OF CONTENTS

1. PREFACE, PHILOSOPHY AND MISSION

The mission of the ASHRAE Scholarship Program is designed to promote and support HVAC&R education through the granting of scholarships at the undergraduate and graduate level. The program seeks to:

Commented [MB1]: Is this true?

- motivate students worldwide to pursue an engineering or engineering technology degree in the HVAC&R field by offering scholarships to provide financial support for their education and training
- provides individuals, foundations, trusts, and corporations an opportunity to contribute and assist students of high scholarship attainment in engineering education through contributions, grants, wills, and other legal means.
- serve the interests of ASHRAE and the public by aiding in the education of men and women to become qualified to practice as engineers in the HVAC&R field.

2. GENERAL RULES

- 2.1 The Scholarship Program operates under the authority of the Board of Directors, which shall have the sole responsibility to authorize and approve new scholarships, including their funding, selection criteria, and award procedures. (09-01-28-03)
- 2.2 The Board of Directors delegates responsibility for the operation of the Scholarship Program to the Scholarship Trustees, which has sole authority for the final selection and approval of scholarship recipients, the number of scholarships awarded, the frequency of awards, the amount of each award. The Scholarship Trustees shall report to the Board of Directors through the Executive Committee.
- 2.3 Requirements. All scholarships awarded by the Scholarship Trustees must satisfy one of the following requirements:
- A. The scholarship is subject to the provisions of Section 117(a) of the Internal Revenue Code of 1986 (that is, the scholarship or fellowship grant must be received by an individual and used for tuition and fees required for his enrollment, as well as books, supplies, equipment and related fees required for courses of instruction), and the scholarship is to be used for study at an educational organization described in Section 170 (b) (1) (A) (ii) of the Internal Revenue Code of 1986 (that is, an educational organization that normally maintains a regular faculty and curriculum and normally has a regularly enrolled body of pupils or students in attendance at the place where its educational activities are regularly carried on);
- B. The scholarship constitutes a prize or award that is subject to the provisions of Section 74(b) (1) and (2) of the Internal Revenue Code of 1986 (that is, the prize or award is made primarily in recognition of religious, charitable, scientific, educational, artistic, literary or civic achievement, but only if the recipient was selected without any action on his part to enter the contest or proceeding and the recipient is not required to render substantial future services as a condition of receiving the prize or award), where the recipient of such prize or award is selected from the general public; or

Commented [MB2]: This provision does not seem to apply. Is there any chance we will offer scholarships in the future without a student application?

- C. The purpose of the scholarship is to achieve a specific objective, produce a report or other similar product, or improve or enhance a literary, artistic, musical, scientific, teaching or other similar capacity, skill or talent of the recipient.
- 2.4 Deceased and/or living members of ASHRAE may be honored with personally named scholarship funds. The individual must have been, or be, a member of ASHRAE, of impeccable character and reputation, who has made significant contributions to the arts and sciences of heating, ventilating, air conditioning and refrigeration. (96-06-26-18)
- 2.5 All named scholarships shall be reviewed on their 10th anniversary and every 10th year thereafter for continuance and applicability as a named scholarship or conversion to an ASHRAE scholarship. (98-01-18-07)
- 2.6 Under no circumstances shall any member of the Scholarship Trustees derive a private benefit, directly or indirectly, from the selection of certain potential scholarship recipients over others.

3. OPERATING RULES

3.1 Types of Scholarships and Criteria

- 3.1.1 The ASHRAE Scholarship program comprises the following types of scholarships:
- High School Senior Scholarships
 - Freshman Engineering Scholarship
 - Undergraduate Engineering Scholarships
 - Engineering Technology Scholarships
 - Regional/Chapter Scholarships
 - University-specific Scholarships
- All available scholarships and special considerations (if any) are listed in the Scholarship Trustees Manual of Procedures (MOP).
- 3.1.2 The basic criteria on which all scholarships shall be granted are the following:
- Prior academic performance
 - Recommendations from instructors, supervisors, and colleagues
 - Character and leadership
 - Potential service to the HVAC&R profession
 - Need for financial assistance
- 3.1.3 Scholarships shall be available to full-time undergraduate pre-engineering, engineering, or engineering technology students enrolled, or to be enrolled, in a post-secondary educational institution provided the student is pursuing a course of study which has traditionally been a preparatory curriculum for the profession of HVAC or refrigeration and at least one of the following criteria is met:
- 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 these Rules
- 3.1.4 Accreditation Agencies Recognized by ASHRAE for the purpose of awarding Society scholarships (09-01-28-03)

- ABET – Accreditation Board for Engineering & Technology
- PAHRA – Partnership for Air Conditioning, Heating, Refrigeration Accreditation
- Any institution outside the USA that is recognized by an accrediting agency that is a signatory of the Washington or Sydney Accords
- Any accrediting agency outside the USA that has a signed Memorandum of Understanding with ABET

Commented [MB3]: Do we want to differentiate between full signatories and provisional signatories?

3.1.5 Applicants must have a cumulative grade point average of at 3.0, where 4.0 is the highest or a class standing of no less than the top 30% (evidenced by an official transcript of grades and/or an official statement from a school administrator) and at least one full semester or quarter of undergraduate study remaining in the academic year for which the scholarship is awarded.

Commented [MB4]: One quarter or two quarters?

3.1.6 A student who opts to participate with a school's cooperative outside work program and/or outside work internship while meeting all the school's requirements for its respective academic program shall be considered a full-time student for the purpose of determining scholarship eligibility.

(Note: If the scholarship is given to a student or through an institution outside the United States, such grant or scholarship shall also be in conformance with local laws and regulations.)

3.2 Funding

3.2.2 Each scholarship shall be funded separately. Whenever unspecified scholarship funds are made available to ASHRAE, the funds shall be placed in the ASHRAE Scholarship Fund.

3.2.3 A continuous effort shall be made by ASHRAE to obtain contributions from any and all sources available, in order to increase all scholarship funds and build the scholarship funds to an amount such that the annual interest earnings will provide adequate funding for ASHRAE's Scholarship Program. Funds for scholarships may be solicited from individuals or industrial firms. Member assessments, special fund-raising events, or voluntary contributions may be a source of funds.

3.2.4 All funds for scholarships shall be invested separately from other ASHRAE investments and shall be deposited in an ASHRAE headquarters interest bearing account. Separate accounting records shall be maintained for each scholarship fund.

3.2.5 All funds for scholarships must be used only for the scholarship for which they are specified and contributions, regardless of source, must be credited to the fund specified. If a contribution is not specified, it will become part of the ASHRAE Scholarship Fund.

3.2.6 If funds donated to a named scholarship do not accrue to a minimum required amount that would support the scholarship into perpetuity, as determined by the ASHRAE Foundation Trustees, within five years of the initial donation, the funds may be transferred to the General Scholarship Fund. Further, if additional contributions are not received within three years after the initial donation, the

funds may be transferred to the General Scholarship Fund, to be used at the discretion of the Scholarship Trustees.

3.3 Non-Discriminatory Basis of Selection

- 3.3.1 The selection of scholarship recipients must be on an objective and non-discriminatory basis. This requires that the group from which the recipients are selected must be chosen on the basis of criteria reasonably related to the purpose of the scholarship.
- 3.3.2 In establishing a purpose for a scholarship, the Scholarship Trustees may place reasonable restrictions on the course of study for which the grant is available, such as engineering or HVAC and refrigeration curriculum.
- 3.3.3 The group of applicants must be sufficiently large to constitute a charitable class unless, taking into account the purpose of the scholarship, one or several persons are selected because they are exceptionally qualified to carry out such purpose or it is otherwise evident that the selection is particularly calculated to effectuate the charitable purpose of the scholarship rather than to benefit particular persons or class of persons.
- 3.3.4 The scholarship award must not be used by ASHRAE or the Scholarship Trustees as a means to benefit ASHRAE members, to recruit employees for a particular member of ASHRAE, to induce employees to continue their employment with such member, or to otherwise follow a desired course of action.
- 3.3.5 No preference shall be given by the Scholarship Trustees to any candidate whose relative is, or has been, a member of ASHRAE, the Board of Directors, or the Scholarship Trustees. (11-06-29-04)
- 3.3.6 If a scholarship is awarded for a period of more than one academic year, subject to renewal, the standards for renewal must be based solely upon factors such as financial need and maintenance of scholastic standards. The recipient's or his/her relative's membership in ASHRAE shall not be considered.
- 3.3.7 A scholarship award may not be terminated because the recipient or a relative of the recipient terminates his membership in ASHRAE.

3.4 Organization and Responsibility

- 3.4.1 The Scholarship Trustees comprises six voting members, including the chair and vice chair, and the Chief Staff Officer, who shall be a non-voting member. Voting members shall be elected according to ROB 3.300.008 Election Procedures for ASHRAE Scholarship Trustees. The members of the Scholarship Trustees shall elect one member to serve as Chair and one member to serve as Vice Chair each year. (00-03-09-24)
- 3.4.2 The Scholarship Trustees will meet at least twice annually at the Winter and Annual Conferences.
- 3.4.3 To maintain continuity, the Chief Staff Officer will be responsible for the overall administration of the program as specified in this document and the Scholarship Trustee Manual of Procedures.

- 3.4.4 The Comptroller/Director of Administrative Services will be responsible for control of receipts to the fund, preparing financial reports on the balance of the fund, and distribution of checks to the scholarship recipients.



MANUAL OF PROCEDURES
For
Scholarship Trustees

Revisions Approved:

Scholarship Trustees on January 27, 2015
Executive Committee on January 28, 2015

Style Definition: Heading 2: No underline

Style Definition: Heading 3: Font: Not Bold, Left, Space
After: 6 pt, Outline numbered + Level: 3 + Numbering
Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned
at: 0.5" + Indent at: 0.85"

Proposed Revisions

**ASHRAE
SCHOLARSHIP TRUSTEES
MANUAL OF PROCEDURES**

TABLE OF CONTENTS

~~1. PURPOSE — 1~~

~~2. ESTABLISHMENT — 1~~

~~3. PHILOSOPHY OF SCHOLARSHIP PROGRAM — 1~~

~~4. RESPONSIBILITIES — 2~~

~~5.1. Responsibilities of the Scholarship Trustees — 2~~

~~5.2. Responsibilities of Chair — 3~~

~~5.3. Responsibilities of Vice Chair — 3~~

~~5.4. Responsibilities of Chief Staff Officer — 3~~

~~5.5. Responsibilities of Staff Liaison — 4~~

~~5. VOTING — 6~~

~~6. STANDING RULES — 6~~

~~7. CHANGES TO RULES OF THE BOARD — 7~~

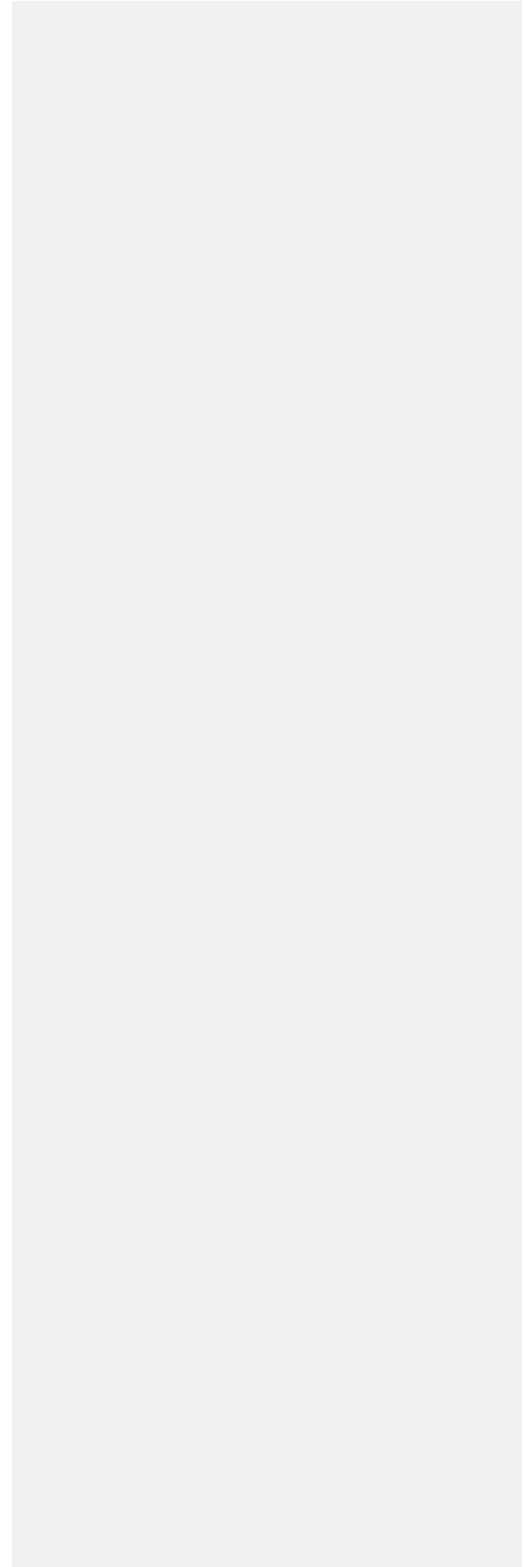
~~8. ESTABLISHMENT OF NAMED SCHOLARSHIPS — 8~~

~~9. APPLICATIONS FOR ASHRAE SCHOLARSHIPS — 9~~

~~10. PROCEDURES FOR EVALUATING SCHOLARSHIP APPLICATIONS — 9~~

~~11. NOTIFICATION OF SCHOLARSHIP RECIPIENTS — 11~~

Proposed Revisions



**ASHRAE
MANUAL OF PROCEDURES
For Scholarship Trustees**

1. PURPOSE

~~1.1.1.~~ The Manual of Procedures (MOP) is a document developed ~~within the committee or group~~ 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 ~~committee~~ Scholarship Trustees for its own guidance. The MOP requires approval of the Scholarship Trustees and the Society Rules Committee ~~committee and the body to which it reports~~.

~~1.2.2.~~ The contents of this manual shall be reviewed ~~by each successive committee or group~~ regularly with the objective of updating and amending, as accumulated experience dictates.

2. ESTABLISHMENT STRUCTURE

~~2.12.1.~~ The Society Scholarship Program is ~~approved, and the program shall be administered in accordance with guidelines approved by the Board of Directors. [ROB 100 119 001/95 06 28 11]~~ 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.

~~7.1~~ The Scholarship Trustees actions, proceedings, findings, conclusions, and reports shall be subject to the direction and review of the BOD. The BOD may take such steps, or see that such steps are taken by the Trustees, as may be appropriate to comply with the Society's Charter and Bylaws, and to make effective any resolution adopted by the Society, or any resolution, rule or direction of the BOD. [ROB 520 103 001/87 06 28 19]

~~7.2~~ If any doubt or controversy should arise as to whether a particular subject or matter is within the jurisdiction of the Scholarship Trustees, or whether any action should be taken by the Trustees, or in the case of a tie vote, the same shall be settled by the Executive Committee or BOD. [ROB 520 103 002/87 06 28 19]

Formatted: Heading 1, No bullets or numbering

Formatted: Heading 2

Formatted: Heading 2, No bullets or numbering

Formatted: Heading 2, Indent: Left: 0"

Formatted: Heading 2, No bullets or numbering

Formatted: Heading 1

Formatted: Heading 1, No bullets or numbering

Formatted: Heading 2, Tab stops: Not at 0.5"

Formatted: Heading 2, No bullets or numbering, Tab stops: Not at 0.5"

3. PHILOSOPHY OF SCHOLARSHIP PROGRAM

3.1 The ASHRAE Scholarship Program is designed to encourage and assist HVAC and refrigeration education through the granting of scholarships at the undergraduate and graduate level. This program also serves the public interest in aiding in the education of men and women to become qualified to practice as engineers in the HVAC and refrigeration field. [See *Scholarship Guidelines (Section 1)*]

3.2 The Scholarship Program also provides individuals, foundations, trusts and corporations an opportunity to contribute and assist students of high scholarship attainment in engineering education through contributions, grants, wills, and other legal means. [See *Scholarship Guidelines (Section 1)*]

4. SCHOLARSHIP TRUSTEES MEMBERSHIP

4.1 The Scholarship Trustees will consist of seven members of ASHRAE, one being the Chief Staff Officer. All other members will be elected to three year terms in a sequence of 2-2-2. A Trustee may be re-elected to serve a second term of three years. A partial term shall not count as a full three year term. The members of the Scholarship Trustees shall elect one member to serve as Chair and one member to serve as Vice Chair each year. An elected Trustee may not simultaneously be a member of the Board of Directors. [See *Scholarship Guidelines 3.5.1*]

Formatted: Heading 1

Formatted: Heading 1, No bullets or numbering

Formatted: Heading 1, Tab stops: Not at 0.5"

Formatted: Heading 1, Indent: Left: 0", First line: 0"

Formatted: Heading 1, Left

Formatted: Heading 1, Indent: Left: 0", First line: 0"

Formatted: Heading 1, Left

Commented [BL1]: Section is duplicated in section 3 of the Scholarship Guidelines

Formatted: Heading 1, No bullets or numbering, Tab stops: Not at 0"

Formatted: Heading 1

Formatted: Heading 1, No bullets or numbering

Scholarship Trustees Manual of Procedures

~~4.2 The President-elect will nominate candidates for election to the Scholarship Trustees for approval by the Board of Directors. Each Trustee shall have the experience, educational background and technical knowledge to properly evaluate the scholastic potential of all candidates. [See Scholarship Guidelines 3.5.2]~~

Formatted: Heading 1, Indent: Left: 0", First line: 0"

~~4.3 To maintain continuity, the Chief Staff Officer will be responsible for the overall administration of the program, as specified in the Scholarship Guidelines, and will serve as the permanent member of the Scholarship Trustees. [See Scholarship Guidelines 3.5.5]~~

Formatted: Heading 1, Left

Formatted: Heading 1, No bullets or numbering, Tab stops: Not at 1"

3. DUTIES

Formatted: Heading 1, Left

Formatted: Heading 1, No bullets or numbering

5 RESPONSIBILITIES

Formatted: Heading 2

5.1 Responsibilities of the Scholarship Trustees

~~5.1.1 Overall control and guidance for the Scholarship Program, particularly policy and finances, shall be the responsibility of the Board of Directors. However, the Board will normally delegate the operation and administration of the program to the Scholarship Trustees, who shall report to the Board of Directors through the Executive Committee. [See Scholarship Guidelines 3.2.1]~~

Commented [BL2]: Duplicated in 3.2.1 of the Guidelines

Formatted: Heading 2, Indent: Left: 0", First line: 0"

~~5.1.2 The number of scholarships, the amount to be paid to each scholarship recipient, and the frequency will be the sole responsibility of the~~

Formatted: Heading 2

Formatted: Heading 2, Indent: Left: 0", First line: 0", Tab stops: Not at 1" + 1.5"

Scholarship Trustees Manual of Procedures

Scholarship Trustees. All scholarships must be awarded solely in the order recommended by the Scholarship Trustees. [See *Scholarship Guidelines 2.5*]

5.1.3 The final selection and approval of all scholarship recipients will be the responsibility of the Scholarship Trustees. [See *Scholarship Guidelines 2.6*]

5.14 The Scholarship Trustees will meet at the Society Winter Meeting each year and select scholarship recipients in accordance with the established criteria for the scholarships. [See *Scholarship Guidelines 3.7.3.23.4.4*]

5.1.5 Criteria, procedures and funding for new scholarships must be reviewed and approved by the Scholarship Trustees and Board of Directors. [See *Scholarship Guidelines 2.9*]

5.1.6 All scholarships shall be under the overall guidance of the Board of Directors, which shall have the sole responsibility to authorize or approve new scholarships. Approved scholarships and fellowships are included in ATTACHMENTS A, B, C & D, E & F. [See *Scholarship Guidelines 3.1*]

5.1.7 The Foundation Trustees will have responsibility for ongoing contribution solicitation programs. [See *Scholarship Guidelines 3.5.33.4.3*]

5.1.8 A continuous effort shall be made by ASHRAE to obtain contributions from any and all sources available, in order to increase all scholarship funds and build the scholarship funds to an amount such that the annual interest earnings will provide adequate funding for ASHRAE's Scholarship Program. Funds for scholarships may be solicited from individuals or industrial firms. Member assessments, special fund raising events, or voluntary contributions may be a source of funds. [See *Scholarship Guidelines 3.2.3*]

5.2.3.1. Responsibilities of Chair

Formatted: Heading 2, Left

Formatted: Heading 2, Indent: Left: 0", First line: 0"

Formatted: Heading 2, Left

Formatted: Heading 2, No bullets or numbering

Commented [BL3]: Wording in Guidelines is different

Formatted: Heading 2, Left

Commented [BL4]: Duplicated in 2.9 of the Guidelines

Formatted: Heading 2, No bullets or numbering

Formatted: Heading 2, Left

Commented [BL5]: Duplicated in section 3 of the Guidelines

Formatted: Heading 2, No bullets or numbering

Formatted: Heading 2, Left

Commented [BL6]: Duplicated in 3.4.3 of the Guidelines

Formatted: Heading 2, No bullets or numbering

Formatted: Heading 2, Left

Commented [BL7]: Duplicated in 3.2.3 of the Guidelines

Formatted: Heading 2, No bullets or numbering

Formatted: Heading 2, Left

Formatted: Heading 2, No bullets or numbering

Scholarship Trustees Manual of Procedures

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:

Formatted: Normal

- (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) *[See Scholarship Guidelines 3.7.3.3]*
- (i) perform other duties assigned by the President or Board of Directors.

Formatted: List Paragraph, Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 1" + Indent at: 1.25"

5.3.3.2. Responsibilities of Vice Chair

Formatted: Heading 2, No bullets or numbering

The responsibilities of the Vice Chair shall include the following:

Formatted: Normal, Indent: Left: 1"

- (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) Preparation 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.

Formatted: Normal

Formatted: List Paragraph, Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 1" + Indent at: 1.25"

3.3. 5.4 Responsibilities of Chief Staff Officer

Formatted: Normal

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

Formatted: Normal, Indent: Left: 1"

- (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:

Formatted: Normal

Formatted: Normal, Indent: Left: 0"

- 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

Formatted: List Paragraph, Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 1" + Indent at: 1.25"

Formatted: Normal

Formatted: Tab stops: 2.25", List tab + Not at 0.25" + 1.75"

Scholarship Trustees Manual of Procedures

- Relationship, if any and if otherwise known, between the recipient and any officer of ASHRAE or any ASHRAE member
- 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. ~~[See Scholarship Guidelines 3.5.63.4.6]~~

- (b) During the ~~Winter Meeting-meetings~~ of the Scholarship Trustees, ~~at the Society's Winter & Annual Conferences~~, the Chief Staff Officer will recommend the number of ~~general~~ scholarships ~~to be awarded available~~ for the following fiscal year based on the scholarship fund balance. ~~[See Scholarship Guidelines 3.54.9]~~
- (c) ~~An annual~~ report of all scholarship activities will be prepared by the Chief Staff Officer, and ~~will be~~ distributed to the Executive Committee and Board of Directors ~~at the Winter and Annual Conferences~~. ~~[See Scholarship Guidelines 3.54.11]~~

~~3.4. 5.5~~ 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,

Formatted: Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 1" + Indent at: 1.25"

Formatted: Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 1" + Indent at: 1.25"

Formatted: Normal

Formatted: Normal, Indent: Left: 1"

Formatted: Normal

Formatted: List Paragraph, Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 1" + Indent at: 1.25"

Formatted: Normal

Formatted: List Paragraph, Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 1" + Indent at: 1.25"

Formatted: Normal

Scholarship Trustees Manual of Procedures

(c) prepare written reports to the Executive Committee at Society Annual and Winter Meetings, and other times as required,

Formatted: List Paragraph, Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 1" + Indent at: 1.25"

(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,

Formatted: Normal

Formatted: List Paragraph, Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 1" + Indent at: 1.25"

(e) stay abreast of the Scholarship budget and expenses incurred, and work with the Chair and Vice Chair to establish yearly budgets,

Formatted: Normal

Formatted: List Paragraph, Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 1" + Indent at: 1.25"

(f) ensure the Manual of Procedures and Society Scholarship Guidelines remain up-to-date,

Formatted: Normal

Formatted: List Paragraph, Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 1" + Indent at: 1.25"

(g) answer or direct inquiries received at headquarters to the Chair or appropriate Scholarship Trustee,

Formatted: Normal

Formatted: List Paragraph, Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 1" + Indent at: 1.25"

(h) distribute information or materials to the Scholarship Trustees on a timely basis so they can perform their assigned duties,

Formatted: Normal

(i) send an announcement letter, application form, and evaluation form for scholarships to ~~all schools in the United States, and its territories and Canada that appropriate schools, have HVAC&R or equivalent curriculum that meets at least one of the following criteria:~~

Formatted: List Paragraph, Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 1" + Indent at: 1.25"

Formatted: Normal

Formatted: List Paragraph, Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 1" + Indent at: 1.25"

~~a. The institution hosts a recognized ASHRAE student branch~~

~~b. The degree program is accredited by an agency recognized by ASHRAE as listed in 3.8 3.1.1.3 of the Scholarship Guidelines.~~

Commented [MB8]: Should this language just be deleted, implying that letters will be sent to all schools globally?

Formatted: Normal

Formatted: Normal, Indent: Left: 0"

Formatted: Normal, Indent: Left: 0", First line: 0"

~~(Note: if the grant or scholarship is given to a student or through an institution outside the United States, such grant or scholarship shall also be in conformance with local laws and regulations), [See Scholarship Guidelines 3.7.1.13.5.3]~~

~~(j) send the announcement letter and accompanying forms to the Dean of Engineering or Department Chair each year by October, [See Scholarship Guidelines 3.7.1.23.6.1]~~

Formatted: Normal, Left

Formatted: List Paragraph, Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 1" + Indent at: 1.25"

Formatted: Normal, Left

~~(i) 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.~~

Formatted: List Paragraph, Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 1" + Indent at: 1.25"

Formatted: Normal

~~(k) prepare notification letters to all applicants, and~~

Formatted: List Paragraph, Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 1" + Indent at: 1.25"

Formatted: Normal

Scholarship Trustees Manual of Procedures

- (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.

Formatted: List Paragraph, Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 1" + Indent at: 1.25"

6 VOTING

- 6.1 ~~The following categories of committee members do not vote and do not count for a quorum unless specifically indicated: BOD ex officio members on general committees, consultants, and staff members. [ROB 520-102-003/87-06-28-19]~~
- 6.2 ~~More than 50 percent of the voting membership of the Trustees is required for a quorum.~~
- 6.3 ~~Voting may be conducted during meetings or by letter ballot. Votes taken at meetings shall be decided by a majority of those voting. Letter ballots require a majority of the Trustees' voting membership.~~

4. 7 STANDING RULES OPERATIONS

Formatted: Heading 1

4.1. General

Formatted: Heading 2, No bullets or numbering

- 7.3 ~~The Scholarship Trustees will meet at least once annually. Any two of the Trustees can call for a meeting with at least 30 days' notice. If only one meeting is held annually, it shall be for the purpose of selecting scholarship recipients in accordance with the established criteria for the scholarships. [See Scholarship Guidelines 3.5.4]~~

Commented [BL9]: Duplicated in 3.4.4 of the Guidelines

Formatted: Heading 3, Indent: Left: 1", Hanging: 0.5", No bullets or numbering

- 7.41.1.1. ~~The Scholarship Trustees normally have their final meeting of the administrative year meet at the Annual Meeting. Reports to the Executive Committee from such meetings shall be the responsibility of the outgoing Chair.~~

Formatted: Heading 3, Indent: Left: 1", Hanging: 0.5"

- 7.51.1.2. ~~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 but the standard transportation reimbursement shall apply to them. [ROB 520-105-002/87-01-19-27]~~

Formatted: Heading 3, Indent: Left: 1", Hanging: 0.5", No bullets or numbering

- 7.61.1.3. ~~The Scholarship Trustees may be permitted by the President, with the approval of the BOD, to coordinate its activities with other~~

Scholarship Trustees Manual of Procedures

organizations or groups having interests kindred to those of the Society.
~~[ROB 520-105-001/74-06-23-24]~~

~~7.7 Scholarship Trustees shall be elected or approved by the BOD in accordance with the Society Bylaws as stated in the "Election and Appointment Procedures" dated 95-01-29-05 (Procedures in ROB Book 2). [ROB 520-101-001/95-01-29-05]~~

~~7.8 The Board of Directors may, by a two-thirds vote of its members present, remove a member of the Scholarship Trustees. [Society Bylaws 7.9]~~

~~7.9 The Scholarship Trustees actions, proceedings, findings, conclusions, and reports shall be subject to the direction and review of the BOD. The BOD may take such steps, or see that such steps are taken by the Trustees, as may be appropriate to comply with the Society's Charter and Bylaws, and to make effective any resolution adopted by the Society, or any resolution, rule or direction of the BOD. [ROB 520-103-001/87-06-28-19]~~

~~7.10 If any doubt or controversy should arise as to whether a particular subject or matter is within the jurisdiction of the Scholarship Trustees, or whether any action should be taken by the Trustees, or in the case of a tie vote, the same shall be settled by the Executive Committee or BOD. [ROB 520-103-002/87-06-28-19]~~

1.1.4. 7.9 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.

1.1.5. 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.

(Scholarship Trustees 01/28/03, 02/02/15)

4.2. Announcement of Scholarship

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

1.1.2. An announcement letter, application form, and evaluation form for scholarships will be sent to all schools in the United States and its

Formatted: Heading 3, Indent: Left: 1", Hanging: 0.5"

Formatted: Heading 3, Indent: Left: 1"

Formatted: Font: (Default) Times New Roman, 12 pt

Formatted: Font: (Default) Times New Roman, 12 pt

Formatted: Heading 2, Indent: Left: 0", First line: 0"

Formatted: Heading 3, Indent: Left: 1", Hanging: 0.5", Outline numbered + Level: 3 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.5" + Indent at: 0.85"

territories, and Canada that have an HVAC and refrigeration or equivalent program and meets at least one of the following criteria:

- The institution hosts a recognized ASHRAE student branch.
- The degree program is accredited by an agency recognized by ASHRAE as listed in ROB 3.700 Society Scholarship Program Rules.

1.1.1. The announcement letter and accompanying forms will be sent either the Student Branch Advisor (if applicable), the Dean of Engineering, or relevant Department Chair. The announcement letter should be sent at least two months prior to the application deadline.

8 CHANGES TO RULES OF THE BOARD

8.1 Changes to ROB's and BAR's shall be issued as supplements to ROB's, BAR's, and manuals. The ROB's included in the supplements shall be incorporated in these documents when revised. [ROB 530 101 004/90-02 14-14]

8.2 Proposed changes, including additions and deletions to the Rules of the Board shall be submitted by committees, councils, and Board members. Changes proposed by a committee shall be submitted through the body to which it reports;

Commented [MB10]: Should this be worldwide?

Formatted: Indent: Left: 1.5", Bulleted + Level: 1 + Aligned at: 0.25" + Indent at: 0.5"

Formatted: Indent: Left: 0", First line: 0"

Formatted: Font: (Default) Times New Roman, 12 pt

Formatted: Heading 3, Indent: Left: 1", Hanging: 0.5", Outline numbered + Level: 3 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.5" + Indent at: 0.85"

Formatted: Font: (Default) Times New Roman, 12 pt

Formatted: Font: (Default) Times New Roman, 12 pt

Formatted: Font: (Default) Times New Roman, 12 pt

Formatted: Font: (Default) Times New Roman, 12 pt

Formatted: Font: (Default) Times New Roman, 12 pt

Formatted: Font: Not Bold

Formatted: Heading 2, No bullets or numbering

Formatted: Font: Not Bold

Formatted: Font: Not Bold

Formatted: Heading 2

Formatted: Heading 2, No bullets or numbering

Formatted: Heading 2, Left

Formatted: Heading 2, No bullets or numbering

Scholarship Trustees Manual of Procedures

~~council and Board members may submit proposed changes directly to the Board of Directors.~~

Formatted: Heading 2

~~8.3 To propose a change to an existing ROB:~~

Formatted: Heading 2, No bullets or numbering

Formatted: Heading 2

~~Present a two column comparison showing the current ROB number and wording and the proposed ROB wording. A proposed change, as a minimum, shall include a ROB number, the proposed change, and the reason for the change.~~

Formatted: Heading 2, Indent: Left: 0"

Formatted: Font: Not Bold

Formatted: Font: Not Bold

~~To propose a new ROB:~~

~~Present the wording for the new rule and include a statement indicating a recommended placement of the new rule within the ROB organization. Examples:~~

~~It is recommended that this rule be placed in ROB Book II, Publishing Council BAR.~~

~~It is recommended that this rule be place in ROB Book I, Section 300, Meetings of Members.~~

~~To propose rescinding an existing ROB:~~

~~Include in the recommendation the ROB book in which the rule is located, the rule number or other identification code, and the wording of the rule.~~

~~8.4 Proposed changes to Society wide policies and procedures (e.g., Travel Reimbursement Policy, Election and Appointment Procedures) shall following the same procedures as for proposed changes to ROB's.~~

Formatted: Heading 2, No bullets or numbering

Formatted: Heading 2

~~9 ESTABLISHMENT OF NAMED SCHOLARSHIPS~~

~~9.1 ASHRAE extends the opportunity to individuals or companies to sponsor a personally named scholarship in their name. A minimum \$60,000 contribution, as determined by the ASHRAE Foundation Trustees, is required to establish a named scholarship. (Scholarship Trustees 01/28/03)~~

~~9.2 Deceased and/or living members of ASHRAE may be honored by personally named scholarship funds. The individual must be or have been a member of ASHRAE who has made major contributions to the arts and sciences of heating, ventilating, air conditioning, and refrigeration. The individual shall be or have been of impeccable character and reputation. [See Scholarship Guidelines 2.3]~~

~~9.3 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~~

~~9.4 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~~

Formatted: Font: Not Bold

Formatted: Font: Not Bold

Formatted: Heading 2, No bullets or numbering

Formatted: Font: Not Bold

Formatted: Heading 2

Formatted: Heading 2, No bullets or numbering

Formatted: Font: Not Italic

Formatted: Heading 2

Commented [BL11]: Duplicated in 2.3 of the Guidelines

Formatted: Heading 2, No bullets or numbering

Formatted: Default Paragraph Font

Formatted: Font: Not Italic

Formatted: Heading 2, Left

Formatted: Heading 2, No bullets or numbering

Formatted: Heading 2

Formatted: Heading 2, Indent: Left: 0", First line: 0"

Formatted: Heading 2, No bullets or numbering

Formatted: Heading 2

Formatted: Heading 2, No bullets or numbering

Scholarship Trustees Manual of Procedures

~~notified within 60 days of the Board of Directors action on the recommendation from the Scholarship Trustees.~~

~~9.5 A review shall be made by the Scholarship Trustees of the individual and his/her contribution(s) to the arts and sciences of heating, ventilating, air conditioning and refrigeration.~~

~~9.6 Funding for the scholarship shall comply with the provisions of the Scholarship Trustees Guidelines, Section 3.2 Control and Funding.~~

~~9.7 ASHRAE should guard against proliferation of scholarships that would tend to detract from the worth of existing and approved new scholarships.~~

~~9.8 All named scholarships shall be reviewed on their 10th anniversary and every 10th year thereafter for continuance and applicability as a named scholarship or conversion to an ASHRAE Scholarship. [See Scholarship Guidelines 2.4]~~

~~4.3. 10. APPLICATIONS FOR ASHRAE SCHOLARSHIPS~~

~~1.1.1. 10.1 Each applicant must follow the instructions in completing the application, form and routing the evaluation sheets to those references chosen. Applicants must send-submit the application and all supporting documents to ASHRAE headquarters on or prior to the application deadline as noted in 10.2 below, following items to the Scholarship Trustees at ASHRAE; 1791 Tullie Circle, NE; Atlanta, GA 30329:~~

- ~~(a) Completed and signed application form,~~
- ~~(b) Official transcript of grades,~~
- ~~(c) A letter of recommendation and evaluation form from three references. References must include a current professor or faculty advisor/faculty member, who are-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. (Graduate students must submit letters from two professors or faculty advisors) For institutions with an ASHRAE Student Branch, a letter from the Student Branch~~

Formatted: No underline

Formatted: Heading 2

Formatted: Heading 2, No bullets or numbering, Tab stops: Not at 1"

Formatted: No underline

Formatted: Heading 2, Tab stops: Not at 1"

Formatted: Heading 2, No bullets or numbering, Tab stops: Not at 1"

Formatted: No underline

Formatted: Heading 2, Tab stops: Not at 1"

Formatted: Heading 2, No bullets or numbering, Tab stops: Not at 1"

Formatted: Heading 2, Left

Commented [BL12]: Duplicated in 2.4 of the Guidelines .

Formatted: Heading 2, No bullets or numbering

Formatted: Default Paragraph Font

Formatted: Not Superscript/ Subscript

Formatted: Not Superscript/ Subscript

Formatted: Font: Not Italic

Formatted: Heading 2, Left

Formatted: Font: Not Bold

Formatted: Heading 2, Indent: First line: 0"

Formatted: Font: Not Bold

Formatted: Font: Not Bold

Formatted: Indent: Left: 1", Hanging: 0.5"

Formatted: Heading 3, Indent: Left: 1", Hanging: 0.5", Outline numbered + Level: 3 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.5" + Indent at: 0.85"

Formatted: Indent: Left: 1.5", Tab stops: 2", List tab + Not at 1.5"

Scholarship Trustees Manual of Procedures

Advisor may be used as one of the three letters of recommendation. All letters shall be sealed or mailed separately. [See Scholarship Guidelines 3.7.2.1] (Trustees 04-01-27-2)

~~Students attending an institution with an ASHRAE student branch should hold an interview with the student branch faculty advisor and/or the Student Activities Chair of the sponsoring student branch. A letter report of such interview is to be separately sent to the Scholarship Trustees~~

Formatted: Heading 3, Indent: Left: 1.5"

~~1.1.2. 10.32 Applicants are encouraged to visit with an ASHRAE Chapter, if one is within reasonable distance of their residence or school, 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.~~

Formatted: Font color: Auto

Formatted: Heading 3, Indent: Left: 1.5", No bullets or numbering, Tab stops: Not at 1"

~~than December 1. (Trustees 09-06-23)~~

Formatted: Font color: Auto

Formatted: Heading 3, Indent: Left: 1.5", First line: 0", Adjust space between Latin and Asian text, Adjust space between Asian text and numbers

~~10.2 All Undergraduate Scholarship Applications must be postmarked no later than December 1. [See Scholarship Guidelines 3.7.2.2]~~

Formatted: Heading 3, Left, Indent: Left: 1.5"

Formatted: No underline

Formatted: Font: Not Italic

~~1.1.3. 10.3 Annual Application Deadlines:~~

Formatted: Heading 3, Indent: Left: 1.5", No bullets or numbering, Tab stops: Not at 1"

~~December 1: Undergraduate Engineering, Regional, & University-specific Scholarships~~

Commented [MB13]: It is not clear whether this interview and evaluation are required or just recommended.

~~May 1: Freshman and Engineering Technology Scholarships~~

Formatted: Font: Not Italic

Formatted: Default Paragraph Font

~~4.4. 11 PROCEDURES FOR EVALUATING SCHOLARSHIP APPLICATIONS~~

Formatted: Heading 3, Indent: Left: 1.5", Tab stops: Not at 1"

~~11.1 General~~

Formatted: Heading 3, Indent: Left: 1.5", No bullets or numbering, Tab stops: Not at 1"

~~11.1.1 In order to ensure consistency in the manner in which applications are rated, Scholarship Trustees should follow the procedures outlined in this section.~~

Formatted: Indent: Left: 1.5", Hanging: 1", No bullets or numbering

Formatted: Font: Not Bold

~~11.1.2 Before proceeding, enter the applicant's name on a Worksheet and attach it to the scholarship application.~~

Formatted: Heading 2, Indent: First line: 0"

Formatted: Font: Not Bold

~~11.1.3 Another worksheet entitled, Trustees Rating of All Applicants, should be completed at the conclusion of the rating of all applicants and returned to the Staff Liaison in order that a final ranking may be determined.~~

Formatted: Font: Not Bold

Scholarship Trustees Manual of Procedures

~~11.1.4 At the Winter Meeting, the Trustees should re-evaluate the top candidates based on the number of scholarships to be awarded (i.e., re-evaluate ten candidates based on a total of five scholarships to be awarded).~~

~~11.1.5 When evaluating candidates for the Reuben Trane Scholarship (see Attachment A for requirements), no candidate will be considered for the Reuben Trane Scholarship unless that individual has also been ranked high enough in the trustees' overall ranking to qualify for any other available scholarship. In the event that none of the highly ranked candidates meet the requirements in Attachment A for the Reuben Trane Scholarship, then no Reuben Trane Scholarship will be awarded at that time.~~

~~1.1.1. 11.2—Criteria for eEvaluation shall include:~~

~~(a) Exhibit of good work ethics (summer jobs, part time jobs, etc.)~~

~~11.2.1. Criteria for evaluation shall include:~~

~~11.2.1.1 Exhibit of good work ethics (summer jobs, part time jobs, etc.)~~

~~(b) 11.2.1.2 Exhibit of an attitude of service and commitment (activities, leadership roles, community service, etc.)~~

~~(c) 11.2.1.3 Expression and interest in HVAC&R, and likely career goals~~

~~(d) 11.2.1.4 Financial need (quantification and evidence of financial need)~~

~~11.2.1.5 Letters of recommendation, including (sealed or mailed separately from an instructor, character reference, and current or past employer, and in the case of institutions with an ASHRAE student branch a reference letter from the faculty advisor of that branch)~~

~~(e) 11.2.1.6 In the event there is an ASHRAE Chapter within reasonable distance, comments by the Student Activities Chair following an interview of the local Chapter, if available.~~

~~11.2.1.7 A GPA of no less than a 3.0 on a scale where 4.0 is the highest and/or a class standing of not less than the top 30% of the class (evidenced by a current transcript and/or a statement from a school administrator)~~

~~11.2.2 Weighting of criteria will be as follows: (the minimum GPA and/or class standing is a requirement and not part of the weighting):~~

~~1.1.2.~~

~~11.2.2.1 Work ethics: 25%~~

~~11.2.2.2 Service and activities: 25%~~

~~11.2.2.3 Commitment to HVAC&R: 25%~~

~~11.2.2.4 Financial Need: 10%~~

~~Recommendation letters: 15%~~

Commented [MB14]: Personally, I am disturbed that these criteria do not include any measure of accomplishments, either academic or in employment.

Formatted: Font: Not Bold, Font color: Auto

Formatted: Font: Not Bold, Font color: Auto

Formatted: Heading 3, Indent: Left: 1", Hanging: 0.5", Outline numbered + Level: 3 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.5" + Indent at: 0.85", Adjust space between Latin and Asian text, Adjust space between Asian text and numbers

Formatted: List Paragraph, Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 1.5" + Indent at: 1.75", Adjust space between Latin and Asian text, Adjust space between Asian text and numbers

Formatted: Font: Not Bold, Font color: Auto

Formatted: Adjust space between Latin and Asian text, Adjust space between Asian text and numbers

Formatted: Indent: Left: 0", First line: 0", Adjust space between Latin and Asian text, Adjust space between Asian text and numbers

Formatted: Font color: Auto

Formatted: Heading 3, Indent: Hanging: 0.5", Adjust space between Latin and Asian text, Adjust space between Asian text and numbers

Formatted: Heading 3, Indent: Left: 1", Hanging: 0.5", Adjust space between Latin and Asian text, Adjust space between Asian text and numbers

Formatted: Indent: Left: 1.5"

Formatted: Indent: Left: 1.5", First line: 0"

Scholarship Trustees Manual of Procedures

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

Formatted: Indent: Left: 1.5", No bullets or numbering, Tab stops: 1.5", Left

Commented [MB15]: Should we revisit?

1.1.3. 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.

Formatted: Heading 3, Indent: Left: 1", Hanging: 0.5", Tab stops: Not at 1"

~~11.3 Totals (15 01 27)~~

Formatted: Font: Not Bold

1.1.4.

Formatted: Heading 3, Indent: Left: 1", Hanging: 0.5"

~~1.1.5. 11.3.1 Total the values in the boxes on the Worksheet and enter the sum in the box labeled Total on the Worksheet.~~

Formatted: Heading 3

1.1.6.

Formatted: Heading 3, Indent: Left: 1", Hanging: 0.5", Tab stops: Not at 1"

~~1.1.7. 11.3.2 After a unique total is obtained for each applicant, rank the applications from one (1) for the highest total down to the applicant with the lowest total.~~

Formatted: Heading 3

1.1.8.

Formatted: Heading 3, Indent: Left: 1", Hanging: 0.5"

~~11.3.3 1.1.9. Enter the ranking on the line labeled Rank on the Worksheet.~~

Formatted: Heading 3, Indent: Left: 1", Hanging: 0.5", No bullets or numbering

1.1.10.

Formatted: Heading 3, Indent: Left: 1", Hanging: 0.5"

~~11.3.4 1.1.11. Copy the information on each of the Worksheets, in order of rank, to the sheet titled, Trustees Rating of All Applicants.~~

Formatted: Heading 3, Indent: Left: 1", Hanging: 0.5", No bullets or numbering

1.1.12.

Formatted: Heading 3, Indent: Left: 1", Hanging: 0.5"

~~11.3.5 1.1.13. Sign and date the Trustees Rating of All Applicants. Make two copies, keep one for yourself, and send the other copy to the Scholarship Trustees Staff Liaison at ASHRAE headquarters no later than one week~~

Formatted: Heading 3, Indent: Left: 1", Hanging: 0.5", No bullets or numbering

Formatted: Font: Not Bold

Scholarship Trustees Manual of Procedures

~~prior to the scholarship meeting, at ASHRAE, 1791 Tullie Circle, NE, Atlanta, GA 30329 2305; or fax it to (404) 321 5478.~~

~~1.1.14.~~

~~1.1.15. 11.3.6 The Staff Liaison will complete a Combined Summary Sheet and distribute to the Scholarship Trustees at the Winter/Annual Conferences.~~

~~1.1.16.~~

~~11.4 In circumstances where a Scholarship Trustee is from the same campus as a scholarship applicant, has written a letter of reference, or completed a chapter evaluation form:~~

~~_____~~

~~The following procedure will be followed when evaluating applications and selecting a recipient:~~

~~_____~~

~~a. All trustees will complete and return a rating sheet of all scholarship applicants as noted in 11.3.5.~~

~~b. A summary of the ratings from all trustees is prepared by the Staff Liaison~~

~~c. Trustees meet in Executive Session at the Annual and Winter Conferences. Prior to any discussion of the applicants, the trustee whose campus is noted on any of the applications will excuse him/herself from the discussion and leave the room.~~

~~d. Trustees make a final selection of scholarship recipients.~~

~~e. Trustee re joins the meeting and is informed of the selection of scholarship recipient(s).~~

~~1.1.17.~~

~~4.5. 12 NOTIFICATION OF SCHOLARSHIP RECIPIENTS~~

~~_____~~

~~1.1.18. 12.1 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~~

Formatted: Heading 3, Indent: Left: 1", Hanging: 0.5"

Formatted: Heading 3

Formatted: Heading 3, Indent: Left: 1"

Formatted: Font: Not Bold

Formatted: Heading 3, Indent: Left: 1", Hanging: 0.5", No bullets or numbering

Formatted: Heading 3, Indent: Left: 1", Hanging: 0.5"

Formatted: Heading 3

Formatted: Heading 3, Indent: Left: 1", Hanging: 0.5"

Formatted: Heading 3

Formatted: Heading 3, Indent: Left: 1", Hanging: 0.5"

Formatted: Heading 3

Formatted: Heading 3, Indent: Left: 1", Hanging: 0.5", Tab stops: Not at 1.5"

Formatted: Heading 2

Formatted: Font: Not Bold

Formatted: Heading 3, Indent: Left: 1", Hanging: 0.5", Tab stops: Not at 1" + 1.5"

Formatted: Heading 3, Indent: Left: 1"

Scholarship Trustees Manual of Procedures

from the school that the student is registered for classes. (Scholarship Trustees 01/28/03)

Formatted: Font: Not Italic

~~1.1.19.~~ ~~12.2~~—The Chair of the Scholarship Trustees will acknowledge all other applications (not funded).

Formatted: Heading 3, Indent: Left: 1", Hanging: 0.5", Tab stops: Not at 1" + 1.5"

Formatted: Heading 3, Indent: Left: 1"

~~1.1.20.~~ ~~12.3~~—The appropriate Student Activities Regional Vice Chair shall receive notification of scholarships awarded to students in his/her region. (Scholarship Trustees 01/28/03)

Formatted: Heading 3, Indent: Left: 1", Hanging: 0.5", Tab stops: Not at 1.5"

Formatted: Heading 3, Indent: Left: 1"

4.6. Expenses for Scholarship Program

Formatted: Font: Not Italic

Formatted: Heading 2, Indent: Left: 0", First line: 0"

~~1.1.1. 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.~~

Formatted: Heading 3, Indent: Left: 1", Hanging: 0.5", Outline numbered + Level: 3 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.5" + Indent at: 0.85"

~~1.1.2. 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.~~

~~1.1.3. 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

Formatted: Font: Not Italic

Formatted: Indent: Left: 1"

Formatted: Heading 1, No bullets or numbering

~~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:~~

Commented [BL16]: Duplicated in 2.3 of the Guidelines

- ~~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~~

Formatted: Heading 2, No bullets or numbering

Scholarship Trustees Manual of Procedures

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.

Formatted: Heading 2, No bullets or numbering, Tab stops:
Not at 1"

Proposed Revisions

**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-application accepted from former scholarship recipients provided they continue to meet all current criteria.

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.

Proposed Revisions

Scholarship Trustees Manual of Procedures

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.

3. ASHRAE Presidents Scholarship

a one-year \$5,000 scholarship, renewable for a second year, with the following criteria:

- 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) The 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 Section 3.8 of the Society Scholarship Program Guidelines.

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 on a maximum 4.0 scale while enrolled full time, and

- a. have at least one full year of study remaining before graduation, and

Scholarship Trustees Manual of Procedures

b. have obtained summer employment (10 week minimum) or an internship with an employer in the HVACR&R industry after their first scholarship year.

Proposed Revisions

Scholarship Trustees Manual of Procedures

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.

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.

Proposed Revisions

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.

GENERAL

1. The Scholarship shall be named "ASHRAE (name of the contributor) Scholarship Award".
2. All of the rules that apply to other ASHRAE scholarships shall apply to these scholarships.
3. The scholarships shall be designated for engineering undergraduates, engineering technology undergraduates, or engineering graduates. (11-06-26-5B)
4. Written agreement with the University must be obtained.
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. Recipients of a scholarship must have at least a 3.0 grade point average, where 4.0 is the highest.
7. For any year there is not a viable candidate, the funds may be used in subsequent years.
8. 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)
9. 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.
10. University-Specific Named scholarships will be reviewed for appropriateness every ten years.
11. The name of a University scholarship shall be approved by the ASHRAE Board of Directors.
12. 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:

Scholarship Trustees Manual of Procedures

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

Proposed Revisions

Appendix D - ASHRAE REGIONAL AND CHAPTER SCHOLARSHIPS

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

General

1. All applications will be received and reviewed on a yearly basis, including reapplication from former scholarship recipients.
2. Scholarships must meet the fiscal guidelines of the Scholarship Program.
3. Name of the region or chapter shall appear in the title of the scholarship and all other criteria in the Society Scholarship Guidelines shall apply.
4. Regional Scholarships are restricted to a school in the named ASHRAE region.
5. Scholarship Trustees select recipient.
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 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. Boggarm & Barthy Setty Region I 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 Boggarm Setty 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 (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 scholarship will be a one-year scholarship of \$3,000.00 per year. 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.

Scholarship Trustees Manual of Procedures

D. ASHRAE Region IV 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 candidates 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:

Scholarship Trustees Manual of Procedures

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

11.1.5 When evaluating candidates for the Reuben Trane Scholarship (see Attachment A for requirements), no candidate will be considered for the Reuben Trane Scholarship unless that individual has also been ranked high enough in the trustees' overall ranking to qualify for any other available scholarship. In the event that none of the highly ranked candidates meet the requirements in Attachment A for the Reuben Trane Scholarship, then no Reuben Trane Scholarship will be awarded at that time.

11.3 Totals (15-01-27)

11.3.1 Total the values in the boxes on the Worksheet and enter the sum in the box labeled Total on the Worksheet.

11.3.2 After a unique total is obtained for each applicant, rank the applications from one (1) for the highest total down to the applicant with the lowest total.

11.4.3 Enter the ranking on the line labeled Rank on the Worksheet.

11.4.4 Copy the information on each of the Worksheets, in order of rank, to the sheet titled, *Trustees Rating of All Applicants*.

11.4.5 Sign and date the *Trustees Rating of All Applicants*. Make two copies, keep one for yourself, and send the other copy to the Scholarship Trustees Staff Liaison at ASHRAE headquarters **no later than one week prior to the scholarship meeting**, at ASHRAE, 1791 Tullie Circle, NE, Atlanta, GA 30329-2305; or fax it to (404) 321-5478.

Formatted: Normal, No bullets or numbering, Tab stops: Not at 1"

Commented [BL17]: Duplicated in 2.4 of the Guidelines .

Scholarship Trustees Manual of Procedures

11.3.6 The Staff Liaison will complete a *Combined Summary Sheet* and distribute to the Scholarship Trustees at the Winter/Annual Conferences.

Formatted: Normal, Left, Tab stops: Not at 1" + 1.5"

Proposed Revisions



MANUAL OF PROCEDURES
For
Scholarship Trustees

Revisions Approved:

Scholarship Trustees on January 27, 2015

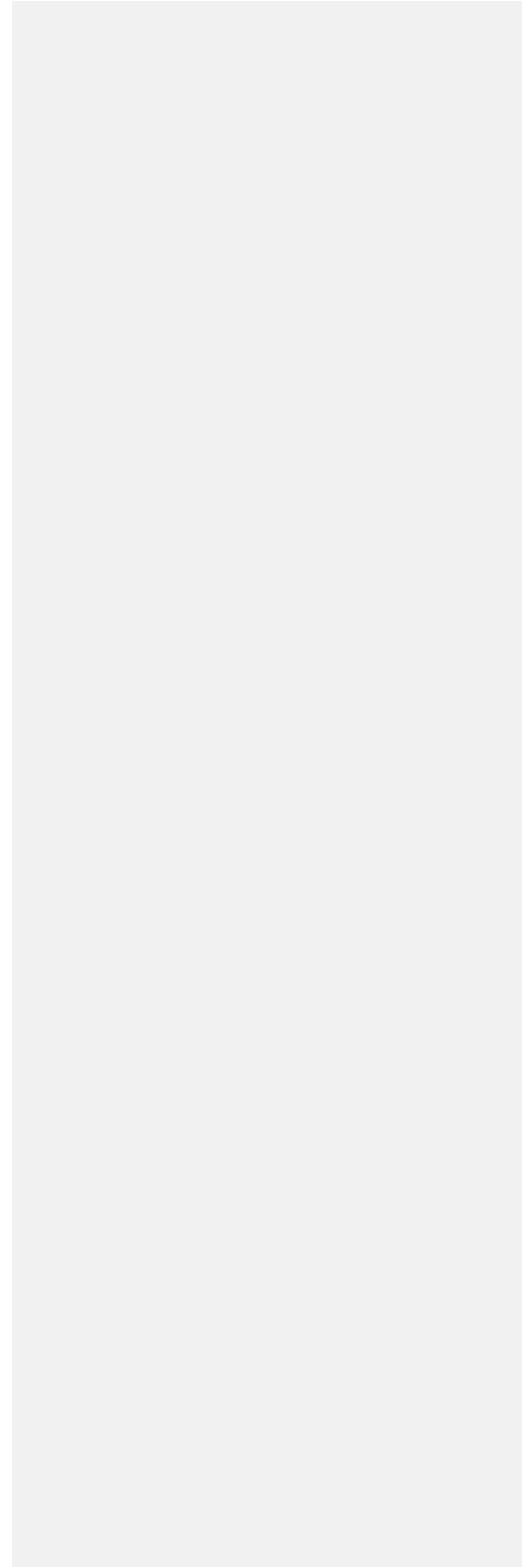
Executive Committee on January 28, 2015

Proposed Revisions

**ASHRAE
SCHOLARSHIP TRUSTEES
MANUAL OF PROCEDURES**

TABLE OF CONTENTS

Proposed Revisions



**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)

Scholarship Trustees Manual of Procedures

- (i) perform other duties assigned by the President or Board of Directors.

3.2. Responsibilities of Vice Chair

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) Preparation 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

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
 - Relationship, if any and if otherwise known, between the recipient and any officer of ASHRAE or any ASHRAE member
 - 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

Scholarship Trustees Manual of Procedures

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.

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 meetings, 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).

Scholarship Trustees Manual of Procedures

- (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.

4. OPERATIONS

4.1. General

- 1.1.1. The Scholarship Trustees normally meet at the Annual Meeting. Reports to the Executive Committee from such meetings shall be the responsibility of the outgoing Chair.
- 1.1.2. 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.
- 1.1.3. 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.
- 1.1.4. 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.
- 1.1.5. 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.

Commented [BL1]: Duplicated in 3.4.4 of the Guidelines

4.2. Announcement of Scholarship

- 1.1.1. Notice of all scholarships, application deadlines, and application material shall be available on the ASHRAE website.
- 1.1.2. An announcement letter, application form, and evaluation form for scholarships will be sent to all schools in the United States and its territories, and Canada that have an HVAC and refrigeration or equivalent program and meets at least one of the following criteria:
- The institution hosts a recognized ASHRAE student branch,
 - The degree program is accredited by an agency recognized by ASHRAE as listed in ROB 3.700 Society Scholarship Program Rules.
- 1.1.3. The announcement letter and accompanying forms will be sent either the Student Branch Advisor (if applicable), the Dean of Engineering, or

Commented [MB2]: Should this be worldwide?

Scholarship Trustees Manual of Procedures

relevant Department Chair. The announcement letter should be sent at least two months prior to the application deadline.

4.3. APPLICATIONS FOR ASHRAE SCHOLARSHIPS

1.1.1. 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.

1.1.2. 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.

1.1.3. Annual Application Deadlines:

December 1: Undergraduate Engineering, Regional, & University-specific Scholarships

May 1: Freshman and Engineering Technology Scholarships

4.4. PROCEDURES FOR EVALUATING SCHOLARSHIP APPLICATIONS

1.1.1. Criteria for evaluation shall include:

- (a) Exhibit of good work ethics (summer jobs, part time jobs, etc.)
- (b) Exhibit of an attitude of service and commitment (activities, leadership roles, community service, etc.)
- (c) Expression and interest in HVAC&R, and likely career goals
- (d) Financial need (quantification and evidence of financial need)
- (e) Letters of recommendation, including comments by the Student Activities Chair of the local Chapter, if available..

1.1.2. Weighting of criteria will be as follows:

Work ethics: 25%

Service and activities: 25%

Commented [MB3]: It is not clear whether this interview and evaluation are required or just recommended.

Commented [MB4]: Personally, I am disturbed that these criteria do not include any measure of accomplishments, either academic or in employment.

Scholarship Trustees Manual of Procedures

Commitment to HVAC&R: 25%

Financial Need: 10%

Recommendation letters: 15%

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

Commented [MB5]: Should we revisit?

1.1.3. 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

1.1.4. 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

Proposed Revisions

Scholarship Trustees Manual of Procedures

school that the student is registered for classes. (Scholarship Trustees 01/28/03)

- 1.1.5. The Chair of the Scholarship Trustees will acknowledge all other applications (not funded).
- 1.1.6. The appropriate Student Activities Regional Vice Chair shall receive notification of scholarships awarded to students in his/her region. (Scholarship Trustees 01/28/03)

4.6. Expenses for Scholarship Program

- 1.1.1. 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.
- 1.1.2. 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.
- 1.1.3. 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

Commented [BL6]: Duplicated in 2.3 of the Guidelines

Scholarship Trustees Manual of Procedures

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.

Proposed Revisions

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-application accepted from former scholarship recipients provided they continue to meet all current criteria.

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.

Proposed Revisions

Scholarship Trustees Manual of Procedures

- 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.

3. ASHRAE Presidents Scholarship

a one-year \$5,000 scholarship, renewable for a second year, with the following criteria:

- 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) The 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 Section 3.8 of the Society Scholarship Program Guidelines.

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 on a maximum 4.0 scale while enrolled full time, and

- a. have at least one full year of study remaining before graduation, and

Scholarship Trustees Manual of Procedures

- b. have obtained summer employment (10 week minimum) or an internship with an employer in the HVACR&R industry after their first scholarship year.

Proposed Revisions

Scholarship Trustees Manual of Procedures

**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.

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.

Proposed Revisions

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.

GENERAL

1. The Scholarship shall be named "ASHRAE (name of the contributor) Scholarship Award".
2. All of the rules that apply to other ASHRAE scholarships shall apply to these scholarships.
3. The scholarships shall be designated for engineering undergraduates, engineering technology undergraduates, or engineering graduates. (11-06-26-5B)
4. Written agreement with the University must be obtained.
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. Recipients of a scholarship must have at least a 3.0 grade point average, where 4.0 is the highest.
7. For any year there is not a viable candidate, the funds may be used in subsequent years.
8. 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)
9. 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.
10. University-Specific Named scholarships will be reviewed for appropriateness every ten years.
11. The name of a University scholarship shall be approved by the ASHRAE Board of Directors.
12. 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:

Scholarship Trustees Manual of Procedures

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

Proposed Revisions

Appendix D - ASHRAE REGIONAL AND CHAPTER SCHOLARSHIPS

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

General

1. All applications will be received and reviewed on a yearly basis, including reapplication from former scholarship recipients.
2. Scholarships must meet the fiscal guidelines of the Scholarship Program.
3. Name of the region or chapter shall appear in the title of the scholarship and all other criteria in the Society Scholarship Guidelines shall apply.
4. Regional Scholarships are restricted to a school in the named ASHRAE region.
5. Scholarship Trustees select recipient.
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 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. Boggarm & Barthy Setty Region I 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 Boggarm Setty 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 (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 scholarship will be a one-year scholarship of \$3,000.00 per year. 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.

Scholarship Trustees Manual of Procedures

D. ASHRAE Region IV 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 candidates 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:

Scholarship Trustees Manual of Procedures

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

Commented [BL7]: Duplicated in 2.4 of the Guidelines .

Proposed Revisions



PLANNING COMMITTEE
MANUAL OF PROCEDURES

Approved by PLC on 06/08/2017

Approved by SRC on 06/27/2017

MANUAL OF PROCEDURES (MOP)
PLANNING COMMITTEE

1 INTRODUCTION

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

2 RESPONSIBILITIES OF PLC MEMBERS

- 2.1 Provide information to the Board of Directors on strategic planning and related activities.
- 2.2 Review the structure and operations of the Society and prepare recommendations for changes as needed.
- 2.3 Advise all standing bodies, committees and councils, on how they can contribute to the strategic planning process.
- 2.4 Maintain a reference manual for the PLC, containing an operational plan for the committee, which shall contain information on the regular review of the strategic plan and supporting documents, as well as other materials necessary for the efficient conduct of PLC business.
- 2.6 Annual review of the Rules of the Board pertinent to the operation of PLC with recommendations for changes forwarded to Society Rules Committee for review and approval.

3 RESPONSIBILITIES OF THE CHAIR

- 3.1 Preside over meetings of PLC.
- 3.2 Prepare reports for the Board of Directors and PLC as required.
- 3.3 Assign a mentor for each new committee member.
- 3.4 Designate ad-hoc committees and assign planning committee members tasks as needed to discharge PLC duties.
- 3.5 Call additional meetings of PLC as needed to respond to workload.
- 3.6 Develop MBO's for the PLC for the Society year in which they are chair.

3.7 Review the reference manual annually.

4 RESPONSIBILITIES OF THE STAFF LIAISON

4.1 Maintain all official PLC reports, correspondence, and documentation of PLC actions taken by committee members individually and collectively.

4.2 Assist the Chair with preparation of the agendas and supporting documentation for PLC meetings, and provide this information to PLC members prior to the meeting.

4.3 Generate and submit meeting minutes to the Chair for approval prior to distribution to the committee within 60 days after committee meetings.

4.4 Implement actions approved by PLC.

4.5 Assist the committee as necessary in the management of its activities.

5 RESPONSIBILITIES OF ALL PLC MEMBERS

5.1 Attend all committee meetings.

5.2 Act as a liaison to one or more councils or committees or other bodies as assigned. Interface with appropriate councils or committees as needed.

5.3 Keep current on all planning-related documents and rules approved by the Board of Directors or the Membership.

5.4 Fully participate in all assigned activities and complete assignments by the designated time.

MASTER

**Log of Changes to Rules of the Board
 SRC – Editorial Changes
 As Authorized by Society Rules Committee 2016-2017**

2.424.003.6 When editorial or minor changes are needed to the Rules of the Board, this committee [Society Rules Committee] is empowered to make such changes provided they are reported to the Board of Directors at or before its next scheduled meeting. This committee may designate changes as minor only by unanimous consent. (08-01-20-14)

Based on the above authorizations, SRC has made the following changes to the Rules of the Board in Society year 2015-16.

EDITORIAL CHANGES BY SOCIETY RULES COMMITTEE BY VOLUME

Rule Volume	Rule Number	Outline of Change	Reason for Change	SRC Review Complete
-------------	-------------	-------------------	-------------------	---------------------

2016-2017 SRC LOG OF RULES CHANGES

4	2.400.008 and 2.400.009	Formation and Termination of Standing Committees – this principal motion was inserted into the ROB.	Added to match the ROB language	Yes
3	3.300.009	NOMINATION AND ELECTION TIMETABLE	Revised to match the dates and methods currently in use.	Yes

2	Volume 2	Updated Volume 2 by removing all references to "meetings". Referred to travel policy for definition of society bodies and the number of reimbursable meetings allowed each year.	Clarified the definition of "meeting"	Yes
3	3.300.009	Nominations Timetable updated with current deadlines and schedules.	Added changes and updates to the timetable	Yes