



# Rochester Chapter - ASHRAE

## Manual of Procedures

### (MOPS)

#### 50/50 Raffle

- 50/50 raffle proceeds shall be equally split between research promotion and the student scholarship fund. These funds shall be tracked in separate categories in the checking account and at the end of the year will be distributed equally to ASHRAE research and our chapter Scudder account scholarship fund.

#### Tax Filing

- Filing of taxes shall be the responsibility of the outgoing president. The past president shall be responsible for filing his own year's taxes as president.
- The past president shall attend the year end Audit Committee meeting and at the end of the meeting either take the year's financial files to the Chapter-designated accounting firm or proceed with the request of the Audit Committee for further information, then take the year's financial files to the Chapter-designated accounting firm.
- The President shall then verify and sign the tax returns and receive a receipt that the returns have been filed by the accountant in accordance with Chapter policy.
- If any fines or delinquency notices are levied by the IRS at any time, then the receiver of the notice (current or past president) must immediately take action and contact the board or accounting firm responsible to remedy and bring satisfaction or abatement of all charges.

#### Electronic Chapter Newsletter

- The electronic chapter newsletter should not be used for general vendor advertising.
- The only acceptable form of advertising in the newsletter is business card ads.
- Educational opportunities for local professionals shall be allowed to be advertised in the electronic newsletter at no charge.
- Student co-op positions and student resumes shall be posted in a specific area for Chapter member's use.

#### Chapter Member Privacy

- Member mailing list information shall not be distributed to any non-ASHRAE entity. Member mailing list information shall be used only by the chapter to distribute information on events and other society information.

#### Audit Committee

- The audit committee shall meet with the incoming treasurer to review the audit process and provide guidance.
- The audit committee shall meet after the close of the Chapter fiscal year (June 30) and review the preceding year's financial statements. The final statements shall either be approved, or further clarification asked of the year's Treasurer.

- At the completion of the audit, the Committee shall turn the financial documents over to the outgoing President for transmittal to the Chapter's designated accountant for tax filing.

### **Nominating Committee Chairperson (2<sup>nd</sup> Year Past President)**

Per the Rochester Chapter Bylaws, the Nominating Committee chairperson position is automatically filled by the 2<sup>nd</sup> Past President. The Nominating Committee including the chairperson shall consist of at least five Chapter members in good standing. It is the responsibility of the Chairperson to identify potential committee members and confirm their willingness to serve on the committee. Typically, good committee candidates are Chapter Past Presidents.

#### **Nominating Committee Objectives:**

To identify candidates from the Chapter membership for Officer and Board of Governor positions and prepare a list of nominees to submit to the chapter for election.

#### **Nominating Committee Duties:**

- November:
  - Chairperson selects candidates for Nominating Committee.
- December Chapter Meeting:
  - Chairperson presents list of Nominating Committee candidates to members present at meeting. Chairperson asks for any additional nominations by members.
- January:
  - Publish proposed Nominating Committee in Chapter Newsletter.
  - At Chapter meeting, Chairperson presents the list of Nominating Committee candidates to members and a vote is taken to approve the Nominating Committee members.
- January/February:
  - Chairperson schedules a meeting with Nominating Committee to identify potential officers (with the exception of the President's position) and BOG candidates.
  - The Chairperson records the list of potential candidates.
  - The Chairperson or his or her designee contacts the potential candidates to seek consent in standing for election. February
- February:
  - Not less than thirty (30) days before the March meeting, the Nominating Committee shall present to the Attendance Chairperson the list of candidates selected. The Attendance Chairperson shall send via email the list of proposed candidates to all members with voting rights.
- March:
  - At March Chapter meeting, Nominating Committee chairperson presents the list of candidates to the members. Any members with voting rights may nominate individuals from the floor for any office of BOG position. If such a nomination occurs, this name shall be placed on the ballot.
- March/April
  - After the March Chapter meeting, and not less than ten (10) days prior to the April meeting, the Attendance Chairperson shall send via email a ballot to all members with voting rights. Ballots are returned to the Attendance Chairperson.
- April:
  - Nominating Committee Chair of Chapter President announces the election results.
- May:
  - New officers and BOG members are announced and installed. This is typically done at the ASHRAE picnic.

### **Immediate Past President**

- Organize CRC reservations and attendance.

- Attend CRC as delegate.

## **President**

- The president shall issue the meeting agenda a minimum of one week prior to the BOG meeting.
- Provide PAOE information to officers, chairpersons and board of governors.
- Make sure PAOE points are entered.
- Submit monthly president message for newsletter publication.
- Organize and conduct a planning meeting held in June.
- Filling any empty chair positions or board of governors positions.
- Complete an organizational chart.
- Set up the meeting dates for the upcoming year.
- Organize and conduct monthly board meetings.
- Attend CRC as alternate.
- Provide written report of CRC published to membership in newsletter.
- Provide end of year summary report presented at CRC when past president.
- Appoint an audit committee and attend the year-end financial audit committee review.
- File taxes for their own presidential year.
- Disseminate information from society to officers and board of governors.

## **President Elect**

- Attend president training in April.
- Establish a program planning committee with president. Do this early.
- Lead in the coordination and development of Chapter programs for the year with assistance from the vice-president.
- Coordinate arrival, lodging for Distinguished Lecturers or program speakers if necessary.
- Coordinate and establish program for the year.
- Reserve meeting place for years meetings.
- Obtain speaker gifts for year.
- Introduce speakers.
- Present speaker gifts.

## **Vice President**

- Conduct survey at end of year to prepare program for following year as president elect.
- Assist president elect with programs and technical sessions.

## **Secretary**

- Secretary shall keep the minutes of the board of governor meetings of the Chapter.
- The secretary shall issue meeting minutes no later than two weeks after the BOG meeting.
- Secretary shall complete and send out the ballot form for the next years election of board of governors by the membership.
- Assist the incoming treasurer in developing the year's budget proposal in July and August.

## **Treasurer**

- The treasurer shall issue the treasurers report one week prior to the chapter meeting.
- Develop a budget for the following year. Maintain the budget and provide corrections for the next year if necessary.

- Treasurer and President must sign the check writing signature card for bank. This is important to be able to withdraw cash.
- Maintain the tax exemption form. This should be signed by the treasurer. Provide this when making payments to vendors to void tax payment.
- Rochester Chapter of ASHRAE Address is (do not change this address):
  - Rochester Chapter of ASHRAE
  - 150 State Street
  - Rochester, NY 14614
- We are currently using Mengle, Metzger, Barr as our accountant.
- An audit shall be completed by the audit committee every year. The audit team shall consist of the audit committee (appointed by President) and the outgoing treasurer.
- Postage
  - We maintain a bulk mail account with the post office. Payments must be made at the Jefferson Rd post office in person. Make multiple payments throughout the year to avoid overdrawing checking account. Typical payment \$200 to \$300.
  - It is possible to call weigh room at the Jefferson Rd Post Office to check how much money is left on the bulk mailing account. (Current mailings cost approx \$70 per mailing)
  - Pay \$150 rental fee for postage meter at RES (due May 1)
- Lynn Englbrecht Contact at RES for questions (254-2350)
- Treasurer is responsible for picking up the mail from the mailbox at the RES monthly before board meetings and distribute to appropriate individuals.
- Treasurer works the table with the attendance person at chapter meetings. Writes receipts, helps with 50/50 raffle, etc...
- Reports needed for monthly meetings are a copy of the previous months check register, Income/Expense Report and budget report. Bring copies of reports for all at board meetings.
- Maintain the category classification when using Quicken. This will automatically provide the budget and income/expense reports.
- Records should be kept for 7 years.
- Chapters are responsible for filling taxes. See President's responsibilities for filing procedure.
- Must be careful of fund raising and documentation of receipts. For example if funds are being raised for student scholarships the funds must only be used for student scholarships, etc.
- The chapter dues paid/unpaid are records that show if a member has paid their local dues. They may have paid the society dues and not the chapter dues.
- The treasurer will be responsible to call a meeting at the end of their term to review the chapters investment portfolio to ensure that it's performance meets the needs of the chapter. The meeting attendees shall also include the president-elect, an additional BOG member, and the investment professional in charge of the account.

## **Membership Chairman**

- Monthly Newsletter - Submissions must be emailed to the newsletter chair. Typically need to be in by the 3<sup>rd</sup> week of the month prior to publication.
- Monthly reports will be available on the ASHRAE website.
  - a. Chapter Dues Paid / Unpaid Report
  - b. Delinquency Report
  - c. Chapter Change Report
  - d. New Member Welcome Letters
- Monthly reports can also be downloaded from ASHRAE's website @ [www.ashrae.org](http://www.ashrae.org). You will need to enter your member ID number and pin number. To access the membership activities site go to 'Manage Your Membership' then 'My Chapters'. You should then be able to click on 'Rochester' and then 'Run Chapter Reports' to access the reports. The most useful of these reports is the Chapter Master List report which is a detailed listing of all members assigned to

the chapter with their associated contact information, membership codes, date of affiliation etc. This list can be sorted using Excel for different purposes.

- Notification of new members must be sent to Lynne Engelbrecht at RES [lynne.engelbrecht@frontiernet.net](mailto:lynne.engelbrecht@frontiernet.net) and to the current attendance chair. This is required to establish new members on the RES mailing list and chapter meeting invite notices sent out by attendance. The required information for Lynne is the preferred mailing address of the new member and for attendance chair it will be phone number, email, and preferred mailing address.
- For each ASHRAE meeting, check with the attendance chair to see if any new members are attending. If so, introduce them to the group, and present them with an ASHRAE pin. It is nice to meet the person when they register and talk to them a bit and try to introduce them to some people. At the beginning of the dinner speaker session they should be introduced to the entire group as a new member.
- Board Meetings
  - a. Report on new members. New member name and where they work.
  - b. Report on member upgrades.
  - c. Check attendance chairman meeting attendance list to find out if there are any new members attending the meeting to introduce.
- Speak at membership nights. Give a 1 minute pitch about why it is good to join ASHRAE. Introduce new members. Membership nights are held twice a year once in November and once in February (or as scheduled).
- PAOE Points: continue to update on the website. Go to 'Membership', 'Secure Chapter Activity' and scroll down to PAOE. Logon ID: rochestr and Password: ken011 (case sensitive).

### **Research Promotion Chairman**

- Attend the kickoff and training meeting at the start of the campaign year. This meeting is mandatory and provides the information, forms and tools that will be needed through the year.
- Complete an action plan for the campaign. This is a one page form provided at the kickoff meeting that makes sure the campaign has been thought out. This form must then be sent to the region chairman. This will earn the chapter PAOE points.
- Request Donor Recognition Certificates from Society. These certificates will not be automatically sent to the Chairman. As some chapters do not distribute these certificates, they only send them to the chapters that request them.
- Schedule a Donor Recognition Night. This is our way of letting the chapter members know who has donated to ASHRAE Research. Personally call the donors and let them know that they are being recognized at the meeting. At this meeting, distribute the certificates and thank the donors. Let the region chair know when this is scheduled for. This will earn the chapter PAOE points.
- List donors from previous year in the electronic news letter as further recognition of their commitment to ASHRAE Research.
- Form a volunteer committee and send the committee to the region chairman. This committee will aid in calling potential donors. Let the region chair know who is on this committee. This will earn the chapter PAOE points.
- Contact the board of governors for the Full Circle Award. This award requires the donation of \$100 from each upper board member and the Research Promotion Chairman. This will earn the chapter PAOE points.
- Solicit donations from engineers, engineering firms, manufacturers and manufacturer's representatives. Fill out the Receipt form for any interested parties and send it to them. If necessary, personally meet with potential donors.

### **Student Activities**

- Ask for 3 volunteers to serve as committee members, railroad them if need be.
- Coordinate Chapter student activities with Society student activities liaison
- Attend August CRC as Student Activities chair (mandatory)
- Develop an action plan before Sept. 1st. Transmit to RVC for discussion and approval
- Update PAOE on ASHRAE website as necessary
- Provide support to RIT Student Chapter as necessary. Following is a list of past activities:
  1. Meet with Student Advisor PRIOR to the start of RIT's academic year and plan for meetings and activities
  2. Attend kickoff meeting each quarter (fall, winter, spring)
  3. Assist in election of Student Chapter officers
  4. Develop meetings with S.C. President and Student Advisor
  5. Propose a Senior Design Grant project to the SC for implementation. Submission for funding MUST be in no later than Dec 1 to Society
  6. Follow up with Society on past Senior Design grants- provide pictures, documentation as requested
  7. Present the Student Design competition specifics to the SC for the year
  8. Develop tours, student activities for SC
  9. Attend "E-cubed" fair in April with students as representatives
  10. Review scholarship applications and receive the Betlem award recipient from the Student Advisor.
- Work with MCC student group as necessary. This group is relatively inactive, but some effort should be made each year to present ASHRAE to the students if at all possible.
- Coordinate student scholarship applications with student advisor and forward Society, Region 1 and local Chapter scholarship information no later than Feb. 1<sup>st</sup>. Review completed applications and then review with Student Activity Committee members to award. Present scholarships and Betlem award at the May picnic or alternate locations as agreed upon. Obtain pictures for submission to Society.
- Develop contacts at local high schools for career days, shadowing events, student Q and A sessions
- Develop contacts at local primary and middle schools for science days, job presentations, parent/child activities. Use Chapter members as liaisons to schools if at all possible

### Education Chairperson

1. The American Society of Heating, Refrigeration and Air Conditioning Engineers (ASHRAE) - Rochester Chapter continuing education is the responsibility of the Education Committee. The Education Committee is the responsibility of the President Elect - Main Program Chairman, Vice President - Technical Session Chairman, and the Education Chairman. The committee is chaired by the President Elect. The Education Chairperson is appointed by the President. The Education Committee has the responsibility of administering the continuing education program.
2. The Education Chairperson must be a licensed professional engineer with at least ten years experience in mechanical engineering. The chairperson must also have completed the PIE coursework accreditation certification seminar. This person is responsible for making sure that all of the program criteria are met. The chairperson is required to be knowledgeable of any and all program requirement changes.
3. PDHs will be awarded on the basis of 1.0 PDHs for every 50 minutes of contact time. This contact time does not include breaks. Courses with less than 50 minutes of qualified contact time will not be approved. Equivalent Continuing Education Units (CEUs) are awarded on a conversion of 0.1 CEUs per 1.0 PDHs. For courses to be approved they must meet the following requirements:
  - a. The course must have a clear purpose, objective and scope. This must be made available to the public prior in the formal course announcement and must be clear, concise and measurable. Learning outcomes, commonly referred to as participant

behavioral or performance objectives, are written statements developed from identified needs, and which:

- i. Provide a framework for activity, course, or program planning.
    - ii. Are the basis for selection of content and instructional strategies.
    - iii. Describe to learners exactly what knowledge, skills, and/or attitudes they are expected to accomplish/demonstrate as a result of the course.
    - iv. Are the basis for providing periodic feedback, measuring progress, and final assessment of learning.
  - b. The instructor must have sufficient experience in the given subject as depicted in a submitted bio. The Education Committee is responsible for assuring that only qualified individuals are directly involved in developing and conducting each course and that the instructor has competence in the subject matter and the ability to communicate and facilitate the learning experience.
  - c. The instructor must have sufficient contact time as depicted in a submitted timeline. The timeline must reflect the course broken down into easily definable sections with a listed contact time. The contact time listed for all of the sections must total the total required contact time to achieve the desired quantity of PDHs. Material that does not meet the standard for continuing education defined here is not included in this total. This may result in additional contact time required to achieve the desired quantity of PDHs.
  - d. The course content must be sufficient to increase learning on a professional engineering level as depicted in submitted course materials. It is the responsibility of the committee to insure that the program is engineering related and has value to the learner. Instructional methods should appeal to diverse learning styles and the methods used should provide opportunities for learners to be actively involved, interact with the instructor and materials, process what they learned, and receive feedback that reinforces learning. The Education Committee must take steps to protect intellectual property rights.
  - e. There must be an assessment of learning at the end of each course. There is an obligation to require learners to demonstrate that they have attained the learning outcomes. The assessment procedure, its timing, and its application are part of the planning process. At the conclusion of the course, a completed quiz will be collected from the learners. This quiz will be on a scale of 5 to 10 questions per 1.0 PDHs. The quiz will be kept with the course records.
4. The President Elect - Program Chairman is responsible for determining the educational and training resources required and provide a means of ensuring their availability to support the learning outcomes for each course. Resources include:
- a. The learning environment.
  - b. Facilities.
  - c. Audio / Visual equipment.
  - d. Reference materials.
5. The Education Chairperson shall verify and report that each learner has (or has not) met the specified requirements for satisfactory completion and is (or is not) awarded Professional Development Hours (PDHs). Satisfactory completion requires that individuals legibly sign in prior to the beginning of the course and remain in attendance through the entire session. PDHs will not be granted retroactively.
6. Both the Education Chairperson and the Chapter President shall retain electronic copies of the attendance list for a minimum of 7 years. The education chairperson shall also maintain the original on file. These records will be passed on from person to person as individuals holding

these positions change. Records will only be released by written request from the attendee to insure privacy and security. The records shall include the following:

- a. Name and address of location attended.
  - b. Learner's name, organization/company affiliation, e-mail address and social security number.
  - c. Program title.
  - d. Program completion date.
- PDHs / CEUs awarded.