



MANUAL OF PROCEDURES

For

RESEARCH PROMOTION COMMITTEE

LAST REVISED: 01/xx/15

MANUAL OF PROCEDURES FOR RESEARCH PROMOTION COMMITTEE

FOREWORD

The Research Promotion Committee (RP) is a General Standing Committee of the Society and operates under the direction of the Board of Directors and Members Council. The Rules of the Board (ROB) for RP is its constitution. Proposed changes to the ROB and its appendices must be approved by the Board of Directors.

This Manual of Procedures (MOP) is a supplement to the RP ROB that describes the methods and procedures by which that committee accomplishes the duties and responsibilities assigned to it. The MOP is an internal document of the committee for its own guidance. The MOP and revisions thereto, require approval of Members Council. (96-02-18-07)

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SECTION A - RESEARCH PROMOTION COMMITTEE - GENERAL

Part 1 Responsibilities/Duties

A1.1 The Research Promotion (RP) Committee shall advise and direct the Society's fund-raising activities to support the Society's programs.

Part 2 Membership

A2.1 The RP Committee shall consist of members as described in Section 2.422.002 of the ASHRAE Rules of the Board

Part 3 Meetings

A3.1 The RP Committee shall meet two times each year, at the Winter and Annual Meetings of the Society. (See Section 2.422.003 of the ASHRAE Rules of the Board.)

Part 4 Operations

A4.1 A quorum shall exist if a majority of the membership, including the chair and vice chairs is present. The Board ex-officio members and any presidentially appointed consultants to the committee are non-voting members and are not eligible in determining quorum requirements.

SECTION B – CHAIR, VICE CHAIRS AND CONSULTANT

Part 1 Selection

B1.1 The chair of the RP Committee is nominated by the President-Elect of the Society from the current membership of the RP Committee and elected by the Board of Directors (BOD) to serve a one-year term commencing at the close of the next Annual Meeting of the Society. (ROB Book 2, 100-109-001)

Part 2 Duties of Chair

B2.1. The chair is responsible for the organization of the RP Committee and its Executive Committee.

B2.2 The chair shall preside over all meetings of the RP Committee and its Executive Committee.

B2.2.1 With the advice of the staff liaison and the RP Committee, the chair shall be responsible for the preparation of agendas of the business to be transacted.

B2.2.2 The chair shall be responsible for ensuring that the staff liaison provides minutes of the meetings of its RP Committee and its Executive Committee.

- B2.3 The chair shall appoint ad hoc committees or working groups from the membership of the committee or the Society membership whenever necessary in order to assist in fulfilling his/her responsibilities.
- B2.4 The chair shall appoint or nominate committees or representatives of the RP Committee as directed by the President or the BOD or as requested by other standing committees of the Society.
- B2.5 With the assistance of the staff liaison, the chair shall prepare and submit to the Members Council and the BOD, through the BOD Ex-officio, a semiannual report, an annual report, and such other reports as required by the Board.
- B2.6 The chair shall be responsible for informing the RP Committee and Chapter chairs of Society policies and procedures in regard to the solicitation of funds.
- B2.7 The chair, or his/her appointed representative, will act as liaison to the Research Administration Committee (RAC) for the purpose of briefing RAC on RP Committee activities and on activities and issues of mutual interest.

Part 3 – Duties of Vice Chair

B3.1 Membership

- B3.1.1 The three vice chairs shall be members of the Executive Committee of the RP Committee and shall assist the chair with his duties and responsibilities.

B3.2 Society Meetings

- B3.2.1 The vice chairs shall attend the committee meetings at the Winter and Annual Meetings of the Society, the RP Executive Committee meetings as scheduled by the chair, and Members Council or Technical Committee (TC) meetings as assigned by the chair.

B3.3 Responsibilities

- B3.3.1 The vice chairs, as directed by the chair, shall schedule their attendance at centralized training so a member of the RP Executive Committee attends each training session. These sessions shall be arranged by the Regional vice chair of each Region in accordance with the committee's ROB.
- B3.3.2 The vice chairs shall assist the Regional vice chairs and supervise the RP activities in Regions as assigned by the chair. The vice chairs shall act as liaisons between the committee chair and the Regional vice chairs.
- B3.3.3 If the chair is unable to attend a scheduled meeting (committee meeting, Executive Committee meeting, centralized training session), he/she shall designate one of the vice chairs to conduct the meeting.
- B3.3.4 Each vice chair shall provide a report of his activities and the status of his assigned Regions at least three weeks prior to each Winter and Annual Meeting of the Society as directed by the chair.

B3.3.5 Upon completion of their terms, vice chairs shall review with incoming vice chairs the past RP activities of their assigned Regions, turn over files, and make suggestions for improvement of programs in their assigned Regions.

B3.3.6 Prior to the Society's Annual Meeting, the First Vice Chair will prepare the following year's committee objectives and present these objectives to the committee for their review during the Society Annual Meeting. The objectives will be included in the committee's report to the council at the annual meeting as an information item, and a copy of the objectives will be sent to the Assistant to the BOD at Headquarters.

If any committee does not submit its objectives to the council at the annual meeting, the assigned DAL (BOD Ex Officio) is responsible for contacting the incoming committee chair and working with him/her to complete objectives.

Staff (Assistant to the BOD) will send copies of objectives to the BOD Ex Officio.

Each objective should be measurable and should include a projected completion date, fiscal impact (if any) and other information that would clarify the intent of the objective. If an objective is to be assigned to a specific member or subcommittee of the committee, this should also be included.

A status report of the objectives will be included in the committee's report submitted to the council at the Society's Winter Meeting.

A final report of the objectives will be included in the committee's report submitted to the council at the Society's Annual Meeting. The objectives prepared by the committee's First Vice Chair for the following year will also be included in this report. These two reports on objectives will show the council what the committee accomplished during the Society year that is ending and what is planned for the upcoming year.

Part 4 - Duties of the Consultant

B4.1 Membership

B4.1.1 The Consultant shall be a non-voting member of the RP Committee and shall assist the Chair with assigned duties and responsibilities.

SECTION C - EXECUTIVE COMMITTEE

Part 1 Membership

C1.1 The RP Executive Committee shall consist of the chair and three vice chairs.

C1.2 The Consultant may serve as a non-voting member of the RP Executive Committee at the discretion of the Chair.

Part 2 Meetings

C2.1 The Executive Committee shall have two meetings each year, one at the Winter and Annual Meetings of the Society.

Part 3 Responsibilities

C3.1 The Executive Committee shall recommend to the RP Committee changes in policy.

C3.2 The Executive Committee shall provide guidance and support to Regional vice chairs.

C3.3 The Executive Committee shall assist in preparation of budgets for the RP Committee.

C3.4 The Executive Committee shall periodically review the RP MOP and Training Manual and recommend changes to the RP Committee.

C3.6 The Executive Committee shall coordinate the solicitation and recognition of individuals, companies and organizations that provide major contributions at the ASHRAE RP Golden Circle and Platinum Circle levels.

C3.7 The Executive Committee will recommend the William J. Collins, Jr. RP Award winner based on the nomination of the Regional Vice Chairs and the award's selection criteria.

C3.8 The Executive Committee shall annually select the individual to be featured on the RP Campaign Commemorative Coin.

SECTION D - REGIONAL VICE CHAIRS

Part 1 Meetings

D1.1 Regional vice chairs shall attend the RP Committee meetings held during the Winter and Annual Meetings of the Society, the CRC held in their Region, the Regional planning meeting and the RP Centralized Training session for their Region.

Part 2 Responsibilities

D2.1 Confer with Chapter presidents regarding the appointment of Chapter RP Chairs.

D2.2 Ensure that each Chapter RP Chair has a copy of the RP Training Manual.

D2.3 Obtain answers to RP and fund raising questions from RP Chairs in the Region.

D2.4 Ensure that Chapters are aware of promotional materials available from Headquarters.

D2.6 Maintain liaison with all Chapter RP Chairs and Chapter presidents by phone, letter and/or Chapter visits.

D2.7 Monitor the transmission of all contributions submitted by Chapter RP Chairs to ASHRAE Headquarters.

- D2.8 Assist the Chapter RP Chair, upon request, in soliciting and accepting earmarked funds as defined in Appendix 2.
- D2.9 As necessary, mediate in splitting of investments between Chapters according to the procedure described in Appendix 3.
- D2.10 Review the monthly reports and inform staff liaison at ASHRAE Headquarters of errors.
- D2.11 Monitor the follow-up of major investors in the Region by identifying the appropriate forms in the Training Manual to Chapter RP Chairs, obtaining responses to the follow-ups, and communicating the results to Headquarters.
- D2.12 Notify Chapter RP Chairs in the Region of the awards program for recognizing major investors.
- D2.13 Conduct an RP session at the CRC for Chapter RP Chairs and other interested parties. This session shall last a minimum of 2 hours.
- D2.14 Participate in a six hour minimum centralized RP centralized training session for Chapter RP Chairs in their Region early in the fiscal year using materials and activities as outlined in the RP Training Manual and led by the RP Staff Liaison. A Chapter RP Chair who attends this recommended six-hour training session, will be reimbursed for transportation costs in accordance with ASHRAE Transportation Reimbursement Guidelines.
- D2.15 The RP Executive Committee shall determine the location(s) of the RP Centralized Training sessions. The RP Executive Committee shall notify the RP Regional Vice Chair (RP RVC) of the location and the RP RVC shall coordinate training attendance with the DRC and Chapter RP Chairs. These trainings will be led by the RP Staff Liaison with participating help of the attending RP Executive Committee member and attending RVCs.
- D2.16 Assist the Chapter RP Chair, upon request, by visiting their Chapters in the Region. The Society has indicated that travel may be reimbursed for a maximum of three Chapter visits if authorized by the Director and Regional Chair.
- D2.17 Close the RP campaign at the end of the fiscal year-by sending thank-you letters to the Chapter RP Chairs and/or Chapter Presidents in the Region.
- D2.18 Assist the DRC and Chapter RP Chairs in determining the Chapter goals and the corresponding Regional goal for the coming year.

SECTION E – REVISIONS TO RULES AND PROCEDURES
(The section is for informational purposes only.)

Part 1 Revisions to Rules of the Board

- E1.1 Proposed revisions to the Rules of the Board (ROBs) may be submitted by committees, councils and Board members. Changes proposed by a committee shall be submitted through the body to which it reports; councils and Board members may submit proposed changes directly to the BOD.

E1.2 To propose a change to an existing ROB:

Present a two-column comparison showing the current ROB number and wording and the proposed ROB wording. A proposed change, as a minimum, shall include the ROB number, the proposed change, and the reason for the change.

E1.3 To propose a new ROB:

Present the wording for the new rule and include a statement indicating a recommended placement of the new rule within the ROB framework. Examples:

It is recommended that this rule be placed in ROB Book II, Publishing Council ROB

It is recommended that this rule be placed in ROB Book I, section 300, Meetings of Members.

E1.4 To propose rescinding an existing ROB, include in the recommendation the ROB book in which the rule is located, the rule number or other identification code, and the wording of the rule.

E1.5 Proposed changes to Society-wide policies and procedures (e.g., Travel Reimbursement Policy, Election and Appointment Procedures) shall follow the same procedure as for changes to ROB's.

Part 2 Revisions to Committee Manual of Procedures (MOP)

E3.1 Revisions to this Manual of Procedures must be approved by Members Council.

APPENDICES

APPENDIX 1 EXCERPTS FROM RULES OF THE BOARD

APPENDIX 2 ASHRAE GUIDELINES FOR SOLICITATION AND ACCEPTANCE OF EARMARKED RESEARCH FUNDS

APPENDIX 3 POLICY FOR SPLITTING INVESTMENTS

EXCERPTS FROM RULES OF THE BOARD

2.422 RESEARCH PROMOTION COMMITTEE

2.422.001 SCOPE AND PURPOSE

2.422.001.1 05-02-06-10
The Research Promotion (RP) Committee plans and implements programs within the Society to generate funds for the support of ASHRAE programs.

2.422.001.2 (effective 2013-07-01)

The scope of the RP Campaign is expanded to include raising funds for Society scholarships. (12-10-26-14B)

2.422.002 MEMBERSHIP

2.422.002.1 Composition

The members of this committee are as follows

- A. Voting membership shall consist of a chair, three vice chairs, and each regional vice chair-Research Promotion. (06-01-25-08)
- B. Board ex officio and coordinating officer assigned as non-voting members
- C. Consultant
- D. The President of ASHRAE Research Canada (ARC) shall be appointed as a consultant to the ASHRAE Research Promotion Committee and travel expenses shall be paid to attend the meetings of this committee at the Society's Annual and Winter Meetings. (76-07-01-40/06-01-25/07-06-27-16)

2.422.002.2 Qualifications

Regional Vice Chairmen shall be Members of the Society in good standing, and shall have been Members for three years prior to the start of their terms. (71-08-21-20/78-06-28-39/79-06-27-46/84-02-02-15)

2.422.002.3 Term of Service

Service on this committee is intended to be for a 3-year term. Additional year(s) may be required to fill a position when determined by the DRC. Appointments are made, however, each year by the President-Elect for the administrative year covered by his term as president. (85-06-26-11/86-06-25-09/94-06-26-04)

The chair of the committee shall be a non-voting member of the Members Council. (93-01-24-09/03-07-02-11B)

2.422.003 OPERATION

2.422.003.1 General Requirements

Responsibility for donor recognition of contributions for Society research, education and scholarship programs is assigned to the RP Committee. (88-06-30-48)

This committee administers the William J. Collins, Jr. ASHRAE RP Award and recommends winners to the Honors and Awards Committee. (93-01-28-49)

The RP Committee shall determine the location(s) in which the RP centralized training of RP Chapter chairs shall be held. These trainings shall take place between July 15th and September 30th.(06-01-25/26-10B)

Each Regional Vice Chair will be responsible for assisting the Chair and the RP Staff Liaison (Manager of Fund Raising) in the coordination of chapter, regional, and Society fund-raising programs.

Each Regional Vice Chair will be responsible, with the cooperation of the Director and Regional Chair, for establishing chapter activities for promotion of ASHRAE research and ASHRAE scholarships and will report at each CRC meeting in the region. (70-01-22-18)

Each Regional Vice Chair is authorized and expected to attend the following meetings. (71-08-21-20/86-01-23-41/90-06-10-14D/94-06-30-15A/95-02-01-10/96-02-21-38)

- A. Chapters Regional Conference
- B. Regional planning meeting.
- C. Centralized Training Session for
- D. Formal visits to Chapters as requested by the Director and Regional Chair. (See 7.2.3)
- E. Regular meetings of the RP Committee at the Annual and Winter Meetings of the Society. (71-08-21-20)

A member of this committee selected by the chair and approved by the Members Council chair may assist in the conduct of RP centralized training session(s). (78-06-28-34/03-07-02-11B)

A program shall be established to recognize contributors and key volunteers. This program will include presentation of certificates and plaques appropriate for the level of contribution at ASHRAE functions. (89-06-29-42)

Honor Rolls of contributors shall be published annually. (85-06-27-29/86-06-25-23/89-02-02-50)

- A. The Honor Roll for corporate contributions shall be restricted to investors of \$150.00 or more. (85-06-27-29/86-06-25-23/89-02-02-50/99-01-28-83)
- B. The Honor Roll for individual contributors shall be restricted to investors of \$100.00 or more. (89-02-02-49A/99-01-28-83)

The Research Promotion Committee Plan will include the development of a "Research Promotion Training Manual," establishment of awards for investors, establishment of an endowment fund and any other means for implementing the Society's goal for funding Society-sponsored research and scholarships.

The Director and Regional Chair may, with the President's concurrence, appoint assistants to the Regional Vice Chairmen serving on the Society Research Promotion Committee, with only one individual from each region to be reimbursed for authorized transportation expense. (70-06-28-34)

All expenses for the Research Promotion Committee shall be expensed from the AHR Exposition Fund. (04-01-25-14)

2.422.004 STRATEGIC PLAN

09-06-21-12C

This committee shall develop procedures for recommending updates to the strategic plan on a continuous basis. As a minimum the committee shall submit a report to the council prior to the Annual Meeting. The report includes the current status of each activity which supports the fulfillment of the committee's assignments under the strategic plan. The committee shall report to the council all recommendations for changes to the strategic plan as provided by the committee's constituents prior to the Annual Meeting.

100-129-001

98-01-21-22

The President and all class A directors of ASHRAE Research Canada shall be compensated by Society for their transportation expenses, if requested, to the annual meeting of ASHRAE Research Canada.

**ASHRAE GUIDELINES FOR SOLICITATION AND ACCEPTANCE OF
EARMARKED RESEARCH FUNDS**

1. SCOPE

1.1 These Guidelines define procedures and outline benefits and limitations for solicitation of funds for specific research projects or categories of research. Such funds are defined as "Earmarked Funds."

1.1.1 These Guidelines are to insure impartial research investigation and documentation in accordance with ASHRAE Bylaws and/or Rules of the Board, which documents take precedence over these procedures.

2. PURPOSE AND OBJECTIVES

2.1 Industry management objectives sometimes indicate that support to specific research projects or categories of research are desirable. An ASHRAE objective is to promote and fund research and other projects that will be of technical and societal usefulness. It is the purpose of these Guidelines to outline means by which both industry and ASHRAE can achieve their objectives.

2.2 Increased industry interest in specific projects will benefit the overall research program as it is anticipated that larger investments will result. Increased investor interest in research and response to results should be beneficial. Increased funding to specific projects will allow diversion of unrestricted funds to other research.

2.3 ASHRAE's objective to advance the arts and sciences of heating, refrigeration, air conditioning, ventilation, the allied arts and sciences and related human factors for the benefit of the general public and ASHRAE's knowledge of research needs will be enhanced through increased cooperation with industry, educational institutions, and other organizations.

3. CRITERIA FOR SOLICITATION AND ACCEPTANCE

3.1 Funds to support specific ASHRAE research projects, categories of research, or related technical activity may be accepted in the form of direct grants from donors. A member of the ASHRAE staff or a society member authorized by ASHRAE may accept funds designated for these purposes.

3.2 Funds that have been accepted by ASHRAE are to be held in escrow until the work proceeds and payments are required in accordance with ASHRAE rules and accounting procedures.

3.3 Funds accepted by ASHRAE under these guidelines must be committed within two years of receipt. If the funds are not committed, the donor shall be asked to release the earmarked funds for general use. If release is not obtained, the funds shall be returned to the donor.

APPENDIX 2-2

- 3.4 It is anticipated and recommended that earmarked funds should be of sufficient magnitude that accounting procedures not be overburdened. Amounts less than \$1,000 may be earmarked into one of the currently approved research categories.
- 3.5 Earmarked funds may be accepted for the following purposes:
 - 3.5.1 For support of ASHRAE approved research projects where the donor affirms the intent of the scope of the project requesting no change in the work proposed.
 - 3.5.2 For support of ASHRAE approved research projects where the donor desires to expand the scope of the work. A work statement suitable to the donor outlining the nature and intent of the expansion must follow the procedures for work statements established by RAC and shall be approved by RAC.
- 3.6 When contractual agreements between the donor and the Society are required, the projects will be designated as Special Projects and must conform to the "Policy and Procedures for ASHRAE Special Projects."

"Committed" means that ASHRAE shall have undertaken an obligation to secure the desired work.

**RESEARCH PROMOTION COMMITTEE
POLICY FOR SPLITTING INVESTMENTS**

1. If an investor wishes to split his/her investment between two or more Chapters, his/her wishes should be followed precisely and with no limitations.
2. If two Chapters lay claim to a specific investment, the following procedure will be followed:
 - A. RP Vice Chair will contact the investor to see if he has a preference.
 - B. If the two Chapters are in the same Region, the Regional RP Vice Chair and the Regional Chair will arbitrate.
 - C. If the two Chapters are not in the same Region, the RP Executive Committee will arbitrate with input from both Regional RP Vice Chairs. The chair of the RP Committee will make the initial contacts.

Note: This policy was adopted by the RP Committee 82-06-27