

# A MANUAL FOR REGION OPERATIONS



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**REGION OPERATIONS MANUAL**  
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## **1. REGIONAL ORGANIZATION**

Chapters of Society are grouped into geographical areas by the Board of Directors (BOD), and these areas are designated Regions. When a chapter is approved to be chartered, that chapter is assigned to the Region within whose boundaries the newly chartered Chapter lies.

### **A. Criteria for the Formation of a New Region (Appendix A)**

### **B. Regional boundaries by chapter are identified on the list in Appendix B.**

### **C. Region boundaries - other and by section are identified on the list in Appendix C.**

### **D. Transportation Reimbursement Policy for Regions (Appendix D)**

### **E. Regional Planning Meeting (RPM)**

The Regional Planning Meeting is called by the Director and Regional Chair (DRC) for the purpose of planning the year's activities, and for setting goals and developing a regional MBO plan. All regional officers are expected to attend the meeting. Additional regional and chapter members, such as past chair and past vice-chair, Society officers residing within the Region and chapter presidents may be invited to attend at the discretion of the DRC. (See Appendix D for the RPM Transportation Policy)

### **F. Regional Operating Fund**

Regions in the Society may have funds supported by the chapters in the Region for the purpose of financing various regional activities. The following guidelines are intended to assist Regions by recommending common procedures in establishing, maintaining and operating a regional fund.

1. The business meeting at the Chapters Regional Conference (CRC) is the body that authorizes and controls the regional fund. The CRC must approve the fund, the level of the fund and the disbursement procedures. The CRC should develop and approve the types of items covered by the fund. The fund may be authorized to cover some or all of the following items:
  - Full or partial reimbursement of DRC, RMCR, RVCs, and/or Region Treasurer expenses.
  - Purchase of Regional Awards (plaques, pins, certificates or other suitable presentations).
  - Purchase of educational materials, DVDs, etc., for use by chapters in the Region.
  - Other items as approved by the CRC.
2. Funds may be financed by:
  - Assessing the regional chapters based on number of chapter area assigned members.
  - When the regional CRC's revenue exceeds expenses, a portion of the excess should help finance the fund at the DRC's discretion.
3. A budget should be prepared and submitted to the CRC for approval. The fiscal year for the budget should be July 1 through June 30 to coincide with the fiscal year of the chapters and Society. In order to properly prepare a budget and account for the income and expenditures, a Regional Finance Committee (RFC) or Region Treasurer (RT) may be appointed by the DRC (or elected by the CRC) with the authority to approve reimbursement requests and write checks on the account when designated by the CRC.
4. A disbursement procedure should be established. The DRC, RFC or RT should have the authority to approve properly documented reimbursement requests and issue checks on the fund to cover legitimate expenses. Detailed accounting of expenditures requests should be provided to the RFC or RT, by the requesting party, complete with documentation. Documentation procedures should be in accordance with IRS practices. (See Appendix F for additional information).
5. An auditing committee should be appointed by the DRC each year to conduct a mandatory annual audit of the fund and to report the results of the audit to the CRC. The CRC may direct that the regional fund be audited by a CPA at any time by a majority vote.
  - An annual report should be prepared by the RFC or RT and reviewed by the Audit Committee prior to its submission to the CRC. It should itemize all income and expenditures and contain appropriate documentation consistent with good business practices.
6. Should a Region accrue a large balance in the fund exceeding projected expenditures, the excess should be invested in a more lucrative account which might require a longer investment period.
  - The DRC, RFC or RT should be cognizant of the tax requirements for interest-bearing accounts and may contact the Society comptroller for latest requirements.

### **G. Regional Dinner at Society Meetings**

At each Society meeting (Annual and Winter) the DRC is encouraged to arrange a time and place for a regional dinner for the ASHRAE members within the Region. It has been the practice in recent years to hold these dinners on Monday evening. All members within the Region are invited and encouraged to attend, along with spouses and guests. Attendance should be promoted through region newsletter, region website and chapter newsletters.

## H. Regional Historical Records

Each DRC shall give each Region Historian copies of the following items, within 120 days of each CRC:

- CRC minutes and motions
- CRC Summary Report
- Regional officers' names and positions
- Regional recipients of Society and regional awards
- Other important items such as photographs, articles, etc.
- CRC history (total attendance, attendance at each event, registration fees, etc.)

## 2. REGIONAL OFFICERS

Regional Officers include the following:

### A. Director and Regional Chair (DRC) [See Appendix E]

The Regional Chair is a Director of Society who directs the regional operations for the Region. This includes detailing objectives and giving assistance to the Regional Vice Chairs of Chapter Technology Transfer, Government Affairs, Membership Promotion, Research Promotion, Student Activities, YEA, as well as the Region Treasurer and Region Historian. The DRC shall also coordinate regional activities with the Region Members Council Representative (RMCR) and provide assistance to the existing chapters in the Region; and to potential new chapters being formed. The DRC also represents the interests of the Region in all matters of Society importance. The DRC shall be a member of Society in good standing and shall have been a member for five years prior to the start of his/her term.

The DRC is a member of the ASHRAE Board of Directors. The DRC's responsibility is to represent the Region, and to participate in formulating recommendations to the BOD concerning policies procedures and operation of the Society and its Chapters.

The DRC is the Chair of the Chapters' Regional Committee for the Region. The DRC is responsible for planning and conducting this meeting in accordance with the *Manual for Conducting Chapters Regional Conferences* (on ASHRAE website).

The DRC is fully responsible for assisting in providing objectives; monitoring the operations of chapters in the Region; and assuring that the chapters adhere to the requirements of the Society Bylaws and Rules of the BOD and that their operations are carried on in an effective manner to advance the purposes of the Society. Controversial issues involving the chapters or Region will be handled through the DRC. The DRC must personally visit each chapter at least once during their three-year term.

The DRC is responsible for asking Chapter Officers, including the Board of Governors, if they would like "thank you" letters sent to their employers.

The DRC may fill-in for the RMCR at a Members Council meeting in the event the RMCR is not able to attend.

### B. Region Members Council Representative (RMCR)

The Region Members Council Representative is recommended by the Chapters Regional Committee at the caucus session and by the DRC to the Society President for a three-year term. The RMCR shall be a member of Society in good standing and shall have been a member for three years prior to the start of his/her term.

The RMCR is a member of Members Council and is responsible to represent the Region in deliberations of the Council; to provide written reports to the Members Council on activities of the chapters in the Region; to recommend the formation of new chapters, sections and student branches in the Region and participate in the action of the Members Council. The RMCR shall coordinate and communicate with the DRC all Members Council activities as they relate to the Region and its chapters. [See MC MOP Section 6](#)

The RMCR may fill in for the DRC at a BOD meeting in the event the DRC is not able to attend.

Attend Members Council meetings, the Region's CRC and Regional Planning Meeting.

### C. Regional Vice-Chair for Chapter Technology Transfer (RVC CTT) [\[CTTC Manual\]](#)

This vice-chair is a member of the Society Chapter Technology Transfer Standing General Committee. Regional and chapter responsibilities include:

- Oversee CTTC Awards.
- Prepare and conduct CRC workshops. A minimum of three (3) hours should be allotted for the training workshops at the CRC.
- Visit chapters, as required, to assist and counsel.
- Develop and implement chapter seminars.

- Assist chapters in planning, coordinating and administering their chapter programs and technical sessions, this includes the assignment of Distinguished Lecturers.
- Develop program planning guidelines and a speakers' list for chapters.
- Review CRC technical sessions and compile list of qualified speakers and topics.
- Promote continuing education activities at the chapter level.
- Report chapter activities to Society Headquarters and PAOE reports.
- Attend ASHRAE Winter and Annual Conferences, the Region's CRC and Regional Planning Meeting.

**D. Regional Vice Chair for Government Affairs (RVC GA) [\[GAC Manual\]](#)**

This vice-chair is a member of the Society Government Affairs Standing General Committee. Regional and chapter responsibilities include:

- Assist chapters in planning, coordinating and administering government activities and assist with training for such activities.
- Monitor PAOE for chapter governmental activities within the Region.
- Prepare and conduct Government Affairs Workshops at Chapters Regional Conference (CRC).
- Prepare reports, as required by the Society and this Committee's Chair.
- Coordinate communication on government activities at the chapter and regional levels.
- Administer this Committee's Government Affairs awards program within the Region, solicit entries for each award from the chapters, and forward qualified entries for Society consideration.
- Transfer all relevant GAC materials, information, standards, and related information to the successor RVC.
- Serve on subcommittees, prepare for and attend any special meetings, and perform other duties as directed by the Committee's Chair.
- Attend ASHRAE Winter and Annual Conferences, the Region's CRC and Regional Planning Meeting.

**E. Regional Vice Chair for Membership Promotion (RVC MP) [\[MP Manual\]](#)**

This vice-chair is a member of the Society Membership Promotion Standing General Committee. Regional and chapter responsibilities include:

- Provide assistance to chapters to publicize the aims, activities, achievements and scientific and educational purposes of the Society toward the end that persons duly qualified shall apply for membership therein.
- Assist chapters with delinquency and membership campaigns.
- Promote attendance of chapter representatives to the centralized training sessions as set by Society.
- Conduct a workshop at the CRC to address regional issues and reinforce ideas discussed at centralized training.
- Visit chapters, as required, to assist and counsel.
- Report chapter activities to Society Headquarters and PAOE reports.
- Attend ASHRAE Winter and Annual Conferences, the Region's CRC and Regional Planning Meeting.

**F. Regional Vice-Chair for Research Promotion (RVC RP) [\[RP Manual\]](#)**

This vice-chair is a member of the Society Research Promotion Standing General Committee. Regional and chapter responsibilities include:

- Assist chapters in establishing RP activities and reporting these activities to Society Headquarters.
- Promote attendance of chapter representatives to the centralized training sessions as set by Society.
- Conduct a workshop at the CRC to address regional issues and reinforce ideas discussed at centralized training.
- Visit chapters as required.
- Report chapter activities to Society Headquarters and PAOE reports.
- Promote Regional Full Circle participation.
- Attend ASHRAE Winter and Annual Conferences, the Region's CRC and Regional Planning Meeting.

**G. Regional Vice-Chair for Student Activities (RVC SA) [\[SAC Manual\]](#)**

This vice-chair is a member of the Society Student Activities Standing General Committee. Regional and chapter responsibilities include:

- Assisting chapters in planning, coordinating and administering their student educational activities.
- Encouraging continuing education.
- Assisting chapters in administering student educational activities.
- Preparing and conducting CRC workshops. A minimum of three (3) hours should be allotted for the training workshops at the CRC.
- Visiting chapters, as required, to assist and counsel.

- Report chapter activities to Society Headquarters and PAOE reports.
- Select most outstanding student branch in the Region to receive the “Regional Student Branch of the Year Award.”
- Attend ASHRAE Winter and Annual Conferences, the Region’s CRC and Regional Planning Meeting.

**H. Young Engineers in ASHRAE (RVC YEA) [\[YEA Manual\]](#)**

This vice-chair is a member of the Society Young Engineers in ASHRAE Standing General Committee. Regional and chapter responsibilities include:

- Enhance member benefits for young professional members, age 35 years of age and younger, by identifying, creating, and supporting activities and services focused on their needs.
- Disseminate materials at the Society and local chapter level for the purpose of informing young professional members about ASHRAE programs and services of benefit to them.
- Provide materials to local chapters on how members can more effectively reach out to their young professional members.
- Organize events at the Society meetings to help increase the attendance of young professional members and provide support to those members.
- Serve on YEA Committee and subcommittees
- Prepare and conduct CRC workshops; a minimum of three (3) hours should be allotted for the training workshops at the CRC.
- Attend ASHRAE Winter and Annual Conferences, the Region’s CRC and Regional Planning Meeting.

**I. Region Nominating Committee Member (RNM) [\[Nominating Committee Manual\]](#)**

This regionally elected Nominating Committee member represents the region on the Society Nominating Committee. An additional responsibility includes chairing the Executive Sessions and Caucus at the CRC. All discussions at the Nominating Committee meetings, caucus and Executive Sessions are confidential and shall not be divulged to any individual outside the meetings or sessions.

**J. Region Nominating Committee Alternate (RNA) [\[Nominating Committee Manual\]](#)**

This regionally elected Nominating Committee Alternate performs the functions of the member in case of the member's absence. All discussions at the Nominating Committee meetings, Caucus and Executive Sessions are confidential and shall not be divulged to any individual outside the meetings or sessions.

**K. Region Historian (RH) [\[Regional and Chapter Historian's Guide\]](#)**

A position appointed by the DRC (or elected by the CRC); duties of the Region Historian include:

Encourage, aid and frequently communicate with the chapter historians so that Chapter, Region and HVAC&R history is recorded and preserved.

- Review CHAPTER HISTORY PAOE REPORTING from chapters.
- Review and seek comments on the individual chapter Gold Ribbon entries, send entries to Society archives and present Gold Ribbon Awards at CRC.
- Maintain and record lists of all members receiving regional and Society awards and a list of all regional officers.
- Prepare and conduct CRC workshop. A minimum of one and one-half (1.5) hours should be allotted for the training workshop at the CRC.
- Receive chapter publications, CRC reports and minutes of the annual CRC from the DRC. Also, receive copies of communications from headquarters staff that are sent by the Society to chapter historians.
- Attend the Region’s CRC and Regional Planning Meeting.

**L. Region Treasurer (RT) [See Appendix F]**

A position appointed by the DRC (or elected by the CRC) to assist in handling regional finances. This person may serve alone or as a member of a Regional Finance Committee. Duties are as defined by the DRC or CRC and may include:

- Preparation of the annual budget and an annual report to the CRC
- Disbursement of regional funds
- Collection of regional dues
- Maintaining of regional fund balance sheet and supporting documentation. (See 1-F).
- Attend the Region’s CRC and Regional Planning Meeting.

**M. Region Communications Chair (RCC – Optional)**

A position appointed by the DRC (or elected by the CRC) with duties that include:

- Interfaces with, encourages, and, as needed, assists the Region Webmaster and oversees the regional website. (RCC is not the Region Webmaster but these two positions can be the same person.)

- Oversees all of the chapter websites in the Region for content, accuracy, functionality, adherence to best practices and compliance with ROB 1.201.010. Has the authority to shut down a chapter website.
- If requested, sets up CC training at the Region President-Elect training meeting and the Region CRC. This training can include website development but could also include email, mailing lists, newsletters, Basecamp, social media, app development, virtual/hybrid meetings, podcasts, etc.
- Liaison to the Society Communications Committee, Chapter Communications Chairs, Chapter Webmasters, Chapter Social Media Chairs and other RCCs; attends Society Communications Committee meetings as able and shares relevant information (training, best practices, etc.) from Society Communications Committee with the chapters and brings forth information and training needs from the chapters to Communications Committee.
- Manages the Regional Communications budget expenses.
- Maintains and publishes the Regional Chapter Information Questionnaire (CIQ)
- Point of contact for the ashrae.net email position aliases. The email aliases are automatically populated based on the CIQ and maintained by ASHRAE IT.
- Maintains the Region's internal "secure" website.
- Assists the CRC Host Chapter with communication needs (webpage setup, registration, payment, virtual/hybrid meetings, meeting AV, etc.)
- Recommends/helps Chapters get training on Chapter support software
- Recommends/helps Chapters get training in areas related to items relating to regional communications (Basecamp, websites, email newsletters, social media, etc.)
- Attend regional activities as recommended by the DRC.

**N. Region Representatives (RR – Optional)**

An "optional" regionally appointed position to assist the DRC as needed. This person should have experience in the region (former RVC, DRC, Nominating Committee, etc.), with desire to assist the region in an official capacity. This person will visit chapters, sections, or areas without chapters as required to assist and counsel. The duties of the Region Representative are directed by the DRC but could include:

- Chapter visits and monitoring of MBO performance
- Promote and effectively communicate with the region, chapter and section members for CRC participation and other regional activities.
- Assist in chapter bylaw reviews
- Promote recognition of ASHRAE members using the H&A Program opportunities.
- Attend regional activities as recommended by the DRC.

**O. Assistant Regional Chair (ARC - Optional)**

An "optional" regionally appointed position to assist the DRC as needed. This person should have experience in the Region (former RVC, DRC, Nominating Committee, etc.), with desire to assist the Region in an official capacity. The duties of the ARC are directed by the DRC but could include:

- Chapter visits and monitoring of MBO performance
- Promote ASHRAE activities.
- Assist in chapter bylaw reviews
- Promote recognition of ASHRAE members using the H&A Program opportunities.
- Attend regional activities as recommended by the DRC.

**P. Region DEI Chair (DEI – Optional)**

An "optional" regionally appointed position to raise the awareness of diversity and inclusion within the Region. The duties of the Region DEI Chair are directed by the DRC and Society's commitment to a diverse and inclusive membership.

**3. CHAPTERS REGIONAL CONFERENCE (CRC) [\[CRC Manual\]](#)**

The term "Chapters Regional Conference" (CRC) designates a business meeting of the Delegates and Alternates of the chapters in their Region and will normally extend for a period of four to eight hours. The conference also includes a time set aside for technical sessions and chapter workshops. The regional conference will normally extend for a period of at least two days. The area served by a CRC is the area of the Region established by the ASHRAE BOD. Current boundaries of the Regions are shown on the list (Appendix B). Each CRC is held once a year at least 30 days before the annual or winter meeting of Society. Those Regions having fall conferences should schedule them prior to November 1 of each year. The time and place of each conference will be selected by the DRC and submitted to Members Council at least three years in advance of the selected date.

The CRC provides a forum for the dissemination of information pertaining to chapter and regional activities, and also provides a medium for:

- Chapters to report their previous year's activities and establish goals for the coming year.
- Regional officers to report their activities and plans.
- Society officers to address the Region with the Society plans, review chapter activities within the Region and participate in workshops.
- Members and chapters to submit motions to the Region and Society for proper review.
- Delegates and Alternates to present nominees for Society and regional offices and candidates for honors and awards in caucus and executive sessions.
- Chapter officer and committee persons to attend workshops that will educate and train the participants.
- Conducting technical sessions to educate the attendees and attract attendance from the members who are not otherwise involved.
- Attracting attendance and building camaraderie engaging in informal activities with other members.
- Recognizing and presenting awards to chapter and regional members.

#### **A. CRC Attendance**

Attendance at meetings of the Chapters Regional Conference is expected of all chapter Delegates, Alternates, RMCR, Region Nominating Member, Alternate to the Nominating Committee, Region Treasurer, Region Historian, RVCs for Chapter Technology Transfer, Government Affairs, Membership Promotion, Research Promotion, Student Activities, YEA, and Chapter Committee Chairs of the above-mentioned committees. The following positions are optional and should attend the CRC as recommended by the DRC: Region Communications Chair, Region Representative, ARC, Region DEI Chair, Region Webmaster and Region Refrigeration. In addition, any Society member residing in the Region is encouraged to attend these meetings. The attendance of Chapter Officers and BOGs, although not mandatory, is strongly encouraged. (See Appendix D for the CRC Transportation Policy.)

#### **B. Chapter Delegate & Alternate**

The Delegate must be a voting member and be either the President, President-Elect, Vice-President or immediate past president of the Chapter, and the Alternate must be a member of the Board of Governors (BOGs) and, preferably, a chapter officer. No individual is allowed to serve for more than two consecutive years in either of these positions, and not more than four consecutive years in both positions. The Delegate and Alternate take office on July 1 and serve for a period of one year.

The Chapter Secretary shall submit the names of the chapter Delegates and Alternates to Headquarters on or before June 1, or April 1 for spring Chapters Regional Conferences (CRCs), with a copy to the DRC. The Chapter Information Questionnaire is normally used for this purpose. In the event of disability, death or resignation, a replacement may be made by the Chapter BOGs or as provided in the chapter bylaws. Although last minute changes are to be discouraged, they are sometimes necessary. In this event, the DRC must be advised in writing of the change and the reason for it, with as much advance notice as possible.

#### **C. Caucus and Executive Sessions**

Caucus and Executive Sessions are also held at the CRC. In the caucus, the Delegates and Alternates discuss nominees and make recommendations for:

- Society Nominating Committee and Society General Standing Committees.
- Candidates for elective and appointive Society and Regional offices.
- Propose recipients for regional and Society honors and awards.

An Executive Session of the CRC must be held when so instructed by the Regional Chair. All discussions at the Nominating Committee meetings, caucus and Executive Sessions are confidential and shall not be divulged to any individual outside the meetings or sessions.

#### **D. Business Session**

The CRC business sessions will be a Standing General Committee of the Society serving the designated Region and consists of a chair, who is the Regional Chair, and one Delegate and one Alternate selected by each Chapter in the Region.

#### **E. Motions and Resolutions at the CRC**

Chapter members have the right and the responsibility to present at the CRC Business Meeting motions to enhance regional, chapter or Society activity. These motions should be presented during the open business session at the CRC where they can be discussed and voted on, following ASHRAE's Simplified Rules of Order.



1. Within **seven days** of the conclusion of the CRC, the RMCR shall enter all approved Society-level motions into the electronic CRC Motion submission form. A link to the CRC Motion Submission Form will be emailed directly to RMCRs from ASHRAE Staff one week before the CRC.
2. Once motions are submitted, ASHRAE Staff Directors will review each motion and indicate the best body for handling each motion.
3. Process Motions (motions requesting processes or policies that are already in place) will be addressed by Staff Liaisons within 2 weeks of receipt.
4. All other motions are sent to the relevant Staff Liaison(s) to be added to the body's next meeting agenda. Relevant bodies will be asked for a recommendation or recommended/action within **three months** of receipt. This may require intermediate virtual meetings outside of normal Annual/Winter Conference committee meetings.
5. Members Council shall review the recommendations prior to the next Members Council meeting.
6. Members Council shall vote to approve/reject recommendation not requiring Board of Directors approval.
7. Motions that require Board approval will be forwarded prior to the following Board of Directors meeting.

All CRC motions are brought to the Members Council (or the appropriate body) by the RMCR or referred Committee for action. Members Council will approve, disapprove, postpone, amend or refer these motions in accordance with the Rules of the Board.

- a) Committees and Councils to which Members Council refers a motion must report the disposition of the motion to Members Council
- b) CRC motions affecting the Presidential Award of Excellence (PAOE) will be reviewed and discussed by the PAOE Subcommittee of Members Council and recommendations forwarded to the President-Elect.
- c) The RMCR has the responsibility of monitoring all CRC motions from his/her Region and reporting to the DRC and at the next CRC the status of those motions.
- d) Status of Motions are maintained by Society staff in the CRC Motion Database available on the ASHRAE Website and are updated when an answer is received.

Refer to the CRC Manual Section B - Guidelines for CRC Motions, and Appendices BB and BC, for additional information on motion format, background information and examples.

## F. CRC Training

ASHRAE training principles include:

- Deliver training that volunteers find interesting and relevant
- Provide atmosphere of respect and approval through feedback and praise
- Get people to participate so they can practice the skills during the training
- Coach members so they improve beyond where they currently are
- Help them understand where this training can be useful inside and outside of ASHRAE
- Adults have specific needs when they are learning something new.
  - They like to have some control over the learning experience.
  - They are self-directed and capable of making decisions.
  - They bring a lot of knowledge and experience.
  - They learn more effectively through guided discussion, problem solving, and role-playing than through lecture.
  - They also learn best when they see the need for them to learn.
  - They usually need some help in seeing very specifically how the things they learn in a training session translate into their ASHRAE volunteer or work responsibilities.
  - It is helpful to give them assignments where they must apply what they learned to a situation outside the training room and then report back on how it went.
  - They can learn a lot from listening to the reports of others in the training.
  - Adults have different learning styles so ideas need to be presented in a variety of different ways.
  - Learning must be time phased so that the new skills have time to be picked up, applied, evaluated, and improved upon.
  - Adults want to be aware of how they are doing, to be coached, and to get feedback

**G. Regional (CRC) and Society Awards** [\[Honors & Awards\]](#)

The Regional Award of Merit and the Chapter Service Award are presented at the CRC to recognize activities and contributions of members at the regional and chapter level. Nominations are made two ways:

- Society runs a report annually that will pull eligible members and they will automatically be granted the award. DRCs and Delegates/Alternates will be sent a list of award recipients prior to their CRC.
- The report mentioned above will not pull every eligible member, so Chapter Delegates should still review their membership to determine if there are additional eligible members. Nominations at CRC require the following: current ASHRAE bio and a completed point tally form.

ASHRAE is proud of the many contributions its men and women have made on behalf of the Society and to our industry. We encourage you to help us recognize those members who deserve to be thanked by nominating them for an appropriate award at the Society level. See ROB 2.411 for guidelines; nomination deadlines below:

<b>Deadline</b>	<b>Award</b>
May 1	ASHRAE Award for Distinguished Public Service ASHRAE Hall of Fame ASHRAE Pioneers of the Industry Fellow F Paul Anderson Award Honorary Member
December 1	Andrew T. Boggs Service Award Distinguished Service Award (DSA) Exceptional Service Award (ESA) Louise & Bill Holladay Distinguished Fellow Award

## CRITERIA FOR THE FORMATION OF A NEW ASHRAE REGION

### **Prerequisites:**

1. A minimum of six chapters, with a minimum regional membership of 1,800, excluding students is required. All chapters must have functioned within an existing region for a minimum of three years.
2. Members should have an understanding of the regional/chapter structure and how it operates and have a high degree of interest to form a region.
3. To ensure continuity of regional leadership on an ongoing basis, a sufficient number of society members who meet the qualifications of leadership for a region is necessary. All regional leaders must speak, read and write English.
4. Availability of the necessary fiscal resources to allow the region to function on a normal ongoing basis. This includes chapter members paying any required regional fund dues to support regional officers' chapter visits and to fund a successful CRC on an ongoing annual basis.
5. Availability of the necessary experience and training skills to conduct the various training workshops for the new incoming regional and chapter officers on an annual basis to ensure a successful CRC.
6. Awareness of, and being able to comply with, any government regulations that may affect the normal operation of the region, i.e., conduct of regional CRCs, technology transfer, travel requirements, etc.
7. Assurance that the geographic area to be served by the formation of a region would best serve the interest of the members in that area, with adequate consideration for the language and ethnic differences among the various areas that comprise the new region to allow it to operate effectively.

### **Approval Process:**

1. Chapters wishing to form a region must present the following to the director and regional chair of the region to which they are presently assigned. Chapters not assigned to a region must present the following to Members Council by working with the Society Director of Member Services.
  - A. Written petition, signed by each chapter's officers and Board of Governors.
  - B. Tentative slate of regional officers.
  - C. Identification of regional boundaries.
  - D. Schedule for proposed implementation.
  - E. Tentative initial CRC site and date selected.
2. The above information must be presented to Members Council for approval. Upon approval by Members Council, the recommendation must be forwarded to the Board of Directors for final approval. (00-02-06-23)

PROPOSED REGION \_\_\_\_\_

LIST REGIONAL BOUNDARIES: \_\_\_\_\_

Proposed Region: \_\_\_\_\_ Total Area Assigned Members: \_\_\_\_\_

Proposed Implementation Date: \_\_\_\_\_

TENTATIVE SLATE OF REGIONAL OFFICERS		
POSITION	NAME	MEMBER ID
<b>DIRECTOR AND REGIONAL CHAIR</b>		
REGIONAL MEMBERS COUNCIL REPRESENTATIVE		
NOMINATING COMMITTEE MEMBER		
<b>NOMINATING COMMITTEE ALTERNATE</b>		
<b>NOMINATING COMMITTEE RESERVE ALTERNATE</b>		
REGIONAL VICE CHAIR CHAPTER TECHNOLOGY TRANSFER		
REGIONAL VICE CHAIR GOVERNMENT AFFAIRS		
REGIONAL VICE CHAIR MEMBERSHIP PROMOTION		
REGIONAL VICE CHAIR RESEARCH PROMOTION		
REGIONAL VICE CHAIR STUDENT ACTIVITIES		
REGIONAL VICE CHAIR YOUNG ENGINEERS IN ASHRAE		
<b>REGIONAL HISTORIAN</b>		
<b>REGIONAL TREASURER</b>		
<b>REGIONAL COMMUNICATIONS</b>		
<b>REGIONAL DEI</b>		
<b>INITIAL CHAPTERS REGIONAL CONFERENCE (CRC) SITE AND DATE:</b> _____		

PETITION AUTHORIZING THE FORMATION OF A NEW REGION

PROPOSED REGION \_\_\_\_\_

_____ CHAPTER – # _____		
<b>AREA ASSIGNED MEMBERS:</b> _____		
CHAPTER BOARD OF GOVERNORS	NAME	SIGNATURE
PRESIDENT		
PRESIDENT ELECT		
VICE PRESIDENT		
SECRETARY		
TREASURER		
BOARD MEMBER		
BOARD MEMBER		
BOARD MEMBER		
BOARD MEMBER		
BOARD MEMBER		

**LISTING OF ASHRAE CHAPTERS BY REGION**

<b>REGION I (Fall)</b>	<b>CH#</b>	<b>15 Chapters</b>
Bi-State	146	White Plains, NY
Boston	001	Boston, MA
Buffalo	012	Buffalo, NY
Central New York	010	Syracuse, NY
Champlain Valley	111	Burlington, VT
Connecticut	004	Hartford, CT
Granite State	152	Manchester, NH
Long Island	006	Garden City, NY
Maine	118	Lewiston, ME
New Jersey	007	Newark, NJ
New York City	008	New York, NY
Northeast	009	Albany, NY
Rhode Island	003	Providence, RI
Rochester	011	Rochester, NY
Twin Tiers	129	Owego, NY

<b>REGION II (Fall)</b>	<b>CH#</b>	<b>9 Chapters</b>
Halifax	100	Halifax, NS
Hamilton	037	Hamilton, ON
London (Canada)	116	London, ON
Montreal	014	Montreal, PQ
NB/PEI	117	Moncton, NB
Ottawa Valley	015	Ottawa, ON
Quebec	013	Quebec, PQ
Toronto	016	Toronto, ON
Windsor	141	Windsor, ON

<b>REGION III (Fall)</b>	<b>CH#</b>	<b>11 Chapters</b>
Anthracite	134	Scranton, PA
Baltimore	025	Baltimore, MD
Central Pennsylvania	022	York, PA
Hampton Roads	027	Norfolk, VA
Johnstown	023	Johnstown, PA
Lehigh Valley	098	Allentown, PA
National Capital	026	Washington, DC
Philadelphia	021	Philadelphia, PA
Pittsburgh	024	Pittsburgh, PA
Richmond	028	Richmond, VA
Roanoke	125	Roanoke, VA

<b>REGION IV (Fall)</b>	<b>CH#</b>	<b>7 Chapters</b>
Atlanta	032	Atlanta, GA
Charleston	113	Charleston, SC
Greenville	097	Greenville, SC
North Piedmont	029	Greensboro, NC
South Carolina	031	Columbia, SC
Southern Piedmont	030	Charlotte, NC
Triangle	106	Raleigh/Durham, NC

Domestic 120  
 Mexico 3  
 South America 9  
 Canada 16  
 International 52  
**Total Chapters 200**

<b>REGION V (Fall)</b>	<b>CH#</b>	<b>12 Chapters</b>
Akron/Canton	090	Akron/Canton, OH
Central Indiana	043	Indianapolis, IN
Cincinnati	040	Cincinnati, OH
Cleveland	038	Cleveland, OH
Columbus	039	Columbus, OH
Dayton	041	Dayton, OH
Detroit	045	Detroit, MI
Evansville	044	Evansville, IN
Fort Wayne	120	Fort Wayne, IN
Northern Indiana	103	Elkhart, IN
Toledo	042	Toledo, OH
Western Michigan	047	Grand Rapids, MI

<b>REGION VI (Spring)</b>	<b>CH#</b>	<b>11 Chapters</b>
Cedar Valley	159	Cedar Rapids, IA
Central Illinois	050	Peoria, IL
Illinois	049	Chicago, IL
Iowa	051	Des Moines, IA
La Crosse Area	115	La Crosse, WI
Madison	095	Madison, WI
Minnesota	052	Minneapolis, MN
Mississippi Valley	123	Davenport, IA
Northeast Wisconsin	107	Green Bay, WI
St Louis	054	St. Louis, MO
Wisconsin	048	Milwaukee, WI

<b>REGION VII (Fall)</b>	<b>CH#</b>	<b>14 Chapters</b>
Baton Rouge	060	Baton Rouge, LA
Birmingham	057	Birmingham, AL
Bluegrass	128	Lexington, KY
East Tennessee	099	Knoxville, TN
Louisville	055	Louisville, KY
Memphis	056	Memphis, TN
Mississippi	061	Jackson, MS
Mobile	058	Mobile, AL
Nashville	088	Nashville, TN
New Orleans	059	New Orleans, LA
North Alabama	133	Huntsville, AL
Northwest Florida	130	Pensacola, FL
Tennessee Valley	114	Chattanooga, TN
West Virginia	192	Charleston, WV

<b>REGION VIII (Spring)</b>	<b>CH#</b>	<b>15 Chapters</b>
Alamo	065	San Antonio, TX
Arkansas	062	Little Rock, AR
Austin	066	Austin, TX
Central Oklahoma	068	Oklahoma City, OK
Dallas	067	Dallas, TX
East Texas	091	Tyler, TX
Fort Worth	070	Ft. Worth, TX
Guadalajara	173	Guadalajara, MEX
Houston	064	Houston, TX
Mexico City	165	Mexico City, MEX
Monterrey	166	Monterrey, MEX
Northeastern Oklahoma	069	Tulsa, OK
Northwest Arkansas	208	Fayetteville, AR
South Texas	154	Corpus Christi, TX
West Texas	071	Lubbock, TX

<b>REGION IX (Fall)</b>	<b>CH#</b>	<b>13 Chapters</b>
Big Sky	131	Billings, MT
Black Hills Area	127	Rapid City, SD
El Paso	072	El Paso, TX
Idaho	135	Boise, ID
Kansas City	053	Kansas City, MO
Nebraska	075	Omaha, NE
New Mexico	077	Albuquerque, NM
Ozarks	150	Springfield, MO
Pikes Peak	148	Colorado Springs, CO
Rocky Mountain	073	Denver, CO
South Dakota	093	Sioux Falls, SD
Utah	074	Salt Lake City, UT
Wichita	076	Wichita, KS

<b>REGION X (Fall)</b>	<b>CH#</b>	<b>14 Chapters</b>
Central Arizona	086	Phoenix, AZ
Golden Gate	082	San Francisco, CA
Hawaii	108	Honolulu, HI
Northern Nevada	126	Reno, NV
Orange Empire	105	Anaheim, CA
Sacramento Valley	081	Sacramento, CA
San Diego	085	San Diego, CA
San Joaquin	083	Fresno, CA
San Jose	101	San Jose, CA
Sierra Delta	144	Sierra Delta, CA
Southern California	084	Los Angeles, CA
Southern Nevada	092	Las Vegas, NV
Tri County	155	Redlands, CA
Tucson	087	Tucson, AZ

<b>REGION XI (Spring)</b>	<b>CH#</b>	<b>11 Chapters</b>
Alaska	122	Anchorage, AK
British Columbia	020	Vancouver, BC
Inland Empire	078	Spokane, WA
Manitoba	017	Winnipeg, MB
Northern Alberta	019	Edmonton, AB
Oregon	080	Portland, OR
Puget Sound	079	Seattle, WA
Regina	096	Regina, SK
Saskatoon	102	Saskatoon, SK
Southern Alberta	018	Calgary, AB
Vancouver Island	145	Victoria, BC

<b>REGION XII (Fall)</b>	<b>CH#</b>	<b>16 Chapters</b>
Argentina	178	Buenos Aires, ARG
ASHRAE Caricom	209	Charlottesville, TTO
Brasil	172	São Paulo, BRA
Central Florida	094	Orlando, FL
Chile	196	Santiago, CHL
Colombia	190	Bogota, COL
Ecuador	199	Ecuador, ECU
Florida West Coast	035	Tampa, FL
Gold Coast	104	Ft. Lauderdale, FL
Jacksonville	034	Jacksonville, FL
Miami	036	Miami, FL
Paraguay	202	Asuncion, PRY
Peru	220	Lima, PER
Puerto Rico	110	San Juan, PR
South Brazil	213	Porto Alegre, RS, BRA
Southwest Florida	139	Ft. Myers, FL

<b>REGION XIII (Fall)</b>	<b>CH#</b>	<b>10 Chapters</b>
Hong Kong	143	Hong Kong, HKG
Indonesia	183	Jakarta, IDN
Japan	194	Tokyo, JPN
Macao	198	Macao, CHN
Malaysia	149	Kuala Lumpur, MYS
Philippines	167	Manila, PHL
Singapore	142	Singapore, SGP
South Korea	195	Seoul, KOR
Taiwan	157	Taipei, TWN
Thailand	170	Bangkok, THA

<b>REGION XIV (Fall)</b>	<b>CH#</b>	<b>9 Chapters</b>
ASHRAE UK	223	London, UK
Cyprus	203	Nicosia, CYP
Danube	176	Timisoara, ROM
Hellenic	168	Athens, GRC
Ireland	204	Dublin, IRL
Israeli	214	Ramat Gan, ISR
Nordic	225	Copenhagen, DNK
Portugal	177	Lisbon, PRT
Spain	182	Madrid, ESP

<b>REGION XV (Fall)</b>	<b>CH#</b>	<b>12 Chapters</b>
ASHRA Bangalore	169	Bangalore, IND
ASHRAE Deccan	191	Hyderabad, IND
ASHRAE Mumbai	188	Mumbai, IND
Bangladesh	197	Dhaka, BGD
Chandigarh	217	Chandigarh, IND
Chennai	185	Chennai, IND
East India	215	Kolkata, IND
India	158	New Delhi, IND
Pune	186	Pune, IND
Rajasthan	216	Jaipur, IND
Sri Lankan	171	Colombo, LKA
Western India	163	Ahmedabad, IND

<b>RAL (Fall)</b>	<b>CH#</b>	<b>21 Chapters</b>
Alexandria	222	Alexandria, EGY
ASHRAE Falcon	175	Dubai, UAE
ASHRAE Nigeria	187	Lagos, NGA
Bahrain	181	Manama, BHR
Cairo	161	Cairo, EGY
Central Pakistan	189	Lahore, PAK
Faisalabad	210	Faisalabad, PAK
Ghana	224	Accra, GHA
Jordan	212	Amman, JOR
Kuwait	164	Kuwait City, KWT
Lebanese	162	Beirut, LBN
Libya	219	Tripoli, LBY
Northern Pakistan	179	Islamabad, PAK
Oman	218	Muscat, OMN
Pakistan	174	Karachi, PAK
Pyramids	211	Giza, EGY
Qatar Oryx	184	Doha, QAT
Saudi Arabia	160	Dhahran, SAU
South Africa	207	Johannesburg, ZAF
Sudan	221	Khartoum, SDN
Turkish	193	Istanbul, TUR

## Region Boundaries – Other

<b>Region XII - Central &amp; South America</b>		<b>Region XII - Other</b>		
BELIZE	HONDURAS	ANGUILLA	CUBA	NETHERLANDS ANTILLES
BOLIVIA	NICARAGUA	ANTIGUA	DOMINICA	SAINT HELENA
COSTA RICA	PANAMA	ARUBA	DOMINICAN REPUBLIC	SAINT KITTS-NEVIS
EL SALVADOR	SURINAME	ASCENSION	FRENCH ANTILLES	SAINT LUCIA
FALKLAND ISLANDS	URUGUAY	BAHAMAS	GRENADA	ST VINCENT-GRENADINES
FRENCH GUIANA	VENEZUELA	BARBADOS	GUADELOUPE	TURKS and CAICOS
GUATEMALA		BERMUDA	HAITI	US VIRGIN ISLANDS
GUYANA		BRITISH VIRGIN ISLANDS	JAMAICA	
		CAYMAN	MONTSERRAT	
<b>Region XIII - Other</b>				
AMERICAN SAMOA	COOK ISLANDS	MARSHALL ISLANDS	NORTH KOREA	TUVALU
ANTARCTICA	EAST TIMOR	MICRONESIA	N. MARIANA ISLANDS	VANUATU
AUSTRALIA	FIJI	MONGOLIA	PALAU	VIETNAM
BRUNEI	FRENCH POLYNESIA	NAURU	PAPUA NEW GUINEA	WALLIS and FUTUNA
CAMBODIA	GUAM	NEW CALEDONIA	SAMOA	
CHINA	KIRIBATI	NEW ZEALAND	TOKELAU	
CHRISTMAS ISLAND	LAOS	NIUE	TONGA	
<b>Region XIV - Other</b>				
AKROTIN and DHEKELIA	CYPRUS	HUNGARY	MALTA	SLOVENIA
ALAND	CZECH REPUBLIC	ICELAND	MAYOTTE	SWEDEN
ALBANIA	DENMARK	IRELAND	MOLDOVA REPUBLIC	SWITZERLAND
ANDORRA	ESTONIA	ITALY	MONACO	TAJKISTAN
ARMENIA	FAROE ISLANDS	JERSEY	MONTENEGRO	TRANSNISTRIA
AUSTRIA	FINLAND	KAZAKHSTAN	NETHERLANDS	TURKMENISTAN
AZERBAIJAN	FRANCE	KOSOVO	NORWAY	UKRAINE
BELARUS	GEORGIA	KYRGYZ	POLAND	UNITED KINGDOM
BELGIUM	GERMANY	LATVIA	RUSSIAN FED.	UZBEKISTAN
BOSNIA & HERZEGOVINA	GIBRALTAR	LIECHTENSTEIN	ST. PIERRE & MIQUELON	VATICAN CITY
BOUVET ISLAND	GREAT BRITAIN	LITHUANIA	SAN MARINO	
BULGARIA	GREENLAND	LUXEMBOURG	SERBIA	
CROATIA	GUERNSEY	MACEDONIA	SLOVAKIA	
<b>Region XV - Other</b>				
AFGHANISTAN	BHUTAN	INDIA	MALDIVES	NEPAL
<b>Region-At-Large - Other</b>				
ALGERIA	DJIBOUTI	LEBANON	NIGERIA	SYRIA
ANGOLA	EGYPT	LESOTHO	OMAN	SYRIAN ARAB REPUBLIC
BAHRAIN	EQUATORIAL GUINEA	LIBERIA	PAKISTAN	TANZANIA
BENIN	ERITREA	LIBYA	PALESTINE	TOGO
BOTSWANA	ETHIOPIA	LIBYAN ARAB JAMAHIRIYA	QATAR	TUNISIA
BURKINA FASO	GABON	MADAGASCAR	REUNION	TURKEY
BURUNDI	GAMBIA	MALAWI	RWANDA	UGANDA
CAMEROON	GHANA	MALI	SAO TOME and PRINCIPE	UNITED ARAB EMIRATES
CAPE VERDE	GUINEA	MARTINIQUE	SENEGAL	WEST BANK AND GAZA
CEN. AFRICAN REPUBLIC	GUINEA-BISSAU	MAURITANIA	SEYCHELLES	WESTERN SAHARA
CHAD	IRAN	MAURITIUS	SIERRA LEONE	YEMEN
COMOROS	IRAQ	MOROCCO	SOMALIA	ZAIRE
CONGO	JORDAN	MOZAMBIQUE	SOMALILAND	ZAMBIA
COTE DE IVOIRE	KENYA	NAMIBIA	SOUTH AFRICA	ZIMBABWE
DIEGO GARCIA	KUWAIT	NIGER	SUDAN	SYRIA

Region Boundaries – Sections

<b>Region I Sections</b>		<b>Region XI Sections</b>	
<i>No Sections</i>		Fairbanks	Fairbanks, AK
<b>Region II Sections</b>		Southern Interior	Kelowna, BC, CAN
<i>No Sections</i>		Willamette	Willamette, OR
<b>Region III Sections</b>		Cascades	Bend, OR
Shenandoah	Shenandoah, VA	<b>Region XII Sections</b>	
<b>Region IV Sections</b>		Bolivia	Santa Cruz de la Sierra, BOL
Hickory	Hickory, NC	Central America	San Jose, CRI
Macon	Macon, GA	Dominican Republic	Santo Domingo, DOM
Myrtle Beach	Myrtle Beach, SC	North Central Florida	Gainesville, FL
Savannah	Savannah, GA	Sarasota-Bradenton	Sarasota, FL
<b>Region V Sections</b>		Space Coast	Cocoa Beach, FL
Northern	Traverse City, MI	Uruguay	Montevideo, URY
<b>Region VI Sections</b>		Venezuela	Caracas, VEN
Northern Lights	Fargo, ND	<b>Region XIII Sections</b>	
Rochester	Rochester, MN	Guam	Tamuning, GUM
Rockford	Rockford, IL	Kuching	Kuching, Sarawak, MYS
<b>Region VII Sections</b>		Myanmar	Yangon, MMR
<i>No Sections</i>		Penang	Penang, MYS
<b>Region VIII Sections</b>		Vietnam	Ho Chi Minh, VNM
Cancun	Cancun, MEX	<b>Region XIV Sections</b>	
Queretaro	Queretaro Arteaga, MEX	Belgium	Brussels, BEL
Rio Grande Valley	McAllen, TX	France	Paris, FRA
<b>Region IX Sections</b>		Germany	Kaiserslautern, DEU
Bozeman	Bozeman, MT	Italy	Milan, ITA
Great Falls	Great Falls, MT	Northern Hellas	Thessaloniki, GRC
Lincoln	Lincoln, NE	Scotland	Glasgow, Scotland
Northern	Fort Collins, CO	UK-Northern	Northern England
<b>Region X Sections</b>		<b>Region XV Sections</b>	
Redwood Empire	Napa, CA	Amaravathi	Vijayawada, AP, IND
Western	Santa Barbara, CA	<b>Region-at-Large – Other</b>	
		Abuja	Abuja, NGA

**44 Sections:**

- US – 22
- Canada – 1
- Region VIII; Mexico – 2
- Region XII; Central and South America – 5
- Outside North America – 14



## TRANSPORTATION REIMBURSEMENT POLICY FOR REGIONS

### I. Transportation Reimbursement Policy for Chapter, Section and Student Branch Visits

A. Transportation reimbursement is authorized for one visit per year to each Chapter by either the Director and Regional Chair (DRC) or Regional Officer once a year. The DRC will determine who shall make the official visit. The DRC must personally visit each chapter at least once during their three-year term.

B. The Director and Regional Chair (DRC) may authorize reimbursement for additional visits, maximum to equal the number of chapters and sections in the region, to use for chapter, section, or student branch visits.

The DRC may assign these additional visits, as needed, to the following regional positions: Director and Regional Chair, Region Members Council Representative, Regional Vice Chairs (6), Nominating Committee Member, Nominating Committee Alternate, Region Historian, Region Treasurer, Region Communications Chair, Region Representatives, Assistant Regional Chair, Region Refrigeration, Region Webmaster, CRC General Chair, and the Region DEI Chair. Regional positions not listed here may not be authorized for use of allocated visits to travel on behalf of ASHRAE.

C. By August 31 of each year, the DRC must give Headquarters a list of chapter visits including names, regional positions, dates, chapters, sections and student branches to be visited.

D. Transportation expense will be reimbursed by Society if requested for these visits. Transportation is the mileage, air fare, rail, or bus expense for the trip. Additional expenses (hotel, meals, etc.) may be reimbursed by the Region, depending on the Region's policies, or by the Chapter, depending upon Chapter's policies.

E. The allotted transportation visits may be used for the transportation expense of the DRC's regional selected leader shadow (LeaDRS) to attend the Winter and Annual meetings (one trip per meeting).

### II. Transportation Reimbursement Policy for Regional Planning Meetings

A. Transportation reimbursement is approved for attendance at one annual regional planning meeting held within the region to plan their upcoming year's activities for the following individuals:

- |                                  |                                     |  |
|----------------------------------|-------------------------------------|--|
| • Director and Regional Chair    | • Region Historian                  | • RVC - Research Promotion                   |
| • Region Members Council Rep     | • Region Treasurer                  | • RVC - Student Activities                   |
| • Nominating Committee Member    | • RVC - Chapter Technology Transfer | • RVC - YEA                                  |
| • Nominating Committee Alternate | • RVC - Government Affairs          | • Additional person at the discretion of DRC |
| • CRC General Chair              | • RVC - Membership Promotion        |  |

• The incoming and outgoing DRCs and RVCs are to attend both their **Spring CRC** and regional planning meeting. The newly elected incoming Nominating Committee Member and Nominating Committee Alternate may attend both their CRC and regional planning meeting if deemed necessary.

B. Chapter officers and other Regional Positions, as specified under Section I, Paragraph B, may be reimbursed to attend the regional planning meeting, at the discretion of the DRC, if the visits are allocated under Section I, Paragraph B and the total number of discretionary visits do not exceed the number of chapters and sections in the region.

C. The DRC has the option to expand the committee over the allowed maximum of thirteen members; however, transportation costs will not be reimbursed for these optional members except as defined in Section I, Paragraph B.

D. The DRC has the option to invite the region's presidents elect for President Elect Training to the Regional Planning Meeting however, transportation costs will not be reimbursed for these optional members except as defined in Section I, Paragraph B.

The chapter visits will be used as a way of transportation reimbursement only if authorized by the DRC to attend.

### III. Transportation Reimbursement Policy for CRCs

A. Transportation reimbursement is approved for attendance at the Chapter's Regional Conference for the following:

- |                               |                                     |                            |
|-------------------------------|-------------------------------------|----------------------------|
| • Director and Regional Chair | • Nominating Committee Member       | • RVC - Research Promotion |
| • Region Members Council Rep  | • Nominating Committee Alternate    | • RVC - Student Activities |
| • CRC General Chair           | • RVC - Chapter Technology Transfer | • RVC - YEA                |
| • Chapter Delegate            | • RVC - Government Affairs          | • Region Historian         |
| • Chapter Alternate           | • RVC - Membership Promotion        | • Region Treasurer         |

- |                                       |                                      |
|---------------------------------------|--------------------------------------|
| • Chapter Technology Transfer Chair** | • Chapter Student Activities Chair** |
| • Chapter Government Affairs Chair**  | • Chapter YEA Chair**                |

• Chapter MP & RP Chairs: reimbursed to attend Centralized Training only

\*\* Chapter CTTC, GAC, SAC and YEA: Chapter Co-Chair substitute allowed if Chair unable to attend **and** if RVC approves of the Co-Chair substitute (must also notify committee staff liaison).

- A Director and Regional Chair nominee may attend one CRC in another Region prior to beginning their three-year term. Each Director and Regional Chair is authorized to attend a maximum of two Regional Conferences in another Region during the first two years of their three-year term. The Members Council Chair shall approve in advance visits by a DRC to another's Region's Chapter Regional Conference and decide on the level of contribution to the transportation costs.
- The CRC General Chair Designate from the Host Chapter may attend a CRC meeting in the same or another region if the Director and Regional Chair deems it beneficial.
- The incoming and outgoing DRCs, RVCs, RMCRs and SRCs may attend both their CRC and regional planning meeting if deemed necessary by the DRC.

B. Transportation reimbursement is approved only for those members who complete their respective duties at the CRC. The DRC should issue signed ASHRAE Transportation Vouchers only to those regional officials, Chapter Delegates and Chapter Alternates who have attended all required workshops, meetings, caucuses and sessions at the CRC.

C. The DRC may attend a maximum of two (2) pre-planning meetings with the CRC host chapter.

D. For positions not listed as authorized approval to attend the CRC, the DRC may invite other region or chapter positions to the CRC, however, transportation costs will not be reimbursed for these optional members except as defined in Section I, Paragraph B.

E. The DRC may attend a maximum of two (2) pre-planning meetings with the CRC host chapter.

F. For positions not listed as authorized approval to attend the CRC, the DRC may invite other region or chapter positions to the CRC, however, transportation costs will not be reimbursed for these optional members except as defined in Section I, Paragraph B.

The chapter visits will be used as a way of transportation reimbursement only if authorized by the DRC to attend.

#### NOTE THE FOLLOWING FOR CENTRALIZED TRAINING:

- Chapter MP Chairs **and** Co-Chairs are reimbursed for MP Centralized Training (no substitutes). MP Chair may attend CRC instead of Centralized Training if Chair has served 3 years.
- Chapter RP Chairs **or** Co-Chairs are reimbursed for RP Centralized Training (one per chapter; no substitutes).
- Student Activities Centralized Training is virtual only.

**IV. Transportation Reimbursement policy for Regions having a joint CRC**

A. Transportation reimbursement is approved for members of the CRC Planning Committee in charge of preparing a joint CRC between two (2) or more regions with respect to the following situations:

a. Joint CRC between two (2) Regions:

i. The CRC is located in one of the two (2) regions: the following members are to be reimbursed for transportation as per the below table.

Position	Responsibility	Travel Visits to Venue
DRC Region 1	CRC Director	2 Prior to CRC
DRC Region 2	CRC Co-Director	2 Prior to CRC
RMCR Region 1	Coordinate/Collect Chapter Info, asst DRC 1	1 Prior to CRC
RMCR Region 2	Coordinate/Collect Chapter Info, asst DRC 2	1 Prior to CRC
Host Chapter CRC Co-Chair Reg 1	Schedule Venue/Chair of CRC Planning Comm	N/A
CRC Co-Chair Region 2	CRC Planning Committees Co-Chair	2 Prior to CRC
Host Chapter Meetings Chair Reg 1	Schedule Workshops/Meetings Region 1	N/A
Chapter Meetings Co-Chair Reg 2	Schedule Workshops/Meetings Region 2	1 Prior to CRC

ii. The CRC is located in a neutral place or outside the geographical territory of both regions: the following members are to be reimbursed for transportation as per the below table:

Position	Responsibility	Travel Visits to Venue
DRC Region 1	CRC Director	2 Prior to CRC
DRC Region 2	CRC Co-Director	2 Prior to CRC
RMCR Region 1	Coordinate/Collect Chapter Info, asst DRC 1	1 Prior to CRC
RMCR Region 2	Coordinate/Collect Chapter Info, asst DRC 2	1 Prior to CRC
Host Chapter CRC Co-Chair Reg 1	Schedule Venue/Chair of CRC Planning Comm	1 Prior to CRC
CRC Co-Chair Reg 2	CRC Planning Committees Co-Chair	2 Prior to CRC
Host Chapter Meetings Chair Reg 1	Schedule Workshops/Meetings Region 1	1 Prior to CRC
Chapter Meetings Co-Chair Reg 2	Schedule Workshops/Meetings Region 2	1 Prior to CRC

Region 1: Host CRC

Region 2: Visiting CRC

b. Mega CRC between three (3) or more Regions:

i. The CRC is located in one of the regions: the following members are to be reimbursed for transportation as per the below table:

Position	Responsibility	Travel Visits to Venue Prior to CRC
DRC Host Region	CRC Director	2
DRC Visiting Region	CRC Co-Director	2/ DRC
RMCR Host Region	Coordinate/Collect Chapter Info, asst DRC	1
RMCR Visiting Region	Coordinate/Collect Chapter Info, asst DRC	1/ RMCR
Host Chapter CRC Co-Chair Host Reg	Schedule Venue/Chair of CRC Planning Comm	NA
CRC Co-Chair Host Reg	CRC Planning Committees Co-Chair	2/ CRC Co-Chair
Host Chapter Meetings Chair Host Reg	Schedule Workshops/Meetings Host Region	NA
Chap Mtgs Co-Chair Visiting Reg	Schedule Workshops/Meetings Host Region	1/ Chap Mtgs Co-Chair

- ii. The CRC is located in in a neutral place or outside the geographical territory of participating regions: the following members are to be reimbursed for transportation as per the below table

Position	Responsibility	Travel Visits to Venue Prior to CRC
DRC	CRC Director	2/ DRC
RMCR	Coordinate/Collect Chapter Info, asst DRC 1	1/ RMCR
Host Chapter CRC Co-Chair	Schedule Venue/Chair of CRC Planning Comm	1/ Host Chap CRC Co-Chair
Host Chapter Meetings Chair	Schedule Workshops/Meetings Region 1	1/ Host Chap Mtgs Chair

**V. OTHER**

- A. The cost to purchase a VISA (fee only), when required, will be reimbursed as part of the normal transportation reimbursement for all Members Council transportation. Additional expenses that occur in association with the purchase of a VISA will not be reimbursed by Society. However, reimbursement of additional expenses may be paid from the chapter and/or region’s physical budget upon prior approval of the DRC to do so.  
  
 Visas are very important for those travelling to international countries that require them. The process to obtain a Visa can take up to 2-5 months to process depending upon the circumstances. Visas should be obtained before purchasing transportation. If for any reason the member cannot attend the regional event, reimbursement for and/or cancellation fees or any other expenses incurred will not be covered by Society. If Visas are not purchased in a timely manner or if the Visa cannot be obtained because of government restrictions, the member will incur the expense.
- B. The transportation budget will be set by the Society (Mileage & Airfare). The DRC may establish caps based on regional conditions and shall manage their transportation expense budget.
- C. The DRC may authorize additional transportation reimbursement to use for chapter or regional activities as long as the total number of approved reimbursements does not exceed the maximum number allocated by the combined totals as outlined in Sections I, II and III above.
- D. According to Society policy, the following statement is strongly enforced: All claims should be submitted to ASHRAE’s comptroller within 30 days of the travel date. Claims submitted after 90 days will not be reimbursed (see Society Transportation Reimbursement Voucher, page 2, Documentation).
- E. Regions may cover additional travel expenses not covered by Society from their regional funds for regional officers. These reimbursements should be based on policies established by the region with all expenses approved by the DRC prior to payment.
- F. Society will reimburse the mileage, air fare, rail, bus and one checked bag. Additional expenses such as hotel, meals, transportation to and from the airport and meeting location, tolls and parking are not reimbursed by Society.

# A Manual for the Director and Regional Chair (DRC)



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## Introduction

Congratulations! You have been nominated and elected to one of the most important and most rewarding positions in ASHRAE. You are holding the position of Director and Regional Chair (DRC), which, as the title implies, you are a member of the Board of Directors (BOD) and the Chair of the Region's Chapters' Regional Committee, which is comprised of the Delegates and Alternates from each Chapter within the Region. Thus, the position of DRC actually wears two hats: (1) serving on the ASHRAE Society Board of Directors, which is the governing body for all of ASHRAE's activities both domestically and internationally, and (2) serving as chairing all of the activities for your Region. The role of the DRC is to serve the Region and the role as a member of the Board of Directors is to serve the Society. There will be occasions when, in order to effectively serve the Society, you must subordinate regional goals or preferences for the overall benefit of the Society.

The Director who is also Regional Chairman reports on regional and chapter activities in the Region when such reports will help in the resolution of issues before the Board. The DRC, in turn, interprets actions of the Board, as needed, at meetings of the Chapters Regional Committee and at chapter meetings. This position is one of the busiest positions in the Society and the purpose of this manual is to acquaint you in general with the duties and responsibilities of this position and present them in a manner that will help you plan for them throughout your three year term.

If you were fortunate to have been the Region Members Council Representative (RMCR) for one or two years before taking your present position as DRC, you have some idea of the duties and activities involved in this position. This manual will help to fill in areas in which you may not have been totally involved in your previous position and guide you in all of the major duties.

As Regions in ASHRAE operate differently, some aspects of this manual may not totally apply to all Regions in the same manner.

Valuable sources for added insight to the duties of the DRC may be found in the "Region Operations Manual," *Manual for Chapter Operations (MCO)*, and the *Manual for Conducting Chapters Regional Conferences (CRC Manual)*. For the latest updates as well as other useful forms, these manuals can be downloaded from the ASHRAE website at [www.ashrae.org/communities/chapters](http://www.ashrae.org/communities/chapters).

## Expense Reimbursements

If requested, reasonable costs as described in the reimbursement policy for your ASHRAE travel are reimbursed by the Society. At each Board of Director's meeting, you will be advised as to the procedure for requesting reimbursement.

Prior to your first (Spring Orientation) meeting, you should register your profile with ATC Travel Management (ATC). If you set up a profile with ATC, all ASHRAE related travel costs will be billed directly to ASHRAE, saving you the reimbursement delay. This includes travel to Society meetings as well as regional air or train travel for chapter visits. You must have a travel profile created with ATC to book travel for ASHRAE related meetings. To create a profile, please contact your ASHRAE staff liaison directly or send an email to [travel@ashrae.org](mailto:travel@ashrae.org).

**LeaDRS Program:** The allotted DRC chapter visits may be used for the transportation expense of the DRC's regional selected leader shadow to attend the Winter and Annual meetings (one trip per meeting, see Appendix D of this manual).

## A Year in the Life of a Director and Regional Chair (DRC)

### Responsibilities

#### A. Regional Responsibilities

As Director and Regional Chair (DRC), you are expected to Chair and direct the regional operations for your Region. This includes detailing objectives and giving assistance to the Regional Vice-Chairs (RVC) of Chapter Technology Transfer (RVC-CTTC), Government Affairs (RVC-GAC), Membership Promotion (RVC-MP), Research Promotion (RVC-RP), Student Activities (RVC-SA), Young Engineers in ASHRAE (RVC-YEA), Region Historian, Region Treasurer, the Webmaster, other regional positions and the existing chapters within your Region and to potential new Chapters being considered. The DRC is fully responsible for representing the interests of the Region in all matters of the Society.

The DRC is the Chair of the Chapters' Regional Committee for the Region. The DRC is responsible for planning and conducting this meeting in accordance with the *Manual for Conducting a Chapters Regional Conference*. It is the DRC's responsibility to call for executive session if needed during an open business session of the Region's CRC. The executive session is closed to the public and all discussions are confidential and shall not be divulged to the public outside of the room of the executive session.

The current version of a separate manual, entitled "*Manual for Conducting Chapters Regional Conferences (The CRC Manual)*," is to be used as the reference manual for managing and conducting a CRC.

The DRC should:

- Ask the chapter officers, including the Board of Governors, if they would like "thank you" letters sent to their employers by Society
- Ensure the Chapter Presidents fully understand the Presidential Award of Excellence (PAOE) program, as well as the objectives of the Society
- Attend a CRC in another Region, if possible
- Hold a yearly Regional Planning Meeting
- Ensure Manual for Chapter Operations is understood by the Chapter Officers
- Assign chapter visits to Regional Officers and the DRC must visit each Chapter in the Region at least once during the three year term
- Establish regional committees
- Participate in charter ceremonies for new Chapters, Sections and Student Branches
- Analyze need for new Chapters, Sections and Student Branches
- Appoint a Region Historian, Region Treasurer, Region Webmaster, Newsletter Editor and other regional positions as required
- Determine eligibility and approve transportation reimbursement for CRCs, chapter visits and regional planning meetings
- Notify the Society President-Elect by the June meeting each year of any chapter visit requests
- Develop and maintain a Region Best Practices Plan and share with the Region Executive Committee and Chapters
- Coordinate Regional CRC motions and other regional issues with Region Members Council Representative (RMCR) such that the RMCR can represent the Region in deliberations of the council

#### B. Society Board of Directors Responsibilities

As a DRC, your responsibility is to participate in formulating recommendations to the Board of Directors concerning policies, procedures and operations of the Society and its Chapters. It your responsibility to assist in providing objectives and to monitor the operations of Chapters in your Region and attempt to assure that the Chapters adhere to the requirements of the Society Bylaws and Rules of the Board of Directors and that their operations are carried on in an effective manner to advance the purposes of the Society.

#### C. ASHRAE Natural Disaster Relief Action Plan (10/30/05)

Should a natural disaster occur, the DRC will determine which Chapters/Members in their respective Region are affected and if relief is warranted. The DRC should notify ASHRAE and let staff know which Chapters are affected, ASHRAE will then post the information via the ASHRAE website and through blast emails. The Natural Disaster Relief Action Plan will include items such as waiving membership dues and replacing the current Handbook upon request.

The DRC will make the final decision if a natural disaster occurs. For more information, contact [membership@ashrae.org](mailto:membership@ashrae.org).



**D. When it actually begins**

As incoming DRC, your activities should start with planning in the Spring, prior to beginning your term, by attending the Regional Planning Meeting and assisting with Chapter President-Elect Training. The Regional Planning Meeting includes a review of the current year and plans made for the new year. As the new year will be your responsibility as incoming DRC, your input is critical in the planning phase of this meeting. Since the Chapter's President-Elect will be the Chapter leaders with whom you will work in the coming year, this event serves as the first point of contact and for them an opportunity to not only get an appreciation for their new duties, but to hear your goals and vision for the new year and beyond.

Your term as a member of the Board of Directors begins at the Orientation sessions in the Spring just before you take office. Soon after the Winter Meeting of the Society, you will receive an invitation to this Society-wide meeting, along with details concerning the arrangements. You are encouraged to review all materials ahead of time so the orientation experience will seem less overwhelming. The orientation session occurs the first day (usually Wednesday or Thursday) of the Spring BOD and/or ExCom and Society orientation meetings.

**Annual Calendar For Regions with a Fall CRC (For Regions with Spring CRCs skip to Page 36)****June (Your first meeting of the Society)**

- Attend the Annual Meeting of the Society. You are expected to attend the entire meeting, so you must make your travel arrangements accordingly.
- Friday night: attend the reception honoring the host committee, which you should attend as an incoming representative of the BOD.
- Saturday afternoon attend the Plenary Session
- Saturday evening attend the Welcome Party social event
- Sunday afternoon: all current and incoming members of the Board of Directors participate in the BOD meeting. However, the incoming members do not vote. This will be a "voice without vote meeting."
- Sunday night: attend the Presidential reception.
- Sunday or Monday evening attend your Regional Dinner.
- Monday, at the President's Luncheon, you will be installed as a member of the Board and receive your lapel pin.
- Tuesday night: attend Members Night Out social event.
- Before the Board meeting review with your RMCR any key items discussed in Members Council.
- Wednesday afternoon: the incoming officers and Board of Directors officially take office as full voting members of the BOD. This is the first official BOD meeting for the new ASHRAE fiscal year.
- Each Director is assigned to other committees and subcommittees to carry out the work of ASHRAE. Plan on attending these meetings and become familiar with their proceedings.
- Confirm Chapters Regional Conference details
- Check in with the host committee and ensure that everything is on track.
- Send CRC information to all Society BOD members and officers.
- Follow up with the Chapters that have not filled in their Chapter Information Questionnaires (CIQs) on the Society website. In order for the Chapter to receive ANY Presidential Award of Excellence (PAOE) points for operations, the CIQs must have been completed by June 1 (Fall CRCs) or February 15 (Spring CRCs). (Exceptions can be made by the DRC if there are unusual circumstances.)

**July**

- At the beginning of each Society year, the DRC shall inform the Society's Chief Staff Officer and the President-Elect of the DRC Alternate who has been selected to act for the DRC in the event the DRC is ill or otherwise incapacitated but has not permanently vacated the office. This person may or may NOT be the RMCR, but must be a member in standing and should have Regional and/or Society experience, who has indicated a willingness to serve in your stead.
- Begin work on any action items and/or Ad Hoc committee assignments from the Annual Meeting.
- Prepare for the CRC
- Collect reports from the outgoing President of each Chapter, each RVC and the Region's Treasurer.
- Receive awards from Society and order Regional awards, plaques, etc.
- Send CRC meeting agendas to the Society Officers that have been assigned to attend the CRC, so they will know when they are speaking and what activities have been planned.
- Conduct a Planning Meeting of your Region's Executive Committee which includes all RVCs, the RMCR, the Nominating Member and Alternate Member, the Region Historian, the Region Treasurer, the General

Chair of the next CRC, and other special members as may be deemed critical in the year's planning process.

### **August**

- Keep up to date with any correspondence received, some of which will be in preparation for the Fall meetings.
- Attend the Chapters Regional Conference
- Chair the Chapters Regional Committee Business meetings.
- Insure that the CRC General Chair sends the CRC Historical Profile sheet (Appendix DG in the CRC Manual) to HQ and Regional Officers within 10 days of the close of the CRC.
- Following the CRC, issue a "Lessons Learned" from this year's CRC to the General Chairs of the next two CRCs.
- Finalize the schedule of chapter visits for the RVCs, RMCR and the DRC, following the discussions at the Planning Meeting. Make this list available to all Chapter Presidents and the Region's Executive Committee, for their final planning.
- Distribute Chapter Visit schedule. As DRC you are obligated to personally visit every chapter in your region at least one time within your three year tenure. Verify with HQ how many trips you are allotted. Allow travel by the RVCs.

### **September**

- RSVP and make hotel and transportation arrangements for the Fall Board meeting which may be scheduled in September or October. (This should be done as soon as the location and date are confirmed and you are advised by headquarters.)
- Complete chapter visits planned for this month. Write a report for each visit and copy the Region's Executive Committee (duplicate of above).

### **October**

- Attend Fall Board Meetings, usually Friday through Saturday
- Complete chapter visits planned for this month. Write a report for each visit and copy the Region's Executive Committee.
- Forward the CRC meeting minutes from the CRC to headquarters for distribution. (Maximum 60 days after the CRC.)

### **November**

- Follow up after fall meetings. Begin work on action items and/or Ad Hoc committee assignments, if any.
- Complete chapter visits planned for this month. Write a report for each visit and copy the Region's Executive Committee.
- Follow-up with Regional Vice-Chairs (RVCs) on status of chapter activities and PAOE points to date. Identify any action needed by the regional officers related to specific chapters and follow up with the appropriate officer.
- Register for and make hotel and transportation arrangements for the Winter Meeting of the Society in January.
- Update Operations PAOE points for Chapter Operations on the ASHRAE Society website.

### **December**

- Review all obligations and meeting logistics.
- Complete chapter visits planned for this month. Write a report for each visit and copy the Region's Executive Committee.

### **January**

- Attend the Winter Meeting of the Society.
- Participate in all BOD meetings Committee and Subcommittee meetings and social events involving the BOD. Remember that you are representing all of the Society at any of the BOD and social events.
- If the winter meeting is in your Region, you will be expected to welcome all attendees at the Plenary Session, as well as the President's Luncheon where you will thank the host committee. You may prepare your own remarks, or request script from Headquarters.
- Friday night: Attend the reception honoring the host committee, required as a representative of the BOD.
- Saturday afternoon attend the Plenary Session
- Saturday evening attend the Welcome Party social event

- Sunday afternoon: all current and incoming members of the Board of Directors participate in the BOD meeting.
- Sunday night: Attend the Presidential reception.
- Sunday or Monday evening attend your Regional Dinner.
- Attend the President's luncheon on Monday afternoon.
- Tuesday night: attend Members Night Out social event.
- Before the board meeting review with your RMCR any key items discussed in Members Council.
- Attend the BOD meeting on Wednesday afternoon. You are expected to attend the full meeting, so Make travel arrangements accordingly. (Sometimes there may also be a meeting on Thursday, therefore confirm the schedule before making travel arrangements.)
- Complete chapter visits planned for this month. Write a report for each visit and copy the Region's Executive Committee.
- Announce the dates and location to the Region's Executive Committee of the Regional Planning Meeting and make arrangements with meeting facility.
- Announce the dates to the Chapter incoming Presidents for the President Elect training and make arrangements with meeting facility.
- Follow-up with RVCs on status of chapter activities and PAOE points to date. Identify any action needed by the regional officers related to specific chapters and follow up with the appropriate officer.

### **February**

- Begin work on any action items and/or Ad Hoc committee assignments received at the Winter Meeting of the Society.
- Keep up to date with any correspondence received, some of which will be in preparation for the Spring Council and BOD meetings.
- Complete chapter visits planned for this month. Write a report for each visit and copy the Region's Executive Committee.
- RSVP and make hotel and transportation arrangements for the Spring Board meeting next month. This should be done as soon as the location and date are confirmed and you are advised by headquarters.

### **March**

- Attend Spring BOD meeting, which are normally conference calls but may be in Atlanta. Headquarters (will provide the dates and exact location via email).
- Complete chapter visits planned for this month. Write a report for each visit and copy the Region's Executive Committee.
- Begin work on any action item or Ad Hoc committee assignments received at the Spring BOD meeting.
- Follow-up with RVCs on status of chapter activities and PAOE points to date. Identify any action needed by the regional officers related to specific chapters and follow up with the appropriate officer.

### **April**

- Complete chapter visits planned for this month. Write a report for each visit and copy the Region's Executive Committee.
- Register for and make hotel and transportation arrangements for the Annual Meeting of the Society in June.
- Conduct the President Elect training session.
- Hold the Regional Planning Meeting.

### **May**

- Keep up to date with any correspondence received, some of which will be in preparation of the Annual meetings in June.

### **June**

- Attend the Annual Meeting of the Society.
- Friday night: Attend the reception honoring the host committee
- Saturday afternoon attend the Plenary Session
- Saturday evening attend the Welcome Party social event
- Sunday afternoon: all current and incoming members of the Board of Directors participate in the BOD meeting.
- Sunday night: Attend the Presidential reception.

- Sunday or Monday evening attend your Regional Dinner.
- Attend the President's luncheon on Monday afternoon.
- Tuesday night: attend Members Night Out social event.
- Before the board meeting review with your RMCR any key items discussed in Members Council.
- Wednesday afternoon: the incoming officers and BOD members officially take office and become voting members of the BOD. You are expected to attend the entire meeting, so make your travel arrangements accordingly. (This is the first BOD meeting for the new fiscal year, so you will not attend this meeting on the last month of your term.)
- Each director is assigned to other committees and subcommittees to carry out the work of ASHRAE. Plan on attending these meetings and become familiar with their proceedings.
- Check with CRC Host committee to ensure that everything is on track.
- Follow up with the chapters that have not entered their Chapter Information Questionnaires (CIQs) on the Society website. In order for the chapter to receive ANY Presidential Award of Excellence (PAOE) points for operations, the CIQs must have been entered by June 1 (Fall CRCs) or February 15 (Spring CRCs). (Exceptions can be made by the DRC if there are unusual circumstances.)

### **Annual Calendar For Regions with Spring CRCs June (Your first meeting of the Society)**

- Attend the Annual Meeting of the Society. You are expected to attend the entire meeting, so you must make your travel arrangements accordingly.
- Friday night, attend the reception honoring the host committee, which you should attend as an incoming representative of the BOD.
- Saturday afternoon attend the Plenary Session
- Saturday evening attend the Welcome Party social event
- Sunday afternoon, all current and incoming members of the Board of Directors participate in the BOD meeting. However, the incoming members do not vote. This will be a "voice without vote meeting."
- Sunday night, attend the Presidential reception.
- Sunday or Monday evening attend your Regional Dinner.
- Monday, at the President's Luncheon, you will be installed as a member of the Board and receive your lapel pin.
- Tuesday night: attend Members Night Out social event.
- Before the board meeting review with your RMCR any key items discussed in Members Council.
- Wednesday afternoon, the incoming officers and Board of Directors officially take office as full voting members of the BOD. This is the first official BOD meeting for the new ASHRAE fiscal year.
- Each director is assigned to other committees and subcommittees to carry out the work of ASHRAE. Plan on attending these meetings and become familiar with their proceedings.
- Follow up with the chapters that have not entered their Chapter Information Questionnaires (CIQs) on the Society website. In order for the chapter to receive ANY Presidential Award of Excellence (PAOE) points for operations, the CIQs must have been entered by June 1 (Fall CRCs) or February 15 (Spring CRCs). (Exceptions can be made by the DRC if there are unusual circumstances.)

#### **CRC Follow-up:**

- Ensure that the CRC meeting minutes have been forwarded to headquarters for distribution. (Maximum 60 days after the CRC.)
- Issue a "Lessons Learned" from this year's CRC to the CRC Chairs of the next two CRCs.

#### **July**

- At the beginning of each Society year, the DRC shall inform the Society's Chief Staff Officer and the President-Elect of the DRC Alternate who has been selected to act for the DRC in the event the DRC is ill or otherwise incapacitated but has not permanently vacated the office. This person may or may NOT be the Region Members Council Representative (RMCR), but must be a member in good standing and should have Regional and/or Society experience, who has indicated a willingness to serve in your stead.
- Begin work on any action items and/or Ad Hoc committee assignments from the Annual Meeting.
- Conduct a Planning Meeting of your Region's Executive Committee which includes the all RVCs, the RMCR, the Treasurer, the Newsletter Editor, the Webmaster, the Nominating Member and Alternate Member, the Historian, the General Chair of the next CRC, and other special members as may be deemed critical in the year's planning process.

**August**

- Keep up to date with any correspondence received, some of which will be in preparation for the Fall meetings.
- Finalize the schedule of chapter visits for the RVCs and the DRC, following the discussions at the Planning Meeting. Make this list available to all Chapter Presidents and the Region's Executive Committee, for their final planning.
- Distribute Chapter Visit schedule. As DRC you are obligated to personally visit every chapter in your region at least one time within your three year tenure. Verify with HQ how many trips you are allotted. Allow travel by the RVCs.

**September**

- RSVP and make hotel and transportation arrangements for the Fall Board meeting which may be scheduled in September or October. (This should be done as soon as the location and date are confirmed and you are advised by headquarters.)
- Complete chapter visits planned for this month. Write a report for each visit and copy the Region's Executive Committee.

**October**

- Attend Fall Board Meeting, usually Friday through Saturday.
- Complete chapter visits planned for this month. Write a report for each visit and copy the Region's Executive Committee.

**November**

- Follow up after fall meetings. Begin work on action items and/or Ad Hoc committee assignments, if any.
- Complete chapter visits planned for this month. Write a report for each visit and copy the Region's Executive Committee.
- Follow-up with Regional Vice-Chairs (RVCs) on status of chapter activities and PAOE points to date. Identify any action needed by the regional officers related to specific chapters and follow up with the appropriate officer.
- Register for and make hotel and transportation arrangements for the Winter Meeting of the Society next month.
- Update Operations PAOE points for Chapter Operations on the ASHRAE Society website.

**December**

- Review all obligations and meeting logistics. (Sample meeting calendar is included in Appendix.)
- Meet with your CRC general chair to confirm final logistics in preparation for advertising the final arrangements and program for the CRC.
- Complete chapter visits planned for this month. Write a report for each visit and copy the Region's Executive Committee.

**January**

- Attend the Winter Meeting of the Society.
- Participate in all BOD meetings, Committee and Subcommittee meetings and social events involving the BOD. Remember that you are representing all of the Society at any of the BOD and social events.
- If the winter meeting is in your region, you will be expected to welcome all attendees at the Plenary Session, as well as the President's Luncheon where you will thank the host committee. You may prepare your own remarks, or request script from Headquarters.
- Friday night: Attend the reception honoring the host committee, required as a representative of the BOD.
- Saturday afternoon attend the Plenary Session
- Saturday evening attend the Welcome Party social event
- On Sunday afternoon: all current and incoming members of the Board of Directors participate in the BOD meeting.
- On Sunday night: attend the Presidential reception.
- Sunday or Monday evening attend your Regional Dinner.
- Attend the President's luncheon on Monday afternoon.
- Tuesday Night: attend Members Night Out social event.
- Before the board meeting review with your RMCR any key items discussed in Members Council.

- Attend the BOD meeting on Wednesday afternoon. You are expected to attend the full meeting, so make travel arrangements accordingly. (Sometimes there may also be a meeting on Thursday, therefore confirm the schedule before making travel arrangements.)
- Complete chapter visits planned for this month. Write a report for each visit and copy the Regional ExCom.
- Announce the dates and location to the Region's Executive Committee of the Regional Planning Meeting and make arrangements with meeting facility.
- Announce the dates to the Chapter incoming Presidents for the President Elect training and make arrangements with meeting facility.
- Follow-up with RVCs on status of chapter activities and PAOE points to date. Identify any action needed by the regional officers related to specific chapters and follow up with the appropriate officer.
- CRC Planning; Check in with the committee and ensure that everything is on track.

### **February**

- Begin work on any action items and/or Ad Hoc committee assignments received at the Winter Meeting of the Society.
- Keep up to date with any correspondence received, some of which will be in preparation for the Spring Council and BOD meetings.
- Complete chapter visits planned for this month. Write a report for each visit and copy the Region's Executive Committee.
- RSVP and make hotel and transportation arrangements for the Spring Board meetings next month. This should be done as soon as the location and date are confirmed and you are advised by headquarters.

### **March**

- Attend Spring BOD meeting, which are normally conference calls but may be in Atlanta. Headquarters (will provide the dates and exact location via email).
- Complete chapter visits planned for this month. Write a report for each visit and copy the Region's Executive Committee.

### **CRC Planning:**

- Collect reports from the outgoing president of each chapter, each RVC and the Region's Treasurer.
- Receive awards from Society and order Regional awards, plaques, etc.
- Spring CRC: Send CRC meeting agendas to the Society Officers that have been assigned to attend the CRC, so they will know when they are speaking and what activities have been planned for the entire meeting.
- Begin work on any action item or Ad Hoc committee assignments received at the Spring BOD meeting.
- Follow-up with RVCs on status of chapter activities and PAOE points to date. Identify any action needed by the regional officers related to specific chapters and follow up with the appropriate officer.

### **April**

- Complete chapter visits planned for this month. Write a report for each visit and copy the Region's Executive Committee.
- Attend the (April) Chapters Regional Conference
- Chair the Chapters Regional Committee Business meeting.
- Insure that the CRC General Chair sends the CRC Historical Profile sheet (Appendix DG, CRC Manual) to HQ and Regional Officers within 10 days of the close of the CRC
- Within 30 days following the CRC, issue a "Lessons Learned" from this year's CRC to the General Chairs of the next two CRCs.
- Register for and make hotel and transportation arrangements for the Annual Meeting of the Society in June.

### **May**

- Keep up to date with any correspondence received, some of which will be in preparation of the Annual meetings in June.
- Attend the (May) Chapters Regional Conference
- Chair the Chapters Regional Committee Business meeting
- Insure that the CRC General Chair sends the CRC Historical Profile sheet (Appendix DG CRC Manual) to HQ and Regional Officers within 10 days of the close of the CRC

- Within 30 days following the CRC, issue a “Lessons Learned” from this year’s CRC to the General Chairs of the next two CRCs.
- Prepare to forward the meeting minutes from the CRC to headquarters for distribution. (Maximum 60 days after the CRC)

**June**

- Attend the Annual Meeting of the Society
- Friday night: Attend the reception honoring the host committee
- Saturday afternoon attend the Plenary Session
- Saturday evening attend the Welcome Party social event
- Sunday afternoon: all current and incoming members of the Board of Directors participate in the BOD meeting.
- Sunday night Attend the Presidential reception
- Sunday or Monday evening attend your Regional Dinner
- Attend the President’s luncheon on Monday afternoon
- Tuesday night: attend Members Night Out social event.
- Before the board meeting review with your RMCR any key items discussed in Members Council
- Wednesday afternoon: the incoming officers and BOD members officially take office and become voting members of the BOD. You are expected to attend the entire meeting, so make your travel arrangements accordingly. (This is the first BOD meeting for the new fiscal year, so you will not attend this meeting on the last month of your term.)
- Each director is assigned to other committees and subcommittees to carry out the work of ASHRAE. Plan on attending these meetings and become familiar with their proceedings.
- Follow up with the chapters that have not entered their Chapter Information Questionnaires (CIQs) on the Society website. In order for the chapter to receive ANY Presidential Award of Excellence (PAOE) points for operations, the CIQs must have been entered by June 1. (Exceptions can be made by the DRC if there are unusual circumstances.)

# Regional Financial Guidelines for Region Treasurers





**Regional Financial Guidelines for Region Treasurers:**

The Region Treasurer shall be appointed by the DRC and may serve as a member of the Region's Executive Committee. The Region Treasurer may be a position that is held in addition to another post such as Assistant Regional Chair (ARC) as determined by the Region.

The Region Treasurer is responsible for the receipt, safekeeping and disbursement of region funds and for keeping proper records. These records should be sufficiently detailed to facilitate necessary comparisons with the region's budget at intervals and to form the basis for a new region-operating budget each year.

The Region Treasurer is responsible for preparing the annual budget for the Region. The budget should include funds to cover all and only expenditures that have been approved by the Chapters Regional Committee. The Region Treasurer maintains a file with the notes and calculations used in determining budget line items for future reference. The Region Treasurer will prepare a budget for the new fiscal year and send it to the Delegates and Regional Officers no later than one week prior to the CRC. After determining the funding requirement, the Region Treasurer will calculate the chapter assessments using area assigned members data (not including Student and Life members).

The Region Treasurer shall open at minimum a checking account, and depending upon the fund size, an interest bearing money market fund with the Region Treasurer and one or two additional Regional Officers as signatories. All accounts must be in compliance with local banking requirements. All disbursements should be by check or authorized debit or credit card with receipts obtained wherever practicable.

The Region Treasurer may send a mid-year report to the Chapters Regional Committee detailing receipts and expenditures.

The Region Treasurer shall prepare an annual financial report soon after the end of the fiscal year on June 30 and send it to all Delegates and Regional Officers. The Region Treasurer shall present the same report accompanied by all records and receipts, to the Audit Committee. The audited report and comments by the Audit Committee shall be presented to the Delegates at the CRC Business Meeting as an agenda item. Approval shall be required prior to the new fiscal year budget approval.

If the Region is using a US bank, the Region will need to have its own EIN number and file with the IRS the same forms a Chapter needs to file. (See the MCO, Appendix 4B for US Federal filing details.) IRS filings for the Region and Chapters in the Region must be kept by the Region on a permanent basis. The DRC may task the Region Treasurer to obtain the Chapter IRS filings from the Chapters. US Chapters must file both federal and state taxes to keep their non-profit status; should have an annual audit; and should use the services of a CPA. There are penalties for not filing both federal and state taxes. The Society can also be at risk when Chapters lose their non-profit status.

**Financial Policy**

The Region should adopt a "Guidelines for Regional Finance" document (Example attached) This is intended to be a "living" document and periodically updated as required to keep it current. Additionally, all financial related motions related to the authorized expenditures shall be maintained in a separate file and updated annually after the CRC as required.

**GUIDELINES FOR REGIONAL FINANCE EXAMPLE****1.1 Region Finance****1.2 Reports****1.3 Audit Committee****1.4 CRC Emergency Fund****1.5 Record Keeping****1.6 Budget****1.7 Chapter Assessments****1.8 Regional Operating Fund**

## 1.1 Regional Finance

The fiscal year of the Region is considered as extending from July 1 to June 30, coinciding with the fiscal year of the Society. The Region Treasurer is responsible for the receipt, safekeeping and disbursement of region funds and for keeping proper records. These records should be sufficiently detailed to facilitate necessary comparisons with the Region's budget at intervals and to form the basis for a new operating budget each year.

The purpose of these funds is to enable the Region to carry out the constitutional objectives of the Society, and it is the responsibility of the Regional Officers to carry on the work of the Region in such a manner that expenses can be met. The Chapters Regional Committee should approve investment of the region funds.

The Region has better control of its expenses if it prepares a budget for its own use for comparison and control purposes. Preparing the budget is one of the most important administrative activities the Region can do because it represents a concise written statement of the region's goals and intentions for the coming year. More than a financial base, it is a map of the current philosophy of the Chapters Regional Committee. The Region Treasurer should maintain a file with the notes and calculations used in determining budget line items for future reference. This will be invaluable when comparing actual versus estimated income and expenses and when preparing the next year's budget. Budgets should be designed to balance. That is, estimated expenses should equal estimated income. Furthermore, budgets should be conservative, with over-estimated expenses and under-estimated income.

The Chapters Regional Committee should establish the arrangements for the safekeeping of the region funds and withdrawal of said funds. Items that are budgeted for and approved by the CRC, can be paid by a request to the Region Treasurer who will sign the check. Items that are not budgeted will require the DRC to approve the expense before it is incurred and before the Treasurer signs the check. Note: The person signing the check **must** be different than the person approving the expense.

The checking account signature card will typically have 2 or 3 people. Normally these people are the Region Treasurer and Regional Officer(s).

One satisfactory method is the use of a checking account, subject to withdrawal by an approved party, typically the Region Treasurer. Local banking requirements must be in compliance when establishing the account. The account should be carried in the name of "Region\_\_\_\_, ASHRAE."

For US Regions, the identification number on the account should be the Region's Employer Identification Number. **Do not use the Society or an individual's Social Security number on this account.** The arrangement should be such that when new officers are installed, the bank may easily be authorized to honor the new signatures.

All disbursements should be by written instrument and receipts shall be obtained. All disbursements must have an invoice. Postal employees will initial or stamp statements presented when stamps are purchased. Expenses incurred in entertaining a speaker, invited guest, etc., should be borne by the individual or committee charged with this function. This individual or committee can submit a written invoice with receipts to the Region Treasurer for reimbursement. The use of a regional expense report and Manual of Procedures (MOP) is highly recommended. The regional expense report should list only the items that have been approved by the Chapter Regional Committee and the CRC at which approved noted.

## 1.2 Reports

The Region Treasurer may send a mid-year report to the Chapters Regional Committee detailing receipts expenditures. This report should contain three principal elements.

1. Budget Comparison  
Compare actual versus estimated figures for both this period and the year to date. Comment at the meeting as to any inordinate discrepancies, plus or minus.
2. Status of Principal Accounts  
This will include the operating account, CRC Emergency fund or any other fund.
3. Disposition of Assets  
For each of the principal accounts, how are the assets invested? How much are they earning? How secure are they?

### 1.3 Audit Committee

At the Chapter's Regional Conference (CRC), the DRC who shall designate an independent financial professional and/or a committee of 3 members selected from the pool of delegates plus the Region Treasurer to perform the audit (a.k.a. Finance Audit Committee). The Region Treasurer shall prepare an annual financial report soon after the end of the fiscal year on June 30 and send it to all Delegates and Regional Officers. The Region Treasurer shall present the same report accompanied by all records and receipts, to the Audit Committee. The audited report and comments by the Audit Committee shall be presented to the delegates at the CRC Business Meeting as an agenda item. Approval shall be required prior to the new fiscal year budget approval. These audits will be kept by the Region for at least 7 years.

For Regions banking in the U.S., the Region Treasurer shall file the appropriate documents with the IRS by the due date on an annual basis.

### 1.4 CRC Emergency Fund

If it is determined that a CRC Emergency Fund is needed, it will be set as a separate fund from the general fund. A motion from the Chapters Regional Committee shall establish the amount. Any disbursement or addition from the CRC Emergency Fund shall be subject to a majority vote by the Chapters Regional Committee and shall be used only for deficiencies in CRC funding due to unforeseen and catastrophic events. Only the necessary increase or decrease in the fund shall be considered in the budgetary process.

### 1.5 Record Keeping

The following financial records shall be kept by the Region for at least 7 years:

- All Region Treasurers' reports
- Old financial statements (banks, investment, etc.)
- All final Regional and Chapter audit reports
- Any Chapter and Regional Tax Filings
- The EIN, name of the organization, and information from the IRS should be kept permanently.

The Region Historian can assist with the filing of these records at the end of each fiscal year.

### 1.6 Budget

Once the Audit Committee has reviewed the annual financial report, it will provide its comments and corrections to the Region. The Region will prepare a budget for the new fiscal year and send it to the Delegates and Regional Officers no later than one week prior to the CRC. The budget will be discussed and approved during the Business Meeting following the approval of the Audit Committee report. The approved budget will determine the funding requirement, which corresponds to the total budgeted amount plus the region funds balance minus the current recommended year-end balance as established by motion.

### 1.7 Chapter Assessments

After determining the funding requirement, the Region Treasurer will calculate the chapter assessments using:

Area assigned membership as published by Society at the end of the prior fiscal year (June 30). Life members and Student members are typically not used in the chapter assessment.

1. Assigning chapter assessment is the responsibility of the Region Treasurer and must be completed no later than November 15<sup>th</sup>.
2. All chapter assessments shall be paid in full by the closing of business on January 31<sup>st</sup> of each year. The Region Treasurer will be responsible to collect the chapter assessments and to follow-up on chapter assessments that are not paid.

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**Note: Chapters Regional Committee consists of DRC as chairperson and chapter delegates & alternates as members.**

## 1.8 Regional Operating Fund

Regions in the Society may have funds supported by the Chapters in the Region for the purpose of financing various regional activities. The following guidelines are intended to assist Regions by recommending common procedures in establishing, maintaining and operating a regional fund.

1. The business meeting at the Chapters Regional Conference (CRC) is the body that authorizes and controls the regional fund. The CRC must approve the fund, the level of the fund and the disbursement procedures. The CRC should develop and approve the types of items covered by the fund. The fund may be authorized to cover some or all of the following items:
  - Full or partial reimbursement of DRC, Region Members Council Representative, RVCs, and/or Region Treasurer expenses.
  - Purchase of Regional Awards (plaques, pins, certificates or other suitable presentations).
  - Purchase of educational materials, DVDs, etc., for use by chapters in the region.
  - Other items as approved by the CRC.
2. Funds may be financed by:
  - Assessing the Regional Chapters based on number of chapter area assigned members.
  - When the regional CRC's revenue exceeds expenses, a portion of the excess should help finance the fund at the Regional Chair's discretion.
3. A budget should be prepared and submitted to the CRC for approval. The fiscal year for the budget should be July 1 through June 30 to coincide with the fiscal year of the chapters and Society. In order to properly prepare a budget and account for the income and expenditures, a Regional Finance Committee (RFC) or Region Treasurer (RT) may be appointed by the DRC (or elected by the CRC) with the authority to approve reimbursement requests and write checks on the account when designated by the CRC.
4. A disbursement procedure should be established. The DRC, RFC or RT should have the authority to approve properly documented reimbursement requests and issue checks on the fund to cover legitimate expenses. Detailed accounting of expenditures requests should be provided to the RFC or RT, by the requesting party, complete with documentation. Documentation procedures should be in accordance with IRS practices. (See Appendix F for additional information).
5. An auditing committee should be appointed by the DRC each year to conduct a mandatory annual audit of the fund and to report the results of the audit to the CRC. The CRC may direct that the regional fund be audited by a CPA at any time by a majority vote.
  - An annual report should be prepared by the RFC or RT and reviewed by the Audit Committee prior to its submission to the CRC. It should itemize all income and expenditures and contain appropriate documentation consistent with good business practices.
6. Should a Region accrue a large balance in the fund exceeding projected expenditures, the excess should be invested in a more lucrative account which might require a longer investment period.
  - The DRC, RFC or RT should be cognizant of the tax requirements for interest-bearing accounts and may contact the Society comptroller for latest requirements.

# **Election Procedures (Society and Regional)**



## **THE ASHRAE NOMINATING PROCESS**

ASHRAE has been well served in the past by its philosophy “The office seeks the person – the person does not seek the office.” This means that it is improper to campaign and actively pursue an ASHRAE office. Those people with the requisite qualities to advance to leadership positions in ASHRAE are normally noticed and should be recommended by their peers. They are then contacted to make sure they are aware of the time and resources required to serve in the position for which they are recommended and asked if they are willing to accept the position offered. This nominating procedure applies to all levels in ASHRAE.

### **Election of Chapter Officers**

The chapter president normally appoints a nominating committee to identify a slate of chapter officers for the coming chapter year. This committee should diligently consider the people who have served on various chapter committees and by their leadership identified themselves as potential chapter officers. They will accept and consider recommendations from all members of the chapter.

The chapter nominating committee should then discuss the demands of the office with the people so identified, and then propose a slate of candidates – one for each office to be filled. The chapter nominating committee normally reports this slate to the chapter membership. At a chapter meeting, the slate of officers recommended by the chapter nominating committee is presented, and chapter members have a chance to offer additional candidates. The new officers are then elected from the nominees presented by the committee and/or nominations from the floor.

### **Selection of Regional Leadership**

Once per year, all chapters send a delegate and an alternate to a meeting of the CHAPTERS REGIONAL COMMITTEE (CRC). Among other activities, one of the most important events that happen at the CRC is the nominating caucus. This caucus is held in executive session with only the chapter delegates and alternates and the regional Nominating Committee member and alternate in attendance. (Note: in some regions, the reserve alternate nominating member may also be present and in the RAL the Sub-Region Chairs are also voting delegates of the caucus.) In the caucus, each representative is encouraged to propose candidates for various positions within the region. The purpose of holding this meeting in executive session is to allow frank and open discussion about the qualifications, character, work ethic, work circumstances, and any other factors that might affect the ability of various proposed candidates to serve in the available offices. Since there is such frank discussion, the caucus is advised by the Regional representative to the Society Nominating Committee who chairs the caucus session that all discussions within the meeting are secret and should NEVER be divulged outside the caucus room. The available offices in the region include the following:

### **Region Nominating Committee Member, Alternate, and Reserve Alternates**

These are the only positions actually elected at the CRC. Ideal candidates selected to serve in this capacity should have considerable experience at either regional level and/or Society level, and should be thoroughly familiar with the nominating process. They must be willing to commit the time necessary for proper execution of the office. It is very helpful if they have a wide circle of acquaintances within the Society leadership. These are very important positions as these people sit on the Society Nominating Committee (SNC) along with eight Board Elected Members. The SNC is charged with selecting the slate of nominees for Society Officers and Directors. During the caucus at the CRC, the only senior leaders available to help the delegates and alternates with their selection process are the regional nominating committee member and the alternate. These people are charged with conducting the meeting, and should be neutral regarding candidates being discussed. They may share information they have regarding candidates under discussion, but should exercise extreme caution not to influence or especially to dominate the meeting. The caucus belongs to the chapter delegates and alternates and they should guard their authority to conduct a fair and unbiased meeting.

### **Director and Regional Chair (DRC)**

The DRC is the principle leader of the region. This person normally serves a three year term and represents his/her region as a director on the ASHRAE Board of Directors (BOD) where he/she must make major decisions concerning operation of ASHRAE as a whole. This is a very demanding job and the person selected must be willing to commit considerable time and resources to fulfill the position.

The selection of three candidates for DRC in priority order is one of the most important decisions made by the caucus, but this position is not actually elected at CRC. The CRC caucus makes its selection which is forwarded to the Society Nominating Committee (SNC) which solely has the responsibility for nominating

Society Directors and Officers. The SNC will seriously consider the priority for the Region (the CRC caucus's first selection) but on rare occasions, the SNC has information available that might cause it to select someone other than the first choice of the caucus. The required qualifications for a DRC are noted in the Rules of the Board, Book 2, and Section 4.4.

In addition, it is desirable that the candidate should have some of the following experience: The candidate for DRC should have served with distinction in all chapter offices, a minimum of one three year term as an RVC or Regional Officer, and possibly as ARC. The candidate should have some upper Society experience on Councils or Society level committees so he/she has good understanding of the complex policy issues likely to come before the BOD for a vote. A good knowledge of parliamentary procedures and of the workings of the "technical side" of ASHRAE is a strong qualification. Strong leadership qualities and the dedication required to put in the required hours of work are essential.

### **Regional Vice Chair (RVC)**

The "staff" of the DRC is a group of RVCs who serve in two capacities. They assist the DRC and the chapters in certain designated areas of interest (Membership Promotion; Student Activities; Chapter Technology Transfer; Young Engineers in ASHRAE, Government Affairs, Research Promotion). They also sit as members of their corresponding Society level Committees (commonly referred to as "grassroots" standing committees). The caucus recommends names to serve three-year terms in these positions, but they are actually appointed for one-year terms by the Society President-Elect (with concurrence of the DRC and the Board of Directors). Each year the incoming President-Elect either re-appoints these people or recommends someone else for the position. As in the case of the DRC, the caucus recommendation is almost always followed by the president-elect, but he/she is not bound by the recommendation. The requirements for the RVC are part of the Grassroots Committee Board Approved Rules.

In addition, it is desirable that the candidate should have some of the following experience: The candidate for RVC should have served in various committee and officer positions within his/her chapter and must have shown leadership in carrying out those assignments along with a willingness to accept higher level responsibilities.

### **Region Members Council Representative**

The selection of the Region Members Council Representative (RMCR) shall be in accordance with Section 3.300.003.1 of the Rules of the Board. In many regions the RMCR may be the ARC however it does not have to be. The RMCR shall be a Member of Society in good standing, and shall have been a Member for three years prior to the start of his/her term.

### **Additional Regional Staff**

The DRC usually also selects other (optional) regional staff such as a regional treasurer, a regional historian, a regional refrigeration chair, a regional webmaster and/or regional communications, etc., to assist the DRC in operating the chapters of the region. These positions, however, do not carry automatic appointment to corresponding society level committees. These are considered good training for future RVC assignments.

### **Other Caucus Recommendations**

The caucus is encouraged to recommend qualified individuals to the Society Nominating Committee for selection as Society officers or Board of Directors. While not binding, these recommendations give additional support to potential nominees. The caucus is encouraged to make recommendations to the BOD for certain council and board elected committee positions and to the President-Elect for the hundreds of committee appointments he/she must make each year. These recommendations are non-binding on the BOD or the President-Elect, but are very helpful. They are a good way to advance the ASHRAE careers of young energetic chapter and regional leaders who are strong candidates to move up within the ASHRAE leadership structure.

The caucus selects persons to receive certain regional awards, and is also charged with recommending people for certain Society Honors and Awards. The Regional Award of Merit is determined at the caucus and all other recommendations are forwarded to the Society Honors and Awards Committee for consideration. The above duties represent a very serious responsibility within ASHRAE. The CRC delegates and alternates should take this responsibility very seriously and should spend the necessary effort to be fully prepared when they enter the caucus. An unprepared delegate (with voice and vote) could be easily dominated by a very well prepared alternate (with voice but no vote) within the caucus. Each delegate and alternate to the CRC

caucus has a solemn duty to look after the vested interests of his own chapter members, the region, and ASHRAE as a whole. While they are obligated to look within their own chapters and region for quality individuals to recommend for Society Officers and Directors, if the best qualified individuals happen to reside in another region, they should advise their regional Nominating Committee Member to support the best qualified candidate for the good of the Society.

### **Selection of ASHRAE Officers and Directors**

The Society Nominating Committee is charged with identifying the best possible slate of nominees for the ASHRAE officers and directors. Their meetings are conducted in closed session as are the CRC caucus meetings because the good name and character of individuals will be discussed quite frankly. SNC MEMBERS SHOULD NEVER divulge anything that was discussed during executive session.

The SNC receives recommendations for officers and directors from numerous sources. These sources include CRC caucuses, Society committees and council members, officers and directors, past officers and directors, and from individual ASHRAE members. Every name recommended is considered by the SNC. As with caucus delegates, each SNC member is obligated to be fully knowledgeable and prepared to carry out his/her duties. Many of the members of the SNC may be prominent ASHRAE leaders. Each vote counts equally, so the persuasiveness of debate is very important. As with the CRC Caucus, the SNC chair cautions the committee about the fact that all deliberations are secret. The chair should be very careful to fulfill his duties on the committee, but be sure to conduct the meeting without undue influence.

The SNC deliberates and selects one nominee for each officer and director position to be filled. This slate of nominees goes out to the membership for vote each spring. Since only one name is submitted for each position, selection by the nominating committee is tantamount to election unless there is some extreme circumstance that would cause a very large write-in vote by the membership.

The positions to be filled include the following:

### **ASHRAE President**

Except in extreme circumstances (e.g. death, health problems, financial problems, etc.), the President-Elect selected the year before moves up to ASHRAE President. This person has already made a very large commitment of time and resources in service to ASHRAE in reaching this position prior to his/her presidential year. The person must be able to represent ASHRAE to the general public as well as to the technical public world-wide. His/her personal qualifications to lead the Board and to have a large organization of volunteers carry out his/her program should have been demonstrated at every position along the leadership path. The required qualifications for the President are in the Rules of the Board, Book 2, Section 4.10.

### **ASHRAE President-Elect**

Under normal circumstances, the Treasurer is the prime candidate to move up to President-Elect. This person hopefully has exhibited leadership qualities in reaching the office of Treasurer that singles him/her out as good presidential material. The President-Elect serves on the Society Executive Committee, the Society Board Directors, and chairs the Members Council where he/she gains considerable experience regarding the issues of importance to the members in regions and chapters worldwide.

In addition, it is desirable that the candidate should have some of the following experience: The candidate for President-Elect should have served as a Society Treasurer for at least one term. This person should have considerable experience within the chapter/ regional organization of ASHRAE as well as considerable exposure to the "technical side" of the organization. Prior service as a DRC and/or as a DAL and as a Vice President is essential. The ability to lead volunteers and get them to do what is good for the Society is also essential. The required qualifications for the President-Elect are in the Rules of the Board, Book 2, and Section 4.9.

### **ASHRAE Treasurer**

Under normal circumstances, the person elected Treasurer Moves up to President-Elect, so the same deliberation should be given to this office as for President and President-Elect.

In addition, it is desirable that the candidate should have some of the following experience: The candidate should be a former Society Vice President who has shown exceptional leadership in carrying out a number of assignments covering a broad spectrum of the Society. Character and leadership abilities must be exceptional. Experience on the Finance Committee, the Board Planning Committee, or the Board Policy



Committee on Standards in addition to being a council chair is highly recommended. The required qualifications for the Treasurer are in the Rules of the Board, Book 2, and Section 4.7.

### **ASHRAE Vice-President**

The Society has four Vice Presidents. Vice Presidents are elected for a one-year term, and may be re-elected for a second term, thus normally there are two “senior” Vice Presidents serving their second term, and two “junior” Vice Presidents in their first year of service. The Vice Presidents serve on the Executive Committee as well as on the Board of Directors. Each Vice President is assigned to chair one of the Councils (other than Members Council which is chaired by the President-Elect) or the ASHRAE Learning Institute (ALI). As Council Chair, each V.P. is the Coordinating Officer (CO) and an ex officio member of each committee reporting to his/her council.

In addition, it is desirable that the candidate should have some of the following experience: The candidate for Vice President should be a past DAL or DRC who has extensive experience within the committee structure of ASHRAE. Past Vice Presidents form a pool of highly qualified individuals who might be considered as candidates for Treasurer. Since two Vice Presidents normally complete their terms of service each year, there are a number of such people available for consideration. Vice Presidents should be chosen as people with the personal traits that qualify them for higher office, and who will be polished as they gain experience leading councils or higher level committees. The required qualifications for the Vice-President are in the Rules of the Board, Book 2, and Section 4.8.

### **ASHRAE Directors-At-Large**

The Society currently has nine Directors at Large (DALs). These DALs serve on the Board of Directors and the President-Elect Advisory Committee (PEAC). DALs normally serve three year terms. Each DAL is assigned to serve on at least one council or the ALI with senior DALs frequently serving as Council vice Chair.

Additionally, each DAL is assigned to be an ex officio (ExO) member of two to three committees reporting to their councils. In this capacity, they are responsible for advising and assisting the committee chair in carrying out the duties of their committees. They are the communications link from the committees to the councils and from the councils to the committees.

There should be a synergistic relationship between the DALs and DRCs on the Board of Directors with the DALs providing knowledge and insight concerning “standing” committee activities to the DRCs while the DRCs provide similar knowledge and insight concerning regional and chapter “grassroots” issues to the DALs.

In addition, it is desirable that the candidate should have some of the following experience: The candidate for DAL must have the personal traits to lead a number of volunteer committees, and the dedication to spend long hours with the committee chair and individual committees. This person must also be able to represent his council and committees at the BOD level, and must consider the interests of all Society members, not just his/her own council/ committee constituents when setting policy at BOD meetings. Past experience in Chapter and Regional leadership positions is a strong qualification. The required qualifications for the DALs are in the Rules of the Board, Book 2, and Section 4.3.

### **ASHRAE Director and Regional Chair**

DRCs, while recommended by the CRC caucus to the position and duties as described above, are actually selected by the Nominating Committee which has sole authority to nominate Society Directors. On rare occasions, the SNC may have information that might cause it to select other than the first choice of the CRC caucus. The required qualifications for the DRC are in the Rules of the Board, Book 2, and Section 4.4.

**COMMITTEES:** Have defined scopes of particular activities or areas of Society intent. Committee chairs report to councils.

**COUNCILS:** Are arms of the Board of Directors (BOD) and can act for the Board of Directors in a limited capacity in specified areas of interest to their committees. Council chairs and their assigned Directors-At-Large report to the Board of Directors.

**BOARD OF DIRECTORS (BOD):** Responsible for Society policy.

**EXECUTIVE COMMITTEE OF THE BOARD OF DIRECTORS (EX COM):** Acts for the Board of Directors between Board of Directors meetings and for the Board of Directors on staff matters.

### **Conclusion**

ASHRAE is a worldwide organization with over 50,000 members. In order to prosper, it needs leaders of demonstrated character, ethics, and devotion to the organization in every office from chapter level through Society President. It is incumbent on every individual member to understand the nominating procedure and to see that such people are identified and recommended to the nominating process for every level of leadership. Individual members have a responsibility to point out potential chapter and regional leaders, and they also have the responsibility to recommend outstanding members to the SNC for officers and directors. Delegates and alternates to the CRC must recognize the responsibility being placed on them by their chapter, and must go to the meetings prepared to carry out their part of the nominating process. Individual members must select delegates to the caucus and the SNC that will take their jobs very seriously for the good of all ASHRAE members.

ASHRAE has been blessed with a large number of motivated individuals who generously volunteer considerable time and resources to serve as its leadership. These people are normally not prone to self promotion, and it is the duty of the members of the nominating process to recognize them and select those with the proper qualifications for the appropriate level of leadership. It is regrettable that not all dedicated and highly qualified members can advance to the position of ASHRAE president. We must have the confidence that our nominating process has succeeded in picking the correct people at the point where their experience and training will make them the most effective leaders for the Society worldwide.

# Mentoring Program



**Mentoring Program**  
(ROB 100-128-003)

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:

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 him or herself and explain the new relationship and its purpose.

- The mentor should make every effort to update the new member on:
  1. Board of Directors/Board of Governors, Council, Committee or Chapter functions, focus and objectives.
  2. Review the Rules of the Board (ROB) and Manual of Procedures (MOP) with the new member.
  3. Discuss the typical meeting format and member duties and responsibilities.
    - 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:
      - Member’s field of expertise and employer
      - Chapter and city of the new member
      - Former chapter, region and Society positions previously held by the new member
      - The new member will be sent a copy of the group Rules of the Board (ROB), Manual of Procedures (MOP) 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.
      - The chair of the Board of Directors/Board of Governors, Council, Committee or chapter shall have the following responsibilities:
        1. Assign a mentor to each incoming new member of the group prior to the first meeting.
        2. 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.
        3. Assess at a later meeting the effectiveness of the mentor/new member relationship.

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

Completion date: The relationship terminates at the end of the new member’s first year in the group.

**Process of Measurement at the Society and Regional Level:**

Measurement	Actual %	Tool	Responsible Party
1. Each Board of Directors/Board of Governors, Council, 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

**Process of Measurement at the Chapter Level:**

Focus and measurement 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 retention % reduction for new members who have belonged to the Society for less than two years.

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 Report	Membership Promotion Committee

# Guidelines for Awards



## GUIDELINES FOR AWARDS

### Volume 2, Standing Rules, General Rules, Board, Councils and Committees 03/25/2007

#### 2.411.003.2 Guidelines for Awards

The following guidelines for ASHRAE awards are approved: (99-01-27-51/06-01-25-08/07-03-25-01)

- All requests or suggestions for new awards, revisions to current awards, or award deletions shall be forwarded to the Honors and Awards Committee for review and recommendation before being forwarded to Members Council for review and approval.
- ASHRAE awards are grouped into the following categories, each of which has its defined form of award:
  1. Personal Honors (plaque and medallion)
  2. Personal Awards for General Society Activities (plaque and lapel pin)
  3. Personal Awards for Specific Society Activities (plaque and lapel pin)
  4. Paper Awards (plaque and honorarium)
  5. Society Awards to Groups or Chapters (plaque)
- Awards will normally carry the name of an ASHRAE activity (e.g., Distinguished Service Award, Fellow, Journal Paper Award). No business, product or other commercial name shall be used for an award. Only in very exceptional instances may consideration be given to naming the award after an individual.
- Each proposed award shall be submitted to the Honors and Awards Committee with a detailed description including the name of the award, the suggested category for the award, the reason for establishing the award, and the proposed selection and awarding process.
- Initial total funding for the award shall be described in the proposal, along with provisions for future funding and inflation considerations. Funding shall be self-perpetuating and supporting for the expected life of the award.
- Proliferation of awards that would tend to detract from the worth of existing awards must be avoided. The award must first be considered as applying to an important field of ASHRAE related activity; the name of the award would then add prestige.
- Awards may be proposed by any committee, chapter, or individual to the immediate authority but eventually must pass through the Honors and Award Committee for approval prior to submission to Members Council and then to the Board of Directors. The Honors and Awards Committee will assist anyone wishing to submit a proposal for a new award. The proposal should be reviewed early in the process to allow determination for the appropriate nature of the anticipated award and meeting all necessary criteria for acceptance.

This committee shall include in their supporting material for candidates only information pertinent to the requirements for the particular award for which the candidate is being recommended.

All voting for honors and awards of the Society shall be held during executive session by all bodies of ASHRAE (not by mail ballot). The H&A Committee be instructed to place the necessary information for such voting before the BOD at least two months prior to the applicable meeting.

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

#### **2.411.003.1, General Requirements**

This committee shall recommend to the Members Council the candidates for all honors and awards for contributions to the arts and sciences of heating, refrigeration, air conditioning and ventilation, or closely allied fields. (67-06-25-08/86-01-22-11)

This committee shall annually review Honors and Awards Fund balances, income and payouts to assist in attaining the goal of self-support for the life of all awards, exclusive of the cost of awards presentation at both meetings. (86-06-25-18/94-06-26-02)

This committee shall periodically evaluate the relative importance to ASHRAE of the various awards, and shall recommend changes in the form and value of specific awards that may be needed to keep the awards in balance. (86-06-25-19/98-06-24-12A)

Prior to Members Council approval, this committee shall review all recommendations for new awards to ensure that the wording of criteria is sufficiently specific as to clearly establish the purpose of the award, and

to ensure that the wording of the criteria does not conflict with existing awards. This committee shall also ensure that the official version of the criteria, as established in the ROB, is the version used in all ASHRAE publications.

All requests or suggestions for new awards, revisions to current awards, or award deletions shall be forwarded to the Honors and Awards Committee for review and recommendation before being forwarded to Members Council for review and approval.

#### **2.411.003.5 Award Programs**

- A. This committee shall select and recommend to Members Council individuals for the following awards:
1. Distinguished Fifty-Year Member Award
  2. Distinguished Service Award
  3. Exceptional Service Award
  4. Crosby Field Award
  5. Willis H. Carrier Award
  6. Transactions Paper Awards
  7. Honorary Member
  8. Fellow
  9. Pioneers of the Industry
  10. ASHRAE Hall of Fame
  11. F. Paul Anderson Award
  12. ASHRAE Award for Distinguished Public Service
  13. Louise and Bill Holladay Distinguished Fellow Award
  14. Andrew T. Boggs Service Award
  15. Eunice Foote Award

#### **2.411.003.7 Award Qualifications**

- A. It is the policy of the Society not to consider for approval any Society honors or awards submitted posthumously, other than the Hall of Fame and Pioneers of the Industry.
1. If the nominee's death occurs after the nomination was submitted to the H&A Committee, it will be awarded posthumously if approved. The family of the deceased award recipient will be notified after the meeting at which the award would have been presented and the award will be sent to them.
  2. If the nominee is known to be deceased before the nomination is submitted to the H&A Committee or if the H & A Committee learns that the nominee's death preceded the submission of the nomination prior to the Board and/or Members Council voting on the award, the nomination will be returned with an appropriate explanation of the reason in the notification to the nominee's sponsor.
  3. If the H&A Committee learns of the nominee's death occurring before the nomination was submitted but 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 and the award will be sent to them

**JOHN F. JAMES INTERNATIONAL AWARD**

Guidelines for the award shall be as follows:

- A. The purpose of the award is to recognize members of the Society who have done the most to enhance the Society's international presence or posture. This award shall only be awarded once to a member. (08-06-23-11)
- B. The award shall be in the form of a plaque, lapel pin, and transportation, if not otherwise reimbursed by the Society. The award may be presented at the Winter Meeting of the Society. (05-06-27-41)
- C. A list of candidates shall be submitted to the Members Council Planning Subcommittee for approval by the subcommittee, who shall then nominate a candidate to the ASHRAE Honors and Awards Committee no later than the preceding Annual Meeting, together with documentation supporting their recommendation detailing the nominees accomplishments that enhanced the Society International presence as described in paragraph D below. (This includes promotion of ASHRAE through relations with Associate Societies and HVAC&R related societies in other countries.) (02-01-13-28/05-06-27-41)
- D. The selection of the candidate shall be based upon any one or a combination of the following:
- (1) Participation in International activities related to ASHRAE's interest.
  - (2) Exchange of information with international communities in the form of symposia, seminars, lectures, etc. (05-06-27-41)
  - (3) Dissemination of ASHRAE technical information for the enhancement of international standards.
  - (4) Adaptation or introduction of innovative HVAC&R technology(ies) between two or more countries. (05-06-27-41)
  - (5) Recruitment of members, and/or the formation of chapters, sections and student branches outside North America. (05-06-27-41)
- E. Nominations may come directly from a member or from a CRC nomination. Nominations with support documentation should be sent to Members Council through the Regional Conferences or directly to the Director of Member Services no later than May 1. (05-06-27-41)
- F. The Honors and Awards Committee shall forward the name of the approved candidate to Members Council for final approval.

**Guidelines for sponsorships at ASHRAE Winter or Annual Meetings**

Sponsors making major monetary contributions for a Society Meeting will be asked to fill out an application online. Online information will be placed on the home page allowing sponsors to make donations to either an Annual or Winter Meeting.

- An application for sponsorship will be put up on the web site 10 to 12 months in advance of the meeting. Local host chapter should include sponsorship information in all chapter newsletters and should put information on their web site to ensure local sponsors are aware of the opportunity to sponsor. All sponsorship applications will be made through the Society website.
- Money collected for the meeting will be put into the general fund of the meeting and used to enhance the meeting but will not offset registration fees. (05-06-27-40)
- An announcement that the sponsorship program is available will be made in Insights as soon as the application is available on the web site.



# Guidelines for CRC Motions



### Guidelines for Members Council CRC Motions:

1. CRC Motions are presented during the business sessions of a region's CRC. All approved CRC motions related to Society issues become the responsibility of and belong to Members Council.
2. Each approved Society-level CRC motion is reviewed by ASHRAE Staff Directors who indicate the best body for handling each motion. The referred bodies will be asked for a recommendation or recommended action within **three months** of receipt, and is then presented to Members Council or other appropriate body for discussion.
3. During the Members Council subcommittee and/or referred bodies meetings, the reviewing body:
  - approves the motion as is
  - amends the motion (amend for clarification but cannot change intent of original motion)
  - offers a substitute motion (rewrite for clarification but cannot change intent of the original motion)
  - Approved CRC motions that are similar and with the same intent can be rewritten as one substitute motion.
  - recommend that the motion be referred for consideration or referred with specific direction
  - recommend to postpone the motion to a specific date/meeting
  - recommend that the motion be withdrawn (If a motion is requesting an action that is already being implemented, it should be withdrawn.)
  - recommend defeat of the motion (subcommittee or body does not agree with the intent of the motion)
4. CRC motions do not have to be presented by the RMCR. The chair of the subcommittee or referred body within Members Council can present CRC motions to Members Council as shown in the following examples:
 

The (Planning, Region Operations, or PAOE) Subcommittee or Reporting Committee (i.e., Membership Promotion) Chair recommends, and "so moves" to Members Council that the following motion (State Motion) be:

  - approved
  - approved as amended or as substituted (present original motion, then present amended or substitute motion)
  - referred for consideration; or referred with strong endorsement; or referred with specific direction to...
  - postponed until a specific date/meeting...(do not use the word "table"; a motion to table is not correct; determine what needs to be done and then use the appropriate term: approve, defeat, withdraw, etc.)
  - withdrawn because .... (does not have to be withdrawn by the RMCR )
  - defeated because.....
  - (the reason for withdrawing or defeating a motion does not have to be included in the motion unless so desired)
5. The motion is then on the floor for discussion and vote by Members Council. CRC motions presented to Members Council from a subcommittee, reporting committee or other group do not need a second. Members Council may then take any of the same actions noted in #3 above.
6. If the Subcommittee or reporting committee motion remains unaltered, there is Members Council discussion and then an Aye or Nay vote.
7. If there is a motion to amend or replace the Subcommittee or reporting committee motion, a Members Council voting member must "second" the motion to amend or replace. There is then Members Council discussion on the amendment or replacement motion and then an Aye or Nay vote on MAKING the amendment or replacement. If Aye, there is then Members Council discussion on the amended or replacement motion and then an Aye or Nay vote on the amended or replacement motion. If Nay, there is then Members Council discussion on the original subcommittee or reporting committee motion and then an Aye or Nay vote on the original motion.

06/25/2024

# Model (Example) Region Expenses



**Regional Planning Meeting & President Elect Training**

Expense Reimbursement

The following expenses may be reimbursed by ASHRAE (Society) or the Region:

Regional Positions	Transportation		Hotel		Meals	
	Society	Region	Society	Region	Society	Region
DRC	✓		x		x	
RMCR	✓		x		x	
Region Nominating Committee Member	✓		x		x	
Region Nominating Committee Alternate	✓		x		x	
Region Historian	✓		x		x	
Region Treasurer	✓		x		x	
RVCs – CTT, GA, MP, RP, SA, YEA	✓		x		x	
CRC General Chair	✓		x		x	

NOTE: Neither Society nor the Region pays for tolls, parking or other ground transportation expenses.

Positions - other	Transportation		Hotel		Meals	
	Society	Region	Society	Region	Society	Region
Region Communications Chair	AV		x		x	
Region Representative	AV		x		x	
Assistant Regional Chair	AV		x		x	
Region Refrigeration	AV		x		x	
Region Webmaster	AV		x		x	
Region DEI Chair	AV		x		x	
Chapter Presidents Elect	AV		x		x	

NOTE: May attend RPM at the discretion of the DRC, using an allocated visit (AV)

**Accommodations:**

Hotel expenses covered by Society or the Region is for basic room charges ONLY, and is for ONE NIGHT only. Additional charges, such as internet service, room service, in room massages, etc., are NOT paid by Society or the Region.

**Dinner/Other Meals**

- Neither Society or the Region pays for (alcoholic) drinks
- Other Chapter officers & members who elect to attend will be required to pay their cost of any meal covered by Society or the Region.
- Guests and Companions of Region EXCOM and President Elects will be required to pay their cost of any meal covered by Society or the Region.

NOTE: For reimbursement expenses paid by Region, please submit as required per the Region’s guidelines. Car pooling is strongly recommended within chapters.

Please read to make sure you understand all of this in order to avoid disappointment.

**CRC - Who Needs to Attend?**

The CRC is intended to accomplish FOUR key goals:

- 1.) Nominations – Recommend & elect future ASHRAE leaders.
- 2.) Conduct Business – Reports & Motions (to effect change in ASHRAE)
- 3.) Training – Through workshops – training for Chapter Committees.
- 4.) Social – Interact with fellow ASHRAE leaders.

In order to have the greatest success in achieving these goals, the following members are EXPECTED to attend the ENTIRE CRC – from the First Business Meeting through the final activity:

- 1.) All of Region EXCOM
- 2.) Chapter Delegates & Alternates
- 3.) Society visitors - officer(s) & staff

Those listed here need to sign up for the FULL PACKAGE REGISTRATION.

Expense Reimbursement

The following expenses may be reimbursed by ASHRAE (Society) or the Region:

Regional Positions	Transportation		Hotel		Meals	
	Society	Region	Society	Region	Society	Region
DRC						
RMCR	✓		x		x	
Region Nominating Committee Member	✓		x		x	
Region Nominating Committee Alternate	✓		x		x	
Region Historian	✓		x		x	
Region Treasurer	✓		x		x	
RVCs – CTT, GA, MP, RP, SA, YEA	✓		x		x	
Delegates & Alternates	✓		x		x	
CRC General Chair	✓		x		x	

**NOTE:** Neither Society nor the Region pays for tolls, parking or other ground transportation expenses.  
(Delegates & Alternates MUST be the actual persons named on their Chapter CIQ's)

Positions – other (see note)	Transportation		Hotel		Meals	
	Society	Region	Society	Region	Society	Region
Region Communications Chair	AV		x		x	
Region Representative	AV		x		x	
Assistant Regional Chair	AV		x		x	
Region Refrigeration	AV		x		x	
Region Webmaster	AV		x		x	
Region DEI Chair	AV		x		x	
Chapter Presidents Elect	AV		x		x	
Chapter Committee Chairs	See note 2		x		x	

**NOTE:** May attend CRC at the discretion of the DRC, using an allocated visit (AV)

**NOTE 2:** Chapter CTTC, GAC, SA, & YEA Chairs: Society will reimburse Chapter Chairs. Chapter Co-Chair substitutes allowed if Chapter Chair is unable to attend and if RVC approves of the Chapter Co-Chair substitute. Chapter MP & RP Chairs are reimbursed to attend Centralized Training only; if MP Chair has served for 3 years, they can select to attend the CRC instead of Centralized Training..

**Transportation Policy:**

We HIGHLY encourage you to book your air travel through ASHRAE's official travel agency, ATC Travel Management (ATC). If you utilize this service, you can book your air transportation for the CRC and you won't have to submit a transportation reimbursement voucher as ASHRAE is direct billed for this service. Per the ASHRAE transportation policy, you must book the lowest economical fare and you must book at least 14 days in advance of departure. If you have chosen to travel by private vehicle, please use the Electronic Transportation Voucher for reimbursement: <http://travelvoucher.ashrae.org/>

- The basic reimbursable expense limit is for the 14-day advance purchase coach airfare between destination points. (see Appendix D for authorized positions)
- Transportation by private vehicle will be reimbursed the **lesser** of the current US Internal Revenue Service rate per mile or the 14-day advance coach airfare

**The required workshops for all committee chairs are:**

- Chapter Operations Workshop
  - Intended Audience: Chapter Presidents, Chapter President Elects, & Chapter BOGs
  - Content: Calendar, PAOE, ASHRAE Simplified Rules of Order, MCO review, Chapter By-laws, MOPs, and Nominations
- Membership Promotion Workshop in addition to centralized training
  - Intended Audience: Chapter MP Chairs
  - Content: Recruit, Retain & Advance
  - Transportation Reimbursement: Society will only reimburse Chapter MP Chairs to attend Centralized Training (if MP Chair has served for 3 years, they can select to attend their CRC instead of Centralized Training)
- Student Activities Workshop
  - Intended Audience: Chapter SA Chairs
  - Content: Training material for the SA Committee
  - Transportation Reimbursement: Society will reimburse SA Chairs to attend CRC. (must be listed in CIQ and on workshop sign-in sheet)
- Chapter Technology Transfer Workshop
  - Intended Audience: Chapter CTTC Chairs, Chapter Program Chairs & Chapter Refrigeration Chairs
  - Content: Training material for the Chapter CTT Committee, Chapter Program Committee & Chapter Refrigeration Committee
  - Transportation Reimbursement: Society will reimburse Chapter CTTC Chairs to attend CRC (must be listed in CIQ and on workshop sign-in sheet)
- Research Promotion Workshop in addition to centralized training
  - Intended Audience: Chapter RP Chairs
  - Content: Training material for the Chapter RP Committee
  - Transportation Reimbursement: Society will only reimburse Chapter RP Chairs to attend Centralized Training
- Government Affairs Workshop
  - Intended Audience: Chapter GA Chairs
  - Content: Training material for the Chapter GA Committee
  - Transportation Reimbursement: Society will reimburse Chapter GA Chairs to attend CRC (must be listed in CIQ and on workshop sign-in sheet)
- YEA Workshop
  - Intended Audience: Chapter YEA Chairs
  - Content: Training material for the Chapter YEA Committee
  - Transportation Reimbursement: Society will reimburse Chapter YEA Chairs to attend CRC (must be listed in CIQ and on workshop sign-in sheet)

In addition, the following workshops are recommended for consideration:

- Historical
  - Intended Audience: Chapter Historians
  - Content: Chapter History Management
  - Transportation Reimbursement: None available
- Communications
  - Intended Audience: Chapter Webmasters & Chapter Newsletter Editors
  - Content: Building & Maintaining Chapter Websites & Chapter Newsletters
  - Transportation Reimbursement: None available
- Finance
  - Intended Audience: Chapter Treasurers
  - Content: Chapter Treasurer Duties; Financial Accounting and Banking Best Practices; Annual Financial Audits; Revenue & Tax Reporting
  - Transportation Reimbursement: None available
- Public relations
- Student Branch Operation Workshop
- Honors and Awards
- Preparation of CRC Motions (Action Items)

Additional Chapter members that are RECOMMENDED to attend the CRC are as follows:

- 1.) Chapter Officers - President, President Elect, Vice President, Treasurer & Secretary.
- 2.) Chapter Board of Governors.
- 3.) Committee Chairs & Committee Members not listed previously.

While there are no specific workshops for these members, the Chapter Operations Workshop is of benefit. In addition, these members are welcome to sit in on any of the Business Meetings & Workshops, which are open for all members, regardless of their role in the Region and Chapter. The Nominating Committee Caucus & Executive Sessions are closed sessions.

**ASHRAE REGION \_\_\_\_\_ EXPENSE REPORT**  
Print or type all information

Date of Request: \_\_\_\_\_  
Make Check Payable to: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City, State and Zip Code: \_\_\_\_\_  
Zelle Contact Info: \_\_\_\_\_

Describe purpose of expenditure:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I REQUEST REIMBURSEMENT FOR THE FOLLOWING EXPENSE(S):							
DATE OF EXPENSE:	___/___	___/___	___/___	___/___	___/___	___/___	ITEM TOTAL
SUPPLIES							
AWARDS							
ROOM RENTAL/AV							
MILEAGE (MILES)							
LODGING							
TAXI							
PARKING							
REGISTRATION							
OTHER (Itemize & submit receipts)							
Daily Totals							

	<b>YES</b>	<b>NO</b>	If YES, In the name of: _____
Donate to RP?	<input type="checkbox"/>	<input type="checkbox"/>	Endowment Name (if known): _____
Donate to Scholarship?	<input type="checkbox"/>	<input type="checkbox"/>	Address: _____
			Confirmation Email: _____
Donation Amount: _____		Chapter: _____	Member #: _____

I hereby certify that the above statements are correct and that the items listed were actually and necessarily incurred for Region \_\_\_\_\_ business.

Signature of Submitter: \_\_\_\_\_

Print Name: \_\_\_\_\_

Send to Treasurer and DRC for disbursement.