1992-07-18

CHECK LIST PRIOR TO CRC

To: Delegates Region II

Subject: CRC '92, Halifax, N.S. Aug. 27 - 29 1992

PLEASE COPY THIS TO YOUR ALTERNATE AND OTHER MEMBERS OF YOUR CRC ACTION COMMITTEE. WHEN YOU AGREED TO SERVE AS DELEGATE, YOU ACCEPTED THE RESPONSIBILITY TO DO THE FOLLOWING.

1.0 You will receive the following documents from Atlanta, if you have not already received them. Please read them carefully.

1.1 Your instructions for the CRC.
1.2 Minutes of 1991 CRC.
1.3 CRC summary report with instructions.
1.4 Executive session worksheet with instructions.
1.5 Forms for motions, travel, and biographies.

2.0 You must make sure that the following documents are prepared so that you can bring them to the CRC, and present them upon registration prior to 14:00 hr Thursday Aug 27.

2.1 25 copies of your chapter report prepared by your 91-92 president. Max. 16 sheets, which may be double sided. Report to include:
   1. ASHRAE CRC SUMMARY REPORT FOR 1991-92 - APPENDIX W
   2. CRC ACTION ITEMS ON CRC MOTION FORMS - APPENDIX U
   3. ASHRAE CHAPTER INFORMATION QUESTIONNAIRE - APPENDIX J
   4. CHAPTER COMMITTEE CHAIRPERSONS MBO'S FOR 1991-92 INDICATING THE FINAL STATUS - APPENDIX Y.

2.2 Names of candidates for nomination for the following positions:
   1. REGIONAL VICE CHAIRPERSON FOR MEMBERSHIP PROMOTION
   2. REGIONAL VICE-CHAIRPERSON FOR TEGA.
   3. TWO BACK-UP PERSONS FOR EACH OF THE RVC'S
   4. VICE-PRESIDENT OF THE SOCIETY
   5. DIRECTOR AT LARGE OF THE SOCIETY
   6. SOCIETY COMMITTEES, (see attached current list)
   7. SOCIETY HONORS AND AWARDS
   8. REGIONAL AWARD OF MERIT

2.3 Names of persons to be elected to the NOMINATING COMMITTEE.

2.4 25 copies of biographical forms for all your candidates.
1992-07-18

CHECK LIST AT THE CRC

To: Delegates Region II

Subject: CRC '92, Halifax, N.S. Aug. 27 - 29 1992

PLEASE COPY THIS TO YOUR ALTERNATE AND OTHER MEMBERS OF YOUR CRC ACTION COMMITTEE

1.0 You are required to attend the following sessions.

1.1 Pre-Caucus Meeting at 14:00 hr .............. Thursday
1.2 The Caucus at 14:30 hr ....................... Thursday
1.3 The plenary Session at 16:10 hr ............... Thursday
1.4 The First Business Session at 16:30 hr .... Thursday
1.5 ASHRAE Research Canada Meeting at 07:00 hr... Friday
1.6 The Second Business Session at 08:00 hr ...... Friday
1.7 The Executive session, at 09:45 hr .......... Friday
1.8 The Third Business Session at 13:00 hr ...... Saturday

2.0 You are encouraged to attend the following.

2.1 The Technical Session at 14:00 hr .............. Friday
2.2 Awards and President's Luncheon at 12:00 hr... Friday
2.3 The Chapter Operations Workshop at 17:00 hr... Friday
2.4 The Workshop Sessions at 07:30 hr ............. Saturday
2.5 The Business Luncheon at 12:00 hr ............. Saturday
2.6 The social functions. Welcome Party ............ Thursday
        Historic Feast ............... Friday

3.0 At the Caucus you submit names of eligible members for the various positions for discussion.
   At the Executive Session you vote on your recommendations. Make sure that your nominees are willing and able to serve so that they do not decline when approached afterwards for confirmation.

4.0 Keep in mind that you have to provide replacements for: John Dugan, Membership Promotion Vice-Chairperson, and Simon Jol, Technical Energy and Government Affairs.

IF YOU HAVE PREPARED IN ADVANCE, YOU ARE WILL BE PLEASED WITH YOUR PERFORMANCE AT THIS CRC, AND CAN REPORT BACK TO YOUR CHAPTER THE SUCCESS OF YOUR ACTIVITIES.
REGION II ROSTER 1997-93

REGIONAL CHAIRMAN

DALTON J. McINTYRE
732 BOWTHORPE DR. W.
OTTAWA, ONT. K1V 7A1
613-923-6366
FAX 613-923-6515
NOTE: * = DELEGATE, ** = ALTERNATE

CHAPTER PRESIDENT

HALIFAX
* ROBERT KELLY
MORRIS & RICHARD ENS.
3331 CORNWALLIS ST.
HALIFAX, N.S. B3K 1B3
902-422-7293
FAX 902-422-4945

NB/PEI
* BRIEN D. STOREY
P.O. BOX 578
MONCTON, N.B.EIC BM
506-857-2880
FAX 506-858-3233

QUEBEC
* JEAN BUNDOCK
ROCHE LITE, B.C.
2838 BLVD. LAURIER
STE-FOY, QUEBEC G1V 4H3
418-645-4400
FAX 418-642-9911

BADENAY
* PIERRE LAVIE
TRAN CANADA INC.
376 FUR COETEL PORTAL
CHICOUTIMI, QUE. G7J 4R2
418-549-5733
FAX 418-549-3738

MONTREAL
* DANIEL ROBERT
1930 AVE BAGDON
LACHINE, QUE. H3R 1N6
514-434-0444
FAX 514-631-0001

OTTAWA
* NEIL ARMSTRONG
YORK AIR CONDITIONING
55 COLNHAM RD # 9
NEPEAN, ONT. K2C 7K1
613-229-1507
FAX 613-229-1115

TORONTO
* WILLIAM F. FINES
155 CLEARVIEW RV.
P.O. BOX 96
KING CITY, ONT. L0G 1KO
416-497-8181
FAX 416-498-0104

MISSISSAUGA
* GORDON FISHER
P.O. BOX 147
MISSISSAUGA, ON LSN 2B9
416-859-4500
FAX 416-859-4520

HAMILTON
* DARLY SOMERS
C.W. O'ADELL INC.
2079 KILBRIDE RD.
KILBRIDE, ONT. L0P 1B0
416-332-0492
FAX 416-332-6734

LONDON
* OWEN GLEN
CHILTON & BIBET LTD.
531 COLBORNE ST.
LONDON, ONT. N6B 2T6
519-677-8660
FAX 519-679-2145

WINDSOR
THOMAS W. McDONALD
UNIVERSITY OF WINDSOR
DEPT. OF MECH. ENG.
WINDSOR, ONT. N8B 3P4
519-253-4232/2623
FAX 519-253-7062

V/C MEMBERSHIP

JOHN T. DUGAN
LANDIS & GYR POWER LTD
2435 HOLLY LANE
OTTAWA, ONT. K1V 7P2
613-733-9781
FAX 613-723-4495

V/C RESEARCH PROD.

DAN C.EntSALL
UNIVERSITY OF WINDSOR
PHYSICAL PLANT MAINT.
WINDSOR, ONT. N8B 3P4
519-253-4232/2623
FAX 519-253-7062

V/C EDUCATION ACT.

THOMAS W. McDONALD
UNIVERSITY OF WINDSOR
DEPT. OF MECH. ENG.
WINDSOR, ONT. N8B 3P4
519-253-4232/2623
FAX 519-253-7062

SECRETARY

BRITT STARRATT
MASTER GROUP LTD.
40 THAMESHILL DR.
DARTHMOIL, ONT. L8H 1W1
902-468-2218
FAX 902-468-3106

TREASURER

NEIL KEBBER
HONEYWELL LTD.
113 LISLEY AVE.
DARTHMOIL, ONT. L8H 1W1
902-468-2218
FAX 902-468-2146

V/C EMERGENCY TECH. AFF.

SIMON JOL
510 CORKBURY ROAD
NEPEAN, ONT. K2H 7V4
613-728-3571
FAX 613-728-6012

V/C EMPLOYEE TECH SAT.

ANDREW F. CORMAN
375 BAIR BLVD.
MONCTON, N.B. EIC 4H4
506-857-2880
FAX 506-857-9899

PIERRE BOUTINETTE
ROLAND BOUTINETTE INC.
3400 DE LA CHAUDIERE
SAINTE-FOY, QUE. G1R 4B9
418-468-3561
FAX 418-468-0019

V/C TECH. ASSOCIATION COUNCIL

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418-465-2320
FAX 418-463-3562

RICHARD ROBERT
3355 FITZHUM
29 LAURENT, QUE. H4B 1M3
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FAX 514-337-3380

PIERRE DE GRANDE
NATHAN LEE
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FAX 613-564-9852

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FAX 416-928-3852

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SANDWELL ENGINEERING
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FAX 416-497-8672

JOHN POLLOCK
182 BRAM RIVER ST. W.
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519-442-4096
FAX 519-736-8768

BRANT HILLARD
JOHNSTON CONTROLS LTD.
594 NEWNBURGH STREET
LONDON, ONT. N6G 1G4
519-512-1921
FAX 519-601-9322

STEVEN KOUTOUTINICL
WINDSOR AIR CONDITIONING
2933 TUNNER RD.
WINDSOR, ONT. N8M 3L3
519-497-7997
FAX 519-497-1583

V/Y SOQUIE
1335/4 S24 8TH AV 8
LANAIS QUE. H7V 2Y1
902-737-8777
FAX 514-737-9783

V/C TECH. ASSOCIATION COUNCIL

RICHARD ROBERT
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514-337-3321
FAX 514-337-3380

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WINDSOR AIR CONDITIONING
2933 TUNNER RD.
WINDSOR, ONT. N8M 3L3
519-497-7997
FAX 519-497-1583
DATE 1992-06-14

From: McIntyre Engineering Services

To: University of Western Ontario, Attention Darryl Boyce

Fax: 519-661-2174

From: Dalton McIntyre, Director and Regional Chairman Region II

Fax/Phone: (613) 523-1651
Address: 732 Southmore Dr. W., Ottawa, ONT, KIV 7AE

Number of Pages Including Transmittal: One

Please Advise If There Are Any Problems With This Transmission.

Message:

Your term of office as President of the London chapter is essentially over, but you still have one task to perform, and that is, prepare your year-end report for CRC '92. This will be based on the performance of your committees, which generally appears to be quite good. I am very pleased with the work you have been doing locally for ASHRAE, and wish to extend to you my sincere thanks for a job well done.

Having served equally well at the regional level, and the Society level, I would ask you to consider the possibility of nomination for Vice President of the Society. If so, please let your delegate and myself know. You have been around Society activities long enough that you are known at the level where decisions are made. I shall be pleased to recommend you for such a nomination, or any other that you may prefer. Since the financial commitment is no longer as serious as it used to be, the major considerations would be the time, and the amount of support you can get from your superior.

I am missing your Board of Governors minutes for Jan. and April, and your chapter meeting minutes for March and May. Please arrange to have them sent to me. The April meeting minutes do not indicate the attendance, but this probably does not matter, because the topic appears to be non-technical. The first three meeting minutes consisted of only the cover sheet, which provided the attendance information that Atlanta requires.

It is not too late to check with your committee chairmen, to make sure that they have provided the regional Vice-Chairmen, and Atlanta with all the necessary information for awarding PAOE points.

It is very encouraging to see the support that your chapter is providing for attendance at CRC '92 (at the Halifax Sheraton). I will see you there, but expect to see you in Baltimore also.
TO: A.S.H.R.A.E. DELEGATES/ALTERNATES
ATTN: Darryl Boyce
FROM: PAUL R. CONRAD
RE: CRC '92 - HALIFAX

Gentlemen:

Attached are pages we removed from Debra's instruction package to you. Wearing two hats at this CRC makes it extremely important that all of you come prepared for our Nominating Meeting. Our time schedule is fixed and we must get the job done in the time allowed. Hopefully you have all had a CRC Action Committee meeting to get names and bio's prepared. Bring the bio's in sufficient quantities to hand out at our first meeting.

Dalton suggested I provide names of suitable people from the various chapters, however, I have decided not to do this for fear of prejudicing you on the people you may bring forward. In the past few years a few chapters have dominated the nomination process because the chapters came prepared. We need names of new interested people from everyone.

Please make sure you all have registered with our committee. We have limited space at all the functions so please book early to be sure you attend all the good things the committee has prepared. As some of you may now realize, the SHERATON Hotel is fully booked. We have blocked off 20 rooms at the DELTA Barrington until the 17th. The rate is $99.00 vs. $130.00 at the Sheraton, and it is only a short walk via covered walkways.

If any of you need help with the nominating process or getting set up for the CRC, just fax me and I will see you are taken care of. Our whole Chapter is anxious to welcome you to Halifax so let's be prepared to do the work properly and on time so we can all enjoy the social functions prepared.

Yours truly,

[Signature]
INSTRUCTIONS TO DELEGATE & ALTERNATE FOR CRCS

Chapters Regional Committee Meeting (Business Session)

There are three parts to the Chapters Regional Committee Meeting: The Caucus Session, the Business Session and the Executive Session. As a delegate, you will be involved in all three of these sessions.

Caucus (Closed Session)

This is an informal session. It is usually held at the beginning of the Chapters Regional Committee Meeting and attended by only the delegates and alternates from the chapters, the regional nominating committee representative and the alternate regional nominating committee representative. The purpose is to provide a forum for the Director, Regional Chairman to instruct the caucus prior to going into the Executive Session. After the Director, Regional Chairman has presented his instructions, the Caucus Session will be turned over to the nominating committee representative for the Executive Session. During this first Executive Session, the delegates and alternates should present the biographies of the candidates who will be presented for offices and/or honors and awards. Enough copies of the biographies should be available so that each person attending may have a copy.

Business Session

Each chapter shall, as a minimum, prepare the following in one complete binder:

2. Report of Chapter Activities for the preceding year, including committee reports.
3. Chapter Committee Chairmen’s MBO’s.
4. A sample newsletter.
5. The Chapter’s roster.

After the report phase of the Business Session, the Chapters are encouraged to present action items for changes in any Chapter, Regional or Society activities or policies.

All reports and action items presented at the Chapters’ Regional Conference will take place at the business session, except for those items specified for the Executive Session.

The chapter delegate is the voting member. The regional vice chairmen, the regional nominating committee representative and the alternate regional nominating committee representative attend in their official capacity. The regional chairman is chairman of the meeting. The chapter delegates report on the progress of their chapters and student branches and their recommendations concerning policy procedures and operations of Society. Motions that are passed are then brought forward to Regions Council for further consideration.

Executive Session (Closed Session)

Only the delegates and alternates from the chapters, the regional nominating committee representative and the alternate regional nominating committee representative may attend the Executive Session. The regional nominating committee representative is the chairman. The host chapter delegate is the secretary. Chapter delegates vote to recommend members for the following:

1. Regional Chairman (if appropriate).
2. Officers and Directors-at-Large.
3. General committees.
4. Technical committees.
5. Honors and awards

Report

The regional nominating committee representative will forward the report of the Executive Session to Society secretary at Headquarters within 30 days of the meeting. Members who serve on grassroots committees (regional vice chairmen) should be contacted as to their willingness to serve before their names are put in this position.
Fall CRCs

WORK SHEET FOR EXECUTIVE SESSION - REGION II CRC

Recommendations for Society Year 1993-94

Instructions: The Nominating Committee Member, as Chairman of the CRC Executive Session, is responsible for submitting this work sheet to the Executive Director/Secretary, ASHRAE, 1791 Tullie Circle, NE, Atlanta, GA 30329 within 30 days of the CRC.

Copies of Parts 2, 3, 4, 5, and 6 should be sent to the Regional Chairman.

Note: 1. All candidates should be listed in order of preference.

2. If there is no current biographical record on file at Society Headquarters for a candidate, please submit one with this work sheet.

1. OFFICERS AND BOARD OF DIRECTORS

<table>
<thead>
<tr>
<th>Position</th>
<th>Nominees</th>
<th>CRC Recommendations for SY 93-94</th>
</tr>
</thead>
<tbody>
<tr>
<td>President-Elect</td>
<td>Neil R. Patterson</td>
<td></td>
</tr>
<tr>
<td>Treasurer</td>
<td>Billy R. Manning</td>
<td></td>
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<tr>
<td>Vice President</td>
<td>Richard B. Hayter</td>
<td></td>
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<tr>
<td>Vice President</td>
<td>John F. James</td>
<td></td>
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<tr>
<td>Vice President</td>
<td>Faye C. McQuiston</td>
<td></td>
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<tr>
<td>Vice President</td>
<td>Frederick J. Pearson</td>
<td></td>
</tr>
<tr>
<td>Director-at-Large</td>
<td>James E. Hill (III)</td>
<td></td>
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<tr>
<td>Director-at-Large</td>
<td>E. Ian Mackie (XI)</td>
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<tr>
<td>Director-at-Large</td>
<td>Ronald P. Vallort (VI)</td>
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<tr>
<td>Regional Chairman</td>
<td>n/a</td>
<td>1.</td>
</tr>
<tr>
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<td>(If applicable, list names of 3</td>
<td>2.</td>
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<td>candidates in order of</td>
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<td>preference.)</td>
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Submitted by:

Member, Nominating Committee

Date
2. SOCIETY COMMITTEES* (Recommendations to Society President-Elect)

| Committee                          | Recommendation |
|------------------------------------|----------------|----------------|
| Accreditation Activities           |                |                |
| Charter and Bylaws                 |                |                |
| Continuing Education               |                |                |
| Environmental Health               |                |                |
| Finance                            |                |                |
| Handbook                           |                |                |
| Historical                         |                |                |
| Honors and Awards                  |                |                |
| International                      |                |                |
| Journal/Insights                   |                |                |
| Long Range Planning                |                |                |
| Meetings Arrangements              |                |                |
| Research and Technical**           |                |                |
| Society Program                    |                |                |
| Special Publications               |                |                |
| Standards**                        |                |                |

* Candidates should have indicated willingness to serve on committees before recommendation by CRC.

** Elected by Board of Directors at Society Winter Meeting.
3. NOMINATING COMMITTEE

Note: Nominating Committee Members and Alternates must be Members of the Society for a minimum of five years at the time of selection, must be selected at least one year in advance of taking office, and may serve no more than six years total on the Nominating Committee.

<table>
<thead>
<tr>
<th>Member</th>
<th>92-93</th>
<th>93-94</th>
<th>94-95</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paul R. Conrad*</td>
<td></td>
<td></td>
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<tr>
<td>John B. Bisset</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>&quot;Reserve&quot;</td>
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*Chairs CRC Executive Session.

4. REGIONAL VICE CHAIRMEN - Grass Roots Committees

Note: Select three in each category, if possible.

Candidates for Regional Vice Chairmen must be Members of the Society for three years at the time of nomination.

<table>
<thead>
<tr>
<th>Educ Activities</th>
<th>92-93 First</th>
<th>93-94 Second</th>
<th>94-95 Third</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thomas McDonald</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>John T. Dugan</td>
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<td></td>
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<tr>
<td>John B. Pollock</td>
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<td></td>
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<tr>
<td>Danny Castellan</td>
<td></td>
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<tr>
<td>Simon Jol</td>
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</tbody>
</table>

Please forward these names to the Regional Chairman, who will make recommendations to the President-Elect, who will make the appointments.
5. RECOMMENDATIONS FOR SOCIETY HONORS AND AWARDS

Honorary Member
(Eminent Professional Distinction)

Fellow (Unusual Distinction)

F. Paul Anderson Award
(Outstanding work - one per year)

ASHRAE-ALCO Award
(Outstanding Public Service)

Distinguished Service Award (Society Work)

Distinguished 50-Year Member

Louise and Bill Holladay
Distinguished Fellow Award

Andrew T. Boggs Service Award
(Continued Distinguished Service)

6. REGIONAL AWARD OF MERIT (3 per year maximum)
Note: Include wording of citation. (Add sheets if necessary.)

1. 

2. 

3. 

7. CRC GENERAL CHAIRMAN - Report names of next 3 upcoming general chairmen.
(Note: This is NOT an Executive Session item. It is included on this sheet for convenience of reporting.)

<table>
<thead>
<tr>
<th>Name</th>
<th>Host Chapter</th>
<th>CRC Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
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<tr>
<td>2.</td>
<td></td>
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<tr>
<td>3.</td>
<td></td>
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</tr>
</tbody>
</table>
Day 1 Thursday August 27, 1992

11:00am-5:00pm Registration
1:00pm-5:00pm Companion Room - Open
4:10pm-4:30pm Plenary Session
7:00pm-8:00pm Welcome Party
9:30pm-11:00pm Hospitality Room - Open

Day 2 Friday August 28, 1992

7:30am-5:00pm Registration
7:00am-5:00pm Companion Room - Open
7:00am-9:00am Breakfast - Coffee & Muffins
8:00am-11:45am Scenic Tour of Peggy's Cove
12:00pm-2:00pm Awards and President's Lunch
2:00pm-4:30pm Halifax Walking Tour
7:00pm Regional Social Function
Historic Feast
10:00pm-11:00pm Hospitality Room - Open

Day 3 Saturday August 29, 1992

7:00am-9:00am Registration
8:30am-3:30am Companion Room - Open
8:30am-9:30am Breakfast - Coffee & Muffins
9:30am-12:00pm Tour of Historic Halifax
3:30pm Vacation Tour of Nova Scotia or Return to Home Chapter

Historic Halifax
Time: 2 & 1/2 hours
This history and anecdote filled ride through the streets of Halifax will introduce you to one of North America's most unique and captivating destinations. Hear of the days of rumrunning and privatering, Halifax during the war years, and of the exploits and heroism of the many citizens that lived through the devastating explosion of the ammunition ship Mont Blanc on December 6, 1917. The excursion includes stops at the Public Gardens, one of North America's most beautiful Victorian gardens; the Maritime Museum of the Atlantic, to explore sea trade and its effects on Halifax; and Citadel Hill, with the many forts that have protected Halifax since its founding in 1749.

Peggy's Cove
Time: 4 hours
Peggy's Cove has been an artist's and explorers paradise for well over 180 years. This picture postcard village on the rugged Atlantic shoreline, stands on solid rock above the crashing surf. The lighthouse here is the most photographed in the world and the only one in North America to have a post office within it. The coastline is famous for picnics, shipwrecks, rumrunning and sunsets. At the cove, there will be plenty of time for shopping and exploring.

Historic Feast
Front Porch Swing
It's summertime again, and what better way to spend it than on the front porch? Throw in some good friends and some nosey neighbours, set it in Cape Breton, and you've got the makins' of a good old-fashioned summertime frolic. Join the Historic Feast cast as they sing traditional Nova Scotian favourites. This summertime treat comes complete with our famous four-course meal and a show that's sure to knock your socks off. Don't miss this delightful piece of Maritime humour starring the hardest working singers, actors and dancers in the Atlantic provinces.

Companions

Hospitability Events
Halifax Walking Tour
Time: 2 & 1/2 hours
Discover the old core of downtown Halifax. Since 1749, Halifax has grown and changed; but continues to combine just the right mix of old and new. The eloquent arches of Georgian and Victorian architecture not only convey the heroic age which is past, but strongly qualify the present and insist that whatever the metropolitan community becomes, Halifax's delightful human scale will be retained. Romance clings to Halifax's historic downtown like the early morning mists from the sea and many citizens cherish the very stones from which the old seaport was built. Discover Halifax for yourself.

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

Halifax Chapter, P.O. Box 8986, Station A, Halifax, Nova Scotia, B3K-5M6

CRC by the sea!!
August 27, 28 & 29, 1992
Halifax, Nova Scotia
ASHRAE CRC '92
Schedule of Events
The American Society of Heating, Refrigeration and Air-Conditioning Engineers (ASHRAE) is a professional society dedicated to the advancement of the arts and sciences of heating, ventilating, air conditioning, refrigeration, and related fields. ASHRAE provides a forum for the exchange of ideas and fosters the development of professional standards and guidelines for the HVAC&R industry.

**Student Membership Application**

American Society of Heating, Refrigeration and Air-Conditioning Engineers

---

**Student Membership Benefits**

- Access to ASHRAE publications and resources
- Networking opportunities with industry professionals
- Discounted registration for ASHRAE meetings and conferences
- Access to educational programs and training
- Opportunities for service and leadership roles within the society

---

**Application Information**

- Name:
- Address:
- City, State, Zip:
- Phone:
- Email:

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**Membership Options**

- Regular Membership ($50 annual dues)
- Student Membership ($20 annual dues)

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**Application Process**

1. Complete the application form.
2. Submit the completed form along with the membership fee.
3. Upon approval, you will receive membership materials and benefits.

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**Contact Information**

ASHRAE, Inc.
840 North Lake Shore Drive
Chicago, IL 60611-4095
Phone: 312-944-2500
Fax: 312-944-1700
Email: info@ashrae.org

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**Important Dates**

- Application deadlines:
- Membership renewal dates:

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**ASHRAE Student Benefits**

- Access to student discounts on ASHRAE publications
- Opportunities for internships and co-op programs
- Networking events and social gatherings

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**Publication Disclosures**

ASHRAE reserves the right to modify content and懋 plans of current and future publications.

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**Inquiries**

For more information or assistance, please contact ASHRAE at 840 North Lake Shore Drive, Chicago, IL 60611-4095.
EXTRACTS FROM THE BYLAWS

ARTICLE I—ORGANIZATION

Section 12. The Society is 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, as defined in the Certificate of Consolidation.

ARTICLE II—MEMBERSHIP

Section 2. A Student Member must 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 status, part-time status, and 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 Student Member status was granted.

Student 2.17: ...If any Student Member shall fail to pay dues by June 30, membership will cease...

ARTICLE IX—MISCELLANEOUS

Section 9.3. Fees and Annual Dues. Initiation and advancement fees and annual dues shall be fixed by the Board of Directors from time to time, shall be payable as determined by the Board of Directors, and shall be published periodically in the official publication of the Society.

EXTRACT FROM RULES OF THE BOARD

That 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.

ANNUAL DUES: $8.00 (Must accompany completed application form)