

# Newsletter

INFORMATION AND NEWS FROM ASHRAE HEADQUARTERS

WINTER 1981

## ARE YOUR CHAPTER BYLAWS UP-TO-DATE?

Periodically, the Charter and Bylaws Committee updates the Model Constitution and Bylaws which the chapters use as a guide to prepare their governing documents. The Model Constitution, only three pages long, rarely needs revising. The Model Bylaws, on the other hand, require continuous review and revision since they are much longer and deal with the daily operations of the chapter. Each chapter should compare its Bylaws with the Model at least once every three years to insure that they are consistent.

Some of the latest revisions to the Model Bylaws are:

Paragraph 2.2 Non-Residents - The section "subject to the approval of the Board of Governors" has been deleted. A Society member is now allowed to belong to more than one chapter if he so elects, however, he may only vote in one chapter.

Paragraph 3.7 Proxies - These are now valid for only ninety (90) days, not the eleven (11) months originally stated.

Paragraph 6.4 The President-Elect - Although this change has been incorporated in the Model for several years now, there are still chapters who do not have this position. Adding a President-Elect position also requires revisions to paragraphs 6.1, 7.2, and 8.1.

Paragraph 7.5 Voting and Election - The beginning of this paragraph has been revised to read "Not less than ten (10) days prior to the next meeting, the Secretary shall ..."

Article VII - Committees - This entire Article is currently being reviewed and is expected to be revised effective next July.

Copies of these latest models can be obtained from Doris Flandorffer at Society Headquarters; review your chapter documents to be sure they are in conformance.

## A CHAPTER AND SOCIETY PROBLEM: INELIGIBLE MEMBERS AS OFFICERS

In the past, chapters have occasionally elected ineligible members as officers or governors. Although this may not seem serious, it could lead to the loss of that chapter's tax-exempt status and to additional problems for the whole Society. The following information should clarify which chapter members are eligible to hold office.

Most chapters currently follow the Model Chapter Bylaws issued and updated by the Society's Charter and Bylaws Committee. These bylaws state that affiliates and student members are not entitled to vote or to be elected, or appointed, as officers, governors, or committee chairmen.

Membership grades, as defined in the Society Bylaws, are the same at both the Society and chapter levels. Whenever there is a new ASHRAE member in a chapter's geographic area, or whenever member information is updated, the chapter secretary receives a membership record card with a coded listing of that person's Society grade. A description of the membership card and definition of each code is in Appendix B of the Manual for Chapter Operations.

Additionally, the names of members who have not paid their chapter fees or assessments within 60 days of their due date are also brought to the attention of the chapter secretary.

When the chapter nominating committee is chosen each year, it should be made aware of which chapter members are not eligible to hold office. In accordance with the Bylaws, the names of members proposed by that committee must be certified as being eligible by the chapter secretary. Additional names, proposed from the floor at the chapter meeting preceding elections, should immediately be checked for eligibility by the secretary. Also, vacancies filled by the board of governors, other than at election time, should be carefully checked by the secretary for eligibility.

It is important for the membership committee to do its part in insuring that the chapter has as many members as possible eligible to hold office. The committee should continually review membership grades, and encourage and assist members with upgrading their membership in the Society.

## DON'T MISS HOUSTON IN JANUARY

Over 400 people have already registered for the ASHRAE semi-annual meeting and industrial exposition. Are you one of them? With over 50 technical sessions and 500 displays scheduled, this year's meeting and exposition promise to provide an exciting and informative program. Registration fees, \$45 for members and \$60 for nonmembers, include five preprints of the participant's choice. Forms (available on page 57 of the October ASHRAE Journal) and fees must be received no later than January 5. See you in the "Golden Buckle of the Sun Belt"!

## ASHRAE HEADQUARTERS BUILDING DEDICATED IN ATLANTA

With several hundred ASHRAE members and government, industry and local business leaders present, ASHRAE International Headquarters was dedicated on October 6 in Atlanta, Georgia.

Participants in the dedication ceremony were ASHRAE President Jack B. Chaddock, Presidential Members Bruno P. Morabito, Morris Backer, Hugh D. McMillan, and Charles F. Sepsy, and Executive Vice President Andrew T. Boggs. Charles R. Jeter, regional administrator for the Environmental Protection Agency, was the keynote speaker.

The decision to move to Atlanta was made after the advantages and disadvantages of 27 cities were studied.

In opening comments, Chaddock explained that the selection of Atlanta was based upon many factors including availability of needed support services, personnel, and office space, access for members, and living and working conditions for staff.

The need for larger offices than those the Society leased in New York's United Engineering Center prompted the investigation. Since its founding in 1894, the Society has always leased office space; now, ASHRAE owns the 30,000 square foot building in Atlanta.

Because the Atlanta building provides greater space than was available in the New York Headquarters, staff operations have been strengthened through a modest increase in personnel. Also, there is now space available for ASHRAE committees to meet at Headquarters and room for future staff expansion and additional support for new ASHRAE programs. In the short term, part of the building will be leased.

ASHRAE Headquarters is located on Interstate 85 approximately six miles northeast of Atlanta. With the expansion of the rapid rail system both to the north and south of the city, access to the ASHRAE building from Atlanta Hartsfield International Airport will be relatively easy in the near future.

## ASHRAE OFFICE OPENS IN WASHINGTON D.C.

In an effort to develop and maintain channels of communication between ASHRAE and the U.S. federal government, the Society has opened an office in Washington, D.C. The newly established office, which will enable ASHRAE to provide technical counsel and assistance on pertinent engineering matters and policies affecting the public interest and the ASHRAE community, is being manned by Dr. Jim E. Cox, a former professor of mechanical engineering at the University of Houston, and Patricia Ryan, his administrative assistant.

Cox, a graduate of Southern Methodist University and Oklahoma State University, was selected as a Congressional Fellow by the American Society of Mechanical Engineers in 1975. In this position, he performed the normal duties of a Congressional committee staff member, serving on two subcommittees of the House Science and Technology Committee. He was awarded the College and the University Teaching Excellence Awards while a professor at the University of Houston.

As Washington representative, Cox establishes points of contact in both the legislative and executive branches, follows governmental actions of interest to ASHRAE, provides technical assistance to government through the identification of information resources within the membership, and interacts with private sector groups in the Washington area. The Washington staff also provides logistical and support services to ASHRAE officers, Headquarters staff, and members for official ASHRAE visits and business in the nation's capital.

Ryan, a Connecticut native who has lived in Washington for the past four years, previously worked for Joan Mondale at the White House and the Federal Council on Arts and Humanities. Before that, she was with the American Institute of Architects government affairs department. Ryan is a graduate of Central Connecticut State College in New Britain, Connecticut.

ASHRAE's Washington office is at 2029 K Street, N.W., Suite 501, Washington, D.C. 20006 (202/883-1830).

**CHAPTER RESEARCH CONTRIBUTIONS—1979-80, 1980-81**

**REGION & CHAPTER**

1979-80

1980-81

**REGION I**

BOSTON	\$ 3,625.00	\$ 1,775.72
CENTRAL N Y	8,078.67	8,885.75
CHAMPLAIN VALLEY	1,975.00	1,995.00
CONNECTICUT	2,510.00	2,740.00
LONG ISLAND	3,122.00	2,740.00
MAINE	1,455.00	1,485.00
NEW YORK	15,870.00	6,618.00
NIAGARA FR	1,110.00	1,338.00
NORTH JERSEY	8,340.65	5,704.50
N E NEW YORK	2,670.00	2,030.00
RHODE ISLAND	1,161.16	953.00
ROCHESTER	5,512.83	4,633.00
TWIN TIERS	1,457.40	5,777.40
WEST MASS.	2,049.00	2,365.00
<b>TOTAL</b>	<b>\$58,936.71</b>	<b>\$49,040.37</b>

**REGION II**

HALIFAX	\$ 1,560.00	\$ 2,578.00
HAMILTON	3,260.00	3,994.00
LONDON CANADA	1,283.53	2,160.00
MONTREAL	7,875.00	9,395.00
NEW BRUNSWICK	1,305.00	895.00
ONTARIO	9,409.50	11,598.05
OTTAWA VALLEY	8,543.00	9,240.00
QUEBEC	2,130.00	1,190.00
<b>TOTAL</b>	<b>\$35,386.03</b>	<b>\$41,050.05</b>

**REGION III**

ANTHRACITE	\$ —	\$ 1,594.60
BALTIMORE	7,813.43	8,337.00
CENT PENN.	2,117.67	7,942.78
DELAWARE	3,386.90	2,300.00
HAMPTON ROADS	580.00	2,225.00
JOHNSTOWN	440.00	585.00
LEHIGH VAL	1,985.32	2,555.00
NAT L CAPITAL	9,979.75	9,993.80
PHILADELPHIA	7,476.78	9,454.00
PITTSBURGH	960.00	600.00
RICHMOND	4,301.00	4,566.50
ROANOKE	2,495.00	4,119.00
<b>TOTAL</b>	<b>\$41,515.83</b>	<b>\$54,272.68</b>

**REGION IV**

ATLANTA	\$11,005.00	\$12,114.00
CHARLESTON	2,415.00	2,685.00
GREENVILLE	2,999.00	2,980.00
NO PIEDMONT	5,550.00	6,740.00
SAVANNAH	582.00	1,072.00
SO CAROLINA	2,042.50	1,895.00
SO PIEDMONT	7,134.24	7,390.00
TRIANGLE	2,615.00	3,165.00
<b>TOTAL</b>	<b>\$34,343.35</b>	<b>\$38,041.00</b>

**REGION V**

AKRON	\$ 1,110.00	\$ 665.00
CENT INDIANA	1,989.00	2,627.50
CENT MICHIGAN	1,191.78	947.00
CINCINNATI	2,984.00	3,862.50
CLEVELAND	1,270.89	2,160.58
COLUMBUS	2,544.00	5,766.60
DAYTON	3,478.28	3,365.80
EASTERN MICHIGAN	1,055.00	991.00
EVANSVILLE	685.00	1,216.40
FT WAYNE	1,405.00	1,665.00
MICHIGAN	11,862.00	9,685.00
NO INDIANA	1,245.00	1,515.00
TOLEDO	5,107.50	4,545.50
W MICHIGAN	2,530.00	640.00
<b>TOTAL</b>	<b>\$38,457.45</b>	<b>\$39,652.88</b>

**REGION VI**

CENT ILLINOIS	\$ 2,284.00	\$ 2,950.00
CHICAGO	1,995.00	2,175.00
ILLINOIS	13,711.00	8,963.00
IOWA	2,815.00	5,032.00
LA CROSSE AREA	3,046.00	2,552.00
MADISON	2,273.07	2,375.00
MINNESOTA	22,455.00	25,240.00
MISSISSIPPI VALLEY	3,890.00	2,700.00
N E WISCONSIN	2,235.00	1,937.50
ROCKFORD	1,420.84	1,425.40
ST LOUIS	12,754.00	9,555.00
WISCONSIN	11,255.00	11,240.00
<b>TOTAL</b>	<b>\$80,133.91</b>	<b>\$76,144.90</b>

**REGION & CHAPTER**

1979-80

1980-81

**REGION VII**

BATON ROUGE	\$ 245.00	\$ 520.00
BIRMINGHAM	5,000.00	5,545.00
CENTRAL KENTUCKY	660.00	310.00
E TENNESSEE	2,455.00	3,380.00
LOUISVILLE	2,691.50	3,785.00
MEMPHIS	3,655.00	2,794.40
MISSISSIPPI	860.00	950.00
MOBILE	2,820.00	2,290.00
MONTGOMERY	1,566.00	1,445.00
NASHVILLE	3,626.00	1,950.00
NEW ORLEANS	3,355.00	3,110.00
NORTH ALABAMA	710.00	1,169.50
N.W. FLORIDA	2,760.00	2,775.00
TENNESSEE VAL.	2,495.00	1,627.00
<b>TOTAL</b>	<b>\$32,898.50</b>	<b>\$31,630.90</b>

**REGION VIII**

ALAMO	\$ 7,208.00	\$ 7,778.00
ARKANSAS	10,010.00	11,971.00
AUSTIN	3,060.00	4,530.00
CENT OKLAHOMA	13,590.50	22,217.00
DALLAS	17,878.00	15,678.00
E TEXAS	1,801.28	1,966.00
FT. WORTH	11,294.42	11,060.00
HOUSTON	15,681.00	16,340.00
N E OKLAHOMA	3,664.88	5,480.00
SHREVEPORT	5,807.18	5,574.00
W TEXAS	2,445.00	3,520.00
<b>TOTAL</b>	<b>\$92,440.26</b>	<b>\$106,114.00</b>

**REGION IX**

BIG SKY	\$ 927.16	\$ 1,070.00
BLACK HILLS AREA	1,200.00	1,380.00
EL PASO	1,730.00	1,856.00
IDAHO	—	934.50
KANSAS CITY	5,270.00	6,715.40
NEBRASKA	9,797.68	8,121.54
NEW MEXICO	4,170.50	4,867.00
ROCKY MTN	7,337.54	11,935.00
SO DAKOTA	5,086.26	3,520.00
UTAH	4,998.30	6,150.00
WICHITA	5,014.50	6,135.00
<b>TOTAL</b>	<b>\$45,531.92</b>	<b>\$52,684.44</b>

**REGION X**

CENT ARIZONA	\$ 2,965.00	\$ 3,937.00
GOLDEN GATE	8,775.00	10,348.00
HAWAII	4,485.00	4,285.00
NORTHERN NEVADA	1,926.80	2,182.01
ORANGE EMPIRE	2,610.00	2,275.00
SACR VALLEY	3,400.00	4,240.00
SAN DIEGO	5,876.80	5,615.00
SAN JOAQUIN	2,223.00	2,840.00
SAN JOSE	84.20	3,385.00
SO CALIFORNIA	14,672.50	17,512.00
SO NEVADA	4,790.00	3,706.00
TUCSON	1,325.00	1,555.00
<b>TOTAL</b>	<b>\$51,133.30</b>	<b>\$61,860.01</b>

**REGION XI**

ALASKA	\$ 2,175.00	\$ 40.00
BRITISH COLUMBIA	7,650.00	13,040.00
INLAND EMPIRE	1,890.00	1,845.00
MANITOBA	6,235.00	4,240.00
NO ALBERTA	4,768.00	6,846.05
OREGON	6,118.00	4,174.55
PUGET SOUND	10,542.00	15,119.33
REGINA	2,050.00	2,340.00
SASKATOON	175.00	2,345.00
SOUTHERN ALBERTA	4,515.00	6,590.00
<b>TOTAL</b>	<b>\$26,085.32</b>	<b>\$56,379.93</b>

**REGION XII**

CENTRAL FLORIDA	\$ 3,171.00	\$ 2,955.00
FLA. WEST COAST	4,855.00	6,002.64
GOLD COAST	2,485.00	2,822.00
GULFSTREAM	3,195.00	5,130.00
JACKSONVILLE	5,793.24	6,928.00
MIAMI	2,908.08	2,930.00
PUERTO RICO	2,860.00	4,480.00
SOUTHWEST GEORGIA	820.00	780.00
<b>TOTAL</b>	<b>\$26,085.32</b>	<b>\$31,987.64</b>

**TOTAL ALL REGIONS  
FOREIGN CONTRIB.**

**\$582,959.08**      **\$638,858.80**  
**578.95**

**GRAND TOTAL**

**\$582,959.08**      **\$639,438.75**

## NEW ASHRAE CHAPTER AND STUDENT BRANCHES APPROVED

ASHRAE's newest chapter is the Mid-Columbia Chapter in Richland, Washington. The Mid-Columbia group, located in Region XI, was chartered September 15. There are now 136 ASHRAE chapters in the United States and Canada.

In addition, nine new student branches have been approved by the Board of Directors:

- University of Utah Student Branch of the Utah Chapter - Region IX
- University of Colorado at Denver Student Branch of the Rocky Mountain Chapter - Region IX
- Memphis State University Student Branch of Memphis Chapter - Region VII  
(William Rainey) Harper College Student Branch of the Illinois Chapter - Region VII
- University of Missouri - Rolla Student Branch of the St. Louis Chapter - Region VI
- Iceberg Student Branch (Michigan Technological University) of the Northeast Wisconsin Chapter - Region VI
- STI (Southern Technical Institute) Student Branch of the Atlanta Chapter - Region IV
- Rensselaer Polytechnic University Student Branch of the Northeastern New York Chapter - Region I
- Syracuse University Student Branch of the Central New York Chapter - Region I

## FORUM TO FOCUS ON DEVELOPING STUDENT BRANCHES

If your chapter has been wanting to sponsor a student branch, but doesn't know where to begin, January is the perfect time and Houston the perfect place to find out. At the upcoming semiannual meeting, the Georgia Tech Student Branch of the Atlanta ASHRAE Chapter will sponsor "How to Operate an Effective ASHRAE Student Branch," a forum on the successes, failures, and plans of current student branches. Scheduled for Sunday, January 24 at 3:00 P.M., the forum will also include discussion by student branch presidents on the purposes of a student branch, accomplishment of goals set by a branch, and effective communication tools for sponsoring chapter education committees and student branch officers.

Doug White, president of the Georgia Tech Branch and forum moderator, plans to develop a set of guidelines for effective student branch operation as a result of the forum. Although all members are welcome, White urges chapter education committee members, student branch members, and faculty advisors in particular to attend.

For further information, contact Doug White at Gupton Engineering Associates, 3109 Maple Drive, N.E., Suite 200, Atlanta, GA 30305 (404/231-2348).

## NEWEST EDUCATION PROGRAMS

A computer-graded, self-evaluation test is one of several new projects recently developed by the ASHRAE Education Committee. The three-hour test of 100 questions geared towards determining what knowledge is expected of an engineer in the HVAC&R industry is actually the first of three steps in a continuing education program for ASHRAE members. This preliminary test, designed to give the education committee an idea of what to include in a future correspondence course and open book test -- steps two and three in the process -- will help members evaluate their technical knowledge and aid them in upgrading that knowledge. Fifty tests are being administered now in each region. Fifty tests will also be given in Houston on Monday, January 25, and Tuesday, January 26, from 8:30 A.M. to 5:00 P.M. Those members taking the test in Houston will receive a chit worth \$10 towards ASHRAE publications. All test results are confidential and will be released only to the member who took the test.

Another new Society program is a series of professional development seminars. A self-supporting program, the seminars will be held in Spring 1982 in New York, Chicago, and San Francisco. Tentatively, fall presentations will take place in Atlanta, Dallas, and Los Angeles. The topic of these six seminars will be air moving systems design.

A third project is the student paper competition, currently in the first stages of soliciting papers from engineering students. Entries will be graded on organization, technical content, originality, applicability, style, and clarity. Papers should address topics that are of current interest to ASHRAE. Regional Education Vice Chairmen are distributing contest guidelines to engineering schools now.

Additional information on any of these programs can be obtained from Ralph Burkowsky or Susan Ziegler at ASHRAE Headquarters.

## SHOULD AN INDIVIDUAL CHAPTER INCORPORATE?

By incorporation, a chapter gains two related advantages from a legal standpoint. First, incorporation shields a chapter's officers, directors and members from personal liability both for any breaches of contract by the chapter and for any negligent acts causing injury committed by the chapter's members.<sup>1</sup> Second, incorporation gives the chapter legal status separate from its members, thereby making operation of the chapter easier. For these two reasons, it is Legal Counsel's recommendation that each chapter incorporate.

The decision to incorporate a chapter, however, depends on a balancing of the purely legal considerations with other practical variables peculiar to each chapter. These practical factors include: the number of members in the chapter; the amount of its assets; its location; the legal requirements in the state of incorporation; the expense of organizing and maintaining a corporation; the usual functions and activities of the particular chapter; the personal risks which its directors, officers and members assume because of these activities; and the possible use of comprehensive liability insurance as an alternative. The procedure to be followed for incorporation depends on the law of the state involved.

Since a local unincorporated chapter ordinarily has no legal existence independent of its members, it has no power to contract, right to sue, or exposure to be sued.<sup>2</sup> Accordingly, the general rule is that members of an unincorporated chapter will be held personally liable both for contracts made in the name of the association by an authorized officer, agent, committee or the like for any indebtedness incurred in the business for which the chapter was organized.<sup>3</sup> Similarly, the members of an unincorporated chapter would be individually liable for negligent acts of the chapter or its agents committed within the scope of its purposes or for torts of the chapter's officers or agents committed while they were acting within the scope of their authority or employment.

Examples of situations which could make a member personally liable include: a third party's personal injuries sustained because a chapter failed to take proper precautions to avoid accidents to persons attending the chapter's affairs or social functions, loss of personal property because a chapter failed to exercise the proper duty of care to safeguard items held under temporary bailment, personal injury to a guest because a chapter was negligent in permitting contaminated food to be served at an affair. Incidents of this kind could lead to the institution of a lawsuit, making incorporation beneficial to the members who might otherwise be faced with the nuisance and expense of a suit. If the chapter were incorporated, the liability for acts such as those outlined above would be most likely limited to the corporation and less likely to extend to chapter members, officers or directors.

Accordingly, a chapter having a large membership and appreciable assets, and sponsoring several functions annually at which incidents of the kind mentioned above could occur, should doubtlessly consider incorporation. On the other hand, a smaller and less active chapter, where the risk of an incident giving rise to personal liability is not substantial, might find the expense and burden of incorporating unwarranted.

The expense of incorporating will vary from state to state but ordinarily will be modest. Once a corporation is organized, however, it must comply with the laws and regulations of the jurisdiction in which it is formed. Compliance may require such things as issuance of share certificates to members, adoption of bylaws holding of annual meetings for the election of officers and directors, giving notice of annual and special meetings, presentation at the annual meeting of an annual report,<sup>4</sup> and keeping minutes of the annual meeting, special meetings and directors' meetings.

An alternative to incorporation may be obtaining comprehensive liability insurance. While such insurance would not cover contractual liability, such policies probably could be written to cover the kinds of incidents which are more likely to occur at an affair, meeting or function sponsored by a chapter, i.e., personal injury sustained by someone attending such function. Each local chapter should investigate insurance coverage with a qualified insurance broker.

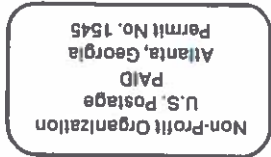
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<sup>1</sup>A member, officer or director who actually committed or participated in the negligent act may still be liable. Moreover, any action undertaken intentionally or recklessly would impose personal liability on the actor, despite the chapter's incorporation. The chapter would also be liable to the extent of its assets in this regard.

<sup>2</sup>This varies from state to state. The trend appears to be, however, that unincorporated associations may sue and be sued by name.

<sup>3</sup>Normally, a member will not be personally liable for unauthorized acts done in the association's name, unless later ratified. If, however, a member has apparent authority to do an act, the members may be liable.

<sup>4</sup>Containing, for example, the amount and location of the corporation's property, investments, property acquired and the manner of acquisition, expenditures and their purposes, and the names and residences of new members.



AMERICAN SOCIETY OF HEATING, REFRIGERATING  
AND AIR-CONDITIONING ENGINEERS, INC.  
1791 TULLIE CIRCLE, N.E., ATLANTA, GA 30329



LIFE INSURANCE PLAN GIVES 25% INCREASE IN COVERAGE TO MEMBERS

As of October 1, 1981 insured members under age 60 could elect to receive 25% more life insurance coverage at no increase in current premium rates and without providing evidence of insurability. Thus, for each \$12,000 unit of coverage held, a member may convert it to a new \$15,000 unit. This one-time option was made available to members under age 60 on their October 1st payment notices.

Those members under age 60 who do not wish additional coverage will be able to remain at their present level of insurance at a 20% decrease in current premium rates. Members must furnish evidence of insurability should they wish to increase coverage at a later date.

Also as of October 1st, the maximum amount of member coverage available under the Life Insurance Plan has been increased from \$156,000 to \$195,000. The insurance will be offered in \$15,000 units.

Life insurance rates for members age 60 through 80 were reduced approximately 14% effective April 1, 1981, and are not affected by this change. Dependent coverage is also not affected.

Due to state insurance regulations, Texas individual policyholders will receive only the rate reduction. The new maximum member coverage offered in Texas will be increased to \$200,000, the closest equivalent maximum in \$10,000 units.

All inquiries regarding the Life Insurance Plan or any of the other Plans in the Group Insurance Program should be made to the Insurance Administrator, 1707 L Street, N.W., Washington, D.C. 20036. Telephone: toll-free 800/424-9883. In the D.C. area and Canada call 202/296-8030.

YOUR QUESTIONS ABOUT TRANSPORTATION EXPENSES ANSWERED

If requested, transportation expenses will be paid to members of ASHRAE's Executive Committee, Board of Directors, and Standing General Committees who attend regularly or specially scheduled meetings of their committees.

For those who travel by air, reimbursement is up to economy coach fare; if travel is by automobile, mileage is reimbursed at 20¢ per mile up to the cost of economy coach air fare.

These directives apply to travel within the United States and Canada. For those persons serving on committees who reside outside of these countries, the maximum allowance is \$300 for any one trip. Exceptions to this rule are allowed for two members of the International Activities Committee, one consultant to the Membership Committee, and one member to the Research & Technical Committee. Each may receive travel expenses up to economy coach air fare for two meetings per year.

Expense vouchers, available from each committee's staff liaison, must be submitted within 30 days after the meeting for which they apply.

Because there are now more than 400 members serving on Standing General Committees, use of supersavers and other fare reductions can represent significant savings to the Society. Please take advantage of these fares whenever possible.



ASHRAE LONDON CANADA CHAPTER

PROGRAMME QUESTIONNAIRE - MAY 31, 1982

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- 1. Would you be interested in a field trip to the new Roy Thompson Hall in Toronto, including a tour and evening performance?  YES  NO
- 2. Should this tour be included as a regular chapter meeting (such as the November Ladies Night) or as a special meeting?  REGULAR  SPECIAL
- 3. If a special meeting is preferred, should it be conducted on a weekday or Saturday?  WEEKDAY  SATURDAY
- 4. Would the performance for the evening be a main factor in your decision to attend?  YES  NO
- 5. Should dinner be included in the tour or should members be left to fend for themselves?  INCLUDED  NOT INCLUDED

COMMENTS

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