

**MANUAL  
FOR  
STUDENT BRANCH OPERATIONS**



# MANUAL FOR STUDENT BRANCH OPERATIONS

## **INTRODUCTION**

The purpose of an ASHRAE student branch is to get more students interested, concerned, and involved in pursuing a career in the field of heating, ventilating, refrigeration, and air conditioning. Student membership in ASHRAE and involvement in a student branch can be a good beginning towards meeting this goal.

Student branches are formed through the sponsorship of local ASHRAE chapters, or in rare cases, under the auspices of an advisory committee. An important link between the students, the sponsoring chapter, and Society is the student branch advisor. It is unlikely that a student branch would be effective without a student branch advisor.

A local ASHRAE chapter can greatly benefit by sponsoring a student branch. Through the student branch, local members may have the opportunity to influence teaching techniques and have access to a steady stream of qualified engineering graduates. All levels within the Society encourage the formation and continuation of active student branches.

The ASHRAE Board of Directors may authorize the organization of a student branch in any school of "acceptable standing."

### **What is a school of acceptable standing?**

It is the consensus of the Student Activities Committee that the sponsoring chapter should be the sole judge of whether the school is of "acceptable standing." It is also noted that since the requirements are fairly rigid for a student to become an ASHRAE student member, any school which can get together 10 students who meet the requirements for ASHRAE student membership and want to form a student branch, with a proper advisor and the sponsorship of a local ASHRAE chapter, should be granted a charter for a student branch.

This manual is written to describe the formation and operation of student branches. Of interest to all ASHRAE members, its primary purpose is to serve student branch advisors, officers, members of the student branch, and the sponsoring chapter.

The Manual for Student Branch Operations is divided into four sections:

- I        PROCEDURES TO ESTABLISH A STUDENT BRANCH**
- II        PROCEDURES FOR STUDENT BRANCH OPERATIONS**
- III       MAINTAINING AN ACTIVE STUDENT BRANCH**
- IV        SUPPORT FOR STUDENT BRANCHES**
- V        GUIDELINES FOR ESTABLISHING A JOINT STUDENT BRANCH**

## **SECTION I**

### **PROCEDURES TO ESTABLISH AN ASHRAE STUDENT BRANCH**

## **PROCEDURES TO ESTABLISH A STUDENT BRANCH**

Organizing a student branch can be a very rewarding experience. Many chapters neglect organizing branches because they feel it is too difficult and time consuming. An ASHRAE chapter (or advisory committee) that is interested in forming a student branch can do so easily and without a lot of red tape or paperwork. If a subcommittee is formed and a few basic procedures are followed, you will find that organizing a student branch can even be fun!

The first and most important step in establishing a student branch is contact with the school. Having an interested faculty member or local ASHRAE member who is willing to be the advisor to the student branch is one of the most important steps in forming a branch. Your chapter will also need to be supportive of the branch not only in the formation of the student branch but in its ongoing activities as well. Once you have the commitment of an advisor, support of your chapter, and of course, student interest, then the rest of the steps will be easy.

Some of the basic procedures are outlined as follows:

1. **Review the qualified colleges and universities in your area.** Any post-high school level institution or a combined group of institutions can have a student branch. Community colleges, two-year technical schools, four-year universities, "at-large" groups, etc. can all participate as a student branch. Refer to the "Introduction" of this Manual for further information concerning "schools of acceptable standing."
2. **Form an education subcommittee.** The subcommittee should be made up of at least three committee members. At least one member should have a flexible work schedule which will allow for meeting with school personnel during normal working hours. It is also a good idea to have a graduate of the school on your subcommittee and, preferably, a recent graduate. This member will be very useful in helping the committee find its way around campus and identifying a professor or local ASHRAE member who would make a good advisor.
3. **Select a student branch advisor.** The key to organizing a branch is to find a good student branch advisor. While organizing the branch, the advisor will help you bring the students together and get all the necessary school approvals for the student branch. Rather than limiting the position of student branch advisor to a faculty member, an enthusiastic ASHRAE community member might also be willing to serve as the branch advisor. Every college has different rules for establishing a branch and the advisor or college dean can also be very helpful in this process. In certain cases, the branch may require two advisors to oversee the group. However, a branch may have no more than two advisors leading the group at any given time.

Sometimes it is difficult to find a willing liaison in the Mechanical Engineering Department because they feel that ASME may be threatened. To overcome this, you should point out that ASHRAE will not compete with ASME but, instead, the two organizations will compliment each other.

If you can't find enough interest in the Mechanical Engineering Department, approach other departments. Other departments that often embrace ASHRAE are the Architectural and Agricultural Engineering Departments as well as the technical schools which offer HVAC, refrigeration, construction management, and energy resource management courses: **SEE GUIDELINES FOR ESTABLISHING A JOINT STUDENT BRANCH (SECTION V).**

4. **Organization Meeting.** After you and your advisor have found a minimum of 10 qualified students, an organizational meeting at the school should be held. During this meeting the students can complete student membership applications if they are not already ASHRAE student members.

Someone well versed in the benefits of ASHRAE to student members should be the speaker. Benefits such as reduced prices on ASHRAE Handbooks, consignment procedures, discounts on other publications, etc., should be mentioned. This might also be an appropriate time to select candidates for student branch officers.

5. **Qualification for student membership.** To qualify for student membership the student must satisfy the

following requirements.

A Student Member shall be a person matriculated in an approved course of study in a university, college, junior college, or technical institute, who is being educated in the arts and sciences covered by the objectives of the Society. Specific requirements with respect to age, full-time student status, part-time student status, certification of student status, sponsorship by Society members, and other appropriate criteria shall be established, and revised as the need arises, by the Board of Directors. Student Member status shall terminate one year after graduation from the school, or one year after the time the Student Member leaves school. (Bylaws, Article 2, Section 2.9)

6. **Student Membership Applications/Dues.** Student membership applications (Appendix J) are available by contacting the local chapter or Society Headquarters.

Dues: First Year's Dues: The dues for one year are \$8 (U.S. Funds). During their first year of student membership, a student may purchase the Fundamentals Volume of the ASHRAE Handbook for an additional \$39.00. Educational discounts are available on other publications as well, including the 2000 HVAC Systems, Refrigeration and Fundamentals Handbook CDs.

Renewal: \$8 (U.S. Funds)

A check must accompany the application. Students who wish to pay in Canadian currency must use the current exchange rate.

7. **Constitutional Authority.**

An ASHRAE branch may be constituted under the auspices of a sponsoring ASHRAE local chapter (see petition - Appendix A or B).

OR

In the rare case of a university or college which cannot obtain the sponsorship of a local ASHRAE chapter, the student branch may be formed under the auspices of an advisory committee appointed by a Regions Council Representative (see petition - Appendix C or D).

*An advisory committee will be comprised of 3 individuals with at least 2 years experience in the HVAC&R field (industry or academia). It is preferred that all 3 individuals be ASHRAE members; however, if this is impossible, at least one member must be a current ASHRAE member.*

*The advisory committee will serve as a liaison between the student branch and Society; support the branch's activities, e.g., plan technical tours, schedule speakers for branch meetings, organize career days, sponsor competitions, raise funds for scholarship support, etc.; keep regular contact with the student branch advisor, offering assistance as needed; and encourage participation in ASHRAE-sponsored programs (competitions, scholarships, grants, etc.).*

Student member grade of ASHRAE is defined in the Society Bylaws Article 2, Section 2.9 (See "Qualification for Student Membership" for complete definition). For excerpts from the Bylaws see Appendix H.

Authority for student branches is vested in the Society Board of Directors. For pertinent Board actions, see current "Rules of the Board". For summary, see Appendix I.

8. **Petition.** The Petition for Establishing a Student Branch (Appendix A, B, C, D) must be signed by the following:

a. A minimum of 10 student members, including ASHRAE membership number. They must be ASHRAE student members (or with applications in process).

- b. The student branch advisor.
  - c. An officer of the sponsoring chapter or sponsoring advisory committee.
  - d. The Director and Regional Chair. International student branches do not have to obtain the DRC's signature.
9. **Questionnaire.** The Questionnaire for preparing the constitution and bylaws must be completed including appropriate signatures (Appendix E). Each student branch shall develop and adopt a constitution and bylaws based on the Model Constitution and Bylaws for Student Branches (Appendix F).

**RETURN COMPLETED AND SIGNED PETITION AND QUESTIONNAIRE TO THE STAFF LIAISON TO THE CHARTER AND BYLAWS COMMITTEE AT ASHRAE HEADQUARTERS. IT IS NOT NECESSARY TO COMPLETE THE MODEL CONSTITUTION AND BYLAWS (APPENDIX F) AT THIS TIME.**

The petition and questionnaire will then be reviewed. From the questionnaire, the constitution and bylaws will be generated specifically for the student branch. The constitution and bylaws will be sent to the branch for final approval and signature. The signed copy is then to be returned to Headquarters.

10. **Official Approval.** The signed constitution and bylaws must be on file at Headquarters, along with the signed and approved petition, before the student branch can be officially approved and chartered.

The Director Regional Chair is responsible for submitting the name of the student branch to Regions Council who will then inform the Board of Directors.

Student Branches are officially approved by the Board of Directors at the Winter and Annual Meetings each year (January and June). All documentation must be completed before the student branch can be officially chartered.

The Staff Liaison for the Charter and Bylaws Committee will notify the student branch and sponsoring chapter of the approval of the student branch, following the Winter or Annual meeting (with copies to the appropriate Regional Chair and Regional Vice Chair for Student Activities).

11. **Banner and Charter.** Once a newly established student branch has been approved by the ASHRAE Board of Directors, and all paperwork completed, a student branch banner and charter will be ordered by Society Headquarters (at no expense to the branch or sponsoring chapter).

When the charter and banner are ready, they are sent to the sponsoring chapter's student activities committee chair for presentation to the student branch at their "charter night."

12. **Charter Night.** Officials and as many members as possible from the local chapter should attend the "Charter Night." Official ASHRAE representatives usually invited and encouraged to attend are the Regional Chair and Regional Vice Chair for Student Activities. The College Dean (or equivalent) or Department Heads could also be invited. See Appendix G for "Sample Student Branch Charter Meeting."

Activities planned and representatives invited are at the discretion and imagination of the sponsoring chapter and student branch.

13. **Advisory Panel.** The student branch will receive supervision and assistance from various ASHRAE sources such as the ASHRAE Regional Chair, the Regional Student Activities and Membership Vice Chairs, the local chapter student activities or membership committee chair, or the advisory committee.

Anyone who has organized a student branch will agree that it can be a very worthwhile and enjoyable experience. If you and your committee aggressively pursue this goal, you will be successful and ASHRAE, the chapter, and the students will benefit.

**Proposed Supplements to Manual For Student Branch Operations For Use  
In Countries Other Than The U.S.A. and Canada**

1. Wherever the word chapter(s) is used, Chapter-at-Large is intended.
2. References to "post-high school level institutions," "community colleges," etc. relate to USA and Canadian learning institutions, and may not parallel institutions in other countries. Institutions with similar levels of instruction are intended.
3. Where "Regional Representative(s)," "Regional Chair," or "Regional Vice-Chair" are used, "Regions Council Representative" is intended.



Date: \_\_\_\_\_

Board of Directors  
Attn: Staff Liaison, Charter and Bylaws Committee  
American Society of Heating, Refrigerating  
and Air-Conditioning Engineers, Inc.  
1791 Tullie Circle, N.E.  
Atlanta, Georgia 30329

**PETITION FOR AUTHORIZATION OF STUDENT BRANCH**  
**Sponsored by a Local Chapter**

Gentlemen:

By this petition we, the undersigned student members of ASHRAE, all of whom are regularly enrolled at \_\_\_\_\_, request authorization from the Board of Directors to establish a Student Branch under the sponsorship of the \_\_\_\_\_ Chapter, to be known as the \_\_\_\_\_ Student Branch of the AMERICAN SOCIETY OF HEATING, REFRIGERATING AND AIR-CONDITIONING ENGINEERS, INC.

We have seen the Bylaws and Rules of the Society and specifically Article II Section 2.9 of Student Branches. We agree to conform with all requirements therein stated.

Sponsoring Chapter:

Student Branch Advisor

\_\_\_\_\_  
Signature Title

\_\_\_\_\_  
(print name and title)

\_\_\_\_\_  
(Signature)

Director and Regional Chair:

\_\_\_\_\_  
Signature Region

School Address:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone: ( )  
Fax: ( )  
E-Mail:

Date: \_\_\_\_\_

**STUDENT PETITIONERS**  
(10 minimum required)

Enrolled at \_\_\_\_\_

**Membership**

	<u>Name (please print)</u>	<u>Student Membership Number</u>	<u>Signature</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____
11.	_____	_____	_____
12.	_____	_____	_____
13.	_____	_____	_____
14.	_____	_____	_____

Return to:  
Staff Liaison, Charter and Bylaws Committee  
ASHRAE  
1791 Tullie Circle, NE  
Atlanta, GA 30329

Date: \_\_\_\_\_

Board of Directors  
Attn: Staff Liaison, Charter and Bylaws Committee  
American Society of Heating, Refrigerating  
and Air-Conditioning Engineers, Inc.  
1791 Tullie Circle, N.E.  
Atlanta, Georgia 30329

**PETITION FOR AUTHORIZATION OF STUDENT BRANCH**  
**Sponsored by an Region-at-Large Local Chapter**

Gentlemen:

By this petition we, the undersigned student members of ASHRAE, all of whom are regularly enrolled at \_\_\_\_\_, request authorization from the Board of Directors to establish a Student Branch under the sponsorship of the \_\_\_\_\_ Chapter, to be known as the \_\_\_\_\_ Student Branch of the AMERICAN SOCIETY OF HEATING, REFRIGERATING AND AIR-CONDITIONING ENGINEERS, INC.

We have seen the Bylaws and Rules of the Society and specifically Article II Section 2.9 of Student Branches. We agree to conform with all requirements therein stated.

Sponsoring Chapter:

Student Branch Advisor

\_\_\_\_\_  
Signature Title

\_\_\_\_\_  
(print name and title)

\_\_\_\_\_  
(Signature)

School Address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone: ( )

Fax: ( )

E-Mail:

Date: \_\_\_\_\_

**STUDENT PETITIONERS**  
(10 minimum required)

Enrolled at \_\_\_\_\_

**Membership**

	<u>Name (please print)</u> _____	<u>Student Membership Number</u> _____	<u>Signature</u> _____
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____
11.	_____	_____	_____
12.	_____	_____	_____
13.	_____	_____	_____
14.	_____	_____	_____

Return to:  
Staff Liaison, Charter and Bylaws Committee  
ASHRAE  
1791 Tullie Circle, NE  
Atlanta, GA 30329



Date: \_\_\_\_\_

**STUDENT PETITIONERS**  
(10 minimum required)

Enrolled at \_\_\_\_\_

**Membership**

	<u>Name (please print)</u>	<u>Student Membership Number</u>	<u>Signature</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____
11.	_____	_____	_____
12.	_____	_____	_____
13.	_____	_____	_____
14.	_____	_____	_____

Return to:  
Staff Liaison, Charter and Bylaws Committee  
ASHRAE  
1791 Tullie Circle, NE  
Atlanta, GA 30329

Date: \_\_\_\_\_

Board of Directors  
Attn: Staff Liaison, Charter and Bylaws Committee  
American Society of Heating, Refrigerating  
and Air-Conditioning Engineers, Inc.  
1791 Tullie Circle, N.E.  
Atlanta, Georgia 30329

**PETITION FOR AUTHORIZATION OF STUDENT BRANCH**  
**Sponsored by a Region-at-Large Advisory Committee\***

Gentlemen:

By this petition we, the undersigned student members of ASHRAE, all of whom are regularly enrolled at \_\_\_\_\_, request authorization from the Board of Directors to establish a Student Branch under the sponsorship of the Advisory Committee named below, to be known as the \_\_\_\_\_ Student Branch of the AMERICAN SOCIETY OF HEATING, REFRIGERATING AND AIR-CONDITIONING ENGINEERS, INC.

We have seen the Bylaws and Rules of the Society and specifically Article II Section 2.9 of Student Branches. We agree to conform with all requirements therein stated.

Sponsoring Advisory Committee\*  
(including signature and ASHRAE grade)

Student Branch Advisor

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

\_\_\_\_\_  
(print name and title)

\_\_\_\_\_  
(Signature)

School Address:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_  
Fax: (\_\_\_\_) \_\_\_\_\_  
E-Mail: \_\_\_\_\_

\*An advisory committee will be comprised of 3 individuals with at least 2 years experience in the HVAC&R field (industry or academia). It is preferred that all 3 individuals be ASHRAE members; however, if this is impossible, at least one member must be a current ASHRAE member.

The advisory committee will serve as a liaison between the student branch and Society; support the branch's activities, e.g., plan technical tours, schedule speakers for branch meetings, organize career days, sponsor competitions, raise funds for scholarship support, etc.; keep regular contact with the student branch advisor, offering assistance as needed; and encourage participation in ASHRAE-sponsored programs (competitions, scholarships, grants, etc.).

Date: \_\_\_\_\_

**STUDENT PETITIONERS**  
(10 minimum required)

Enrolled at \_\_\_\_\_

**Membership**

	<u>Name (please print)</u>	<u>Student Membership Number</u>	<u>Signature</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____
11.	_____	_____	_____
12.	_____	_____	_____
13.	_____	_____	_____
14.	_____	_____	_____

Return to:  
Staff Liaison, Charter and Bylaws Committee  
ASHRAE  
1791 Tullie Circle, NE  
Atlanta, GA 30329



**STUDENT BRANCH QUESTIONNAIRE**

Name of Student Branch \_\_\_\_\_

Sponsoring Chapter \_\_\_\_\_

College, University, or Technical Institute \_\_\_\_\_

\_\_\_\_\_ City \_\_\_\_\_

State/Province/Country \_\_\_\_\_

(If Student Branch is not sponsored by a chapter of ASHRAE, please specify sponsors, if any. If none, write "none.")

Meetings held from \_\_\_\_\_ through \_\_\_\_\_ (Specify months)

Month of Annual Meeting \_\_\_\_\_

If a reference other than "Robert's Rules of Order, Revised" is used, please specify:

\_\_\_\_\_

\_\_\_\_\_  
(Signature of Student Branch Advisor)

\_\_\_\_\_  
(Date)

(In order to expedite chartering of your Student Branch, we will use this questionnaire to prepare a Constitution and Bylaws for you, based on the enclosed Models. If these are acceptable as prepared, the Student Branch President will again be asked to sign and date them, and return one copy to headquarters. If you wish any changes to the Constitution and Bylaws as shown in the models, please include a letter spelling out such changes.)

\* \* \* \* \*

PLEASE RETURN ONE COPY OF COMPLETED FORM TO:

Charter and Bylaws Committee  
Staff Liaison  
ASHRAE  
1791 Tullie Circle, NE  
Atlanta, GA 30329  
404/636-8400

**PROCEDURE FOR PREPARATION OF  
STUDENT BRANCH CONSTITUTION AND BYLAWS**

1. Organizing group reviews Model Constitution and Bylaws for Student Branches, and completes questionnaire, filling in all appropriate blanks.
2. Student Branch President (or chair of Organizing Committee) signs the questionnaire which is then forwarded to Society Headquarters.
3. Constitution and Bylaws will be prepared at Headquarters and returned to the Student Branch (through the student branch advisor) for signature.
4. These documents are again reviewed and then voted for adoption by the branch. The originals are signed by the Student Branch President and returned to Society Headquarters.
5. The Society approval date is added and two copies are returned to the student branch for their records. These documents may then be copied, as needed, for use by the student branch.

If the student branch wishes any deviations from the models, these should be noted on the models or in a separate letter, spelling out the desired changes. Changes must be reviewed and approved by the Charter and Bylaws Committee before the documents are given final Society approval.

Note: These documents must be finalized before the student branch can be chartered.

The completed questionnaire is to be returned to:

Staff Liaison, Charter and Bylaws Committee  
ASHRAE  
1791 Tullie Circle, NE  
Atlanta, GA 30329  
404/636-8400

CONSTITUTION  
OF THE

Appendix F

\_\_\_\_\_ STUDENT BRANCH  
OF THE  
AMERICAN SOCIETY OF HEATING, REFRIGERATING AND  
AIR-CONDITIONING ENGINEERS, INC.

Sponsored by the \_\_\_\_\_ Chapter  
Approved by the Society:

ARTICLE I - NAME

The name of the organization is the \_\_\_\_\_ Student Branch (herein "Branch") of the American Society of Heating, Refrigerating and Air-Conditioning Engineers, Inc. (herein "Society").

ARTICLE II - PRINCIPAL OFFICE

The principal office of the Branch is located at \_\_\_\_\_ (college, university or technical institute) in the city of \_\_\_\_\_ in the state (for Canada, province) of \_\_\_\_\_.

ARTICLE III - OBJECTS

The objects of the Branch are exclusively scientific and educational and include, but are not limited to: (I) the advancement of the sciences of heating, refrigerating and air-conditioning engineering and related sciences; (II) the continuing education of the members and other interested persons in said sciences, through lectures, demonstrations and publications; (III) the rendition of career guidance to students of the sciences; and (IV) the encouragement of the scientific research.

ARTICLE IV - POWERS

The Branch shall have the power to perform all lawful acts which may be deemed necessary or expedient for the proper and successful prosecution of the objects and purposes for which it is organized and operated, consistent with the Certificate of Consolidation, Bylaws, and Rules of the Board of Directors of the Society, and with provisions of Section 501(c)(3) of the Internal Revenue Code of 1954 (for Canada, Section 149 (1) of the Canadian Income Tax Act of 1971), as amended, or corresponding provisions of any subsequent federal tax laws.

ARTICLE V - LIMITATION OF POWER

5.1 The Branch is not operated for the pecuniary profit of its members; no part of the net income of the Branch shall be payable to or shall otherwise be available for the personal benefit of any proprietor, employee or shareholder; no salary, emolument or compensation shall be paid to any member; and no part of the activities of the Branch shall consist of the performance of particular services for individual members.

5.2 The Branch shall not have the authority to act for or in the name of the Society and notice to such effect shall be printed on the Branch stationery; the Branch shall not use the name of the Society except as part of its own name; the Branch shall not use the emblem of the Society without the written approval of the Board of Directors of the Society; and the Branch shall not incur any financial liability or contractual obligation in the name of the Society.

5.3 The Branch shall not issue publications for distribution to persons other than members without prior approval of the Board of Directors of the Society.

5.4 The Branch shall not contribute to, affiliate with, or hold membership in any society, association, council or other organization without the prior approval of the Board of Directors of the Society.

5.5 The Branch shall not recommend, endorse or approve any product, service, publication, person or entity for the promotion of private interests.

#### ARTICLE VI - DISSOLUTION

6.1 Upon the dissolution of the Branch, any assets remaining thereafter shall be conveyed to the Society.

6.2 In the event that the Society is not then in existence or is not then exempt under Section 501(c)(3) of the Internal Revenue Code of 1954 (Section 149 (1) of the Canadian Income Tax Act of 1971), as amended, or under such successor provision of the (for U.S., code; for Canada, act) as may be in effect at such time, the assets shall be conveyed to such organization then existent, dedicated to the perpetuation of objects similar to those of the Society and exempt.

#### ARTICLE VII - AMENDMENTS

7.1 All articles of this Constitution shall be subject to alteration or repeal, consistent with the Certificate of Consolidation, Bylaws, and Rules of the Board of Directors of the Society and Section 501(c)(3) of the Internal Revenue Code of 1954 (Section 149 (1) of the Canadian Income Tax Act of 1971), as amended, or corresponding provisions of any subsequent federal tax laws.

7.2 Amendments to this Constitution set forth in written directives of the Secretary of the Society may be adopted by a majority of the Board of Governors. Written copies of said amendments shall be sent by the Secretary to all members, or an officer of the Branch shall read said amendments at the next succeeding meeting.

7.3 Amendments to this Constitution may also be initiated by a written resolution of a majority of the Board of Governors or of not less than five (5) members in good standing with voting privileges, presented at any meeting of the Branch. If approved by a majority of the members present, the Secretary shall mail copies of the proposed amendments to all members not less than seven (7) days before the next succeeding meeting. If approved by a two-thirds (2/3) vote at such meeting, the Secretary shall forward such amendments to the Secretary of the Society for approval by the Charter and Bylaws Committee of the Society and review by the Regional Chairman. Any amendments shall become effective only upon receipt of written notice of approval by the Charter and Bylaws Committee of the Society.

#### ARTICLE VIII - ADOPTION

This Constitution shall be completed and adopted by a majority of the Board of Governors. Written copies of the Constitution shall be sent by the Secretary to all members and shall be sent as amended to such persons as shall, from time to time, become members of the Branch.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Branch President

BYLAWS  
OF THE

Appendix F

\_\_\_\_\_ STUDENT BRANCH  
OF THE  
AMERICAN SOCIETY OF HEATING, REFRIGERATING AND  
AIR-CONDITIONING ENGINEERS, INC.

Sponsored by the \_\_\_\_\_ Chapter  
Approved by the Society:

ARTICLE 1 - Government

1.1 The governing instruments are the Certificate of Consolidation, Bylaws, the Rules of the Board of ASHRAE, and the Constitution and Bylaws for the Branches.

1.2 Rules of Order for the conduct of meetings are "Roberts Rules of Order" as revised, or \* \_\_\_\_\_) except as otherwise provided in ASHRAE Bylaws or these Bylaws.

ARTICLE 2 - Membership

2.1 Members of this Student Branch shall be student members of ASHRAE in good standing and registered at this \_\_\_\_\_ (college, university or technical institute).

2.2 All rights and privileges of a member are vested solely in the member and may not be delegated or transferred and are contingent upon payment of Branch fees within sixty (60) days of their due date.

ARTICLE 3 - Meetings of Members

3.1 Regular meetings of the Branch shall be held on at least a monthly basis from \_\_\_\_\_ (month) through \_\_\_\_\_ (month) at such time and place as prescribed by the Board of Governors.

3.2 The annual meeting for the installation of officers and Board of Governors shall be held in the month of \_\_\_\_\_.  
\_\_\_\_\_.

ARTICLE 4 - Dues and Finance

4.1 Dues for membership in the Society shall be paid to the Society.

4.2 Branch dues may be assessed by the Board of Governors as are reasonable and necessary to meet current operating expenses.

4.3 Fiscal Year: The fiscal year of the Branch shall end on June 30 of each year.

ARTICLE 5 - Officers and Board of Governors

5.1 The affairs of this Branch shall be managed by a Board of Governors consisting of three (3) elected officers and \_\_\_\_\_(number) other member(s).

5.2 The officers of this Branch shall be a President, a Vice President, and Treasurer Secretary.

ARTICLE 6 - Amendments

6.1 These Bylaws may be amended by the Society or by this Branch in like manner to amendments to the Constitution as outlined in Article VII of the Constitution.

\_\_\_\_\_

Date

\_\_\_\_\_

Student Branch President

SAMPLE  
STUDENT BRANCH CHARTER MEETING

Student Branch Advisor calls meeting to order with self-introductions from the student members.

Introduction of guests (Regional representatives, chapter officers, chapter members, Dean, etc.).

Introduction of guest speaker.

Installation of student branch officers

Chapter President:

"We congratulate you on your election to the positions of President, Vice President, and Secretary/Treasurer. Each of you has reviewed the duties of the offices to which you have been elected. Do you agree to accept the responsibilities and to faithfully carry out the duties these positions shall entail, for the betterment of the Society, your sponsoring chapter, your branch, and your peers?"

"WE DO"

Chapter President congratulates the new officers.

Regional representative presents the charter and banner to the student branch officers.

Chapter president turns podium over to the student branch president.

Branch president conducts brief business meeting (if necessary) and asks for motion to adjourn.

Upon adjourning, pictures can be taken of the installation, presentation of the charter and banner, etc.

Publicity: Pictures can be sent to the ASHRAE Journal or "Insights" for publication. Names of all individuals must accompany the picture.

Send a copy to the school paper, to the sponsoring chapter, local papers, etc.

EXCERPTS OF SOCIETY BYLAWS  
RE: STUDENT MEMBER GRADE

ARTICLE 2 Section 2.9 Student Member

A Student Member shall be matriculated in an approved course of study in Society-related fields of education at a university, college, junior college, or technical institute. The Board of Directors may establish other criteria for acceptable student membership.

ARTICLE 2 Section 2.10 Voting Membership

Affiliates, Life Affiliates, and Student Members shall have no right to vote. (Student members shall have the right to vote and hold office at the Student Branch level.)

ARTICLE 2 Section 2.15

Any society emblem of Membership may be worn only by members in good standing.



EXTRACTS FROM RULES OF THE BOARD  
June 1995

Book 2 Admissions and Advancement Committee BAR 5.9

Applications for admission to the Society in the Student Member grade shall be deemed to comply with the requirements of Article II of the Society Bylaws, as amended, if the application includes verification of student status by both the sponsor and the faculty advisor, if these be different people, or by the advisor only if that faculty member is also an ASHRAE member. All candidates for the grade of Student Member must be sponsored by at least one Member or Associate Member of the Society.

Book 2 Admissions and Advancement Committee BAR 5.10

The applications of Student Members need be approved by only the chairman of the Admissions & Advancement Committee or staff, after which the Secretary shall be empowered to issue Student Member memberships to the approved applicants. The chairman of the A&A Committee may delegate the approval of Student Membership applications to the appropriate staff.

Staff Manual - Member Services Section

The Student Member certificates be mailed direct to Student Members, as is done for regular new members, except that chapters desiring students' certificates to be sent through the chapter may continue to do so.

Book II Dues, Fee, Privileges

The Student Membership dues paid in the last year shall be credited toward the pro-rated first year's dues, if application for regular membership is made by September 30 following graduation.

**SECTION II**

**PROCEDURES FOR STUDENT BRANCH OPERATIONS**

## PROCEDURES FOR STUDENT BRANCH OPERATIONS

### **INTRODUCTION**

The procedures have been written to assist ASHRAE student branches in planning, organizing, and improving the operation of their student branch. It is intended to serve as a guide and with certain exceptions, such as directives based on society rules, the student branches should feel free to amplify and modify the suggestions to suit their various needs.

Branch officers should keep in mind that there is no better way to assure the success of a branch than to have each member feel a definite sense of purpose. To accomplish this, participation is important and insofar as practicable, every person is needed to contribute to the success of the branch.

Good liaison between the students, advisor, sponsoring chapter, and Society headquarters is vital to the overall effectiveness of the branch. The local chapter student activities chair and student branch advisor are the agents who channel information between the sponsoring chapter, branch members, and Society. It is important that the student branch maintain effective communication through its local, sponsoring chapter. The Regional Chair and Regional Vice Chair for Student Activities help to channel information between chapters, regions, and Society Headquarters.

The Society is governed by the following documents, in the order listed:

1. The Certificate of Incorporation
2. The Society Bylaws
3. Rules of the Board
4. Chapter Bylaws
5. Student Branch Constitution
6. Student Branch Bylaws

This manual is solely for the use of current student branch officers and is to be passed along at the end of their tenure to an incoming officer. It is available to any student branch officer or advisor upon request of the Society:

Your contact at Society Headquarters is:

Staff Liaison  
Student Activities Committee  
ASHRAE  
1791 Tullie Circle, NE  
Atlanta, GA 30329  
404/636-8400  
404/321-5478 - Fax  
jwaits@ashrae.org - Email

## **DUTIES OF STUDENT BRANCH OFFICERS**

### **A. President**

1. The branch president is responsible for the organization and successful operation of the student branch. The President should consult regularly with the advisor and/or local chapter officers or advisory committee. A copy of "Robert's Rules of Order, Revised" and a gavel will prove helpful in conducting meetings.
2. Committees should then be established and students appointed to each. If possible, every member of the student branch should have an opportunity to serve on a committee, present a paper, or prepare a discussion during the year.

Possible committees are: future meetings, publicity, membership, field trips, socials, ways and means, newsletter, etc.

### **B. Vice President**

The student branch vice president is responsible for maintaining the records of the student branch, for the completeness and accuracy of applications, for changes of address, and the transmittal of this material to Society Headquarters, with copies when required to the Regional Chair and the sponsoring chapter or advisory committee. The vice president may also be responsible for planning programs at each branch meeting.

The vice president shall:

1. Assist the advisor in processing applications by checking applications for completeness, legibility and accuracy.
2. Make sure that all changes of address of student members are forwarded to Society Headquarters and to the local secretary of the sponsoring chapter.

### **C. Treasurer/Secretary**

1. The student branch treasurer/secretary is responsible for maintaining the accounts of the student branch. It is recommended that some amount of money be charged to all student members for local operating funds. The treasurer/secretary shall also consult with the local chapter or the advisory committee for possible financial aid. The amount of possible financial will be determined by the local chapter Board of Governors or the advisory committee.
2. Prior to the end of the spring school term each year, the student treasurer/secretary will submit a financial report (Appendix A) signed by the student branch advisor, to Society Headquarters with copies to the sponsoring chapter or advisory committee, retaining a copy in the student branch files.
3. The treasurer/secretary shall send reports on student branch meetings to Society Headquarters with a copy to the sponsoring chapter or advisory committee.

## DUTIES OF THE STUDENT BRANCH ADVISOR

A. The Student Branch Advisor should:

Encourage engineering students interested in heating, refrigeration, and air conditioning to become student members as the initial step in their program of professional development:

Make certain that the activities and programs of the student branch stimulate interest in the profession; and

Create a professional awareness which will inspire the students throughout their career to maintain a continuous and active membership in ASHRAE.

B. Throughout the year, the student branch advisor, with the assistance of the student branch, will review student member applications. The forms are designed so that after an application has been appropriately signed and certified, payment of dues is to be sent directly to Society Headquarters along with the request for membership. Student membership applications are available from ASHRAE Headquarters or from the Regional Vice Chair for Student Activities or local Chapter Membership or Student Activities Chair.

C. In addition, the student branch advisor will perform the following specific duties:

September: Call the first meeting of the student branch and set up the election of officers.

October: Encourage student members to begin preparation for presentations at the local chapter's student night and encourage student members to prepare papers for presentation at student branch meetings. Remind students of any deadlines of Society or chapter awards/competitions/grants/etc.

November: The Student Branch Status Report needs to be completed and submitted to Headquarters. (Appendix B)

May - June: In collaboration with the student branch treasurer, prepare a financial report for the past student branch year so it can be forwarded to the sponsoring chapter and Headquarters. (Appendix A)

D. Mailings - During the school term the advisor will receive a number of mailings from Headquarters containing information of interest to students (i.e., information on and deadlines for applying for grants, internships, etc.). It is the advisor's responsibility to pass this information along to the students.

E. Consignment - An instructor can receive copies of the ASHRAE Fundamentals Handbook on consignment for distribution to new ASHRAE student members. For further information, contact ASHRAE Headquarters.

## **MEETINGS**

A successful branch will conduct its meeting on a specific schedule, place, and format. It is the obligation of the officers and their committees in charge to make the meetings interesting and instructive. All attendees should feel welcome and "at home."

The number of meetings scheduled may vary, but at least seven regular meeting are recommended. The meetings should be set so as to be scheduled on regular intervals (e.g., the 3rd Tuesday of each month). To help the meeting run smoothly, have a planned agenda and time limit.

Certain activities must be accomplished. Finances, future officers chosen at an appropriate time, membership, etc. are necessary matters.

"Robert's Rules of Order" (Revised) is recommended as the prevailing procedure for conducting meetings.

### **A. Opening Rally**

1. Arrange to invite all interested students, including freshmen and sophomores, to the opening meeting. This should normally be the first meeting in September.
2. Speakers such as the student branch advisor, the chapter student activities chair, someone from the advisory committee, or the president of the local chapter can stress the value of the student branch to the individual student and can relate the activities and accomplishments of the Society.

### **B. Program Hints**

1. It is best to plan programs at the beginning of each year. This could be a duty for the vice president.
2. Student and faculty can serve as speakers, as can representatives from industry, another educational institution, or government.
3. Within the Society there is a great diversity of interest, as represented by the many technical committees. Plan student programs so that these diverse activities may be emphasized in order that each student member may obtain a perspective of the diverse possibilities a career in the HVAC&R field has to offer.
4. The local, sponsoring chapter is an excellent source for obtaining quality program speakers.
5. In order to give several students an opportunity to participate, a meeting may well be conducted as a symposium. Each student could give a brief talk with time for discussion.
6. A group of two to five students could be in charge of arranging each meeting. The president of the student branch should open and close the meeting, conduct the brief business period arranged for every meeting, then turn the meeting over to the chair for that particular program at the appropriate time.
7. In planning technical meetings, an effort should be made to obtain a good film on the selected subject or to plan a visit during the same day or week to a plant in the vicinity where the process to be discussed may be seen. Most manufacturers of engineering apparatus will supply film or exhibits of equipment without charge, and occasionally will send a competent lecturer as well.
8. The Society also has a speaker's list, which may be of help. The list is compiled of speakers from the previous two years' annual and winter meetings. By reviewing the list you may find speakers from your geographical area that would be interested in speaking to the student branch. The speaker's list can be obtained from Society Headquarters.

9. In addition to regular technical meetings, it would be advisable to plan:
  - a. A "Get Together Night," including a brief address on a subject of general interest and possibly some form of entertainment and refreshments.
  - b. An "ASHRAE Student Night" - joint meeting with the sponsoring chapter.
  - c. The "Student Branch Annual Meeting" - possibly including dinner, and address by a prominent speaker and some entertainment.
  - d. An "Inspection Trip" possibly in cooperation with another ASHRAE Student Branch in the Area and the sponsoring ASHRAE chapter(s) or the branch of another engineering society in the same school.
10. Consider having a table top product display by local vendors.
11. Also available through the local chapter and Society are audiovisuals of selected meeting speakers and special subjects. This may prove an excellent source for programs at branch meetings. Contact the Education section at Society Headquarters for a list of these programs.

**C. Conducting a Meeting**

1. The value of a technical meeting lies in the opportunity it offers for the interchange of experience and information.

For a technical session to be of greatest value, the following are essential:

- a. A good speaker
  - b. Adequate discussion
  - c. A good presiding officer
  - d. Adequate meeting room and suitable equipment
2. The preparation of an interesting paper on a technical subject requires thorough study by the author. An author should not read the paper, but should refer to notes, then speak forcefully. If the presenter has the attention of those on the back row, then the presenter can be assured that all of the audience can hear.
  3. The presiding officer should encourage discussion, confining it to proper channels, and conduct the meeting with firmness and justice. Individuals have a tendency to rise in the audience and make formal remarks which few people can hear. The presiding officer should either repeat the question or have the participant move to the front of the room.
  4. The success of a meeting may be measured by the number participating in the discussion. Members receive greater benefits when they participate than when they are merely spectators or listeners.

**D. Sample Meeting Agenda**

1. Call to Order
2. Introduction of guests and members
3. Roll call
4. Minutes of previous meeting
5. Committee reports

6. Old business
7. New business
8. Announcements
9. Program
  - introduction of speaker
  - technical presentation
  - discussion
  - announcement of plans for next meeting
10. Adjournment

**E. Finances**

1. Dues - Students should pay some dues to the branch to cover incidental costs, refreshments, equipment rental, etc. To control expenditures and to set dues or requests from the branch for expenditures, the branch should prepare an annual budget.
2. Bank Account - An account in the name of the student branch should be maintained if funds are raised or dues collected. Due to the transient nature of the members, this account should be at a local (campus) facility and have at least three authorized signatures, requiring two signatures for withdrawals. Possibly the student branch advisor should serve as a co-signer.

**F. Records and Reports**

1. Student Branch Status Report - To keep your records current, the "Student Branch Status Report" (Appendix B) is requested by Headquarters and your sponsoring chapter. Each branch will be notified in late fall to complete and return the status report. The status report also serves as a means of obtaining information of interest to other branches.
2. Financial Report - At the end of the school term, copies of the financial report (Appendix A) should be sent to the sponsoring chapter and Headquarters.



## PROCEDURE TO CHANGE A BRANCH'S NAME

If a student branch's advisors and students wish to change the branch's name, the student branch advisor should notify in writing both the sponsoring local ASHRAE chapter and the Student Activities Committee's Staff Liaison. The letter should include the branch's original name, the new name, and the reason for the change. The Staff Liaison will forward this requested change to ASHRAE's Regions Council for approval. The Regions Council will approve the change at the next Society Meeting following receipt of the request.



**STUDENT BRANCH STATUS REPORT**

Name of Student Branch: \_\_\_\_\_

School Address:  
(including phone & fax  
numbers and e-mail  
address) \_\_\_\_\_  
\_\_\_\_\_

**OFFICERS:**

President \_\_\_\_\_

Vice President \_\_\_\_\_

Secretary/Treasurer \_\_\_\_\_

Committees \_\_\_\_\_  
\_\_\_\_\_

Number of student members \_\_\_\_\_ Sponsoring Chapter \_\_\_\_\_

List Branch activities planned for this semester/year:

Comments:

Student Branch

Advisor: \_\_\_\_\_

Print name/title

Phone

Signature

Address:  
(if different  
from above)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone

Fax

E-mail

RETURN TO:

Staff Liaison, ASHRAE Student Activities Committee  
1791 Tullie Circle, NE  
Atlanta, GA 30329  
404/636-8400

**SECTION III**

**MAINTAINING AN ACTIVE STUDENT BRANCH**

## MAINTAINING AN ACTIVE STUDENT BRANCH

To maintain a high activity level in student branches, thus keeping students interested and enthusiastic about the HVAC&R industry, the following definition of an active student branch has been developed.

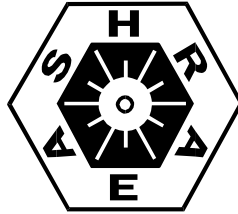
### Criteria for an Active Student Branch

- a) Student branch advisor required
- b) Student officers must be elected annually and all positions must be filled
- c) Fall status report and spring treasurer's report (Appendix B and A, respectively, of Section II of this manual) must be submitted to both the sponsoring chapter and Society
- d) At least 2 activities\* must be scheduled for the fall semester
- e) At least 2 activities\* must be scheduled for the spring semester

\* *An activity is defined as an organized event, such as a tour, a field trip, a presentation by guest speakers, a fund-raiser, etc. Regularly scheduled organizational meetings are not included.*

1. To remain active, a student branch must achieve at least 3 of the 5 criteria. If a branch fails to meet at least 3 of the criteria, it will be put on a "warning status" for one year. Society will notify the student branch advisor, Director and Regional Chair, Regional Vice Chair for Student Activities, the sponsoring chapter's president, and the sponsoring chapter's student activities chair.
2. If the branch does not meet at least 3 criteria the second year, the student branch advisor will lose the \$8 student branch advisor dues privilege and the branch will be considered inactive. Society will notify the student branch advisor, Director and Regional Chair, Regional Vice Chair for Student Activities, the sponsoring chapter's president, and the sponsoring chapter's student activities chair.
3. If the branch does not meet at least 3 criteria the third year, the branch will remain under an inactive status. Society will notify the student branch advisor, Director and Regional Chair, Regional Vice Chair for Student Activities, the sponsoring chapter's president, and the sponsoring chapter's student activities chair. The branch can be reactivated if there is an active advisor and if the Status and Treasurer's report is submitted to both the sponsoring chapter and Society.

To demonstrate that a branch is active, the student branch advisor should complete the student branch status report and treasurer's report annually. Completion of the status report will satisfy 4 of the 5 criteria: the student branch advisor's name, address, etc. will be listed; the student officers will be listed; and the activities for the fall and spring semesters will be listed.



# American Society of Heating, Refrigerating and Air-Conditioning Engineers, Inc.

## CODE OF ETHICS

As members of a Society

“organized and operated for the exclusive purpose of advancing the arts and sciences of heating, refrigeration, air conditioning and ventilation, the allied arts and sciences and related human factors for the benefit of the general public,”

ASHRAE Bylaws, June 1985

We recognize that honesty, fairness, courtesy, competence and integrity must characterize our conduct.

With the foregoing in mind

Our efforts shall be directed at all times to the enhancement of the public health, safety and welfare.

Our services shall be offered only in areas of our competence.

Our products shall be offered only in areas of their suitability.

Our public statements shall be issued only in objective and truthful manner.

Our endeavors shall carefully avoid conflicts of interest and the appearance of conflicts of interest.

The confidentiality of clients’ and employers’ business affairs, proprietary information, and procedures shall be respected.

**Approved by the Board of Directors, June 22, 1986**

**SECTION IV**

**SUPPORT FOR STUDENT BRANCHES**

**SECTION 11  
CHAPTER RESPONSIBILITIES TO  
STUDENT BRANCHES**

- 11.1 Introduction**
- 11.2 Student Attendance at Chapter**
- 11.3 Meetings**
- 11.3 Awards and Honors for Students**
- 11.4 Society Sponsored Programs**
- 11.5 Faculty and Administration Involvement**
- 11.6 Recognition of Branch Officers**
- 11.7 Recognition of Student Branch Advisor**
- 11.8 Special Projects and Programs**
- 11.9 Guidelines For A Regional Student Branch of the Year Award**
- 11.10 Criteria For An Active Student Branch**

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**SECTION 11  
CHAPTER RESPONSIBILITIES  
TO STUDENT BRANCHES**

The support of a chapter is vital in establishing a student branch. However, once the branch has been formed, the chapter's responsibility is not over – it is really just beginning. It is important that the chapter remain involved and supportive of each student branch it sponsors. The BOD urges all chapters to encourage student membership in ASHRAE. (Appendix G)

Suggestions for ways chapters can support their student branches are listed below.

**11.1 Introduction**

Organizing a student branch can be a very rewarding experience. Many chapters neglect organizing branches because they feel it is too difficult and time-consuming. An ASHRAE chapter (or advisory committee) that is interested in forming a student branch can do so easily and without a lot of red tape or paperwork. If a subcommittee is formed and a few basic procedures are followed, you will find that organizing a student branch can even be fun!

The first and most important step in establishing a

student branch is contact with the school. Having an interested faculty member who is willing to be the advisor to the student branch is one of the most important steps in forming a branch. Your chapter will also need to be supportive of the branch not only in the formation of the student branch but in its ongoing activities as well. Long-term support of the branch is essential.

Student Branches are to be chartered and assigned in the same geographical area as the sponsoring chapter.

Student branches will be approved for charter upon completion of applicable paperwork and procedures and concurrence with the Director and Regional Chair.

Complete details for forming a Student Branch are contained in the Manual for Student Branch Operations which can be obtained from Society Headquarters. Also, contact the Regional Chair or Student Activities Regional Vice Chair and advise them of your intentions.

**11.2 Student Attendance at Chapter Meetings**

Encourage student attendance at chapter meetings and seminars. Inviting students to chapter functions will increase both student and chapter membership interest



## MANUAL FOR CHAPTER OPERATIONS

in the student branch.

Some ideas which have been used by other chapters in the past to encourage attendance are as follows:

**Student Meal Discounts** – Discount student and faculty liaison meals at monthly chapter meetings.

**Seminar Fee Discounts** – Discount fees or no charge to students and faculty liaison at chapter seminars.

**Chapter Seminar Encouragement** – Encourage faculty liaison and/or faculty staff participation at chapter seminars. An honorarium may also be considered.

**School Mini-Session** – Have a school mini-session with a table, displays, etc., prior to a chapter meeting to provide a means for students to meet members and exchange information.

**Monthly Flyer to Student Branches** – Send a special announcement from the chapter to the student branch on monthly meetings and other pertinent information. Include the branch on your mailing list.

**Adoption Programs** – To promote a more social and compatible setting, chapter members can be encouraged to “adopt” a student for the evening. Some chapters assign chapter members to “adopt” students at a chapter meeting.

**Chapter Student Night** – A chapter meeting can be devoted to the student branch and faculty. Students and faculty may be speakers on the subject of education. This has proven to be a very interesting meeting for chapter members, as well as students. An arrangement should be made to offer the student a free meal or at a substantially reduced charge.

### 11.3 Awards and Honors for Students

Recognizing students through special recognition programs helps introduce ASHRAE as a professional organization to the academic community.

The President of ASHRAE helps encourage this type of activity by awarding special PAOE points for chapters that participate. Program suggestions are as follows:

**Scholarships** – A subcommittee can be formed to offer a scholarship to a promising student. Any recommendation should be approved by the local board as to the amount of scholarship and candidate selection process. Be sure to get chapter Board of Governors’ approval before proceeding with any scholarship programs.

**Special Student Awards** – Most colleges sponsor some type of engineering display to promote interest in the field of engineering. The sponsors are usually pleased to have a technical organization like ASHRAE make an award to a student in the HVAC&R field. The award may be a trophy, cash, ASHRAE Handbook, etc.

Other ideas include:

- A. Grants to reduce the price of the ASHRAE Handbook of Fundamentals to all new student members.
- B. Funds to help buy a critical piece of laboratory equipment or instrumentation.
- C. Partial subsidy of student members to attend either chapter meetings or the Society Annual or Winter Meetings.

Be sure to receive Board of Governors' approval before committing to any awards.

### 11.4 Society-Sponsored Programs

The following programs are some of the ways that students can benefit at the Society level:

**Student Project Competition:** This program recognizes undergraduate students who have completed design projects based on the topics prescribed in the current year’s competition brochure. Design project teams of two or more students may compete in one of three categories: architectural systems design, HVAC system design, or HVAC system design. First and second place awards are available in each category. For further information on how to enter, contact ASHRAE Headquarters. The deadline is May 1.

**Undergraduate Senior Project Grant:** This program enables faculty members to apply for up to \$5000 to

fund equipment and supplies for undergraduate engineering senior projects and technical school capstone projects on ASHRAE-related topics. For further information, contact the ASHRAE Education Department. The deadline is December 1.

**Grant-in-Aid:** Graduate students can receive from \$2500 to \$7500 to assist them in a research project proposed by the candidate. Applications can be requested from and are to be sent to ASHRAE Manager of Research. The deadline is December 15.

**Discounts:** ASHRAE student members can receive considerable discounts on many ASHRAE publications.

**Consignments:** A faculty member, who must be an ASHRAE member in good standing, can make arrangements to receive copies of the Fundamentals Handbook for later sale to new student members. For further details contact ASHRAE Customer Service.

**Annual/Winter Meetings:** Student members can attend ASHRAE's two major technical meetings (each January and June) on a complimentary basis. Each meeting provides an opportunity to attend a variety of technical sessions, seminars, forums and symposia on current topics of interest to the HVAC&R engineer. Sessions are planned at the Winter Meetings specifically for students and/or faculty, such as the Student Breakfast and Career Opportunity Panel discussion. The exposition makes each Winter Meeting unique and offers an excellent opportunity to see first-hand the latest in HVAC&R technology. Several months prior to each meeting, complete registration and meeting information is sent to all members.

**Publicity:** ASHRAE's monthly newspaper, *Insights*, is devoted exclusively to news and information about the Society at every level. Your student branch can receive publicity by submitting articles (and pictures). For specific details on deadlines for submitting information, etc., contact Headquarters. Let ASHRAE members know who you are and what your branch is doing.

**Society Scholarship Program:** Designed to encourage and assist HVAC&R education through the granting of scholarships at the undergraduate level. Applications are available through Society

Headquarters.

### 11.5 Faculty and Administration Involvement

After a student branch is formed, it is important to keep the faculty and the administration of the school aware of and involved in chapter activities. It is equally important for the chapter to become involved with the school wherever input is needed. Some ideas to assist in this process are as follows:

- A. Have faculty liaison and faculty advisors serve as working members or the chair of the Student Activities Committee.
- B. Have a Dean's Night as a separate event from Students' Night on the chapter's program schedule and invite the dean, chair and faculty as guests of the chapter and thus acquaint them with the membership and activities of the chapter. Select a meeting at which the topic and speaker will appeal to senior academic people. Alternatively, arrange a separate dinner meeting between the chapter Board of Governors and the dean and his people to review matters of mutual interest, such as academic programs, industry manpower needs, technology trends, etc. In any case, avoid mixing the dean and his people in with students at the same chapter meeting.
- C. Encourage faculty participation as speakers in chapter seminars. An honorarium may also be considered.
- D. Include faculty liaisons on chapter mailing list to inform them of monthly meetings and other pertinent information.
- E. Acknowledge the presence of faculty at the chapter meetings on the occasion of their first and second visits.
- F. Encourage the student branch officers and the faculty advisor to establish a mutually agreeable meeting schedule of one or more joint meetings with the chapter; make the holding of such meetings a joint effort and firm

## MANUAL FOR CHAPTER OPERATIONS

commitment on the part of the chapter to support the student branch.

- G. Encourage the university or college to join the commercial vendors in having exhibits at trade shows or similar events sponsored by the chapter. This will give them an opportunity to publicize their role in the continuing education of professional employees.
- H. Work with the Continuing Education Offices and the Extension Services of the colleges and universities to offer courses on HVAC&R subjects.
- I. Join with the university or college in the joint sponsorship of seminars, symposia and conferences on subjects related to HVAC&R.
- J. Aid the colleges and universities in obtaining qualified part-time instructors in HVAC&R.
- K. Provide an advisory committee to aid a university or college to prepare a proposal to seek grants for research or other projects.
- L. Sponsor a small “club room” or rest area in the engineering or engineering technology building at universities and colleges, possibly with vending machines and a microwave. Highlight the room with the ASHRAE logo, sponsoring chapter's name and industry pictures.
- M. Provide professional people to serve on the academic advisory panels that many universities and colleges establish to guide and advise on the scope and nature of engineering and engineering technology programs.

### 11.6 Recognition of Branch Officers

Student branch officers should be recognized with some type of award. This could be an ASHRAE pin, cash award, gift certificate, etc.

### 11.7 Recognition of Student Branch Advisor

Provide any and all forms of encouragement to this individual or individuals. Suggestions include:

- Letters of accomplishment and appreciation to advisor's supervisor.
- A plaque or certificate of appreciation.
- Repeated contact by the chapter--phone calls or notes.
- Subsidize advisor's membership to ASHRAE, meals, etc.
- Keep advisor posted on ASHRAE research grants and opportunities for ASHRAE research needs.
- Encourage advisor's activity in other aspects of ASHRAE.

### 11.8 Special Projects and Programs

To encourage enthusiasm with the student branch requires work and imagination from the chapter. Sponsors of successful student branches get the students and chapter membership involved in a variety of projects. Some of the projects that have been successful in the past are:

**Sponsoring Students Projects** – Engineering colleges are usually full of ideas but short on funds. The Student Activities Committee can encourage members to support student projects. This is an excellent opportunity for a chapter member to become familiar with students for future employment. All projects should be coordinated through the student branch advisor.

**Delivery of Used and Abandoned Equipment** – Most engineering colleges are interested in getting used coils, pumps, dampers, thermostats, humidifiers, etc., for teaching aids. The Student Activities Committee can poll the chapter membership for availability of this equipment. Many firms throw away equipment which could be of great value as a teaching aid.

**Delivery of Old ASHRAE Handbooks** – Local chapters have been successful in gathering old ASHRAE Handbooks. The Handbooks make excellent student reference manuals. Many firms have volumes of these Handbooks sitting around collecting dust and

MANUAL FOR CHAPTER OPERATIONS

would be only too happy to donate them to the student branch.

**Chapter Monetary Support** – A good student branch should have a modest treasury. Some local chapters donate “seed money” to get this treasury started.

**Student Jobs Program** – Both chapter and student members can benefit from a jobs program. Students are, of course, interested in gainful employment and members are always looking for well-qualified employees. A chapter can help a student find summer employment, co-op and full-time employment upon graduation. The chapter can accomplish this by aiding students with resumes and compiling the resumes into a booklet for circulation to the chapter membership and local employers. Just make sure the ASHRAE logo and name are NOT used.

**Speakers for Branch Meetings** – Just like your local chapter, your student branch has a difficult time finding good speakers for its monthly meetings. Your local chapter has an almost unlimited resource for speakers. Students are hungry for information in all fields represented by your local chapter. Examples include: consulting engineering, sales engineering, estimating, contracting, technical subjects, etc.

**Field Tours** – Most students have never been on a construction job, or lack the knowledge to understand the HVAC or refrigeration system. Sponsoring a student tour to a convenient construction site or manufacturing plant would be of great interest.

**Student Branch Handbook** – A chapter may supply the student branch with a handbook each year to help the branch with organization and direction. It should be updated annually and include the following:

- ASHRAE officers and addresses at the Society, Regional and local levels, including the student branch advisor.
- Other ASHRAE committee information (i.e., research, energy, etc.)
- Student programs
- Student applications and Publications Catalog
- Chapter Roster (can also be used as a *Prospective*

*Speaker list*)

**Celebrate Engineers' Week** – Join with other engineering and scientific societies, including IEEE, ASME, AIAA and Sigma XI-RESA, in the various shows, exhibits and other activities held at the local colleges and universities in celebration of National Engineers' Week. This will make ASHRAE known to a broader range of potential students and among fellow engineers.

**Joint Activities** – Arrange to have the chapter join the Affiliated Society Council, Joint Engineering Council or other “umbrella” groups available in many metropolitan areas. Support the programs sponsored by such groups, including seminars, continuing education courses and student competitions. Such joint activities help the chapter members learn what other engineering and scientific societies are doing, particularly in conjunction with the local academic community and the students.

**Chapter Support** – Chapter support of the students and advisor is the key to maintaining and encouraging student participation and interest in pursuing a career in the heating, ventilation, air-conditioning and refrigeration field. Whatever the chapter can do to support and encourage student branches is well worth the effort.

**11.9 Guidelines For A Regional Student Branch Of The Year Award**

Toward the end of the Society year, each student branch should submit its qualifications and accomplishments to their respective Student Activities Regional Vice Chair. The regional vice chair will then select the most outstanding student branch in the region. The following criteria could be used subjectively as a guideline for judging.

- A. Student Branch Growth.....20%
- B. Student Branch Organization.....25%
  - 1. Programs
  - 2. Field Trips
  - 3. Meeting Attendance
  - 4. Liaison with other Engineering Societies

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- C. Participation in other ASHRAE Activities
  - 1. Local Chapter Activities.....10%
    - a. Student Nights
    - b. Career Fairs
    - c. Chapter Meetings
    - d. Student/Chapter Member Liaisons
    - e. CRC Participation
  - 2. Society Activities.....10%
    - a. Attendance at Society Meetings
    - b. Student Scholarship Participation
    - c. Student Project Competition
- D. Participation in the Activities of the Local Engineering Community.....15%
  - 1. Engineers Week
  - 2. Local Interns With HVAC-Related Firms
  - 3. Shadow Programs (Engineers Visits)
- E. Enthusiasm for ASHRAE.....10%
- F. Miscellaneous.....10%

**11.10 Criteria For An Active Student Branch**

- A. Student Branch Advisor required
- B. Student officers must be elected annually and all positions must be filled
- C. Fall status report and spring treasurer’s report must be submitted to both the sponsoring chapter and Society
- D. At least 2 activities\* must be scheduled in the fall semester
- E. At least 2 activities\* must be scheduled in the spring semester

\*An activity is defined as an organized event such as tours, field trips, presentations by guest speakers, fund-raisers, etc. This does not include regularly scheduled organizational meetings.

- 1. To remain active, a student branch must achieve at least 3 of the 5 criteria. If a branch fails to meet at least 3 of the criteria, it will be put on a “warning status” for one year. Where applicable, Society will notify the student branch advisor, the Director and Regional Vice Chair (DRC), the Regional Vice Chair for Student Activities RVC-SA, and the chapter Student Activities Chair.
- 2. If the branch does not meet at least 3 criteria the second year as determined by the SA Committee at the Winter Meeting, the student branch advisor will lose the \$8 student branch advisor dues privilege and the branch will be considered inactive. Where applicable, Society will notify the student branch advisor, the DRC, RVC-SA and the chapter Student Activities Chair.
- 3. If the branch does not meet at least 3 criteria the third year as determined by the SA Committee at the Winter Meeting, the branch will be dissolved. Where applicable, Society will notify the student branch advisor, DRC, RVC-SA and the chapter Student Activities Chair.

**SECTION V**

**GUIDELINES FOR ESTABLISHING A JOINT STUDENT BRANCH**



## Guidelines for Establishing a Joint Student Branch

### ***Overview:***

Today's college student faces a far different landscape than the one we remember from our own college experience. For example, most students find it necessary to work during the school year, some up to 40 hours a week, while at the same time incurring large amounts of student debt. Many universities have found that over 75% of their recent graduates left their university with a significant amount of student debt. The net result of this development is that students are severely pressed for both time and money.

Compounding this problem, our entire industry is grappling with a severe shortage of young people. Recognizing the need to recruit new industry members from universities, virtually every professional society is competing for essentially the same pool of students. It is our position that more can be gained from joining hands to solve a problem than can be achieved by competing amongst ourselves over a scarce resource. Accordingly, we are recommending that local ASHRAE chapters consider, when appropriate, a partnering relationship with other professional and trade organizations to jointly sponsor a student branch.

### ***Partnering Organizations:***

The goal of any ASHRAE student branch "is to get more students interested, concerned, and involved in pursuing a career in the field of heating, ventilating, refrigeration, and air-conditioning". Therefore, any professional or trade organization that would lead students towards the same goal is a likely candidate as a co-sponsor. Some perspective partners would include:

- Mechanical Contractors Association of America (MCAA)
- Sheet Metal and Air-Conditioning Contractors National Association (SMACNA)
- Plumbing, Heating and Cooling Contractors of America (PHCC)
- American Society of Mechanical Engineers (ASME)
- National Society of Professional Engineers (NSPE)
- National Electrical Contractors Association (NECA)

The partnership will, of course, depend on which organizations exist in the chapter's geographical location and the desire and strength of that local organization to support a student branch. Many organizations will not have the same 'traditional' resources to support a student branch, but will still be able to provide alternative types of resources, such as tours, internships, and other similar benefits. Irrespective of which organizations are selected to co-sponsor a student branch, this partnership should be viewed as a long-term commitment.

One of the positive by-products of implementing a joint student branch is that your chapter will naturally end up forming a stronger relationship with the other sponsoring organizations. This process generally begins with joint meetings with your student branch. Reaching out to other organizations not only strengthens our industry as a whole; it also opens up new learning opportunities between organizations.

### ***Student Membership and Dues:***

The requirements for a student member of ASHRAE are sufficiently broad to include students in a wide variety of disciplines. As defined by the Manual for Student Branch Operations, "A student Member shall be a person matriculating in an approved course of study in a university, college, junior college, or technical institute, who is being educated in the arts and sciences covered by the objectives of the Society." Student ASHRAE members often are recruited from the following disciplines:

- Mechanical engineering
- Architectural engineering
- Industrial systems engineering
- Construction management
- Construction engineering
- Construction systems technology

A more holistic view of the HVAC & R industry can be obtained by creating a joint student branch that enjoys a great diversity of disciplines. Another point to remember is that a large number of excellent junior colleges and community colleges also represent an important source of employees for our industry. Oftentimes, these fertile recruiting grounds are inadvertently overlooked.

The dues structure of a joint student branch is often confusing. The most successful dues structure involves having each of the sponsoring organizations pay the dues for their respective organization. For example, the local ASHRAE chapter would pay \$8.00 to Society for each student member registered in the joint student branch. The student branch then charges each individual student a nominal membership fee, usually around \$20.00 per year, which is kept by the student branch as their 'working capital'. In other words, a student is able to become a student member of two or three organizations for one simple \$20.00 fee. This highlights one of the great strengths of the joint student branch concept, which is to make the student branch experience more affordable for the student.

An alternative dues structure involves having a student member pay the average of the dues for all professional organizations co-sponsoring the joint student chapter. Other dues structures can be implemented, at the discretion of the local ASHRAE chapter.

### ***Organization and Structure of the Student Chapter:***

Most universities, colleges, junior colleges, and technical schools require that each student branch register with their institution. As a part of that registration process, most institutions require clauses within the constitution or by-laws that bind the student branch to the rules and regulations of the institution. Most institutions will have sample copies of the clauses that it expects to be contained within the student chapter constitution.

The ASHRAE student chapter by-laws stipulate that the student branch officers shall include a President, a Vice-President, and a Treasurer-Secretary. Some institutions require that the Treasurer and Secretary be separate positions. It is recommended that you maintain, at a minimum, the three student officers required by ASHRAE.

One of the strengths of ASHRAE is the extensive organizational structure it has developed to monitor and operate its various chapters, student branches, committees, and regions. Typically, most other professional organizations do not have the same organizational



resources. Therefore, it often works best if ASHRAE forms are used to provide the organizational structure for the branch. Under any set of conditions, the following ASHRAE documents must be used within the joint student branch:

- ASHRAE Student Membership Application
- Student Branch Status Report
- Annual Student Treasurer/Secretary's Report for Year

These forms must be submitted to Society. Many other professional organizations will accept these forms for their purposes as well.

***Support from the Sponsoring Organizations:***

The success of any student branch is highly dependent on the support it receives from the sponsoring organizations. The greater resources multiple sponsors can offer is one of the reasons that joint student branches are often very successful. Some suggested areas of support are as follows:

1. Internships
2. Employment opportunities
3. Mentoring
4. Tours
5. Speakers for student meetings
6. Attendance at general chapter meetings and seminars
7. Course material (technical guides, plans, specifications, submittals, etc.)
8. Course instruction
9. Scholarships
10. Fundraising opportunities for national conventions
11. Attendance at general chapter social events

It is hoped that the sponsoring institution will provide a student branch advisor to monitor, encourage, and motivate the student branch. It is a generally accepted fact that the most successful student branches are the ones with a motivated faculty member who has a 'passion' for the HVAC&R industry. Invariably, it is always better to have a faculty member serve as the student branch advisor as they will have the most contact with the students and will have the highest accessibility. Unfortunately, due to funding cuts at most institutions, a faculty member is not always available to serve this important function. In those cases, it is perfectly acceptable for one of the sponsoring organizations to provide the student branch advisor. It should be noted that this is an extremely important position that will take a regular presence on campus. Any ASHRAE member who enjoys a learning environment and young people would make an excellent student branch advisor.