



Shaping Tomorrow's
Built Environment Today

MINUTES

SOCIETY RULES COMMITTEE MEETING

**Tuesday, February 4, 2020
2:00 pm – 6:00 pm**

Note: These minutes are the official record of minutes voted on and approved by SRC at the March 18, 2020 meeting.

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February 4, 2020

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PRINCIPAL MOTIONS
Society Rules Committee Meeting
February 4, 2020

| No. – Pg. | Motion | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|---|--------------------|--------------------------------|------|-------------------|--|--|-----|--------------------|--|--|-----|--------------------|--|--|-----|---------|---|--|------------|---------|-------------|---------|------|-------------------|--|--|-------------|--------------------------------|--------------------------------------|--|--------------------|--------------------------------|
| 1-1 | that the minutes from the SRC meeting of September 9, 2019 be approved as presented. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2-3 | that review of the suggested edits to the Scholarship MOP (ATTACHMENT A) be postponed until the next SRC meeting | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3-4 | <p>that associated tables within ROB Section 2.105.002 be removed and forwarded to Members Council for placement in their governing documents</p> <p><u>2.105.003.7 A Process of Measurement at the Society and Regional Level shall be similar to the following:</u></p> <table><tr><th>—Measurement</th><th>Actual%</th><th>Tool</th><th>Responsible Party</th></tr><tr><td>1. Each Board of Directors/Board of Governors, council, or committee will include the mentoring program in their Manual of Procedures (MOP).</td><td></td><td>MOP</td><td>Committees/Council</td></tr><tr><td>2. The committee Management by Objectives (MBO) should include an objective for mentoring which will be reported to the council at each meeting.</td><td></td><td>MBO</td><td>Committees/Council</td></tr><tr><td>3. The mentoring program will be monitored to determine its effectiveness through the MBO process.</td><td></td><td>MBO</td><td>Council</td></tr><tr><td>4. The councils at each Annual Meeting will include in their report to the Board of Directors the status of that Council's mentoring program.</td><td></td><td>BOD Report</td><td>Council</td></tr></table> <p><u>2.105.003.8 Focus and measurement at the chapter level will be accomplished using the Presidential Award of Excellence (PAOE) program. Points will be awarded based on a chapter submitting an effective plan to accomplish mentoring of new members. Short term results will be measured by PAOE compliance. Long term measurement would be completed by member retention and the percentage in reduction for new members who have belonged to the Society for less than two (2) years. A Process of Measurement at the Chapter Level shall be similar to the following:</u></p> <table><tr><th>Measurement</th><th>Actual%</th><th>Tool</th><th>Responsible Party</th></tr><tr><td>1. Percent of chapters having a mentoring program in place as reported by PAOE</td><td></td><td>PAOE Report</td><td>Membership Promotion Committee</td></tr><tr><td>2. Retention decrease of new members</td><td></td><td>Memberships Report</td><td>Membership Promotion Committee</td></tr></table> | —Measurement | Actual% | Tool | Responsible Party | 1. Each Board of Directors/Board of Governors, council, or committee will include the mentoring program in their Manual of Procedures (MOP). | | MOP | Committees/Council | 2. The committee Management by Objectives (MBO) should include an objective for mentoring which will be reported to the council at each meeting. | | MBO | Committees/Council | 3. The mentoring program will be monitored to determine its effectiveness through the MBO process. | | MBO | Council | 4. The councils at each Annual Meeting will include in their report to the Board of Directors the status of that Council's mentoring program. | | BOD Report | Council | Measurement | Actual% | Tool | Responsible Party | 1. Percent of chapters having a mentoring program in place as reported by PAOE | | PAOE Report | Membership Promotion Committee | 2. Retention decrease of new members | | Memberships Report | Membership Promotion Committee |
| —Measurement | Actual% | Tool | Responsible Party | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. Each Board of Directors/Board of Governors, council, or committee will include the mentoring program in their Manual of Procedures (MOP). | | MOP | Committees/Council | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2. The committee Management by Objectives (MBO) should include an objective for mentoring which will be reported to the council at each meeting. | | MBO | Committees/Council | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3. The mentoring program will be monitored to determine its effectiveness through the MBO process. | | MBO | Council | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4. The councils at each Annual Meeting will include in their report to the Board of Directors the status of that Council's mentoring program. | | BOD Report | Council | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Measurement | Actual% | Tool | Responsible Party | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. Percent of chapters having a mentoring program in place as reported by PAOE | | PAOE Report | Membership Promotion Committee | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2. Retention decrease of new members | | Memberships Report | Membership Promotion Committee | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4-5 | <p>that Appendix D of 3.400 Manual and Procedures be removed and inserted into ROB section 2.105 Manuals of Procedures and Reference Manuals as Section 2.105.003.3 as follows:</p> <p><u>2.105.003 Mentoring Program. ASHRAE encourages implementation of a mentoring program for all standing bodies of the society as listed above. All MOPs should include a requirement for mentoring of new members as outlined herein.</u></p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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|-----|--|
| | <p><u>2.105.003.1 During the final meeting of the Fiscal Year, the Board of Directors/Board of Governors, Council or Committee Chair shall appoint an incumbent to be the mentor for an incoming member. A mentor should be appointed for each new member. The mentor will be responsible for the following tasks:</u></p> <p><u>2.105.003.2 Before the next meeting of the Board of Directors/Board of Governors, council or committee meeting, the mentor should contact the new member by telephone, letter, fax or email to introduce himself/herself and explain the new relationship and its purpose. The mentor should make every effort to update the new member on:</u></p> <p><u>A.Board of Directors/Board of Governors, council, committee or chapter functions, focus and objectives.</u></p> <p><u>B.Review the applicable Rules of the Board (ROB), Manual of Procedures (MOP) and Reference Manual with the new member.</u></p> <p><u>C.Discuss the typical meeting format and overall member duties and responsibilities.</u></p> <p><u>2.105.003.3 The mentor should plan to meet the new member before the respective meeting is scheduled to start and introduce him/her to the chair and early arriving members. The mentor should also introduce the new member with pertinent data such as:</u></p> <p><u>A.Member's field of expertise and employer.</u></p> <p><u>B.Chapter and city of the new member.</u></p> <p><u>C.Former chapter, region and Society positions previously held by the new member.</u></p> <p><u>2.105.003.4 The new member should be sent a copy of the applicable bodies Rules of the Board (ROB), Manual of Procedures (MOP), Reference Manual and a copy of the most recent meeting minutes to acquaint him/her with the function and focus of the group. The new member should be encouraged to develop a rapport with other members to effectively work with fellow members to maximize productivity.</u></p> <p><u>2.105.003.5 The chair of the Board of Directors/Board of Governors, council, committee or chapter shall have the following responsibilities:</u></p> <p><u>A.Assign a mentor to each incoming new member of the group prior to the first meeting.</u></p> <p><u>B.Assure that the time allotted at the beginning of the first meeting is sufficient for proper introduction of the new member by the assigned mentor.</u></p> <p><u>C.Assess at a later meeting the effectiveness of the mentor/new member relationship.</u></p> <p><u>D.Provide any assistance to enhance the mentor/new member relationship.</u></p> <p><u>2.105.003.6 The formal relationship and duties of the mentor terminates at the end of the new member's first year in the group.</u></p> |
| 5-6 | <p>that the changes to section 3.100.003 Conferences in which ASHRAE is the Lead Organization Objectives as noted be approved:</p> <p>Section 3.100.003.3 - Conferences in which ASHRAE is the Lead Organization Objectives</p> <p>Objectives - All actions of the conference must be non-partisan, and shall not reflect any private business interests or specific group interest and all conferences must have objectives consistent with those set forth in the Bylaws <u>and the Mission and Vision Statement of the Society</u> :"The Society is organized and operated for the exclusive purpose of advancing the arts and sciences of heating, refrigeration, air conditioning and ventilation, 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." (BL Sec 1.3)</p> |

| | |
|-----|---|
| 6-6 | that the changes to Section 3.4 Non-Discriminatory Basis of Selection as noted be approved: |
| | <p data-bbox="329 310 862 342">3.3 Non-Discriminatory Basis of Selection</p> <p data-bbox="329 369 1438 457">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.</p> <p data-bbox="329 485 1438 573">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.</p> <p data-bbox="329 600 1438 751">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.</p> <p data-bbox="329 779 1438 867">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.</p> <p data-bbox="329 894 1438 982">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)</p> <p data-bbox="329 1010 1438 1129">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.</p> <p data-bbox="329 1157 1438 1213">3.3.7 A scholarship award may not be terminated because the recipient or a relative of the recipient terminates his membership in ASHRAE.</p> |

ACTION ITEMS
Society Rules Committee Meeting
February 4, 2020

| No. – Pg. | Responsibility | Summary | Status |
|-----------|------------------------|--|-----------|
| 1-2 | Staff | Forward the definition of “reside” as listed in Merriam-Webster as well as additional SRC feedback to Nominating | |
| 2-2 | Staff | Provide specific ROB reference related to DAL technical experience and service | |
| 3-3 | Staff | Provide a copy of the New York state law that addresses the use of letter ballots by non-profit boards | |
| 4-3 | Staff | Distribute communication to council leadership requesting feedback on each council’s use of letter ballots and handling of negative votes. | |
| 5-3 | Mr. Klock/ Mr. Fick | Compile all letter ballot references in the ROB and provide proposed edits to consolidate and clarify letter ballot guidelines into one section | |
| 6-3 | Mr. Fulk | Draft additional edits to the PEC MOP and send to PEC for review and comment | |
| 7-3 | Staff | Add Scholarship MOP to SRC MOP Section 8 - MOPs Maintained by SRC | |
| 8-3 | Mr. Macauley/ Mr. Fick | Review the scholarship MOP for consistency and other editorial clean up edits. | |
| 9-3 | Staff | Forward the tables deleted from ROB section 2.105.002 to Members Council communicating that the information has been deleted from the ROB and the council may have a need for the information in its documents | |
| 10-3 | Mr. Fick | Provide proposed edits to Volume 2 of the ROB for review by the Committee | |
| 11-3 | Staff/ Mr. Markel | Schedule March SRC Conference Call | Complete. |

MINUTES

Society Rules Committee Meeting
February 4, 2020
2:00 pm- 6:00 pm

MEMBERS PRESENT:

Ken Fulk, Chair
Doug Fick
Trent Hunt
Bill Klock
Dunstan Macauley
Bill Dean

GUESTS PRESENT:

David Underwood
Robin Bryant
Simona Tsveikova
Sarah Toy
Jesus Lopez
Suzanne LeViseur
Kelly Gunn
Billy Austin

STAFF PRESENT:

Joyce Abrams
Candace DeVaughn
Chandrias Jacobs

CALL TO ORDER

Chair Ken Fulk called the meeting to order at 2:00 p.m. on Tuesday, February 4. Members and guests in attendance as listed above. A quorum was present.

CODE OF ETHICS

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

REVIEW OF AGENDA

The agenda was amended to add the following items:

- 2019-20 ExO Presentation – added after review of Action Items
- ROB Volume 3 Suggested Changes – added to New Business
- IAQA References in ROB - added to New Business

APPROVAL OF MINUTES

Mr. Fulk moved, and Mr. Macauley seconded

(1) that the minutes from the SRC meeting of September 9, 2019 be approved as presented.

MOTION 1 PASSED (Unanimous Voice Vote, CNV).

ACTION ITEMS UPDATE

Action items 1-4 are complete. Action item 5 is ongoing. Action items 6 & 7 were on the agenda.

Ex-O PRESENTATION

The 2019-20 Ex-O Presentation was presented by Mr. Dean.

REVIEW REQUESTS FROM NOMINATING COMMITTEE**Definition of Reside – ROB Section 2.200.001.5**

As a request, the Nominating Committee asked SRC to review the definition of reside as they felt the rule was not representative of the world we live in today.

There was much discussion among Committee members regarding the definition of principal residence. It was noted that there are several instances where someone's primary home is in one region and 80% of their time is spent in another region conducting business. The question then arose regarding whether or not an individual would be able to adequately volunteer in the region they spend the most time in.

It was mentioned that Chapters are assigned according to the address input in the system by the member. There was consensus that the definition of reside as presented was clear and the Nominating Committee should provide specifics regarding what change(s) should be made to the ROB, if deemed appropriate, concerning where Officers reside.

The Merriam-Webster definition of reside was reviewed and read by Mr. Klock: *to dwell permanently or continuously occupy a place as one's legal domicile.*

Mr. Underwood suggested that the rule relating to reside should be reviewed on a case by case basis. This is not a frequent problem and therefore should only be addressed on occasion.

ACTION ITEM - Staff will forward the definition of "reside" as listed in Merriam-Webster as well as additional SRC feedback to Nominating.

AI-1**DAL Requirements – Technical Experience and Service – ROB Section 4.2.8**

SRC reviewed Nominating's request relating to the technical experience and service requirements for Directors-at-Large. The Committee felt this request may be outside of the purview of SRC.

ACTION ITEM - Staff will provide the Committee with the specific ROB reference related to DAL technical experience and service, prior to the next scheduled Conference call.

AI-2**ROB REVIEW REQUESTED – VOTING & USE OF LETTER BALLOTS**

SRC received a request to review the ROB guidelines for letter ballots and protocol for handling negative votes.

There was consensus that the current rules only apply to the Board of Directors.

The voting process regarding Standards and the ANSI process was discussed. ANSI requires that if there is a negative vote or abstention, the vote cannot move forward.

There was discussion of letter ballots and the handling of negative votes. Members shared past experiences on committees provided general feedback on a path forward.

Requiring that all Committees abide by the same rules as the BOD could be a simple solution. However, this could result in a reduction in the speed of business and essentially render letter ballots unusable.

It was discussed that unanswered negative votes could make a member feel unheard. Members who cast a negative vote should have the opportunity to voice concerns.

There was consensus that, as currently written, the ROB guidelines for letter ballot use and the handling of negative votes only apply to the BOD.

ACTION ITEM - Staff will provide a copy of the New York state law that addresses the use of letter ballots by non-profit boards.

AI-3

It was discussed that once changes to the ROB are drafted, the draft edits will be submitted to legal counsel for review. Specifically, the committee wants to ensure that the ROB is compliant with New York state laws.

Mr. Fulk noted that the request has many layers. Compliance with New York State law and how Standards operates should be considered in determining the best course of action for Committees. It may be helpful to have one voting process for Committees and one for the Board .

Mr. Fick requested the Committee gain input from the Councils regarding their opinions on the use of negative votes in letter ballots. As there are multiple references to voting procedures throughout the ROB.

ACTION ITEM - Staff will distribute communication to council leadership requesting feedback on each council's use of letter ballots and handling of negative votes.

AI-4

ACTION ITEM - Mr. Klock and Mr. Fick will compile all letter ballot references in the ROB and provide proposed edits to the ROB to consolidate and clarify letter ballot guidelines into one section.

AI-5

It was discussed how proposed changes would impact electronic voting.

MOP UPDATES

PEC MOP

The Committee reviewed the PEC MOP and felt additional editorial changes were needed.

ACTION ITEM- Mr. Fulk will draft additional edits to the PEC MOP and send to PEC for review and comment.

AI-6

Scholarship MOP

In an effort to align with the ROB, there was consensus that review of the Scholarship MOP falls under the purview of the committee.

ACTION ITEM - Staff will make the necessary editorial changes to the SRC MOP to include the Scholarship MOP in the list of MOPs reviewed by the Committee.

AI-7

It was determined that a more thorough review of the Scholarship MOP was required before the requested changes can be approved.

Mr. Macauley moved, and Mr. Klock seconded

- (2) that review of the suggested edits to the Scholarship MOP (ATTACHMENT A) be postponed until the next SRC meeting

MOTION 2 PASSED (4-0-0 CNV).

ACTION ITEM - Mr. Macauley and Mr. Fick will review the scholarship MOP for consistency and other editorial clean up edits.

AI-8

OLD BUSINESS**ROB Mentoring Edits**

ROB Section 2.105.002

In review of the ROB, the Committee felt that Appendix D of 3.400 would be better placed in Section 2.105.002 of the ROB concerning Manuals of Procedures and Reference Manuals.

The 3.400 Manual and Procedures Section for Officers and Directors Index will also be updated to reflect this change if approved.

The Committee felt the information in the deleted sections did not need to be included in the ROB. If approved, portions of the deleted sections will be forwarded to Members Council with the recommendation that they be included in the Council's governing documents.

The Committee felt that this information would be more appropriate to fall under the purview of the Council.

Mr. Klock moved, and Mr. Macauley seconded

- (3) that the following tables in ROB Section 2.105.002 be deleted

~~2.105.003.7 A Process of Measurement at the Society and Regional Level shall be similar to the following:~~

| Measurement | Actual % | Tool | Responsible Party |
|---|---------------------|-----------------------|-------------------------------|
| 5. Each Board of Directors/Board of Governors, council, or committee will include the mentoring program in their Manual of Procedures (MOP). | | MOP | Committees/Council |
| 6. The committee Management by Objectives (MBO) should include an objective for mentoring which will be reported to the council at each meeting. | | MBO | Committees/Council |
| 7. The mentoring program will be monitored to determine its effectiveness through the MBO process. | | MBO | Council |
| 8. The councils at each Annual Meeting will include in their report to the Board of Directors the status of that Council's mentoring program. | | BOD Report | Council |

~~2.105.003.8 Focus and measurement at the chapter level will be accomplished using the Presidential Award of Excellence (PAOE) program. Points will be awarded based on a chapter submitting an effective plan to accomplish mentoring of new members. Short term results will be measured by PAOE compliance. Long term measurement would be completed by member retention and the percentage in reduction for new members who have belonged to the Society for less than two (2) years. A Process of Measurement at the Chapter Level shall be similar to the following:~~

| Measurement | Actual % | Tool | Responsible Party |
|---|---------------------|------------------------|---|
| 1. Percent of chapters having a mentoring program in place as reported by PAOE | | PAOE Report | Membership Promotion Committee |
| 2. Retention decrease of new members | | Membership | Membership |

| | | | |
|--|--|--------|------------------------|
| | | Report | Promotion Committee |
|--|--|--------|------------------------|

MOTION 3 PASSED (4-0-0 CNV).

ACTION ITEM- Staff will forward the tables deleted from ROB section 2.105.002 to Members Council communicating that the information has been deleted from the ROB and the council may have a need for the information in its documents.

AI-9

Mr. Fick moved, and Mr. Klock seconded

- (4) that Appendix D of 3,400 Manual and Procedures be removed and inserted into ROB section 2.105 Manuals of Procedures and Reference Manuals as Section 2.105.003.3 as follows:

2.105.003 Mentoring Program. ASHRAE encourages implementation of a mentoring program for all standing bodies of the society as listed above. All MOPs should include a requirement for mentoring of new members as outlined herein.

2.105.003.1 During the final meeting of the Fiscal Year, the Board of Directors/Board of Governors, Council or Committee Chair shall appoint an incumbent to be the mentor for an incoming member. A mentor should be appointed for each new member. The mentor will be responsible for the following tasks:

2.105.003.2 Before the next meeting of the Board of Directors/Board of Governors, council or committee meeting, the mentor should contact the new member by telephone, letter, fax or email to introduce himself/herself and explain the new relationship and its purpose. The mentor should make every effort to update the new member on:

A.Board of Directors/Board of Governors, council, committee or chapter functions, focus and objectives.

B.Review the applicable Rules of the Board (ROB), Manual of Procedures (MOP) and Reference Manual with the new member.

C.Discuss the typical meeting format and overall member duties and responsibilities.

2.105.003.3 The mentor should plan to meet the new member before the respective meeting is scheduled to start and introduce him/her to the chair and early arriving members. The mentor should also introduce the new member with pertinent data such as:

A.Member's field of expertise and employer.

B.Chapter and city of the new member.

C.Former chapter, region and Society positions previously held by the new member.

2.105.003.4 The new member should be sent a copy of the applicable bodies Rules of the Board (ROB), Manual of Procedures (MOP), Reference Manual and a copy of the most recent meeting minutes to acquaint him/her with the function and focus of the group. The new member should be encouraged to develop a rapport with other members to effectively work with fellow members to maximize productivity.

2.105.003.5 The chair of the Board of Directors/Board of Governors, council, committee or chapter shall have the following responsibilities:

A.Assign a mentor to each incoming new member of the group prior to the first meeting.

B.Assure that the time allotted at the beginning of the first meeting is sufficient for proper introduction of the new member by the assigned mentor.

C.Assess at a later meeting the effectiveness of the mentor/new member relationship.

D.Provide any assistance to enhance the mentor/new member relationship.

2.105.003.6 The formal relationship and duties of the mentor terminates at the end of the new member's first year in the group.

MOTION 4 PASSED (4-0-0 CNV).**NEW BUSINESS****ROB Volume 3**

There was discussion of whether ROB 3.100.002.4 - Section A - Conferences in which ASHRAE is the Lead Organization Characteristics should be edited. It was decided that no changes should be made as the wording in the ROB accurately reflects how ASHRAE manages the budget.

The Committee reviewed and agreed that Section 3.100.003 - Conferences in which ASHRAE is the Lead Organization Objectives of the ROB be updated to reflect the current and future mission and vision of the Society.

It was moved and seconded

(5) that the changes to section 3.100.003 Conferences in which ASHRAE is the Lead Organization Objectives and Section 3.3 Non-Discriminatory Basis of Selection as noted be approved:

Section 3.100.003.3 - Conferences in which ASHRAE is the Lead Organization Objectives

Objectives - All actions of the conference must be non-partisan, and shall not reflect any private business interests or specific group interest and all conferences must have objectives consistent with those set forth in the Bylaws and the Mission and Vision Statement of the Society. ~~"The Society is organized and operated for the exclusive purpose of advancing the arts and sciences of heating, refrigeration, air conditioning and ventilation, 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." (BL Sec 1.3)~~

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

Section 3.3 - Non-Discriminatory Basis of Selection was discussed. There was consensus that the title was redundant as the section addresses multiple selection criteria, not just non-discriminatory selection practices.

(6) that the changes to Section 3.4 Non-Discriminatory Basis of Selection as noted be approved:

3.4 ~~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.

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.

MOTION 6 PASSED (4-0-0 CNV).

IAQA Reference

References to IAQA were reviewed and have been previously removed from the ROB.

Volume 2 Changes

ACTION ITEM - Mr. Fick will provide proposed edits to Volume 2 of the ROB for review by the Committee at the spring conference call.

AI-10

2019-20 MBOs

MBOs 4, and 6 were reported as ongoing. All other MBOs were reported as complete. (ATTACHMENT B)

NEXT MEETING

The next in person meeting will be at the Austin Annual Conference on June 30, 2020. A Conference call will be scheduled by Staff for mid to late March.

ACTION ITEM - Staff will work with Mr. Markel to distribute a Doodle Poll and schedule a spring conference call.

AI-11

ADJOURNMENT

The meeting was adjourned at 3:50 pm.

Respectfully Submitted,



Kenneth M. Fulk

ATTACHMENTS: A. Scholarship MOP
B. 2019-20 MBOs



MANUAL OF PROCEDURES For Scholarship Trustees

Revisions Approved:

Scholarship Trustees: June 25, 2019

Executive Committee: June 26, 2019

**ASHRAE
MANUAL OF PROCEDURES
For Scholarship Trustees**

1. PURPOSE

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

2. STRUCTURE

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

3. DUTIES

3.1. Responsibilities of Chair

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

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

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

The responsibilities of the Vice Chair shall include the following:

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

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

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

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

3.4. Responsibilities of Staff Liaison

The Staff Liaison shall:

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

4. OPERATIONS

4.1. General

- 4.1.1 The Scholarship Trustees normally meet at the ASHRAE Winter & Annual Conferences. Reports to the Executive Committee from such meetings shall be the responsibility of the outgoing Chair. [18-06-26-07]
- 4.1.2 New Scholarship Trustees who have been elected for the succeeding year shall be invited to attend such meetings as guests and without vote, and are eligible for the standard transportation reimbursement.

- 4.1.3 The Scholarship Trustees may be permitted by the President, with the approval of the BOD, to coordinate its activities with other organizations or groups having interests kindred to those of the Society.
 - 4.1.4 Scholarship applicants shall not receive more than one ASHRAE Society scholarship at any given time. A scholarship awarded by an ASHRAE chapter or region is not considered a Society Scholarship.
 - 4.1.5 Scholarship amounts awarded shall not exceed the direct annual cost of attending the educational institution (i.e., tuition, books, supplies, room and board, etc.) through graduation.
- 4.2 Announcement of Scholarship [Scholarship Approval: 18-06-26]
- 4.2.1 Notice of all scholarships, application deadlines, and application material shall be available on the ASHRAE website.
 - 4.2.2 Notice of all scholarship availability shall be transmitted by electronic communication to ASHRAE Regional Vice Chairs for Student Activities, Chapter Student Activities Chairs, and Student Branch Advisors for notification to eligible students.
- 4.3 Applications for ASHRAE Scholarships
- 4.3.1 Each applicant must follow the instructions in completing the application. Applicants must submit the application and all supporting documents to ASHRAE headquarters on or prior to the application deadline.
 - (a) Completed and signed application form,
 - (b) Official transcript of grades,
 - (c) A letter of recommendation from three references. References must include a current faculty member who is familiar with the applicant's character, accomplishments, and likelihood of success in the HVAC&R industry. If possible, references should include a former or current employer. For institutions with an ASHRAE Student Branch, a letter from the Student Branch Advisor may be used as one of the three letters of recommendation. All letters shall be sealed or mailed separately.
 - 4.3.2 Applicants are encouraged to visit with an ASHRAE Chapter and complete an interview with the chapter's Student Activities Chair. Results of the interview, if one is conducted, are to be mailed by the Chapter Students Activities Chair to the Scholarship Trustees no later than the application deadline.
 - 4.3.3 Annual Application Deadlines: (19-06-25-4A)
 - December 1: Undergraduate Engineering, Engineering Technology, Regional, & University-specific Scholarships
 - May 1: Freshman and High School Senior Scholarships

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

4.4.1 Criteria for evaluation shall include:

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

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

4.4.2 Weighting of criteria will be as follows:

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

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

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

4.5 Notification of Scholarship Recipients

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

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

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

4.6. Expenses for Scholarship Program

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

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

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

5 ESTABLISHMENT OF NAMED SCHOLARSHIPS

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

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

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

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

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

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

ASHRAE SOCIETY SCHOLARSHIP MANUAL OF PROCEDURES

APPENDICES

Appendix A - ASHRAE UNDERGRADUATE ENGINEERING SCHOLARSHIPS

SPECIAL CONSIDERATIONS (if any)

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

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

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

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

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

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

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

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

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

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

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

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

J. ASHRAE Presidents Scholarship

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

Appendix B - ASHRAE ENGINEERING TECHNOLOGY SCHOLARSHIPS

SPECIAL CONSIDERATIONS (if any)

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

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

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

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

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

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

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

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

Appendix C - UNIVERSITY-SPECIFIC SCHOLARSHIPS

SPECIAL CONSIDERATIONS (if any)

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

GENERAL (18-06-26-08)

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

A. ASHRAE Donald E. Nichols Scholarship

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

B. ASHRAE J. Richard Mehalick Scholarship

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

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

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

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

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

D. ASHRAE Donald Brady Scholarship

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

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

Criteria:

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

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

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

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

Appendix D - ASHRAE REGIONAL AND CHAPTER SCHOLARSHIPS

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

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

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

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

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

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

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

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

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

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

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

- The program is ABET-accredited, or

- The institution has an active ASHRAE student branch

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

E. ASHRAE Region VIII Scholarship

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

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

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

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

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

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

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

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

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

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

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

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

I. ASHRAE Ottawa Chapter Scholarship

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

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

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

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

Applications and all supporting documents must be in English.

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

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

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

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

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

Appendix E – FRESHMAN SCHOLARSHIP

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

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

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

Appendix F – HIGH SCHOOL SENIOR SCHOLARSHIPS

SPECIAL CONSIDERATIONS (if any)

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

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

Society Rules Committee MBO

Chair: Larry Markel

Society Year: 2019 – 2020

February 2020

| No. | Objective | Planned Completion Date | Fiscal Impact | Responsibility | Status |
|-----|--|-------------------------------|---------------|--|----------|
| 1 | New Member Training | Oct. 2019 | none | Markel, Fulk | Complete |
| 2 | Review and recommend changes to New Member Training materials. Update in SRC Reference Manual when complete. | Annual Meeting Summer 2020 | none | Markel, Fulk, Klock, Hunt, Macauley to review materials | Complete |
| 3 | Finalize SRC MOP and Reference Manual updates | Winter meeting 2020 | none | Fulk, Markel | Complete |
| 4 | Finalize review and approvals of PEC committees' MOPs. | Winter or spring meeting 2020 | none | All | Ongoing |
| 5 | Council liaisons make introduction to Council Chair & Vice-Chair and offer SRC assistance for proposed rule reviews, MOP changes, etc. | Fall Conference Call 2019 | none | Members – Dunstan PubEd – Larry, Doug Tech – Trent | Complete |
| 6 | Review of ROB volumes and report recommended changes/updates to SRC. | Winter or spring Meeting 2020 | none | Vol 1 – Bill, Dunstan Vol 2 – Trent, Doug Vol 3 – Ken, Doug Vol 4 - Larry | Ongoing |
| 7 | Mentor | Continuous | none | Mentor: Ken – Doug | Complete |

Committee Members:

Larry Markel, Chair
Ken Fulk, Vice-Chair
Bill Klock
Trent Hunt
Dunstan Macauley
Doug Fick
Bill Dean, CO

New Member Mentor Assignment:

| <u>Mentor</u> | <u>New Member</u> |
|---------------|-------------------|
| Ken Fulk | Doug Fick |

ROB Volume Assignments:

Volume 1 – Klock, Macauley
Volume 2 – Hunt, Fick
Volume 3 – Fulk, Fick
Volume 4 – Markel

Council Liaisons:

Members Council – Dunstan Macauley
Publishing and Education Council – Markel, Fick
Technology Council – Trent Hunt