



CONSTITUTION of the ASHRAE SINGAPORE CHAPTER

Revision Details

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Record of Amendments

| No. | Amendments accepted at AGM/EGM | Approval by ROS |
|-----|--------------------------------|-------------------|
| 1 | First constitution (AGM) | 27 August 1981 |
| 2 | 30 March 1985 (AGM) | 7 June 1985 |
| 3 | 26 May 1990 (EGM) | 6 November 1990 |
| 4 | 26 August 1991 (EGM) | 27 September 1991 |
| 5 | 25 March 2000 (AGM) | 14 August 2000 |
| 6 | 27 April 2002 (AGM) | September 2002 |
| 7 | 26 April 2008 (AGM) | 1 September 2008 |
| 8 | 27 April 2012 (AGM) | 9 November 2012 |
| 9 | 17 July 2020 (AGM) | 27 October 2020 |

1. GENERAL

- (a) This is the constitution of the Singapore Chapter of ASHRAE INTERNATIONAL INC.

1.2. Name

- (a) This organization shall be known as “ASHRAE SINGAPORE CHAPTER”¹ (herein referred as ASC).
- (b) ASHRAE Singapore Chapter (ASC) is registered as Chapter 142 within ASHRAE.

1.3. Address

- (a) The registered office of ASC is:

ASHRAE SINGAPORE CHAPTER
159 Sin Ming Road
#07-02 Lobby 2 Amtech Building
Singapore 575625
The website of ASC is: <http://www.ashrae.org.sg/>
Email: asc@ashrae.org.sg

1.4. Registration

- (a) ASHRAE Singapore Chapter is registered with the Singapore Registry of Societies under the UEN number S81SS0086E.

1.5. Governance

- (a) The ASHRAE Singapore Chapter shall be governed by the following in order of precedence:
- i. The laws and regulations of the Republic of Singapore
 - ii. The rules and regulations of the Singapore Registry of Societies (ROS)
 - iii. The rules of ASHRAE International
 - iv. The rules of ASHRAE International Region XIII
 - v. This constitution.
- (b) In cases of dispute or interpretation, the Chapter will be guided by these authorities.
- (c) In the event of any dispute arising amongst members, they shall attempt to resolve the matter at an Extraordinary General Meeting (EOGM) or Annual General Meeting (AGM) in accordance with this Constitution.

¹ From its inception in 1984 until 1992, this organization was known as the “Singapore Association of ASHRAE Members” (SAAM). From 1993 until 2019, this organization was known as “American Society of Heating, Refrigerating and Air-conditioning Engineers, Inc. Singapore Chapter”

2. OBJECTIVES

- (a) The objectives of ASC are exclusively scientific and educational and include, but are not limited to:
 - i. The advance of the arts and sciences of air conditioning, mechanical and natural ventilation, refrigeration and heating to serve humanity and promote a sustainable world.
 - ii. The continuing education of its members and other interested persons in said sciences, through lectures, workshops, seminars, demonstrations, and publications.
 - iii. The rendering of career guidance to students of the sciences, and
 - iv. The encouragement and promotion of scientific research.

3. MEMBERSHIP

3.1. Membership Eligibility

- (a) Membership in the ASHRAE Singapore Chapter is open to all members of ASHRAE International in good standing that are legal residents of the Republic of Singapore.
- (b) Members of ASHRAE International may choose to join ASC either at the time of joining or renewing their ASHRAE membership or by contacting ASC directly and applying for ASC membership. Those ASHRAE members who do not choose to join ASC shall not be considered ASC members.
- (c) Only members who are above 21 years of age shall have the rights to vote and to hold office in ASC.

3.2. Membership Grades

- (a) Members of ASHRAE Singapore Chapter shall hold the same grade of membership as their membership grade within ASHRAE International. These grades are:
 - i. Member (include Fellow and Life Member)
 - ii. Associate Member
 - iii. Affiliate Member
 - iv. Student Member²
- (b) Qualifications and requirements for each grade are established by ASHRAE International. ASHRAE shall inform each potential member of the Society which grade they are approved for.

² Student members shall be bona-fide full-time students with an approved educational institution within the Republic of Singapore. Student members are not eligible to hold office in ASC or have voting rights.

- (c) ASHRAE Singapore Chapter Life Member will be recognized when he/she is upgraded to ASHRAE Society Life Member, have completed 15 years of continuous Chapter membership, and at least 65 years of age. Chapter Life Member is exempted from the Chapter Dues.

3.3. Voting Rights

- (a) Voting members shall consist of:
 - i. Fellows
 - ii. Life Members
 - iii. Members
 - iv. Associate Members

3.4. Loss of Voting Rights

- (a) Members who have not paid ASC fees, subscriptions, assessments or other charges within thirty (30) days of their due date shall not be entitled to voting privileges or the right to election or appointment as an Officer, Governor, or Committee Chairman of the Chapter.
- (b) All rights and privileges of a member are vested solely in the member and may not be delegated or transferred.

3.5. Suspension

- (a) In the event that a member does not pay all of the Society and Chapter fees, subscriptions, assessments or other charges within six (6) months of their Society due date, all rights and privileges of membership in the Chapter shall be suspended. Such membership rights and privileges shall be restored to the member upon full payment thereof.

3.6. Termination

- (a) Membership shall terminate upon terminally disabled and the death of any member, or the written receipt of notice by the member terminating membership.

3.7. Expulsion

- (a) A member may be expelled only by action taken by the Board of Governors. However, the expulsion from the Chapter shall not affect the member's standing in Society although the Board may recommend similar action to be taken by Society.

4. MANAGEMENT

- (a) The ASHRAE Singapore Chapter shall be governed by the members of ASC in good standing as represented by the duly elected officers of the Board of Governors.

4.1 Board of Governors

- (a) The Chapter shall be managed by the Board of Governors (BOG) comprising of the following:-
- i. President
 - ii. President-Elect
 - iii. Immediate Past-President
 - iv. Secretary
 - v. Treasurer
 - vi. Elected Committee Chairs; from the “standing committees”
- (b) Additional members may be invited to participate in BOG activities for optional committees or special ad-hoc committees.

4.2 Office Bearers

- (a) The officers of the Chapter shall be the President, President-Elect, Secretary, and Treasurer.

4.3 Committee Chairs

4.3.1 Standing Committees

- (a) There shall be following Standing Committees, reference to Society’s Manual for Chapter Operations (MCO)
- i. Nominating Committee
 - ii. CRC Action Committee (CAC)
 - iii. Membership Promotion (MP)
 - iv. Student Activities (SA)
 - v. Research Promotion (RP)
 - vi. Chapter Technology Transfer (CTTC)
 - vii. Government Affairs (GAC)
 - viii. Young Engineers in ASHRAE (YEA)
 - ix. Chapter Historian
 - x. Electronic Communications and/or Chapter Webmaster

4.3.2 Optional Committees

- (a) In addition to the standing committees, the ASC may form committees for other areas as deemed necessary by the BOG. The chairs of these optional committees are not considered voting members of the BOG but serve in an advisory role.

- (b) Optional committees may include, but are not limited to,
 - i. Refrigeration
 - ii. Special Events
- (c) In addition, there may be an undetermined number of “Board of Governors Members Without Portfolio”. These are BOG members that are not assigned to a specific committee but can serve as an additional resource for those committees that require additional manpower or advice.
- (d) All standing committees should have a Chair, Vice-Chair and at least two other members. Optional Committees may comprise of a Chair and at least one other member.
- (e) The organizational structure of the ASC management is shown in Annex A and the expected duties of each officer and/or committee chair is shown in Annex B.

4.4 Elections and Appointments

- (a) Chairs of each Standing Committee, Optional Committee, and additional unspecified BOG members are appointed by the current President-Elect with the approval of the Nominating Committee and the BOG.

4.4.1 Election Procedure

- (a) A Nominating Committee will be formed during Annual General Meeting (see section 5.1)
- (b) Positions in the BOG to be elected shall be as follow:-
 - i. President-Elect
 - ii. Secretary
 - iii. Treasurer
 - iv. Elected Standing Committees Chair,
 - v. Optional (as deemed necessary by the BOG) Committees Chair
- (c) The Nominating Committee will meet to discuss and vet the backgrounds of the candidates put forward, by the outgoing President-Elect. Each candidate will be contacted by the Nominating Committee to ascertain their eligibility and their willingness to serve. The list of candidates may also be presented to the BOG for their advice and consent.
- (d) At the Annual General Meeting (AGM) (see section 5.1), the candidates will be presented to the members and an election by those members present shall be conducted.
- (e) Additional candidates may be proposed, from the floor, as the members deemed fit, in addition to those candidates nominated by the Nomination Committee and then to stand for election at the AGM.

- (f) At the conclusion of the AGM the results of the election shall be announced and the new elected officers shall be sworn in.
- (g) The new officers and committee chairs' term of office shall commence after the AGM. The term of office shall therefore be one (1) calendar year only.
- (h) The new Officers and BOG shall be formally installed before the conclusion of the AGM.

5. MEETINGS

5.1 General Meetings of the Membership

- (a) The authority of the ASC is vested in a General Meeting of the members.
- (b) General meetings of the ASC shall be conducted no less than once per fiscal year. The Annual General Meeting shall be held by June each year.
- (c) At least fourteen (14) days' notice shall be given of an Annual General Meeting and Extraordinary General Meeting (if required). Notice of meeting stating the date, time and place of meeting shall be sent by the Secretary to be received by all voting members.
- (d) In the event of any change of any portions of the ASC Constitution, at least twenty (21) days advance notice shall be given to the ASC Members.

5.1.1. Annual General Meeting

- (a) The Annual General Meeting of the Chapter for the installation of officers and the Board of Governors and the announcement of committee appointments shall be held once a year at such time and place as is prescribed by the Board of Governors. The meeting must be held within two (2) months of the close of the financial year (30 April).
- (b) Any member who wishes to place an item on the agenda of a General Meeting may do so provided he gives written notice to the Secretary one (1) week before the meeting is due to be held.
- (c) At least 25% of the total voting membership or thirty (30) voting members, whichever is the lesser, present at a General Meeting shall form a quorum. Proxies shall not be constituted as part of the quorum.
- (d) In the event of there being no quorum at the commencement of a General Meeting, the meeting shall be adjourned for half an hour and should the number then present be insufficient to form a quorum, those present shall be considered a legal quorum and the General Meeting shall be valid and the meeting can be proceeded. Such Meeting shall have no power to amend any of the existing Constitution.

5.2 Board of Governors Meetings

- (a) The Board of Governors shall meet at least four (4) times per fiscal year. Additional meetings may be convened if deemed necessary by the President and/or the BOG.

5.3 Extraordinary General Meeting

- (a) In addition to the regularly scheduled meetings of the membership and the BOG (see sections 5.1 and 5.2), an Extraordinary Meeting of the Chapter may be called by the President, or at the request of the BOG or at least fifteen percent (15%) of the members with voting rights with written notice to the BOG.
- (b) Extraordinary Meeting may be called for the purpose of addressing a specific issue before the members. The agenda of this meeting shall be limited to that issue and will be adjourned when the issue is resolved.
- (c) The notice in writing shall be given to the Secretary setting forth the business that is to be transacted. The Extraordinary General Meeting shall be convened by BOG within six weeks, upon receiving this request to convene the Extraordinary General Meeting.
- (d) At least 25% of the total voting membership or thirty (30) voting members, whichever is the lesser, present at the Extraordinary General Meeting shall form a quorum. Proxies shall not be constituted as part of the quorum.
- (e) In the event that the BOG does not convene the requested EOG Meeting, and no reasonable valid reason is provided to the ASC Members, within the stipulated six (6) weeks period, then the party requesting the EOGM can proceed to call and convene the EOGM, with providing ten (10) calendar working days advance notice, to be provided to all bone-fide ASC Members, subject to the following:-
 - i. Such notice shall also be served, as well, to all the BOG Members
 - ii. Comply with the quorum stipulated under Section 5.3 (d), of the Constitution, for conducting an EOGM.
 - iii. Any amendment of existing Constitution shall follow the procedure stated in Section 8.2.
 - iv. The decisions at the EOGM shall be binding upon ASC.
 - v. All expenses incurred to convene the meeting shall be billed to the BOG, and payment to be reimbursed by the BOG, not more than one (1) month, from the billing date.

5.4 Removal of Board of Governors Member

- (a) A member of the BOG may be removed from office if:
 - i. The members voting rights or membership has been terminated as per sections 3.4, 3.5, 3.6, or 3.7.
 - ii. If a member of the BOG is absent for three (3) consecutive meetings without a satisfactory reason, provided in writing to the Secretary/President.

- (b) In the event of any case of misconduct of a BOG Member, the BOG may remove that Member to a majority vote of at least two thirds (2/3) of the total voting BOG Members.
- (c) In the case of an elected officer, the Nominating Committee shall convene and nominate a replacement. If the President is to be replaced, the current President-Elect shall assume the duties of President and a new President-Elect shall be chosen and elected at a Special Election. The candidates for elected office will then be presented to the membership in a special election.
- (d) If the member to be replaced is an appointed committee chair, the vice-chair of the committee shall assume the duties of chair. The new chair shall appoint a successor as vice-chair. No election shall be required,
- (e) If there is no vice-chair, the Chair shall appoint his own Vice-Chair, with the concurrence of the President/BOG.
- (f) Any changes to the elected officers or appointed committee chairs shall be communicated to the Singapore Registrar of Societies within two (2) weeks of the change to be considered for governance and compliance.

6. POWERS AND PROHIBITIONS

6.1 Powers

- (a) The Chapter shall have the power to perform all lawful acts which may be deemed necessary for the proper and successful prosecution of the objects and purposes for which it is organized and operated, consistent with the Certificate of Consolidation, Bylaws, and Rules of the Board of Directors of the Society, and applicable tax regulations for non-profit organizations or corresponding provisions of tax laws in the country of its operation.
- (b) The Chapter may issue publications and/or websites/downloads/documents in accordance with the Rules of the ASHRAE International Board. Certain publications for members such as a Chapter newsletter or Chapter membership roster/product directory may be distributed to persons other than members provided it clearly complies with paragraph 6.2.10. Certain designated ASHRAE documents may be translated in accordance with the Rules of the ASHRAE International Board.
- (c) The Chapter may contribute to, affiliate with, or hold membership in any society, association, council, or other organization in accordance with the Rules of the ASHRAE International Board.

6.2 Prohibitions

- 6.2.1 Gambling of any kind, or investments of any kind is forbidden.

- 6.2.2 The funds of the Chapter shall not be used to pay the fines of members who have been convicted in court of law.
- 6.2.3 The Chapter shall not engage in any trade union activity as defined in any written law relating to trade unions for the time being in force in Singapore.
- 6.2.4 The Chapter shall not indulge in any political activity or allow its funds and/or premises to be used for political purposes.
- 6.2.5 The Chapter shall not hold any lottery, whether confined to its members or not, in the name of the Chapter or its office bearers, Committee or members
- 6.2.6 The Chapter shall not have the authority to act for or in the name of ASHRAE International and notice to such effect shall be imprinted on the Chapter stationery;
- 6.2.7 The Chapter may use the emblem of the Society in accordance with the Rules of the ASHRAE International Board; and the Chapter shall not incur any financial liability or contractual obligation in the name of the Society.
- 6.2.8 The Chapter shall not recommend, endorse or approve any product, service, publication, person or entity for the promotion of private or public interests.
- 6.2.9 The Chapter shall comply with then Personal Data Protection Act (PDPA) of Singapore and shall maintain the confidentiality of members' personal information and shall not sell, rent, loan, or otherwise disclose such information to third parties or to use such information for personal gain.
- 6.2.10 All confidential information, if available on a Chapter's website, must be contained in a password-protected area where access is limited to users who need the information for official Chapter business.

7. FINANCIAL

- (a) The financial and fiscal year of the ASHRAE Singapore Chapter shall run from 1st May of one year to end April of the following year.
- (b) The income and property of ASC whatsoever derived shall be applied towards the promotion of the objects of ASC as set forth in this Constitution and no portion thereof shall be paid or transferred directly or indirectly by way of dividend or bonus or otherwise howsoever by way of profit to the persons who at any time are or have been members of ASC or to any of them or to any person claiming through any of them.

7.1. Account and Auditing

- (a) Two voting members not being members of the Board of Governors shall be elected as Honorary Auditors at a Chapter's Annual General Meeting. The term

of office shall be one (1) year.

- (b) The ASHRAE Singapore Chapter is required to submit the audited statement of accounts, together with their Annual Returns in time for the Annual General Meeting.
- (c) Chapter is required to maintain proper accounts and records of the transactions and affairs of the Chapter for a period of at least seven (7) years.

7.2. Entrance Fee / Dues

- (a) The membership fees for ASHRAE International and the ASHRAE Singapore Chapter shall be established by the ASHRAE International Board. These fees are paid to ASHRAE International at the time of joining or renewing ASHRAE membership. Fees are payable in US dollars.
- (b) ASHRAE members who neglect to select the ASHRAE Singapore Chapter on-line, or who do not wish to pay the fees for ASC membership in US dollars may elect to join ASC by paying to ASC the equivalent fees in Singapore dollars.
- (c) The ASC Board of Governors, at its discretion, may levy such dues, fees, charges or other assessments as are reasonable and necessary to meet current operating expenses of the Chapter.

7.3. Claims

- (a) All claims for reimbursement by the Chapter for approved expenses by members shall be presented to the Treasurer before the end of the financial year

7.4. Additional Funds

7.4.1 External Additional Funds

- (a) ASHRAE International or Region XIII may, at their discretion, disburse additional funds to the Chapter for specific purposes. These funds shall be used in the manner prescribed by the conditions of the grant.
- (b) The Treasurer shall be responsible for recording these funds in the Chapter accounts and ensuring that they are used for the purposes under which they were given.

7.4.2 Internal Additional Funds

- (a) Various ASC committees such as RP, MP, CTTC, shall generate income from their legitimate activities. Such funds to be recorded by the Treasurer. The BOG shall decide the disposition of any internally generated funds.

8. ADOPTION OF CONSTITUTION

8.1. Ratification of Constitution

8.1.1. To be considered valid, this constitution shall be approved by

- i. The Singapore Registry of Societies
- ii. ASHRAE International
- iii. The voting members of the ASHRAE Singapore Chapter

8.2. Review / Revision of Constitution

8.2.1 Review

- (a) Amendments to this Constitution may be initiated by:
 - i. A written resolution from the majority members of the Board of Governors or
 - ii. An approved Constitution Committee, authorized by the then President and comprising of no less than five (5) bona-fide ASC members of good standing. Such Constitution Committee, may be chaired by the then President, or a bona-fide ASC Member, so authorized by him/her, during such meeting.
- (b) The proposal of the amendments to the constitution will then be presented at any meeting of the Chapter or the Board of Governors, for further consideration, by the BOG
- (c) The Constitution shall be reviewed at intervals not to exceed five (5) years from the ratification of this Constitution, based on the approval date by ROS. It shall be reviewed by a select Constitution Committee chaired by the current Chapter President.
- (d) The Committee shall review the Constitution and ensure that the current Singapore Registry of Societies *Code of Governance for Registered Societies* and the current ASHRAE *Manual of Chapter Operations* (MCO) are complied with. The Committee may make other recommendations or revisions as deemed necessary.

8.2.2 Revisions

- (a) If the Constitution Committee finds that no revisions are necessary, they shall present their recommendation to the Board of Governors for approval. If the BOG agrees with the committee's recommendations unanimously, the constitution shall be marked as "reviewed" and shall be in force until such time as when a proposal for amendment is submitted to the Chapter and its Members.
- (b) Recommendations shall be presented to the BOG for approval. If the BOG approves the amendments or revisions by a majority of the Board members, the revised constitution shall be submitted to the Registry of Societies and to ASHRAE. If approved by these two regulatory bodies, the amendments, revisions shall be submitted to the members of ASC for review, approval and adoption.

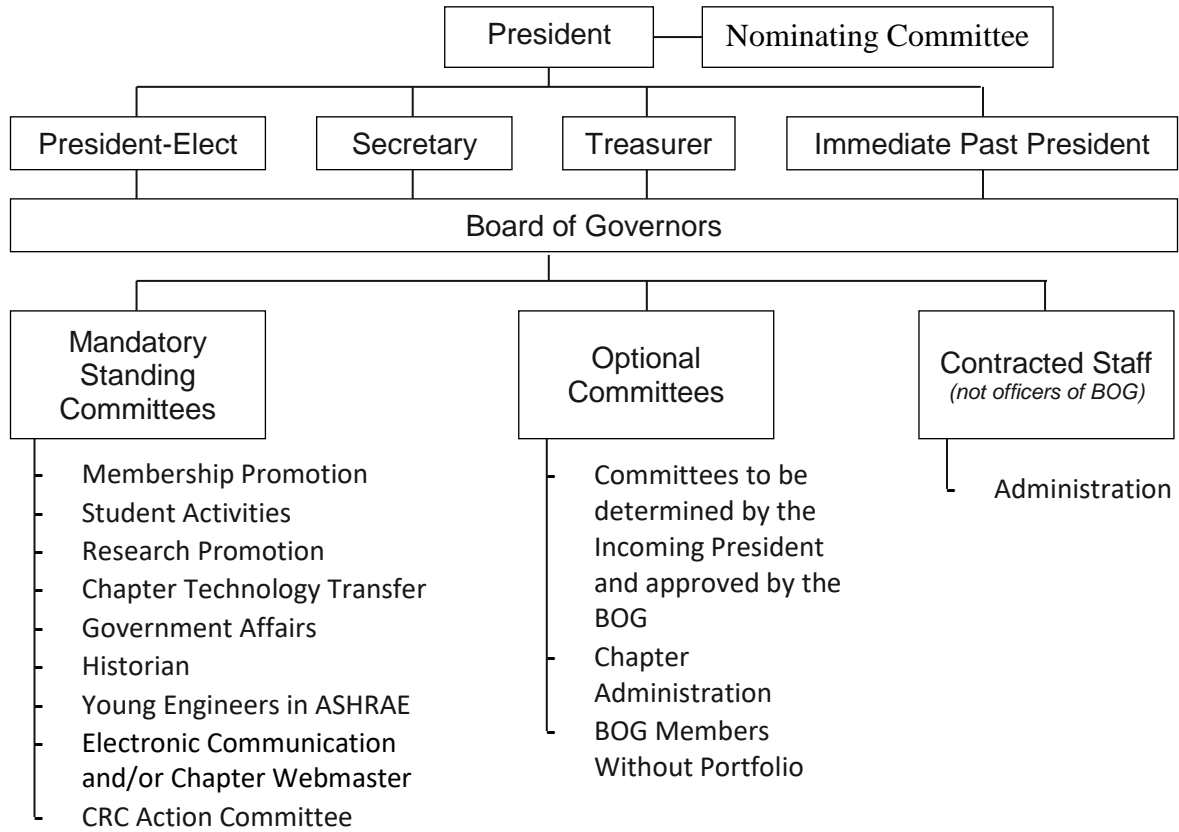
- (c) For any proposed change to the Constitution, there shall be at least 25% of the total voting membership or forty (40) voting members, whichever is the lesser, present at the Meeting, for any change to the Constitution, and shall form a quorum. Proxies shall not be allowed.
- (d) In the event of there being no quorum at the commencement of the Meeting, for the purpose of any change to the Constitution, the meeting may be adjourned up to half an hour and should the number then present be insufficient to form a quorum, the meeting shall be cancelled.
- (e) Upon Members' approval of the revised constitution, it shall be sent to the Registry of Societies and to ASHRAE for their records.
- (f) Any changes of Constitution shall be subjected to the written approval from ROS.

9. DISSOLUTION

- (a) The Chapter may be dissolved:
 - i. With the consent of not less than sixty (60) percent of the bone-fide members of the Chapter with voting rights expressed, either in person or by proxy, at a special meeting called for that purpose, or
 - ii. In the event of dissolution, all debts and liabilities legally incurred on behalf of the Chapter shall be fully discharged. The remaining funds shall be conveyed to an approved charity or charities in Singapore.
 - iii. A Certificate of Dissolution shall be given within seven (7) days of the dissolution to the Registrar of Societies.

ANNEX A: ORGANIZATIONAL STRUCTURE OF ASHRAE SINGAPORE CHAPTER

This is a normative annex and is to be considered a part of this constitution.



ANNEX B: DUTIES OF CHAPTER OFFICERS AND CHAIRMEN

This is a normative annex and is to be considered a part of this constitution.

President

The President's responsibilities typically include:

- A. Overseeing the conduct and supervision of all activities of the Chapter during his or her term of office.
- B. Presiding at all meetings of the Chapter and of the Chapter's Board of Governors (BOG).
- C. Developing a calendar of events for the Chapter operating year.
- D. Attending the CRC.
- E. Chairing CRC preparation committee by:
 - a. Developing motions
 - b. Preparing the Chapter CRC report
 - c. Proposing region and Society officer candidates and award recommendations
- F. Leading the Chapter's strategic planning.
- G. Disseminating information from region and Society to the Chapter.
- H. Preparing meeting agendas, assuring that all meetings start and end on time, and accomplishing scheduled events.
- I. Delegating and coordinating duties for relevant Chapter activities to individuals and committees.
- J. Stimulating and maintaining enthusiasm among Chapter members.

ELECTED OFFICERS

President-Elect

The responsibilities of the President-Elect typically include:

- A. Assuming the next highest position in the event it becomes temporarily or permanently vacant.
- B. Serving on the Chapter's BOG.
- C. Assuming other duties assigned to them by the Chapter President or the BOG.
- D. Attending President-Elect training.
- E. Attending the CRC.
- F. Working with the Nominating Committee to appoint committee chairs who will serve during his/her Presidential year.

Secretary

The Secretary's responsibilities typically include:

- A. Taking minutes for Chapter and BOG meetings.
- B. Serving on the BOG
- C. Maintaining Chapter records
- D. Serving as liaison between the Chapter and Society Headquarters.
- E. Being familiar with Abbreviated *Roberts Rules of Order* (Latest Edition) for conducting business sessions.
- F. Maintaining a record of each member's attendance and Chapter activities for use of the Nominating Committee.
- G. Sending minutes of Chapter and BOG meetings to the Director and Regional Chair (DRC) and the Regional Vice Chair (RVC) of Chapter Technology Transfer (where applicable) within three weeks of each meeting.
- H. Keeping lists of members and prospective members up to date, in cooperation with the Membership Promotion Committee, and certifying to the BOG that all Chapter members are bona fide members of the Society.
- I. Obtaining and distributing forms, supplies, etc., as needed.
- J. Acting for the BOG in taking charge of all property of the Chapter, such as the charter, bylaws, banners, projectors, etc.
- K. Arranging for distribution of meeting notices.
- L. Promptly notifying officers, nominated candidates and members of all committees of their selection, nomination or appointment.
- M. Completing the online Chapter Information Questionnaire (CIQ) on the ASHRAE website and sending it to the DRC, Assistant Regional Chair (ARC), Regional Members Council Representative (RMCR), and RVCs.
- N. Preparing a Chapter roster.
- O. Ensuring that the DRC receives copies of appropriate Chapter communications and documentation.
- P. Performing other functions as outlined in subsequent parts of this manual or as assigned by the President or BOG.

Treasurer

The Treasurer's responsibilities typically include:

- A. Receiving, keeping safe and disbursing Chapter funds
- B. Maintaining records, submitting reports and making tax filings in accordance with applicable laws and regulations.
- C. Keeping Chapter expenditures in line with income.
- D. Attending CRC training.
- E. Collecting Chapter dues from Society, if the Chapter chooses to have Society accept them.
- F. Paying regional dues assessments.
- G. Coordinating with Society staff to ensure that the Chapter is registered as an official "fundraiser" in each jurisdiction in which it solicits funds.
- H. Ensuring an objective annual audit of Chapter accounts and funds by the Auditing Committee or a CPA firm.

Nominating Committee

The Nominating Committee shall be elected by the members of the Chapter at the Annual General Meeting and consists of a minimum of five (5) members. Members shall be Past-Presidents of the Chapter, or such members deemed by the Members to be suitable, and be approved by the BOG. The responsibilities of this committee include:

- A. Selecting candidates for officers and the BOG whom require elections at the AGM
- B. Obtaining the written consent of each member nominated.
- C. Guidelines for the selection of Nominating Committee members:
 - a. The nomination committee is responsible to nurture the Chapter leadership of tomorrow. The Chapter leaders that the committee will have to select shall be members that represent well the unique local Chapter marketplace and diversity
 - b. The nomination committee should be formed of at least five (5) Chapter Past- Presidents or members with exceptional past service to ASHRAE with good knowledge of the marketplace and ASHRAE operations
 - c. Nominating Committee members should not be currently serving BOG members.
 - d. The current President-Elect shall serve on the Nominating Committee as a non-voting advisor.
 - e. Only the Chair of the Nomination Committee is considered a member of the BOG, but not the other members. However, the Chair need not be present at the BOG meetings, unless required by the President.

Membership Promotion Committee

The Membership Promotion Committee is comprised of a Chair, Vice-chair and a sufficient number of the Chapter's area-assigned members to ensure that the committee's work can be done without placing an unnecessarily heavy burden on one or two individuals. Usually, the Vice-chair is expected to become the next year's Chair. The Chair is expected to attend the MP workshop at the CRC and Membership Promotion Centralized Training. The responsibilities of this committee typically include:

- A. Attracting new members who will be active in the Society, locally and/or at the Society level
- B. Encouraging membership from all segments of the industry
- C. Encouraging advancement to higher grades of membership when candidates' qualifications meet the specified requirements
- D. In conjunction with the Secretary, ascertaining that all prospective Chapter members are bona fide members of Society
- E. Attempt to sustain the no of members, and preferably to increase the membership.
- F. Advising the President and the Secretary when new members are elected or when members advance in membership grade, to ensure proper recognition at Chapter meetings and in Chapter publications
- G. Organizing and executing membership drives, including encouraging participation from local consulting firms
- H. Receiving from the Attendance Committee and/or Reception Committee a record of the names of people attending the Chapter meetings

- I. Cooperating with and seeking advice from the Membership Promotion Regional Vice Chair
- J. Providing a computer and internet access at Chapter meetings so that individuals can join online
- K. Reviewing each member's status to select and recommend nominations for honors and awards
- L. Collaborating with Student Activities Committee and Young Engineers in ASHRAE Committee to encourage students to retain their memberships when they graduate

Student Activities Committee

The Student Activities Committee (SAC) duties typically include following. Student branch presidents may be members of the Chapter Student Activities Committee.

- A. Chair's Responsibilities
 - a. Attend the SAC Workshop at the CRC
 - b. For regions that have a spring CRC, the Chair for the next year is encouraged to attend the Student Activities Workshop and CRC
- B. Committee's Responsibilities
 - a. Act as liaison between the Chapter and area educational institutions
 - b. Develop and coordinate awards, scholarships and other student incentives
 - c. Encourage the formation and continuing operation of student engineering organizations such as ASHRAE Student Branches
 - d. Recruit new student members
 - e. Provide information on present and future industry manpower needs at both faculty and student levels, by means of counseling, programs, group discussion, etc.
 - f. Promote credit courses in the fields of heating, ventilating, air conditioning and refrigerating at universities, colleges, technical institutes and junior colleges
 - g. Provide speakers to college and high school groups
 - h. Provide individual counseling to promote HVAC&R fields of interest to college students
 - i. Plan use of visual aid presentations for high schools and trade school groups; materials are available through the RVC for Student Activities
 - j. Cooperate with and seek advice from the RVC for Student Activities
 - k. Provide to the RVC PAOE statistical report forms
 - l. Collaborate with the Membership Promotion Committee and Young Engineers in ASHRAE Committee to contact and encourage graduating student members to continue their membership through the SmartStart program. Contact graduating students toward the end of the school year, preferably two or three months prior to the graduation dates.

Research Promotion Committee

The Research Promotion Committee Chair appoints a Vice Chair and a committee. The number of committee members depends upon the expected work load and the number of Chapter members willing to do the committee's work. The *Research Promotion Training Manual* provides significant guidance for this committee. The responsibilities of this committee typically include:

- A. Attending the CRC and Research Promotion Centralized Training
- B. Communicating effectively the objectives, accomplishments and benefits of ASHRAE research and its value to every Society member and the industry
- C. Increasing the annual income for Society sponsored research through Chapter solicitation of members and businesses that directly or indirectly benefit from ASHRAE research
- D. Providing support for and collecting funds for the ASHRAE Foundation and scholarships
- E. Coordinate efforts to obtain Chapter Full Circle donations
- F. In collaboration with Chapter officers, developing a plan and setting a total goal for funds to be collected
- G. Developing a prospect list of businesses in the area, especially those represented in the Society membership and those in an ASHRAE-related field
- H. Assigning minimum goals for the prospects
- I. Assigning each prospect to a committee member and preparing a detailed program with targeted dates for activities and reports
- J. Following current administrative procedures for collecting and reporting contributions
- K. Completing the Research Promotion Donor Form and submitting it with all checks to Research Promotion.
- L. Maintaining a written record of each activity
- M. Cooperating and coordinating efforts with Regional Vice-Chairs for Research Promotion
- N. Coordinating with Chapter officers to ensure that one meeting per year is dedicated to "Research" or "Research Promotion"

Chapter Technology Transfer Committee

The Chapter Technology Transfer Committee (CTTC) responsibilities typically include:

- A. The Chair's attendance at the Chapter Technology Transfer Workshop at the CRC meeting
- B. Coordinating dissemination of technical information in the Chapter's geographic area
- C. Promoting and administering the Chapter's Technology Awards program and encouraging entries in the regional competition
- D. Keeping the Chapter informed on technical issues related to heating, ventilating, refrigeration and air conditioning
- E. Providing assistance to the Chapter Publicity Committee in contacting local news media and Chapter publications and offering to provide necessary information and material
- F. Providing assistance to the Chapter Historian in maintaining a history of the Chapter's technical and energy activities

- G. Reporting to the RVC for the Chapter Technology Transfer Committee
- H. Assisting the RVC for Chapter Technology Transfer to achieve the goals of the Society at the Chapter level
- I. Planning the speakers and other logistics of monthly Chapter meetings for the year, including reviewing speaker presentations for Commercialism Policy infractions.

Government Affairs Committee

The Government Affairs Committee (GAC) Chair is expected to attend the Government Affairs Workshop at the CRC. The duties of this committee typically include:

- A. Providing current, relevant information to Chapter members regarding government activities in their communities, including any limitations placed on these activities by local governmental bodies.
- B. Keeping the Chapter, region and Society Government Affairs staff informed on relevant governmental activities.
- C. Coordinating dissemination of governmental activities-related information to members and obtaining feedback from Chapter and individual member government activities.
- D. Maintaining tools to train and enable Chapter members to effect positive interactions with government entities in their communities, especially in the use of Society documents and the advancement of the Society's public policy agenda.
- E. Serving as a clearinghouse of government adoptions of ASHRAE-developed and endorsed standards, guidelines and positions.
- F. Keeping local governments updated on technical issues.
- G. Promoting the appointment of Chapter members to local governmental bodies.
- H. Reporting PAOE points earned in accomplishing the committee's goals.
- I. If approved by the BOG, assisting a governmental body in writing or developing a regulation, a code, an ordinance or law, or participating in an advisory group to such a body, provided such activity:
 - a) Does not conflict with Society or Chapter bylaws, or Society-approved documents or publications;
 - b) Involves technical or method-of enforcement aspects only, and not support of a political party or candidate; "Chapter cannot speak for Society" policy.
 - c) Does not conflict with any existing Memorandum of Understanding or contractual obligation between ASHRAE and another code or standards writing organization; and
 - d) The member does not request any travel or transportation reimbursement (as defined by the ASHRAE Travel Policy), nor any reimbursement for time away from their regular employment, for the activity.
- J. Providing assistance to the Chapter Publicity Committee (if one exists) in contacting local news media and Chapter publications and offering to provide necessary information and material.
- K. Providing assistance to the Chapter Historian in maintaining a history of the Chapter's grassroots governmental activities.
- L. Reporting to the Regional Vice Chair (RVC) for the Government Affairs Committee.

- M. Assisting the RVC for Government Affairs to achieve the goals of the Society at the Chapter level.
- N. The Chapter GAC chair is responsible for informing Chapter members involved in GAC activities of any local statutory or regulatory limitations placed upon government activities.

Chapter Historian

The Chapter Historian and/or Historical Committee responsibilities typically include:

- A. Requesting Chapter Historians to interview presidential and long-time members to provide be in writing or on audio tape memories of industry history and its progress for inclusion in records, at the CRC and/or on the Chapter's website
- B. Taking pictures of Chapter functions and, if possible, of old air conditioning and refrigeration installations for inclusion in e-Newsletters, records and programs
- C. Checking with the Chapter past and present officers for the availability of Chapter items of a historical nature
- D. Attending the CRC. including the History workshop and reporting the Chapter's progress to the Regional Historian for comparison with other Chapters
- E. Providing the Chapter e-Newsletter editor articles about Chapter history and progress to include in the e-Newsletter
- F. Updating historical records annually, including updating the location of Chapter property
- G. Preparing a display for CRC and showing at a Chapter meeting at least once a year
- H. Preparing a written or digital history of the Chapter, member, company or equipment specific to the Chapter for submission for Gold Ribbon Award and possibly for Lou Flagg Award

Young Engineers in ASHRAE (YEA) Committee

The Young Engineers in ASHRAE (YEA) Committee member should qualify as a Young Engineer in ASHRAE at the start of his or her term. The Chair is expected to attend the YEA workshop at the CRC. The committee's responsibilities typically include:

- A. Attracting new Young Engineers in ASHRAE who will be actively involved in Society, locally and/or at Society level.
- B. Encouraging membership from all segments of industry
- C. Organizing activities focused at attracting and retaining Young Engineers in ASHRAE
- D. Working with the Student Activities Committee to encourage student transfers

Electronic Communications Committee (ECC) and/or Chapter Webmaster

The ECC and Chapter Webmaster responsibilities typically include:

- A. Publishing a monthly e-Newsletter to promote the activities of the Chapter
- B. Communicating with the Chapter President, program chair and other Chapter chairs to obtain information to include in the e-Newsletter
- C. Organizing and editing information into the appropriate format
- D. E-mailing the e-Newsletter to Chapter members, regional officers and relevant Headquarters staff
- E. Working on e-Newsletter distribution, including use of Social Media
- F. Serving as the interface between the BOG and the website maintenance company (if one exists) to ensure all items requested by the BOG are uploaded/updated on the Chapter's and the region's websites
- G. Providing a budget for website activities to the Treasurer
- H. Managing the website budget to include the costs of the website maintenance company and any revenue from business card ads, job postings and online store sales
- I. Ensuring that the Chapter's website complies with Society's website policies
- J. Interfacing with the Regional Electronic Communications Chair (RECC), for all questions, concerns and updates to ECC rules and regulations
- K. Attending all BOG meetings
- L. Establishing an online payment system for Chapter activities
- M. Assisting the BOG in learning and utilizing new software that is available (e.g. web conferencing)
- N. Working with Chapter Technology Transfer Committee, and other relevant committees in setting up and maintaining the Chapter's online registration system
- O. Working with Chapter Publications Committee and/or Newsletter Editor to assist with electronic distribution of the Chapter's e-Newsletter, including posting both current and past issues on the Chapter's website and via Social Media
- P. Working with Publicity Committee when using electronic methods of publicity, including use of Social Media
- Q. Performing other duties as assigned by the Chapter President

CRC Action Committee

The CRC Action Committee shall determine major items of concern to the Chapter; obtain biographies on possible candidates for Society and regional offices, committees, and various regional and Society honors and awards; provide direction to the delegate and alternate delegate on actions to be presented on the Chapter's behalf at the CRC.

The Chair of this Committee shall be a past president of the Chapter, but not the Immediate Past President of the Chapter.

The CRC Action Committee shall be responsible for the following:

- A. To solicit and develop motions and general discussion items to be submitted to the CRC.
- B. To encourage the general Chapter membership to attend and participate at the CRC.
- C. The Chapter CRC Action Committee shall solicit from the Chapter, sections and

student branches within their respective regional areas, recommendations concerning the policies, procedures and operations of the Society, its Chapters, sections and student branches. These recommendations will be reviewed and submitted to Members Council through their respective delegates.

Refrigeration Committee (Optional Post)

The Refrigeration Committee responsibilities typically include:

- A. Cooperating with, coordinating efforts with and seeking advice from the Chapter Technology Transfer Regional Vice Chair and Regional Refrigeration Chair
- B. Promoting the interests and activities of those ASHRAE members whose primary concern is refrigeration
- C. Assisting the Chapter Technology Transfer Committee with Chapter sponsored seminars and monthly meeting speakers
- D. Assisting the Student Activities Committee in making arrangements with area educational institutions for continuing education courses and by other available means
- E. Cooperating with the Membership Promotion Committee chair in identifying potential new members who have keen interest in refrigeration.

BOG Members Without Portfolio

The President may appoint qualified individuals to serve on the Board of Governors without a specific committee responsibility or chairmanship. The unassigned BOG members shall have all rights and privileges of membership on the BOG. The duties to be assigned by the Chapter President. They may include:

- A. Serving as assistants to other committee chairs or elected officers
- B. Serving as chair of special ad-hoc committees that may be formed by the BOG
- C. Serving as advisors and mentors to the BOG.