



**Manual of Procedures (MOP)**  
**Life Members Club (LMC)**  
**Effective 06/10/2021**

## **Forward**

The Life Members Club is a General Standing Committee of the Society and operates under the direction of the Board of Directors. The Rules of the Board (ROB) are the constitution of the committee. Proposed changes to the ROB and their appendices must be approved by the Board of Directors.

This Manual of Procedures (MOP) describes the methods and procedures by which the committee accomplishes the duties and responsibilities assigned to it. The MOP is an internal document of the committee for its own guidance. The MOP and revision thereto, shall be submitted to the Board of Directors for approval.

Proposed MOP and ROB changes shall normally only be presented to the Board of Directors for approval once a year for consideration.

- 1. Life Members Club (LMC) – General..... 1
- 2. Membership..... 1
- 3. Meetings of Members..... 1
- 4. Quorum ..... 1
- 5. Officers ..... 1
- 6. Executive Committee (LMC ExCom) ..... 1
- 7. Subcommittees and Liaisons..... 2
- 8. Awards ..... 2
- 9. Fiscal..... 2
- 10. Staff Liaison..... 3
- 11. Revisions..... 3

1. Life Members Club (LMC) – General
  - 1.1. Scope and Purpose
    - 1.1.1. The LMC shall perform services to enhance the continued relationship with Society of long-time members, to recognize the contributions of outstanding HVAC&R educators, to encourage the academic and professional growth of HVAC&R graduate students and to support younger members.
    - 1.1.2. The LMC shall also provide fellowship within its membership
  - 1.2. The Life Members Club Reference manual provides detailed operating procedures**
2. Membership
  - 2.1.1. Membership in the LMC is as described in Rule of the Board 2.105.010.2
  - 2.1.2. There shall be no additional financial requirement to be a member of the club.
3. Meetings of Members
  - 3.1. Regular LMC meetings shall be scheduled during the Society’s Winter and Annual Meetings [summer] as luncheon meetings.
  - 3.2. ASHRAE Standing Committee meetings are conducted using Robert’s Rules of Order.
4. Quorum
  - 4.1. The Chair shall establish the quorum for a meeting of the LMC members as those members who are present but not less than 10. For an electronic or written ballot, the Chair shall establish the quorum as the total of those returning ballots but not less than 10.
  - 4.2. In all matters that call for the vote of LMC members, each member shall have one vote. Each member shall be entitled to vote in the election of directors and in any other matter that requires the vote of members.
5. Officers
  - 5.1. The officers of the LMC shall consist of a Chair, a Vice Chair and a Secretary/Treasurer who serve two-year terms.
    - 5.1.1. A person may hold only one office.
    - 5.1.2. The term of each officer shall commence on the first day of the ASHRAE fiscal year following election to office.
  - 5.2. Any LMC officer (regardless of how elected or appointed) may be removed with cause by the ASHRAE Board of Directors.
  - 5.3. Chair
    - 5.3.1. The Chair shall preside at and serve as Chair of LMC meetings and shall perform other duties and have other authority as may from time to time be delegated by ASHRAE’s Board of Directors. The Chair has the authority to appoint LMC committees as needed.
  - 5.4. Vice Chair
    - 5.4.1. The Vice Chair shall, in the absence or disability of the Chair, or at the direction of Society’s Board of Directors, perform the duties and exercise the powers of the Chair. The Vice Chair shall perform any other duties and have any other authority as from time to time may be delegated by the Chair or LMC ExCom.
  - 5.5. Secretary/Treasurer
    - 5.5.1. Shall be responsible for preparing and distributing agendas, in conjunction with the staff liaison, for LMC meetings and LMC ExCom meetings.
    - 5.5.2. Shall be responsible for recording and distributing, in conjunction with the staff liaison, minutes of LMC ExCom meetings.
    - 5.5.3. Shall perform any other duties and have any other authority as from time to time may be delegated by the Chair of LMC ExCom.
    - 5.5.4. Shall be responsible for overseeing of all funds and securities belonging to the Life Members Club and for the receipt, deposit, or disbursement of these funds and securities under the direction of the LMC ExCom unless otherwise provided by the LMC ExCom, in conjunction with the Society’s financial officer.
6. Executive Committee (LMC ExCom)

- 6.1. The affairs of the Life Members Club shall be administered by an Executive Committee (LMC - ExCom) consisting of the Chair, Vice Chair, Secretary/Treasurer and not less than four (4) additional LMC members (ROB 2.105.010.3).
  - 6.1.1. LMC ExCom members must be members of the ASHRAE Life Members Club in good standing.
  - 6.1.2. The additional members of the ExCom shall have 3-year staggered terms.
- 6.2. Vacancies
  - 6.2.1. A vacancy occurring in the LMC ExCom may be filled for the un-expired term, unless the members have elected a successor, by the affirmative vote of a majority of the remaining LMC ExCom members, whether or not the remaining LMC ExCom members constitute a quorum.
- 6.3. Regular Meetings
  - 6.3.1. A regular meeting of LMC ExCom shall be held in conjunction with each meeting of members.
- 6.4. Special Meetings
  - 6.4.1. Special meetings of LMC ExCom may be called by or at the request of the Chair or any LMC ExCom member in office at that time.
- 6.5. ExCom Voting
  - 6.5.1. A majority of the LMC ExCom members then in office shall constitute a quorum for the transaction of business.
  - 6.5.2. All matters shall be decided by a majority of those voting, with fiscal matters requiring a two thirds majority. Letter ballots require a majority of the LMC ExCom voting membership to cast an affirmative vote. Letter ballots for fiscal matters must be approved by at least 2/3 of the voting membership of the Committee.
  - 6.5.3. Motions involving Society policy (Found in ROB Volume 1) shall be approved by a 2/3 vote of the LMC ExCom members present in accordance with the quorum requirements and shall be submitted to the BOD for final approval.
7. Subcommittees and Liaisons
  - 7.1. The LMC ExCom Chair shall appoint subcommittees and liaisons as required.
  - 7.2. As required, the Chair shall recommend to the ASHRAE president-elect a member of the LMC to serve a 3 year term on the Development Committee and represent LMC.
    - 7.2.1. The LMC representative shall report Development Committee actions to the LMC ExCom at their regular meetings.
    - 7.2.2. The LMC representative shall report the LMC financial status to the Development Committee at their Winter and Annual meetings.
8. Awards
  - 8.1. Details of current awards and procedures are found in the LMC Reference Manual.
  - 8.2. E. K. Campbell Award of Merit
    - 8.2.1. The Club shall sponsor an annual award, known as the "E.K. Campbell Award of Merit", to a deserving educator, who is an ASHRAE Member in good standing, and who is associated with a recognized institution of learning; to offer encouragement to teach the subjects covered by the profession and industry as related to ASHRAE.
  - 8.3. Grants-In-Aid
    - 8.3.1. The LMC awards periodic Grants-In-Aid, or scholarships, to deserving students in the field of our interest, as funds allow.
  - 8.4. Other Potential Awards
    - 8.4.1. Consider other special awards, which from time to time have been established by the LMC ExCom or may be established in the future for such worthy causes as the LMC ExCom may select.
9. Fiscal
  - 9.1. Approval of expenditures of Life Member Club funds
    - 9.1.1. By majority vote of the LMC Executive Committee (LMC ExCom) as prescribed in section 6.
    - 9.1.2. By majority vote of the ExCom members present at a regular meeting, provided that there are at least 5 voting members physically present at the time of the vote.

- 9.2. Disbursements of up to \$1,000.00 may be approved by the Secretary/Treasurer (or in the Secretary/Treasurer's absence, any other LMC officer) in writing or by E-mail. Disbursements exceeding this amount shall require the additional approval of the Chair or another LMC officer.
- 9.3. All funds of The Club are donations and shall not be used for any purpose except as described in the LMC Reference Manual approved by the LMC ExCom.

10. Staff Liaison

- 10.1 Shall be the ASHRAE LMC Staff Liaison acting as secretary at LMC meetings, submitting meeting minutes for approval to the Chair prior to distribution, and distributing meeting minutes within 60 days after committee meetings.
- 10.2 Forwarding agendas and supporting papers to LMC members in a timely fashion ensuring that LMC reports to the Board of Directors are prepared and submitted in a timely manner.
- 10.3 Welcoming new ExCom Members, sending them copies of the committee roster, Reference Manual, Manual of Procedures, minutes of the past two meetings, and other pertinent information.

11. Revisions

- 11.1. Revisions to the Manual of Procedures or Rules of the Board (ROB) may be initiated by any three (3) members of LMC ExCom or by six (6) members of the LMC and must be submitted in writing to LMC ExCom with signatures.
- 11.2. All such revisions, if approved by three (3) or more members of LMC ExCom, shall be submitted for vote by the LMC members at the next LMC meeting.
- 11.3. Revisions shall be forwarded to the approving body if they receive a majority vote at a regular meeting of The Club, provided that there are not less than ten [10] affirmative votes.