

New York Metro ASHI<sup>®</sup>  
OPERATIONS  
And  
PROCEDURES  
MANUAL

## ***President's Function and Procedures***

**Formatted:** Heading 2, Left, Line spacing: single, Widow/Orphan control, Adjust space between Latin and Asian text, Adjust space between Asian text and numbers

The main function of the president is not to do everything himself, but to provide the "glue" that holds the chapter together. This should be accomplished by delegating authority to responsible members and then making sure that the assigned tasks are being completed, within the assigned time.

This should be accomplished by doing the following:

1. Assign standing committee chairs, as stipulated in the By-Laws. Temporary committee chairs should also be assigned, as the need arises.

2. Hold monthly (or more frequently, as may be necessary) executive board meetings. Monthly meetings should be held prior to the regular monthly meeting. The purpose of these meetings is to discuss and organize the day-to-day operation of the chapter. It will also allow the president to determine whether the officers, directors and committee chairs are performing their assigned tasks and to take remedial action when they are not. (See files for copies of agendas)

Call or\_email all officers and directors, several days prior to the executive meeting, to confirm that they will attend. Specific committee chairs may also be invited to executive board meetings, as the need arises.

3. Confer with the education chair to see that the speaker for the meeting has been confirmed and that a "blurb" has been sent to both the newsletter editor and the person responsible for e-mailing out the meeting notice ~~post-card~~. Such contact shall take place a minimum of three weeks prior to the meeting.

**Comment [x1]:** No post cards

4. Confirm with the person assigned to send out the meeting notices, that emails will be sent out in time for members to receive them at least a week prior to the meeting.

**Comment [x2]:** Trumba does this

5. Assign a member to contact all those responsible for submission of newsletter articles to ensure that the publisher/editor will receive them no later than the 10th of the month. This person should also call the publisher to determine if articles were received and the newsletter will be published and distributed on time, a minimum of one week before the next meeting.

**Comment [x3]:** Need to revive

6. In addition to the above, the president must also:

a. Notify ~~International~~ National that he/she is the new chapter president.

b. Preside at all regular monthly and executive meetings and any special meetings which may be called. In connection with these meetings, a file (electronic as a minimum) should be kept of agenda, attendance, minutes, etc.

c. Set the election calendar in sufficient time for the process to proceed as set forth in this manual under "Nominations and Elections". Check with the chairperson of nominating committee to make sure that everything is in order regarding the nominations of the new officers, directors and representative(s).

d. Write a monthly "President's Message", for inclusion in the newsletter.

e. Answer all correspondence directed to the chapter and keep a file (electronic as a minimum) on such correspondence. This may be done through secretary.

f. Act as liaison between ~~International-National~~ and the local NY Metro chapters.

g. Write a yearend summary of the Chapter's progress for inclusion in the ASHI<sup>®</sup> annual report.

Formatted: Superscript

## ***Vice President's Function and Procedures***

Formatted: Heading 2, Left, Line spacing: single, Widow/Orphan control, Adjust space between Latin and Asian text, Adjust space between Asian text and numbers

The main function of the vice president is to perform the functions of the president in the event of his absence or incapacity. However, the vice president is also a "lady in waiting". As he/she will normally be the next president, he/she, in cooperation with the president, should do everything possible to learn the president's job. To this end, the following should be done:

1. Periodically plan and run a chapter meeting.
2. Periodically write a message for newsletter.
3. Assist the president in the day-to-day operations of the chapter.

Formatted: Heading 2, Left, Line spacing: single, Widow/Orphan control, Adjust space between Latin and Asian text, Adjust space between Asian text and numbers

## ***Secretary's Function and Procedures***

The secretary's function is to act as scribe and record keeper of the chapter. This will include the following duties:

### 1. MINUTES:

- a. Take minutes of monthly meetings, both executive and general.
- b. ~~Fax~~ Email finished copies of both sets of minutes to president for review and comments.
- c. ~~M~~Email reviewed and corrected copy of the general meeting minutes only to newsletter editor, in time to be included in the newsletter.
- d. ~~Make sufficient copies of minutes of general session and bring to next meeting for distribution to members. Email to webmaster to be posted on the website.~~
- e. Make any necessary corrections, at the next meeting, and file a corrected copy.

### 2. NEWSLETTER:

- a. Forward any pertinent information, which is to be included in newsletter, to publisher/editor, prior to the 10th of the month.
- b. Make sufficient copies of newsletter and collate. \*
- c. Mail newsletter to all those on mailing list. \*

**\*These duties may be assigned to the publisher/editor.**

### 3. EMAILING LIST:

- a. Develop an emailing list of members, candidates, chapter presidents and other selected people, coordinating with treasurer, membership chairman and publisher/editor.

### 4. MEETING NOTICES:\*

- a. Obtain information Re: speaker and topic, from education chair, for inclusion in newsletter and for meeting notice postcard.

- b. ~~Fax~~ Email to the president for review.

**Comment [x4]:** This is defunct

c. ~~Print and mail postcard with Email~~ reviewed copy to all members so that it is received one week before meeting. (this may also be done via the automated email system).

d. Send copy to newsletter publisher/editor, for inclusion in newsletter, for receipt, no later than the 10th of the month.

**\*This function may be delegated with the approval of the executive committee.**

5. CORRESPONDENCE: At the request of the president, the secretary shall answer and keep a file of chapter correspondence.

### SAMPLE COPY OF MEETING NOTICE POSTCARD

#### MEETING NOTICE

(Date)

(Time)

(Place/address)

The educational speaker at the \_\_\_\_\_ monthly meeting of NY Metro ASHI will be \_\_\_\_\_ who will discuss \_\_\_\_\_.

Comment [x5]: Defunct – done by Trumba

5. ELECTIONS: In cooperation with the nominating committee, ballots shall be mailed and returns tabulated.

6. BILLING:

a. Maintain copies of all bills related to copying and mailing.

b. Submit bills monthly to treasurer for payment.

## ***Treasurers Function and Procedures***

**Formatted:** Heading 2, Left, Line spacing: single, Widow/Orphan control, Adjust space between Latin and Asian text, Adjust space between Asian text and numbers

The Chapter was filed as a Type "B" corporation (NOT FOR PROFIT) in the State of New York on January 21, 1987. The Federal Employee Identification Number (EIN) is [REDACTED]. All records and files of NY Metro ASHI are kept in portable record files, in annual folders. The Certificate of Incorporation and the Federal EIN notice will be found at the rear of the 1988 folder.

E-postcard info:

Website:

Login:

Password |

**Comment [x6]:** Need to add this info

Checking account is **presently** held with:

Putnam County Savings Bank Brewster, New York 10509 Telephone (914) 279-7101

Checking Account [REDACTED]

The Certificate of Deposit is **currently** as follows:

CD Account [REDACTED] (Matures 3/28/97) , Marine Midland Bank, Blauvelt, NY

Extra checkbooks and deposit slips are kept in the file box. The CD savings book is kept in the current year's folder. These files and records are to be passed from treasurer to treasurer.

The treasurer's function is to act as the repository of all chapter funds and to pay all legitimate bills incurred by the chapter. The duties involved in performing this function are:

1. In order that sufficient funds be on hand to pay bills, end of year checkbook balance should be maintained at about \$5,000. Excess monies, realized from the annual seminar, should be placed in the CD account, when it is renewed on its maturity date.

2. An alphabetically arranged list, of current paid up members (cannot join local unless member of International) is to be maintained by Treasurer. This list is periodically distributed to the newsletter publisher/editor, secretary, sergeant-at-arms and the person responsible for mailing meeting notice post cards. (This list is to be mirrored within the red hard cover book)

**Comment [x7]:** Out of date information. Needs modification.

3. A current membership list is to be brought to each meeting and given to the person responsible for taking attendance and collecting monies from non-members, (sergeant-at-arms or his/her designee). If the Treasurer will not be able to attend the meeting, provision must be made to get the list to the proper person.

4. Dues notices are to be mailed to all members one month prior to the end of the fiscal year. In addition, a copy of the notice should be sent to the newsletter publisher/editor for inclusion in the newsletter.

5. A Treasurer's report for the prior year, a compilation of the chapter seminar expenses/revenues, and a proposed budget for the upcoming year shall be prepared each Sept. and presented to the executive committee.

← | --- **Formatted:** Heading 2, Left, Line spacing: single, Widow/Orphan control, Adjust space between Latin and Asian text, Adjust space between Asian text and numbers

## ***Sergeant-at-Arms Function and Procedures***

The position of sergeant-at-arms was established by the chapter in the late 1980's to maintain order and take attendance at the monthly chapter meetings. It has been customary that the position be filled by an elected chapter director as money is handled and the attendance records are forwarded to International as verification of MRC's.

The Sergeant-at-Arms' duties include:

1. Maintain order and proper decorum at all chapter meetings.
2. Takes attendance and maintains records of **all** attendees-members, candidates, potential chapter members, guests and speakers. The list of potential members is to be passed on to the membership chairman, for follow up and to the secretary so that these names can be added to the mailing list for future meeting notices and the newsletter..
3. With an updated list of paid up members, furnished by the treasurer, money is collected for the dinner and/or educational session from guests and unpaid "members", in accordance with the policy set by the board of directors. **PRESENT** policy stipulates that first time guests are permitted to attend their first meeting (dinner and educational session) one educational session at no charge, ~~but must pay for dinner.~~ Unpaid "members" or "affiliates" must also pay for dinner. ~~Dinner fee for first time guests may be waived by executive board decision.~~
4. The treasurer shall be notified of the number of dinners to be paid for. Any money collected from guests or unpaid "members" shall be turned over to the treasurer. The chapter pays **only for the meals**. Guests and members pay for their own beverages.
5. A 50/50 raffle shall be conducted, by the sergeant-at-arms, prior to each business meeting. It is the custom for the guest speaker to draw the winning tickets following the education session. Since this is a not for profit organization, two winning tickets will be drawn, with winners sharing the full amount collected.

**Comment [x8]:** Should we revive?

## ***Annual Seminar Chair***

**Formatted:** Heading 2, Left, Line spacing: single, Widow/Orphan control, Adjust space between Latin and Asian text, Adjust space between Asian text and numbers

It has become an established tradition to hold a local annual chapter seminar. It is normally scheduled anywhere from for the last weekend in mid-September ~~or to~~ the first weekend in October.

In order to conduct a successful seminar it is imperative to set time schedules for the

various tasks and to follow them religiously. The chair should select the committee that will help with the items listed below

**1. Location:** A central location for the seminar must be selected at least nine months in advance, so that we are assured that a facility is available for the dates that we require.

The following criteria should be used when selecting a site: The facility should be able to provide meeting room for up to 100 participants, "break-out" areas for coffee breaks, vendor display areas, and a suitable area for meal service.

Vendor space should be open and comfortable. Area should be very close to or within "break-out" areas.

A congenial atmosphere at a reasonable price, for those who wish to stay overnight, should also be available. It is common practice with hotels to allow some "free" room nights, based on the number of room nights that are paid for by seminar participants. These "free" nights are usually provided at a ratio one to 25-30 room night paid for. However, this will depend on the individual facility. "Free" rooms, when available, may be assigned to seminar committee members who have a distance to travel. The goal is a minimum of two (2) free rooms.

The cost of meeting and vendor rooms and food service is negotiable. Prior contracts should be consulted for guidance.

It has been past practice, to contract with the existing facility following our current seminar. This is obviously predicated upon the fact that we would have been pleased with facility during the current seminar.

Contracts with the facility, normally commit to a minimum number of participants, in regards to food service. It is typical for the facility to prepare service for 10% more than the contracted number. Therefore, it is reasonable to estimate the number of participants, conservatively.

**NOTE:** Depending on the fees charged to vendors to participate, the chapter may or may not include food service for them.

**2. Content:** The seminar topics must be sufficiently varied to attract registrants with different backgrounds, interests and needs. Seminars of this nature are largely attended by inspectors recently entering the profession. Therefore, some basic programs must be included. However, in order to attract the seasoned professional, as well, topics relating to changes in the profession, new construction techniques and materials, legal issues, etc., should also be included.

**NOTE:** The seminar program must be approved by National prior to the publication of brochures for the seminar. This approval shall be obtained by the Seminar Chair.

**3. Speakers:** All topics should be selected early in the year, preferably six to eight months before the seminar, so that appropriate speakers may be obtained. Speakers should be selected not only for their knowledge of the topic to be presented, but also for their ability to communicate this knowledge to their audience.

The speakers shall submit a copy of the material which they are to present, to the seminar committee for review, in sufficient time for the committee to ascertain that the material is compatible with the needs of the seminar. This material will then be used for a training manual, to be distributed to the participants.

**4. Vendors:** As the number of seminars that are given by other chapters increases, so does the competition for vendors. Therefore, vendors who can provide services, supplies or equipment to our participants should be contacted **very early** in the process so that we will have first call on them and so that they will have sufficient time to schedule the event.

**5. Costs and Pricing:** The chapter's cost for the seminar will include all or some of the following expenses: Site cost including catering; mailing list rental; advertising; honorarium for some speakers; room rental for some committee members and/or guests; printing and duplicating and minor miscellaneous expenses.

To determine price to charge participants, all seminar costs must be totaled and divided by a projected number of participants, to determine a "break even" point, (see previous seminar files for guidance). Conservatively, the number forty has worked in the past, as the divisor. The number attending over the break-even point represents the surplus to the chapter. Fees for members may be varied, depending on the circumstances prevalent at the time.

**6. Advertising:** A brochure must be created that includes the following:

- a. Dates, time and location of seminar,
- b. List of topic to be presented along with a brief biography of the speakers.
- c. Number of MRC's that each participant will receive.
- d. List of vendors and/or displays.
- e. Notice of the seminar, along with hi-lights and other pertinent information, should be sent to International, for inclusion in the Reporter. This should be sent in time for the August edition.
- f. Following the seminar, a summary report, along with photos, should be sent to the Reporter as a way of promoting next year's seminar.

**7. Training manual:** Using the materials supplied by the speakers, a training

manual should be produced, for distribution to participants. See files for examples of previous manuals. At least 10 more copies, than participants should be printed. This will allow for "walk-ins" who have not pre-registered. Copies which are left over, can always be sold to members of chapter who were unable to attend seminar.

**Comment [x9]:** No longer done.

**8. On-Site Operations/Procedures:** Prior to the seminar, verification must be made with facility to ensure that all is in order. Packages should be made up for distribution at registration. Packages should include name tag, training manual and other conference materials. The registration desk should also have several copies of the registration list. Provision should be made for walk-in registration.

**Comment [x10]:** We do not hand out books anymore

a. On the day of the seminar, committee members should arrive early to welcome the participants. Registration table should be manned at all times by at least two people. Participants should be checked off as they arrive and packages distributed to them.

b. One committee member must be assigned to monitor coffee breaks and food service.

c. Several committee members should be assigned to ensure that required AV equipment is in place and working, for each presenter. Spare bulbs, batteries, etc. should be kept on hand for emergency use.

d. At the opening session, a brief welcome should be extended by the conference committee chair and/or the chapter president. At this time, any dignitaries or International officers who are present should be introduced.

e. In order for the seminar to proceed in an orderly manner, strict time schedules must be adhered to. A committee member must be assigned to assure this. Speakers should be instructed as to their allocated time and must adhere to it. The "time cop" should see that this is done by giving a signal to the presenters, five minutes prior to the end of their allotted time, so that they may "wrap up". When the speaker is finished, the "time cop" should clear the room so that it may be prepared for the next speaker.

f. At the close of the seminar, seminar chairman should distribute suggestion forms for the improvement of next year's seminar and certificates of attendance. These certificates must include the participant's name, dates of attendance, number of MRC received and the chapter president's signature.

**Comment [x11]:** Now emailed after the seminar. Should set a one month maximum to email.

## ***Delegate to Council of Representative***

**Formatted:** Heading 2, Left, Line spacing: single, Widow/Orphan control, Adjust space between Latin and Asian text, Adjust space between Asian text and numbers

It is the responsibility of the chapter's delegate(s), to present the collective opinion of the chapter to the Council of Representatives and to look after member's interests on the International level.

1. The delegate(s) shall be elected at the same time as officers and directors.
2. The delegate(s) must commit to attend all meetings of the council. In order to more fully represent the concerns and interests of the chapter and its members, the delegate(s) should become involved in International activities and events.
3. In the event that a delegate is unable to fulfill his/her commitment, an alternate shall be appointed by the chapter, to substitute at one or more meetings, as is necessary.

### 4. Expenses:

a. The chapter will reimburse the delegate(s) for reasonable expenses as set forth in existing chapter policy. This will include only travel, lodging and meals. Any reimbursement given by International will **not** be duplicated by the local chapter.

b. Should air fares be such that an additional stay will save the chapter money, the chapter may authorize this.

c. The delegate(s) will review the proposed agenda of the council with the chapter president and the board of directors. They will then report business conducted at the meetings to the president and the board or to a general meeting according to the directive of the board.

d. When voting, the delegate(s) will be guided by the concerns of the chapter. However, when necessary, the delegate(s) may vote independently, without consultation. However, in such cases, the president shall be notified as soon as possible.

## ***Nominating and Election Procedures***

**Formatted:** Heading 2, Left, Line spacing: single, Widow/Orphan control, Adjust space between Latin and Asian text, Adjust space between Asian text and numbers

The chapter is on a fiscal year which corresponds to that of the International chapter. It runs from October 1 through September 30. The terms of officers, directors and delegates, shall be as set forth in the chapter by-laws. The elections shall be by mail

ballot and shall follow the procedures as set forth below

**Comment [x12]:** Fiscal year is now 4/1 through 3/31

**1. Nominating Committee;** A nominating committee shall be appointed by the president. It shall consist of a minimum of three chapter members.

a. The committee shall prepare a ballot with a slate consisting of a single candidate for each of the following offices: president; vice president; treasurer; secretary; two directors; and delegate(s) to the Council of Representatives. **Provision shall be made on the ballot, for write-in candidates.**

b. A member of the nominating committee may not stand for office in the year that he/she accepts appointment to the nominating committee.

c. Nominations for any office may be made by a member, in good standing, provided it is received by nominating committee chair in time for it to be considered by the committee as a whole.

d. Nominations may also be made from the floor by any member in good standing at either of the two regular monthly meetings preceding the election.

**2. Balloting:** Ballots will be delivered to each member in good standing by First Class Mail at least one month prior to end of the fiscal year.

a. The mailing will contain one ballot, one envelope clearly marked "ballot", a stamped and addressed return envelope and instructions on how to complete the process. See the following addendums for sample ballot and instructions.

b. The return envelope will be addressed to the chair of the nominating committee. The return envelope will have a signature space on the rear, to confirm that the voter is a member in good standing. Votes in unsigned envelopes **will not** be counted. Signature verification, may be used.

c. The committee chair and at least one additional committee member will count the ballots and verify the results. The new president will be notified as to the results of the election and he/she, in turn, will notify the other new officers, directors and delegate(s) to the Council of Representatives.

**Comment [x13]:** Now use online balloting – Ballotbin.

**3. Assumption of office:** The newly elected officers, directors and delegates will assume the duties commencing with the first meeting of the new fiscal year.

Addendum #1

**BALLOT**

President	_____ Name of Candidate _____ Write in Candidate
Vice President	_____ Name of Candidate _____ Write in Candidate
Secretary	_____ Name of Candidate _____ Write in Candidate
Treasurer	_____ Name of Candidate _____ Write in Candidate
Director	_____ Name of Candidate _____ Write in Candidate
Director	_____ Name of Candidate _____ Write in Candidate
Representative	_____ Name of Candidate _____ Write in Candidate
Representative	_____ Name of Candidate _____ Write in Candidate

**ADDENDUM #2**

Date

Dear NY Metro ASHI Member:

The names of those members that have been nominated for the officers, directors and representatives, are presented on the enclosed ballot. There is also a line below each position for a write in candidate. To vote mark an X on the line in front of the nominated candidate or write in the name of the person that you feel is best qualified for that position.

In order to ensure secret balloting, the ballot must be returned in the enclosed plain envelope by DATE. The sealed envelope, containing the marked ballot, should then be placed in the larger stamped addressed envelope and mailed.

**NOTE: Prior to mailing, the envelope must be signed in the space provided on rear. If these instructions are not followed, your vote will not be counted.**

Best wishes for the ASHI New Year!

Sincerely yours,

Name  
Nominating Committee Chair

Name  
Secretary

**Comment [x14]:** No longer needed