

# CHAPTER OPERATIONS MANUAL

FOR THE

## UTAH CHAPTER BOARD OF GOVERNORS



# Table of Contents

<b>I.</b>	<b>INTRODUCTION.....</b>	<b>4</b>
<b>II.</b>	<b>MEMBERSHIP.....</b>	<b>4</b>
A.	GENERAL PRACTICES .....	4
B.	NOMINATION AND ELECTION OF OFFICERS .....	5
C.	NOMINATION AND ELECTION OF CHAIRS .....	5
<b>III.</b>	<b>GENERAL FISCAL POLICIES OF THE CHAPTER.....</b>	<b>6</b>
A.	GENERAL PRACTICES .....	6
B.	CRC TRAVEL EXPENSE POLICIES.....	6
C.	IRS STATUS .....	7
D.	POLICIES RELATING TO DUES ASSESSMENT AND COLLECTION .....	7
E.	INSURANCE FOR THE CHAPTER.....	8
<b>IV.</b>	<b>MEETINGS .....</b>	<b>8</b>
<b>V.</b>	<b>DUTIES FOR OFFICERS AND BOARD MEMBERS.....</b>	<b>8</b>
A.	PRESIDENT.....	9
B.	PRESIDENT ELECT .....	9
C.	TREASURER.....	10
D.	SECRETARY.....	11
E.	BOARD MEMBER.....	12
F.	PAST PRESIDENT .....	12
<b>VI.</b>	<b>CHAPTER CHAIR ROTATION .....</b>	<b>13</b>
A.	BOARD OF GOVERNORS MEMBER .....	13
B.	CHAPTER SECRETARY .....	13
C.	CHAPTER TREASURER.....	13
D.	CHAPTER PRESIDENT ELECT .....	14
E.	CHAPTER PRESIDENT .....	14
F.	THE PAST PRESIDENT.....	14
<b>VII.</b>	<b>COMMITTEE DUTIES .....</b>	<b>14</b>
A.	NOMINATING.....	14
B.	GRASS ROOTS COMMITTEES .....	14
C.	THE STUDENT ACTIVITIES COMMITTEE.....	15
D.	CRC ACTION COMMITTEE .....	16
E.	HONORS AND AWARDS COMMITTEE .....	16
F.	PUBLICITY COMMITTEE.....	17
G.	UTAH ENGINEERS COUNCIL COMMITTEE REPRESENTATIVE (UEC).....	17
<b>VIII.</b>	<b>CHAPTER MEETINGS.....</b>	<b>18</b>
<b>IX.</b>	<b>CRC DELEGATES.....</b>	<b>18</b>
<b>X.</b>	<b>TRAINING OF NEW BOARD OF GOVERNORS MEMBERS .....</b>	<b>19</b>

<b>XI.</b>	<b>CHAPTER COMMITTEE CHAIRMAN TRAINING SESSION.....</b>	<b>19</b>
<b>XII.</b>	<b>ADVERTISEMENTS AND ENCLOSURES IN THE CHAPTER NEWSLETTER.....</b>	<b>20</b>
<b>XIII.</b>	<b>ASHRAE NEWSLETTER SUBMITTAL POLICY .....</b>	<b>20</b>
<b>XIV.</b>	<b>IMPORTANT DATES.....</b>	<b>21</b>
<b>XV.</b>	<b>SAMPLE BALLOT.....</b>	<b>23</b>

## **I. Introduction**

The Chapter Operations Manual is a supplement to the Chapters Board of Governors approved by-laws. It spells out in detail the general operation of the Chapter as directed by the Board of Governors. All changes and or revisions of the Chapter Operations Manual must be approved by a majority vote of the Board of Governors. The manual's main purpose is to provide a working set of rules:

- A. For Board of Governors members and Officers
- B. For Chapter Committee Chairs
- C. A Checklist for all of the above to see that they are performing all tasks for which they are responsible.

## **II. Membership**

Membership on the Chapter Board of Governors shall be determined by election of the Chapter membership as outlined in Article VII of the Chapter Bylaws, and by this section.

### **A. General Practices**

Membership on the Chapter Board of Governors shall be determined by election of the Chapter membership.

One of the most important things that the Board must do is to select people to serve as chapter officers. The very nature and personality of the chapter itself is reflected in those that serve on the Board, and to a great extent, the future of the chapter is in the hands of those officers. When selecting candidates for the office of Secretary, try to visualize this same person as chapter President, because in four years, he or she, will be President. Does the person have the interest and the potential to serve in the chairs for four years, culminating in a year as President? In the past, there have been some exceptional members who hadn't been members very long before being voted into the chairs; however, it would be prudent that a candidate be a member for two or three years at least. It is also recommended that anyone being nominated to the office of Secretary should have first served as a chair person or board member and have attended at least one CRC.

Sometimes it's hard to know beforehand how well a person will serve until they are actually in an office, because a fair amount of growth takes place as a responsibility is placed on their shoulders. A couple of key things to look for are;

the basic personality of the individual (responsibility, integrity, self-motivation), and their level of interest in ASHRAE.

The old ASHRAE adage of “the office seeks the person; the person does not seek the office” is still a good one to consider. Also, the “Manual of Chapter Operations” has a good section on selecting officers.

## **B. Nomination and Election of Officers**

The nominating process should start at least two months before the actual election is anticipated in May. The nominating/selection process takes a lot of calendar time because the Board only meets once a month. In Appendix “A” of the “Operations” manual, it is suggested that the nominating committee be formed and nominations be called for from the floor during the NOVEMBER meeting. This might seem way early, but it’s not. Consider this time schedule so that elections can be done by May as required by the Utah Bylaws.

The ballot should be mailed to members and returned to the Chapter Secretary prior to the May meeting so that the new officers can be announced at the May meeting.

The following information is offered as an adjunct to the ASHRAE publication “Manual for Chapter Operations”. It is not intended to supersede the MCO, rather offer information peculiar to the Utah Chapter, and to detail the reasoning and intentions of some of the Chapter’s methods of operation.

## **C. Nomination and Election of Chairs**

The same kinds of considerations exist for selecting chair-persons; however, in this case it is well if the candidates have particular skills or interests that relate to the committee they will chair. It has been seen too many times that in the haste of finding someone to chair a committee, the person is talked into it, and agrees to do it for all the wrong reasons, then never performs. As a result an entire year is wasted, and the frustration is intense, both for the Board and for that Chair person. Don’t set someone up to fail.

As each candidate is queried concerning their interest in the position, be sure to completely define for them their role and responsibilities, and how long they will be expected to serve. It would be best if the President-elect had a part in this process wither by working with the nominating committee directly and contacting the candidates, or by defining their goals and expectations in writing so that the nominating committee can give them to the candidates.

Vice-Chairs should always be selected with the goal to make that person the Chair after the Chair-person's term has expired. Each Chair-person serves two years as Chair. There should be a Vice Chair in place during these same years in order to assist the Chair and to learn their responsibilities. The Vice Chair becomes Chair when the chair's term expires, and a new Vice Chair is appointed. That way there is always a Chair and Vice Chair serving concurrently and there is always an experienced person to head up the committee at the beginning of the year.

Suggestion: A committee is more than one or two people. Strongly encourage the Chairs and Vice Chairs to have several people on the committee. It will be more fun and more successful. Too often, when one person tries to do all the work of a committee, they become overwhelmed, frustrated, feel guilty and get nothing done. If after a few months they haven't selected people for their committee, select some for them, or give them names to choose from. That way you will be helping them to succeed.

### **III. General Fiscal Policies of the Chapter**

#### **A. General Practices**

The scholarship fund was set up in the late 1980's for the purpose of furnishing scholarships to deserving individuals. All students in related fields of study and in the chapter boundaries are eligible. The intention is that the recipient be a Student Member of ASHRAE; however, there is no current active student chapter.

The scholarship fund is currently in an Ameriprise Financial account. The scholarships are funded only from the interest. The principal of the fund remains intact. The principal is increased several ways, including transfer of excess chapter funds, direct donations by individuals and fund raisers. Certainly, any source is welcome. As the principal amount of the fund increases, the scholarship awards can grow in either size or number as the Board of Governors sees fit.

#### **B. CRC Travel Expense Policies**

Each August, Chapters' Regional Conference is held in Region IX and hosted by one of the 13 Chapters. Those required to attend include, the Delegate and Alternate (typically the current and incoming president), and the grass roots committee chair people. This includes Membership, CTTC, Student Activities, and Historical. The Past President, Chapter Secretary, Treasurer and Governors are also highly encouraged to attend, along with any other chapter members. The

Research Promotion Committee Chair is expected to attend the multi-region Research Promotion Training Meeting also typically held in August.

The Society pays for the transportation costs of the Delegate, Alternate, and Membership chair. The chapter pays for transportation, lodging and airfare costs of those required to attend on the chapter's behalf but are not paid for by society. Many of the officer's employers will cover these expenses, and could be encouraged to do so, especially at times when the Chapter does not have excess funds.

### **C. IRS Status**

The Utah Chapter is a non-profit organization under the umbrella of the Society's IRS standing. See the "Manual of Chapter Operations" for details. There is normally no requirement for any contract filing with the IRS, nor the State of Utah.

Exception: There is a current (1997) IRS requirement that in the event the chapter's gross income in a calendar year exceeds \$25,000, that a form be filed with the IRS. We would not expect this to occur until the year 2009, when the Utah Chapter hosts its next CRC. If and when the income exceeds \$25,000, the Chapter Treasurer needs to contact the financial people at Society for guidance, and see that the IRS form is filed properly, as there is a penalty for non compliance. As of the writing, the Rocky Mountain and Kansas City Chapters have had to file these forms.

### **D. Policies Relating to Dues Assessment and Collection**

It has been the practice of the Chapter for many years to collect its own dues, rather than have Society do so for us.

The dues structure is as follows:

Local Chapter dues are concurrent with society dues, that is payable on July 1 of each year. As the Chapter at large does not function in the summer, it has been customary to send a local dues invoice with the September newsletter. The newsletters are sent to ALL area-assigned ASHRAE members regardless of whether or not they have been a local chapter member. The September, October, and November newsletters should include an invoice and encouragement to pay local dues. After November, the treasurer should give the names of those dropped to the Chapter Membership Chair person, who, in turn, should contact these individuals in hopes of getting them to join.

Current dues structure as of 2004-2005 is \$110 for regular chapter membership and \$25 for remote chapter members. There is a \$10 early bird discount available for regular chapter membership if paid at or before the November chapter membership meeting.

The regular chapter membership dues include the newsletter and lunch at the chapter meetings. Remote Chapter Membership is to be made available ONLY to those area-assigned members living outside the Wasatch Front area. Remote chapter membership includes meals at the first two regular chapter membership meetings attended. They are then expected to pay for their meal at any additional Chapter Meetings they attend.

Guest fees for regular monthly chapter membership meetings are \$25 which includes meal. This may be applied toward chapter dues if person joins the chapter during the same year.

Life Chapter Membership: No charge for dues or meals. This should be granted to those who have attained society Life Membership status, which requires the attainment of 65 years of age AND 30 year's membership in ASHRAE.

These policies and prices enumerated here are subject to change at any time by a majority vote of the Chapter Board of Governors. It is recommended that changes in the policies be made only with the most compelling of reasons, but the pricing be reviewed annually and changes be made when necessary.

#### **E. Insurance for the Chapter**

For those years that the chapter hosts CRC, it is recommended that we purchase insurance.

### **IV. Meetings**

Board of Governors meetings shall be called on an as needed basis by the Chapter President. It is recommended that meetings be held monthly throughout the Fiscal year.

The Chapter President shall chair all Board of Governors meetings or his designate or another Chapter Officer in the event the President can not attend.

Meetings shall follow the format of Robert's Rules of Orders and contain duties and composition as outlined in Article V, page 3 of the Chapter Bylaws.

### **V. Duties for Officers and Board Members**

Duties of each Board of Governors member shall be as outlined in Article VI of the Chapter Bylaws. In addition each member shall be assigned the following additional duties:

**A. President**

In addition to carrying out the duties, of Chief Executive officer as outlined in the Chapter Bylaws the President shall also be responsible for the following:

1. Setting meeting times and calling meetings to order.
2. Preside over all Board of Governors meetings using Robert's Rules of Order.
3. Appointing of all Committee Chairs prior to June 1.
4. Develop a calendar of events for the Chapter year prior to August 1.
5. Train new Officers and Board of Governors members and Committee Chairs prior to August 1.
6. Prepare the CRC report with the assistance of the President Elect prior to July 1.
7. Each year select an auditing committee to audit the previous years books and have the committee membership approved by the Board of Governors.
8. Together with the Past President select a nominating subcommittee of the Board of Governors and have the subcommittee members approved by the Board of Governors. This should be completed by the June meeting.
9. Prepare the annual Chapters Regional Conference (CRC) report to be delivered at the next August CRC and completed by July 1. The President shall appoint a committee of the Board of Governors to assist him in organizing this report
10. Represent the Chapter at the next August CRC as the Chapter Delegate.

**B. President Elect**

The President Elect shall Chair the Chapter Technology Transfer Committee (CTTC). As Chairman of the CTTC the President Elect shall be responsible for the following.

1. Arrange for all Chapter meeting arrangements, including meeting place, meals, reservations, seating arrangements, etc. The President Elect will also be responsible for presenting the costs of any such meetings and presenting the costs to the Board of Governors for approval. This should be completed prior to the budgeting process as outlined in the Treasure's responsibilities.
2. Arranging for speakers at all Chapter meetings. Speakers for the year should all be arranged prior to the August meeting.
3. Arranging for speaker expenses as approved by the Board of Governors.
4. Arrange for sponsors of Chapter Technical sessions.
5. Represent the Chapter at the next CRC as the Chapter Alternate.
6. President-Elect shall be responsible for calling the meeting place prior to each meeting with the expected attendance number.

## **C. Treasurer**

The treasurer is responsible for the receipts, safekeeping and disbursement of chapter funds, for keeping adequate records of finances, for keeping chapter expenditures in line with income. The treasurer will keep the Board of Governors informed of the financial condition of the chapter and submit a monthly financial report to the Board of Governors, with a copy to the Regional Chair.

1. The Treasurer must use the chapter Quicken program to manage all of the chapter's accounts and funds.
2. At the beginning of each Society year, the Treasurer shall meet with the outgoing Treasurer and create a budget for the following year. After the Chapter Officers have agreed on a budget, they should present the budget to the Board of Governors at the September board meeting. After the Board of Governors has reviewed the budget and given input for changes, the Chapter President shall request a motion from the Board of Governors for approval of the upcoming year's budget. Upon approval of the annual budget, the treasurer shall present a budget report to the board showing

year to date expenditures vs. budgeted expenditures at each Board of Governors meeting.

3. If a Committee Chair wishes to appropriate funds for a budgeted item he/she may do so with the approval of any Chapter Officer. No funds shall be appropriated which are not budgeted without the approval of the Board of Governors.
4. The Treasurer shall be responsible for gathering all the receipts from each chapter meeting and chapter dues. Upon collecting the receipts, the Treasurer shall deposit the receipts and dues into the Chapter checking account within 48 hrs, between the time of collection and the deposit of monies the Treasurer shall be personally responsible for all funds. Common sense and care for storing and transporting shall be the responsibility of the Treasurer.
5. If required (confirm with society), in July the Treasurer shall file IRS form 990 with the IRS as outlined in the Manual of Chapter Operations. The Board of Governors should select a local accounting firm to assist with this duty.

#### **D. Secretary**

The Secretary is the primary record keeper for the Chapter.

1. The secretary shall record minute's at all official Board of Governors meetings and record the minutes in all the appropriate places as outlined in the Manual of Chapter Operations. The Secretary shall also record minutes at the monthly membership meetings.
2. The Secretary shall present all minutes in typewritten form to the Board of Governors prior to the next board meeting. This shall be done by FAX or E-Mail., and will allow the Board of Governors to review the minutes prior to the next board meeting.. After Board of Governors approval of the minutes, the Secretary shall forward the minutes to Society Headquarters and a copy to the Regional Director.
3. Each June the secretary shall do a summary of all the Chapters' minutes for the past year. This summary shall include mention of all motions passed and any major issues that the Board of Governors acted on during each meeting.

4. The Secretary shall be responsible for the Calling Committee. The Calling Committee shall contact all the members as directed by the Secretary regarding meetings and special events.
5. At the beginning of each Society year, the Secretary should assemble a calling committee of sufficient size to contact all Chapter members in a reasonable amount of time.
6. The Secretary shall be responsible for the calling database, which the calling committee should use to call Chapter members. All Chapter members in the database should be contacted prior to each meeting. The caller should indicate to the member the next meeting time and place, along with the subject of the meeting.
7. The Secretary shall update the calling committee database on a monthly basis to ensure that all new members are added. All members who specifically request to be on the calling committee list should also be added.
8. The secretary shall be responsible for maintaining a current membership database with each member's contact information including their email address.

#### **E. Board Member**

Each Board member shall be responsible for attending Board of Governors meetings and assisting the President in leading and organizing the Chapter. Each board member will be assigned specific duties for interfacing of the Grass Roots Committee Chairman as assigned by the Chapter President.

#### **F. Past President**

The Past President shall serve on the Board of Governors for one additional year after fulfilling his duties as president. The Past President shall be a voting member of the Board of Governors and is expected to attend all Board of Governors meetings. In addition, the past president has the following duties;

1. Participate on the Board of Governors nominating committee.
2. Prior to the December Board of Governors meeting, the Past President shall select and recommend Chapter members to serve on the Chapter Nominating committee. These members shall be approved at the

December meeting by the Board of Governors for recommendation to the Chapter membership to serve on the Chapter Nominating Committee. At the January membership meeting, the Chapter President shall present to the membership the Board of Governor's recommended members for the Chapter Nominating committee as outlined in the Manual of Chapter Operations. The Board of Governors shall only recommend members to serve on the Nominating committee. Election of the Nominating Committee must be made by the Chapter Membership.

3. Serve as CRC Action Committee Chair.

## **VI. Chapter Chair Rotation**

The Nominating Committee should elect Chapter Officers and Board of Governors members in the following rotation:

### **A. Board of Governors member**

A Chapter Member in good standing should have at least one year of chairing a Chapter Grass Roots Committee before serving on the Board of Governors.

### **B. Chapter Secretary**

It is preferred that a Chapter Member serve at least two years on the Board of Governors before moving on to the Chapter Secretary position

The first Officer position held by a Board of Governors member shall be the Chapter Secretary. The Chapter Secretary should have served on the Board of Governors for at least 1 year but the Nominating Committee may waive this requirement if the committee deems the circumstances so warrant.

### **C. Chapter Treasurer**

The Chapter Secretary shall be nominated to the position of the Chapter Treasurer, if in the opinion of the Chapter Nominating Committee, he has successfully fulfilled his duties of Chapter Secretary in an honorable and satisfactory manner.

**D. Chapter President Elect**

The Chapter Treasurer- shall be nominated to the position of the Chapter President Elect, if in the opinion of the Chapter Nominating Committee, he has successfully fulfilled his duties of Chapter Treasurer in an honorable and satisfactory manner.

**E. Chapter President**

The Chapter President Elect shall automatically, as stated in the Chapter Bylaws, be elected as Chapter President after he has completed his term as Chapter President Elect, as outlined in the Chapter bylaws. Moving from President Elect to President is automatic and requires no action or selection by the Nominating Committee. The President Elect may only be denied the President position if the Chapter membership decides to remove him from office. To remove a Chapter Officer or Board of Governors member from office, the Chapter Membership must adhere to the rules as outlined in the Chapter Bylaws.

**F. The Past President**

Shall be elected to the Board of Governors for one more term as outlined in the Chapter Bylaws. This too is automatic and can only be changed by the Chapter Membership for removal of Chapter Officers and Board of Governors members as outlined in the Chapter Bylaws.

**VII. Committee Duties**

In addition to the duties and responsibilities outlined in the society Manual for Chapter Operations and the Chapter Bylaws, Committees shall have the following duties and responsibilities.

**A. Nominating**

1. The Nominating committee shall perform its duties as outlined in the Manual Chapter of Operations. The Board of Governors shall offer candidates for nomination to the Nominating Committee.
2. The Past President has the responsibility of organizing the Nominating Committee and shall attend Chapter Nominating committee meetings

**B. Grass Roots Committees**

1. Grass Root Committees are those committees that are established by Society and are represented from the Chapter level and throughout the Society. Grass Root Committees change from time to time, as they are organized by the Society Board of Directors. As of this writing the following Grass Root Committees are in place:
  - a) Student Activities Committee
  - b) Chapter Technology Transfer Committee
  - c) Membership Promotion Committee
  - d) Research Promotion Committee
  - e) Historical Committee
  - f) Grass Root Committees must be represented and chartered as outlined in section 2 of the Manual of Chapter Operations.
2. In general each Grass Root Committee must have a Chairman, Vice Chairman and at least 3 members to carry on the tasks of the committee. The Chapter President-Elect shall appoint the committee chair of each committee in May of each year for the upcoming Society year which starts on July 1st. The committee Chair shall appoint the Vice Chair and the committee's standing members, the committee chairs should be represented by chapter members who have demonstrated a willingness and ability to serve the assignment in an acceptable manner.
3. Grass Root committee chairs are expected to attend the Chapter's Regional Conference (CRC) and attend the workshop for their particular committee. With the exception of the Research Promotion Committee Chair who is expected to attend the Annual Research Promotion Multi-Region Training Meeting. Committee Chairs are also expected to attend any specified training sessions sponsored by the Society.

## **C. The Student Activities Committee**

1. Shall coordinate and support the Chapter's Student Branches. The chapter should work to have student branches in each of the learning institutions within the boundaries of the chapter that have engineering programs. This committee shall also be responsible for the chapter scholarship program.

**D. CRC Action Committee**

This committee shall be composed of the two immediate past delegates to the CRC, the present delegate and alternate and the upcoming backup alternate, when selected, in conformance with the Chapter Bylaws. The Chair should be the immediate past president of the Chapter. This committee should function as outlined in Section 2 of the Manual of Chapter Operations.

**E. Honors and Awards Committee**

The Honors and Awards Committee is appointed by the Chapter President. This committee should include the chair and at least two additional members, preferably past chapter presidents. The duties of this committee are to promote the recognition of outstanding chapter members within the chapter, the region, Society, associated societies and the community. The Honors and Awards Committee should function as outlined in section 2 of the Manual of Chapter Operations

**F.                   Publicity Committee**

This committee shall be responsible for producing the chapter newsletter entitled “Hot Gas Bypass” And maintain the chapter website. They shall also be responsible for publicizing all chapter events the chairman of this committee shall be appointed by the Chapter President. The committee should consist of a Vice Chairman and at least two other chapter members.

**G.                   Utah Engineers Council Committee Representative (UEC)**

Each year the Chapter President shall appoint a member in good standing to represent the Chapter at the UEC. The representative shall be expected to attend the UEC meetings and report to the board the activities of the UEC. This representative shall also represent the Chapter at any local lunches, dinners or seminars promoted by the UEC. This person is typically a Governor at Large on the Board of Governors.

All other committees as outlined in the Manual of Chapter Operations.

## **VIII. Chapter Meetings**

Regular Chapter meetings shall be held on the first Friday of each month September through May of each calendar year. The monthly meeting date, time and meeting place shall be the decision of the Board of Governors. However, at least 9 Chapter meetings must be held per year as stated in the Chapter Bylaws.

Meeting formats shall be as outlined in the Manual of Chapter Operations with each meeting highlighting a particular theme relating to the Society and the Chapter. The May meeting shall be the Chapter's annual meeting and during this meeting the following shall be presented:

- A. Presidents message for last year's accomplishments.
- B. Report to the membership by the Chapter Treasurer on the budget and the financial health of the chapter.
- C. The President elects message regarding the focus for the up coming year.
- D. Newly elected members are presented.

## **IX. CRC Delegates**

Each year at the April or May meeting the Board of Governors shall elect a Delegate, an Alternate and a substitute Alternate to represent the Chapter at the upcoming CRC. In the event that the Delegate can not attend the Alternate shall move up to the Delegates position and the substitute Alternate shall take the place of the Alternate. All changes in the status of the Delegate and the Alternate must be approved by the Board of Governors prior to attending the CRC. The Chapter President shall notify the Society and the Regional Chairman as to who will represent the Chapter at the CRC.

Travel costs for the Delegate and Alternate is paid by the Society to attention the CRC. The Board of Governors may elect to pay other expenses for those attending the CRC on the Chapter's behalf-. The Board of Governors must approve all expenses. Members wishing to be reimbursed for expenses must submit appropriate receipts to the Treasure for payment prior to the October meeting.

Typically the CRC Delegate shall be the current President and the Alternate shall be the President Elect. This may be changed at the discretion of the Board of Governors in the

event that the President or President Elect can not attend. Every effort shall be made by the President and the President Elect to attend the CRC.

The substitute may be any member of the Chapter in good standing. However, the Board of Governors should make every effort to have a member of the Board of Governors fill this position. Grass Root committee Chairs are also expected to attend the CRC. Typically the Board of Governors makes funds available to assist the attendee with expenses to the CRC.

## **X. Training of new Board of Governors Members**

Each year prior to the September meeting a two-hour training meeting shall be held for the new incoming Board of Governors members. This shall be chaired by the Past President and the vice chair should be the Chapter President. This is typically held in conjunction with the July or August Board Meeting. All other Chapter Officers should also attend. During the meeting the new Board of Governors members should be introduced to the following:

- A. Chapter Bylaws - A copy of this document should be supplied to the new Board of Governors members and the Past President shall review the entire document with all members of the meeting paragraph by paragraph.
- B. Chapter Operations Manual - This document should also be given to the new Board of Governors members and reviewed as the bylaws.
- C. Chapter Operations Manual - Each new Board of Governors member shall be given a copy of manual and the Chairman should make the new members familiar with the document.
- D. PAOE - A copy of the latest PAOE should be presented to the new Board of Governors members.

## **XI. Chapter Committee Chairman Training Session**

Each year prior to first September meeting the Chapter President shall call a meeting of all the Board of Governors members and the Chapter Committee Chairman. This is typically held in conjunction with the July or August Board Meeting. During this meeting the Chapter President shall present the following:

- A. PAOE to each member attending. The Chapter President shall review each section of the PACE with all those attending.

- B. The Chapter President shall review with all those attending his goals and MBO's for the upcoming year, and explain to each committee chairman what is expected of them for the upcoming year.
- C. The Chapter President shall make special committee assignments for all Board of Governors members.

## **XII. Advertisements and Enclosures in the Chapter Newsletter**

The Board of Governors of the Utah Chapter of ASHRAE has adopted the following policy:

In the interest in serving the Chapter member by providing them with information regarding professional or technical education opportunities that are sponsored by local businesses, but not necessarily by the Chapter or society, paid advertisements may be placed in the Chapter Newsletter under the following conditions:

- A. Such advertisements must be for the education of the design professional and would include such things as technical seminars and/or business seminars.
- B. The Board of Governors shall determine the fee to be charged for the placing of approved advertisements in the newsletter. Such fees shall be determined on a case-by-case basis unless a flat fee is determined by the Board.
- C. Advertisements for commercial products are not permitted, due to the fact the Chapter is a not-for-profit organization, and that the size and content of the newsletter could become unmanageable.
- D. The Chapter will not perform mailings separate from the newsletter for any individual or organization unless the Chapter chooses to co-sponsor a seminar, and the success of the seminar is dependant upon additional mailings for the notification of the membership.
- E. Under no circumstances shall the membership roster nor any portion thereof, be given to any individual, company, or organization without the full approval of the Board of Governors, and then only for the benefit of the Chapter membership itself. It is not permitted that the membership roster be used for any reason outside of the normal business of the Chapter.

## **XIII. ASHRAE Newsletter Submittal Policy**

- A. Articles or notices shall be submitted in electronic form whenever possible. Scanning in artwork or graphics is not a problem and will gladly be accepted.
- B. File format shall be MS Office 97 or Corel Version 7. Submittals using MS Office 98 or 2000 formats cannot be opened by the software used to compile and edit the newsletter. Also, saving files made in MS Office 98 and 2000 to formats earlier than Office 97 (i.e. Office 95) cannot be opened.
- C. The Utah ASHRAE newsletter is edited using MS Publisher 97. This software has been found very acceptable. The application is fairly stable and easy to use but has the limitation of requiring legacy file formats. Word processing is performed using Corel Office 7.
- D. The deadline for submittals is the Friday preceding the next scheduled meeting. The newsletter is generally sent out electronically on the Friday preceding the next meeting. Submittals made after Friday or in unacceptable formats are at risk of not making the Newsletter.
- E. The newsletter serves as the voice of the Utah ASHRAE BOG and as a meeting reminder. Submittals are primarily the responsibility of the BOG and Committee Chairs.
- F. The editor's job is primarily to take care of the mechanics of the publications, maintaining the mailing list in conjunction with the chapter Secretary, seeing that ASHRAE guidelines concerning the masthead and disclaimers are included and getting the publication out on time.

#### **XIV. Important Dates**

Important dates to remember;

- |          |   |
|----------|---|
| August   | Nominate the Engineer-of-the-Year and submit the name to Utah Engineers Council |
| November | Submit nominees to the Board  |
| November | Elect the Nominating Committee consisting of 5 members.                         |
| March    | Hold elections  |
| May      | Elect Delegate and Alternate for CRC  |

July

Produce CRC Report

**XV. Sample Ballot**

Ballots need to be completed by March 30, 2002

Please complete the following ballot and return to

XXXXXXXXXXXXXXXXXXXX  
XXXXX XXXXXXXXXXXXXXX XXXXXXXX  
Phone (XXX) XXX-XXXX  
Fax (XXX) XXX-XXXX  
E-mail xxxxxxx@xxxxxxxx.com

Ballot for ASHRAE 2002-2003 Officers

Please vote for one of the following.

President Elect      yes / no      XXXXXX XXXXXX

Write-in

Treasurer            yes / no      XXXXXX XXXXXX

Write-in

Secretary            yes / no      XXXXXX XXXXXX

Write-in

Board of Governors    yes / no      XXXXXX XXXXXX

Write-in

Note: The person receiving the least amount of votes for secretary will serve as a Board of Governors member.