

NJ Chapter ASHRAE MOP – Fourth Revision
Approved at 11/7/2002 BOG Meeting
NEW JERSEY CHAPTER OF ASHRAE
MANUAL OF PROCEDURES

1. Chapter Administrator & Contract Review Committee
2. Computer & Chapter Records
3. Chapter Property
4. Board of Governors Meeting Expenses
5. Memorial Scholarship Fund
6. Scholarship Eligibility
7. Life Members
8. CRC Expenses
9. Administrative Expenses
10. Audit
11. Audit Committee
12. Nominating Committee
13. Chapter Administrator's Membership
14. Expense Authorization
15. 800 – Number
16. Program Committee
17. Registered Agent
18. Petty Cash Fund
19. Chapter Newsletter
20. Co-Sponsored Seminars & Events

NJ Chapter ASHRAE MOP – Fourth Revision
Approved at 11/7/2002 BOG Meeting

21. Chapter Mailing List
22. Action Item List
23. Fund Raising Activities
24. Chapter Operations Calendar
25. Advertising Policy
(Help Wanted Ads, Positions Wanted, Vendor Tables, Rates)
26. Definition of a Student
27. Deceased Past or Sitting Officers of the NJ Chapter of ASHRAE
28. Board of Governor's Meeting Attendance
29. Board of Governor's Meeting Attendance RSVP

NJ Chapter ASHRAE MOP – Fourth Revision
Approved at 11/7/2002 BOG Meeting

1. **Chapter Administrator:** The chapter will engage the services of an Executive Secretary who will perform the functions outlined in a contract that is renewable annually. The title for this position was changed from Executive Secretary to Chapter Administrator (CA) at the 9/8/94 meeting. If additional functions are required of the CA, the contract shall be amended accordingly and additional compensation agreed upon and recorded.

Contract Review Committee: A Contract Review Committee was established consisting of a president, president elect and vice president. The committee is to review the CA contract starting in February of each year with a final draft submitted no later than May for Board review/approval. (Approved 9/8/94)
2. **Computer & Chapter Records:** The chapter will purchase a computer system for the use of the CA in maintaining such chapter records as the Officers and Governors deem necessary for the successful operation of the chapter. The equipment will be housed at the convenience of the CA.
3. **Chapter Property:** The CA will maintain an inventory of chapter property to be available for review upon request of the Officers and Governors.
4. **Board of Governors Meeting Expenses:** Expenses of BOG meetings will be paid by the chapter for meetings that do not occur on the same date as regular membership meetings.
5. **Memorial Scholarship Fund:** A Scholarship Fund, established as a memorial to our Life grade members, will support student scholarships from the interest earned on the fund. The principal will remain intact in order to fund future scholarships. Upon notification to the chapter of the death of a chapter assigned Life Member, the chapter will contribute a sum from its general funds to the scholarship fund in honor of the deceased Life member. The amount of the contribution is to be decided at that time (\$250 has been approved for several of these contributions). A letter shall be sent to the next of kin by the chapter president. See Appendix 1: Sample Letter. (Approved 2/7/91)
6. **Scholarship Eligibility:** Relatives of ASHRAE members shall be eligible to apply for and be considered for scholarships. (Revised at 4/15/99 BOG Meeting)
7. **Life Members:** Life Members of the New Jersey Chapter shall be exempt from paying chapter dues. (Revised at 4/15/99 BOG Meeting)

NJ Chapter ASHRAE MOP – Fourth Revision
Approved at 11/7/2002 BOG Meeting

8. **CRC Expenses:** Basic CRC expenses will be reimbursed for committee chairpersons and officers, or their delegates, who participate in CRC committee meetings. Up to \$250 per person for such expenses will be reimbursed if the person is not otherwise reimbursed, i.e., by Society or his/her employer. An expense voucher must be submitted to the Board for final decision. (Revised 8/3/95)

“The Board of Governor’s shall be permitted to allow other Chapter members to be reimbursed for basic CRC expenses, where that Chapter member’s attendance at the CRC is warranted”. (Added at 4/15/99 BOG Meeting)

9. **Administrative Expenses:** Recurring bills for services such as the CA, telephone, postage, printing, annual corporate filing fee, etc. shall be paid by the Treasurer without the need for Board approval at monthly meetings. This should eliminate the problem of certain bills falling past due because of extended periods between billing and reimbursement.
10. **Audit:** The services of an accountant, unrelated to the chapter, shall be retained for the purpose of auditing the accounting records and for filing necessary forms with the IRS and other government entities.
11. **Audit Committee:** The Auditing Committee shall automatically be chaired by the Past President who is second removed from the presidency. The committee members shall be the Past President third removed from the presidency and the current Treasurer. (See Bylaws Para 8.3.9 Clarification)
12. **Nominating Committee:** The Nominating Committee shall automatically be chaired by the immediate Past President. Additional committee members shall be the choice of the chairperson.
(See Bylaws Para 5.6 & Para 8.3.10 Clarifications)

NJ Chapter ASHRAE MOP – Fourth Revision
Approved at 11/7/2002 BOG Meeting

13. **Chapter Administrator's Membership:** The Chapter Administrator (CA) shall apply to Society for membership and also become a member of the chapter. The dues will be paid by the chapter. This will be done to facilitate mail from Society to the chapter. If the CA is not a member of the Society, mail would be directed to the President, which would create a time lag for information such as membership records. (Approved 2/7/91)
14. **Expense Authorization:** The CA is authorized to make purchases of supplies for chapter use in an amount not to exceed \$100 without prior approval from the board, and up to \$250 with verbal approval of any officer. Bills will be submitted to substantiate the purchases. This will eliminate the delay in performing some functions caused when waiting for board meetings to obtain approval.
15. **800-Number:** Chapter shall maintain a toll free 800 telephone number for New Jersey, New York and Pennsylvania callers. (Approved 6/4/91)
16. **Program Committee:** The President Elect shall assume the role of Program Chairperson for the fiscal year. The Vice President shall assume the role of Technical Session Chairperson for the fiscal year.
17. **Registered Agent:** The Registered Agent (RA) shall change every five years, commensurate with the five year cycle of Officer Chairs. Each year, approximately in June, the RA will receive a computer card form indicating a filing fee payable to the NJ Secretary of State to insure our corporate charter remains active. The RA will change when the RA becomes President, at which time the RA will become the incoming Secretary. This shall be the procedure unless circumstances make this process impractical in which case the RA shall become the next practical successive chair. The RA must have a New Jersey street address (Post Office Box is not acceptable). Additional filing fee of \$10.00 is required to alter the RA. (Approved 5/31/92)
18. **Petty Cash Fund:** A \$200 petty cash fund will be established for the CA to use for supplies, postage, etc. as needed, and in accordance with prior expense limitations (not to exceed \$100 without prior approval from the board, and up to \$250 with verbal approval of any officer). Periodically, the CA will submit the receipts along with an expense form requesting replenishment of the \$200 petty cash. (Approved 11/4/93)

NJ Chapter ASHRAE MOP – Fourth Revision
Approved at 11/7/2002 BOG Meeting

19. **Chapter Newsletter:** The chapter newsletter will be mailed to all ASHRAE members assigned to the New Jersey Chapter, whether or not they are paid chapter members. (Approved 5/4/95)
20. **Co-sponsored Seminars & Events:** Organizations requesting co-sponsorship from the chapter for a non-ASHRAE seminar or event shall obtain written approval from the chapter president prior to the seminar or event. Organizations shall agree to abide by Article III of the New Jersey ASHRAE constitution (**see Appendix 2: Sample Letter**). Each individual seminar or event shall require a separate approval. The president shall report to the Board of Governors at the next Board meeting all granted co-sponsorship requests.
21. **Chapter Mailing List:** The Chapter President, without Board of Governors approval, shall be permitted to supply the Chapter's mailing list in printed form only to non-profit organizations, where the purpose of using the mailing labels shall be strictly educational, and in line with Article III from the NJ Chapter's Constitution. The recipient organization shall have use of the mailing list for a one time use only, and in no case may they in turn supply another organization with the NJ Chapter's mailing list, for any purpose.
(Approved at 5/13/99 BOG Meeting)

The Chapter President shall report to the Board of Governors at the next Board meeting all approvals granted.

A release form shall be required to be signed by the recipient organization BEFORE the mailing list is forwarded to them. The CA shall coordinate this activity. **See Appendix 3: Release Form.**

22. **Action Item List:** The Chapter Administrator will supply a revised action item list to the President-Elect, on June 1st.

The action item list will be in chronological order, as per calendar month, beginning with the month of July. The list shall include all action items the President needs to know, so as to effectively manage the Chapter.

The President-Elect will review with the Chapter Administrator, Before June 1st, and make revisions as appropriate.

After receipt of the action item list on June 1st, the President Elect shall Distribute the list to all Chapter Officers, Governors, and Committee Chairmen before the July Board of Governor's meeting.

(Approved at 5/13/99 BOG Meeting)

NJ Chapter ASHRAE MOP – Fourth Revision
Approved at 11/7/2002 BOG Meeting

23 Fund Raising Activities

The following Chapter activities could result in a cash surplus upon conclusion of the activity, and after all expenses for that activity are paid.

This cash surplus shall be directed as follows for these specific activities:

50/50 Drawings	To Research Promotion Fund – Acct. #370
Vendor Tables	To Scholarship Fund and used to offset any Student dinner fee expenses – Acct. #440
Golf Outing	To Research Promotion Fund – Acct. #370
Roster / Directory	To both Scholarship & Research Promotion Funds equally Accts. # 440 & #370
Seminars	To Chapter general fund – Acct. #330
Dinner Fees	To Chapter general fund – Acct. #320

At the last Board of Governor’s meeting in the ASHRAE fiscal year (typically the early June BOG meeting), the Board of Governors will vote to determine if the cash surplus that went into specific funds during the year as a result of the above activities, shall either supplement, or be in addition to the Chapter’s original budgeted amount for the specific fund.

Example: \$2000.00 was budgeted at the beginning of the fiscal year for ASHRAE Research Promotion.

Cash surplus’s from specific activities resulted in a total of \$1000.00 deposited into the Chapter’s Research Promotion Fund.

If the BOG votes to use this surplus to add (addition) to it’s budgeted amount, then therefore, the Chapter will contribute a total of:

$$\$2000.00 \text{ (Budget)} + \$1000.00 \text{ (Total Cash Addition)} = \$3000.00$$

The Chapter will therefore send to Society for Research Promotion, by June 30 latest, a check for \$3000.00

This represents the New Jersey Chapter’s contribution for ASHRAE Research for the particular fiscal year.

(Approved at 9/7/2000 Board of Governors Meeting)

**NJ Chapter ASHRAE MOP – Fourth Revision
Approved at 11/7/2002 BOG Meeting**

24 Chapter Operations Calendar

**SEE ALSO MANUAL FOR CHAPTER OPERATIONS, APPENDIX A
For additional action items.**

New Jersey Chapter of ASHRAE

Bylaws & MOP - Chapter Operations Calendar

Approved at July 7, 2000 Board of Governors Meeting

Note: Tasks listed here supersede tasks listed in Appendix A of the Manual of Chapter Operations, in the event of duplication.

<u>Month</u> <u>Due</u>	<u>Task</u>	<u>Responsible</u> <u>Party</u>	<u>Reference</u> <u>Document</u>	<u>Paragraph</u> <u>Number</u>
June	Registered Agent files fee for corporate charter - every 5 years	President	MOP	17
June	Action Item list forwarded to President Elect. June 1	Chapter Administrator	MOP	22
June	Action item list distributed to chapter officers, chairs & BOG before July Mtg.	President Elect.	MOP	22
June	Chapter Committee chairs appointed	President Elect.	Bylaws	8.8 & 6.3
June	Insure chapter receives PAOE point credit for actives	President	None	None
August	Officers & Standing Comm. Chairs attend Region I CRC	President	Bylaws	6.3
August	Work on tax return shall commence.	Treasurer	MOP	6.6
October	Audit treasurer's books for previous fiscal year	Audit Committee	Bylaws	10 & 11
November	Tax return filing due at IRS November 15	Treasurer	Bylaws	6.6
February	Candidate names from Nominating Comm. Are forwarded to general membership	Secretary	Bylaws	7.3
February	Chapter Administrator Contract Review Committee begins contract review.	President, President Elect & Secretary	MOP	1
March	Nominations taken from floor of March meeting	Nominating Comm. Chair	Bylaws	7.4
March	CRC Action Committee prepares motions & nominations	CRC Action Comm. Chair	Bylaws	8.3.1
May	Installation of Officers & BOG members by Region I Officer	Nominating Comm. Chair	Bylaws	7.6 & 3.2
May	Delegate & alternate name announced to general membership	BOG	MOP	9.1

**NJ Chapter ASHRAE MOP – Fourth Revision
Approved at 11/7/2002 BOG Meeting**

25 Advertising Policy

The following NJ Chapter of ASHRAE “publications” are available for individuals and companies to purchase advertising in them:

“Thermogram” newsletter.

Membership Roster

Directory of Products and Services

New Jersey Chapter Web Site

Vendor tables

This MOP shall only apply to these items only.

There may be other situations where advertising may be sold by the NJ Chapter (such as Golf Outing hole sponsors etc.). However this MOP will NOT apply to those specific instances.

1.) Help Wanted Ads:

Any help wanted ads must be placed by a member of the NJ Chapter of ASHRAE. The ad must state the name of the company that is offering employment.

2.) Positions Wanted: ASHRAE members who are also PAID members of the New Jersey Chapter of ASHRAE shall be allowed to post a “Position Wanted” advertisement.

There will be NO COST to the member for this advertisement.

Size and space allotted for the ad will be at the sole discretion of the Newsletter Editor. The member may have to limit their ad size if requested by the Editor. This “position wanted” advertisement shall ONLY be for themselves. Members are limited to only ONE ad per each newsletter.

3.) Vendor Tables:

Vendors tables are available for products and services related to the HVAC & R industry.

>>> Continued on next page>>>>>>

**NJ Chapter ASHRAE MOP – Fourth Revision
Approved at 11/7/2002 BOG Meeting**

- 4.) Advertising Rates: ALL advertising rates shall be set and approved by the Board of Governors of the NJ Chapter. Any revision to currently publicized advertising rates shall also require BOG approval. See Note #5 below, for “free” advertising.**

(Complete MOP #25, and Notes #1-4 were approved at 1/4/2001 Board of Governors Meeting)

5.) “Free” Advertising:

The following types of notices / postings in either the Chapter Newsletter, or Chapter Web Site will be at no cost to the submitter:

- **Information from Non-Profit Organizations**
- **Industry Related information without “profit” motivation**
- **Services to our Members**

Examples: Non-ASHRAE Educational seminars, help wanted ads, position wanted ads, etc.

“Questionable” submissions may be subject to Board of Governors approval.

(This note #5 ONLY was APPROVED at the 12/12/2002 BOG Meeting.)

NJ Chapter ASHRAE MOP – Fourth Revision
Approved at 11/7/2002 BOG Meeting

26 Definition of a student

A “student” is defined as follows:

A person attending a school, taking courses relating to HVAC & R, or engineering,
and have a valid school ID.

(Approved at 1/4/2001 Board of Governors Meeting)

27 Deceased Past or Sitting Officers of the New Jersey Chapter of ASHRAE:

Upon notification to the chapter of the death of a New Jersey Chapter assigned past or sitting officer, the chapter will contribute a sum from it's general fund in honor of the deceased member.

The amount of the contribution and the beneficiary is to be decided at that time.

A letter shall be sent to the next of kin by the chapter president.

See Appendix 4: Sample Letter - Death of past or sitting New Jersey Chapter Officer

(Approved at 3/7/2002 Board of Governors Meeting)

28 Board of Governor’s Meeting Attendance

A.) 2 or More Consecutive Meetings missed:

If a NJ Chapter Officer or Governor misses 2 or more consecutive meetings,
The Chapter President (or President Elect if the impacted member is the President), shall contact the impacted member and stress to them the importance of meeting attendance. The Chapter President shall obtain from the member the reason of the absences, and shall communicate this information at the soonest possible Board of Governor’s Meeting.

B.) 4 or More total meetings missed:

If a NJ Chapter Officer or Governor misses 4 or more meetings total within a given fiscal year, then the Chapter President (or President Elect if the impacted member is the President), shall contact the impacted member and request their resignation.

If the member declines to resign, then the Board of Governors may want to consider their removal as per Bylaws Para. 7.8

(Approved at 7/11/2002 Board of Governors Meeting)

**NJ Chapter ASHRAE MOP – Fourth Revision
Approved at 11/7/2002 BOG Meeting**

29 Board of Governor's Meeting Attendance RSVP

Officers and Governors shall be expected to RSVP to the President concerning Board of Governors meeting attendance, no less than 24 hours before the planned start time of the Board of Governor's meeting.

If the Officer or Governor cannot attend, then they are expected to submit a written report of their activities to the President (or Vice "President, if the non-attending member IS the President), prior to the planned start of the Board of Governor's meeting.

(Approved at 7/11/2002 Board of Governors Meeting)

**NJ Chapter ASHRAE MOP – Fourth Revision
Approved at 11/7/2002 BOG Meeting**

APPENDIX 1:

**Sample Letter to the family of a deceased ASHRAE member
See MOP #5**

Ruth M. Giacobbe
13 Rolling Road
Middlesex, NJ 08846

February 8, 1991

Family of Fred C. Meyer
17 Birchwood Drive
Wyckoff, NJ 07481

Dear Family and Friends:

Please accept the condolences of the New Jersey Chapter of ASHRAE on the recent death of Fred Meyer who had been honored by the Society as a Life Member of the organization.

In recognition of his service to the Society, the Board of Directors of the North Jersey Chapter voted at the February 7th Board Meeting to establish a scholarship fund that will be a memorial to all Life Members. The chapter's contribution will become the seed of a fund we expect will grow to the point that the interest will be awarded as scholarships to engineering students in the HVAC field. The New Jersey Chapter feels the Scholarship Fund is a viable method of meeting the Society's commitment to encourage engineering students, and at the same time recognizing those individuals who have contributed so much to the organization and the industry.

We hope it will be a comfort to you to know that Fred's work will continue through the establishment of this Scholarship Fund. We extend our sincere sympathy to all of you who were near and dear to him.

Sincerely yours,

Ruth M. Giacobbe
President
New Jersey Chapter

**NJ Chapter ASHRAE MOP – Fourth Revision
Approved at 11/7/2002 BOG Meeting**

APPENDIX 2:

**Sample Letter to Organization Requesting Co-Sponsorship of
Seminar or Event**

See MOP #20

**Mr. Siraj Shaikh
Regulatory Programs
GPU Energy
Morristown, New Jersey 1/31/2000**

Dear Mr. Shaikh

Re.: TES Workshop (April 11, 2000)

I am pleased to announce that the New Jersey Chapter of ASHRAE will co-sponsor the TES Workshop planned for April 11, 2000.

Please be aware that our chapter's activities are strictly limited to scientific and educational purposes. In addition, we request adherence to ASHRAE Commercialism Policy (no visual, written, or verbal reference to any organization, that results in promotion or commercial advantage of that organization).

I would appreciate if you could send me the final agenda for the workshop.

Our Chapter Newsletter for the month of March and April will carry the announcement.

On behalf of the New Jersey Chapter, I would like to express my appreciation for providing educational programs for the benefit of HVAC community.

Sincerely,

**Fred Nguyen, PE
President - NJ-ASHRAE**

Cc Chapter Administrator

**NJ Chapter ASHRAE MOP – Fourth Revision
Approved at 11/7/2002 BOG Meeting**

APPENDIX 3:

Release Form to Organization Requesting Chapter Mailing List

See MOP #21

(To be included later)

**NJ Chapter ASHRAE MOP – Fourth Revision
Approved at 11/7/2002 BOG Meeting**

Appendix 4:

**Sample letter to the family of a deceased past or
sitting New Jersey Chapter Officer.**

See MOP #27

Ayman Saleh
214 East Grove Street
Westfield, NJ 07091

March 7, 2002

Family of Roy Czifra
123 Any Street
Anywhere, NJ 12345

Dear Family and Friends:

Please accept the condolences of the New Jersey Chapter of ASHRAE on the recent death of Roy Czifra. Roy was honored by the New Jersey Chapter as a Past President of the chapter.

In recognition of his service to the New Jersey Chapter, the Board of Directors of the New Jersey Chapter voted at the March 7th Board Meeting to make a contribution to the “American Cancer Society”, which was specified by the family as the benefactor of memorial contributions

We hope it will be a comfort to you to know that Roy’s work in the New Jersey Chapter was appreciated by the many industry professionals that he came in contact with during his years as a chapter officer and member. We extend our sincere sympathy to all of you who were near and dear to him.

Sincerely yours,

Ayman Saleh
President
New Jersey Chapter

MOP Bylaws clarifications and changes

Reference is made to the “Bylaws of the New Jersey Chapter of the American Society of Heating, Refrigerating, and Air-Conditioning Engineers, Inc.”, as approved by Society on June 16, 1998.

This New Jersey Chapter Manual of Procedures contains information to supplement the New Jersey Chapter’s bylaws. The contents of this document are not included in the chapter’s bylaws, but are needed to describe specific procedures by which the chapter operates. Examples: Scholarship program administered by the chapter; duties of an officer in addition to those described in the chapter bylaws.

This document supplements, but is not a part of the New Jersey Chapter bylaws.

**The below paragraph numbers are exactly the same as paragraph numbers in the New Jersey Chapter Bylaws.
Please refer to those Bylaws for the wording of the original paragraph.**

Para 2.1 Qualification

(Approved at 5/13/99 BOG Meeting)

The original paragraph from the Bylaws is worded as follows:

Para 2.1 Qualification. The membership of the Chapter shall consist of all members of the Society in good standing and residing in the geographic area of the Chapter, as prescribed by the Board of Directors of the Society, who have properly joined the chapter.

Clarify "geographic area", to specific geographic area defined as:

"All New Jersey Counties north of, and including Ocean & Mercer Counties, plus Sullivan County, NY. "

**NJ Chapter ASHRAE MOP – Fourth Revision
Approved at 11/7/2002 BOG Meeting**

Para 5.4 Quorum and Majority Vote

The original paragraph from the Bylaws is worded as follows:

Para 5.4 Quorum and Majority Vote. A quorum for the transaction of business shall consist of a majority of the Board present in person, and the majority vote of the members present in person or by proxy shall be necessary for the adoption of any matter, except as otherwise provided in the Constitution or these Bylaws. The form of proxies shall be governed by Article III, paragraph 3.7 hereof.

HISTORY / BACKGROUND

>>>The following change to paragraph 5.4 was approved at the Board of Governor’s meeting held 5/13/99:

Quorum and Majority Vote - This is not clear.

Clarify as follows:

“Minimum quorum shall consist of at least 4 (of 6) BOG members, and 3 (of 5) Officers present at a BOG meeting”.

>>>The following change to paragraph 5.4 was approved at the Board of Governor’s meeting held 7/8/99:

Quorum and Majority Vote

Clarify as follows:

“Minimum quorum shall consist of at least 6 - BOG members and officers present at a BOG meeting, out of a maximum potential total, of 11 - BOG members, and Officers.”

**NJ Chapter ASHRAE MOP – Fourth Revision
Approved at 11/7/2002 BOG Meeting**

Para 5.6 Appointments to Auditing Committee

(Approved at 5/13/99 BOG Meeting)

The original paragraph from the Bylaws is worded as follows:

Para 5.6 Appointments to Auditing Committee. The Board of Governors-elect shall appoint members to the Auditing Committee, pursuant to paragraph 8.3.9 hereof, at a meeting of the Board of Governors-elect held prior to the annual meeting of the Chapter. Appointments shall be announced at such annual meeting.

Add the following sentence:

**“The immediate past President shall automatically
assume the role of Chair of the Nominating Committee.
(As per MOP # 12)”**

Para 6.5 The Secretary

(Approved at 7/8/99 BOG Meeting)

The Bylaws approved 6/16/98 read as follows:

Para 6.5 “The Secretary. The Secretary shall send notices of meetings to the members and to the Board of Governors as prescribed in these Bylaws, and to Committee Chairs as requested by the President. The Secretary shall keep the minutes of the meetings of the Chapter and of the Board of Governors and shall promptly file a copy of the minutes of each meeting of the Chapter with the Regional Chair and RVC for Chapter Programs, and shall send advance notices and minutes of meetings of the Board of Governors to the Regional Chair. In addition, the Secretary shall send the Chapter newsletter to the Editor of the official publication of the Society. The Secretary shall maintain a membership roster, a roll of membership attendance, and such books, papers, and records as the Chapter or Board of Governors may direct, which shall be open to the inspection of any member of the Board of Governors. The Secretary shall promptly notify members of their nomination, election, or appointment to office.”

ADD THE FOLLOWING UNDER THE ABOVE PARAGRAPH:

“The role of the "Chapter Administrator" will impact both the roles of Secretary (Para 6.5), and Treasurer (Para 6.6).

The Chapter Administrator’s (CA) contract / job description shall define which duties he/she will perform. Hence, the Secretary and Treasurer will not be responsible for actually performing those duties, but will instead supervise the CA in the performance of duties they are responsible for.”

**NJ Chapter ASHRAE MOP – Fourth Revision
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Para 6.6 The Treasurer

The Bylaws approved 6/16/98 read as follows:

Para 6.6 “The Treasurer. The Treasurer shall receive all funds, including dues, fees, charges and other assessments, and shall deposit such funds in the name of the Chapter in banks or other depositories. The Treasurer shall disburse funds only as authorized by the Chapter's Board of Governors and shall keep appropriate records of receipts and expenses and shall exhibit such records at all reasonable times to any member of the Board of Governors. The Treasurer shall make a full financial report at the annual meeting of the Chapter, a copy of which shall be forwarded to the Regional Chair. In addition, in the absence of contrary written instructions from the Society, the Treasurer shall complete, execute and file any statements or returns incidental to federal or local taxation.”

ADD THE FOLLOWING UNDER THE ABOVE PARAGRAPH:

(Approved at 7/8/99 BOG Meeting)

“Treasurer: Work on the tax return shall commence in the month of August.”

ADD THE FOLLOWING UNDER THE ABOVE PARAGRAPH:

(Approved at 9/9/99 BOG Meeting)

The Treasurer shall “reconcile” the Chapter’s books every month. “Reconcile” is defined as balancing all accounts by comparing the Chapter’s books against the monthly bank statements for each account.

The Treasurer will confirm, and report in his monthly Treasurer’s report that this reconciliation has indeed been done.

Any discrepancies shall be reported in the monthly Treasurer’s report, with an explanation as to why there is a discrepancy(s).

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NJ Chapter ASHRAE MOP – Fourth Revision
Approved at 11/7/2002 BOG Meeting

Para 7.7 Vacancies

(Approved at 7/8/99 BOG Meeting)

The Bylaws approved 6/16/98 read as follows:

Para 7.7 “Vacancies. Whenever there shall be a vacancy in any office except President-Elect or a member of the Board of Governors by resignation or otherwise, the Board of Governors shall have the power to fill such office until the next annual election and installation, and such officer shall have the duties, rights, and privileges of the predecessor.

If the President dies, resigns, or is removed from office, the President-Elect shall immediately become President and shall serve for the remainder of the term of the immediate predecessor. If the time served by the President-Elect as President is less than six months, he/she shall continue to serve as President for the next Society year; therefore the office of President-Elect shall remain vacant until the next annual chapter election. If the President-Elect dies, resigns, is removed from office, or becomes President for more than six months in accordance with the foregoing provisions, a special election shall be held to fill the vacancy.”

ADD THE FOLLOWING UNDER THE ABOVE PARAGRAPH:

“The filling of the position of immediate Past President on the BOG is not defined in the Society Model Bylaws.

A vacancy on the Board of Governors could occur because there is no immediate Past President (due to resignation, or otherwise). This vacancy shall be filled by an eligible chapter member elected by the BOG for the remainder of the term of the immediate predecessor.”

Para 8.3.1 CRC Action Committee:

(Passed at 8/5/99 BOG Meeting)

Para 8.3.1 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; and encourage the Chairs of the Student Activities; Membership Promotion; Refrigeration; Research Promotion; Technical, Energy and Government Activities; Chapter Programs and Historical Committees to attend the CRC. The Chair of this committee should be a past president of the chapter.

Clarify as follows

Para 8.3.1 CRC Action Committee:

Clarification – The Chair of this committee will be the Immediate Past President once removed as of the date of the CRC.

This applies only to CRC’s held in August.

Therefore, the CRC Action Committee Chair shall be the same person

As the previous year’s CRC Delegate, where the delegate is the immediate

Past president for a CRC held in August.

**NJ Chapter ASHRAE MOP – Fourth Revision
Approved at 11/7/2002 BOG Meeting**

Para 8.3.7 Chapter Programs Committee:

(Approved at 9/9/99 BOG Meeting)

Para 8.3.7 Chapter Programs Committee. The Chapter Programs Committee shall make arrangements for speakers for programs and technical sessions at chapter meetings including speaker's requirements for equipment, accommodations and travel arrangements, and acting as host throughout the meeting. The committee shall coordinate the efforts of the chapter by making arrangements with area educational institutions for continuing education courses and develop an active "Speakers Bureau" to present talks and seminars to chapters and regions. The chair of this committee, or a designated substitute, is expected to attend the CRC meeting.

Clarify as follows

“The President Elect shall also assume the position of Program Chair for the New Jersey Chapter.”

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Para 8.3.9 Chapter Auditing Committee:

(Approved at 9/9/99 BOG Meeting)

Para 8.3.9 Auditing Committee. The Auditing Committee shall consist of three (3) members, none of whom shall be members of the Board of Governors, and shall elect its own Chair.

Clarify as follows:

The Auditing Committee shall automatically be chaired by the Past President who is second removed from the presidency.

The committee members shall be the Past President third removed from the presidency and the current Treasurer.

(This is exactly MOP # 11)

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NJ Chapter ASHRAE MOP – Fourth Revision
Approved at 11/7/2002 BOG Meeting

8.3.10 Nominating Committee:

(Approved at 9/9/99 BOG Meeting)

Para 8.3.10 Nominating Committee. The Nominating Committee shall consist of five (5) members in good standing. One member of the Board of Governors may serve on the Nominating Committee, but not as it's Chair. The Committee shall be elected by the Chapter at the December Meeting. At the preceding meeting, the Board of Governors shall submit to the members their nominations for the committee. Additional nominations may be made by members from the floor at said meeting.

Clarify as follows

Para 8.3.10 The Nominating Committee shall automatically be chaired by the Immediate Past President. Additional committee members shall be the choice of the Chair. (This is exactly MOP # 12)

9.1 Election of Delegates:

(Approved at 9/9/99 BOG Meeting)

Bylaws Para 9.1 Election of Delegates. The Board of Governors-elect shall elect from among its members one delegate and one alternate to the Chapters Regional Committee. At least one of said delegates shall be an officer-elect of the Chapter. The delegates shall be announced at the annual meeting of the Chapter. The names of such delegates shall be certified in writing by the Secretary to the Secretary of the Society and the Regional Chair by the first day of the following June.

Clarify as follows

Para 9.1 For Chapter Regional Conferences (CRC's) held in the month of August, the Delegate shall automatically be the Immediate Past President, at the time of the CRC.

The Alternate shall automatically be the current (sitting) President, at the time of the CRC.

The delegates shall be announced at the annual meeting of the Chapter. The names of such delegates shall be certified in writing by the Secretary to the Secretary of the Society and the Regional Chair by the first day of the following June.

**NJ Chapter ASHRAE MOP – Fourth Revision
Approved at 11/7/2002 BOG Meeting**

MOP REVISION DATES:

Original Document Approved at 6/4/98 Board of Governors Meeting

First Revision: 5/13/1999 Board of Governors Meeting

Second Revision: 1/4/2000 Board of Governors Meeting

Third Revision: 4/6/2000 Board of Governors Meeting

Fourth Revision: 11/7/2002 Board of Governors Meeting