ASHRAE

REGION II

CHAPTERS REGIONAL CONFERENCE

LONDON, CANADA

CHAPTER REPORT

HALIFAX, NOVA SCOTIA

AUGUST , 1992

SUBMITTED BY:

DARRYL K. BOYCE - DELEGATE
OWEN GLENDON - ALTERNATE

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LONDON, CANADA Chapter

1991-92

OFFICERS:

President: . . . . . Darryl K. Boyce

Vice President: . . . . . Owen Glendon

Secretary: . . . . . Peter Ziebart

Treasurer: . . . . . Kirk Flowers

Past President: . . . . . Tom Drennan Jr.

COMMITTEE CHAIRS:

CRC Action . . . . . Darryl K. Boyce

Educational Activities . . . . . John W. Reid

Energy & Technical Activities . . . . . Grant Miles

Research Promotion . . . . . Tom Drennan

Program Committee . . . . . Owen Glendon

Government Affairs . . . . . Darryl K. Boyce

Historian . . . . . Bert Fenner

Newsletter . . . . . D.M.R. Johnson

Refrigeration . . . . . Bill Ovington

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COMMITTEE CHAIRMEN:

Membership Promotion . . . . . Michael Gubesch

Research Promotion . . . . . Darryl K. Boyce

Educational Activities . . . . . Brenda Stonehouse

Technical, Energy & Government Activities . . Dan Shah

Program Committee . . . . . Peter Ziebart

Historian . . . . . Bert Fenner

Newsletter Editor . . . . . .

Refrigeration . . . . . Bill Ovington

Past Presidents Advisory . . . . . Darryl K. Boyce

Government Affairs . . . . . Owen Glendon

PRESIDENT'S REPORT

1991-92

Submitted by:

Mr. Darryl K. Boyce
President

As President of the London, Canada Chapter, I found the 1991/92 society year to be very challenging. My goal for the year was to improve on the quality of our communication and educational opportunities.

Through the work of our Board of Governors and Committee Chairs, we were very successful in increasing interest in Chapter activities. This is demonstrated by an increase in paid Chapter members from 47 in 1990/91 to 53 in 1991/92, and an increase in average meeting attendance from 37 to 40.

A number of factors have contributed to the strengthening of our Chapter; specifically, the revitalized Newsletter that was skilfully created by our Newsletter Editor, Don Johnson, and the variety and quality of the program presented by Owen Glendon.

Although the communication with our chapter members through the Newsletter was excellent, we did experience some problems communicating with Society Headquarters when our Secretary was called away on an out-of-town assignment for four months. The interim secretaries were a bit disorganized and some of the correspondence was a bit late in arriving at the regional and headquarters destinations.

We took the opportunity of a "Past Presidents Night" to begin the written chapter historical record and the first section should be available in 1993.

At the June meeting of the Chapter Board of Governors, a new committee was formed to advise the chapter executive and provide assistance on special projects such as the annual audit. This new committee to be known as the *Past Presidents Advisory Committee,* will be chaired by the immediate past president and include a minimum of four chapter presidential members.

In summary, the London, Canada Chapter continues to have a diverse and vital membership, and greater participation of that membership will ensure that the chapter continues to contribute to the quality of life in the London area.

ASHRAE CRC SUMMARY REPORT REGION II
Society Year 1991 - 1992

Chapter London, Canada Chapter No. 116

CRC Location: City Halifax State/Province Nova Scotia

CRC Business Session: Date Aug. 27-29, 1992

1. MEMBERSHIP PROMOTION

	Previous Year (90/91)	Current Year* (91/92)
Area-Assigned Members (Must be Society Member)	102	110
Chapter Dues-Paying Members	47	53
New Members to Date	8	9
Members Delinquent to Date	7	9
Number of Upgrades	3	2
Membership Night Attendance & Date	45/April 29	41/Feb. 24
Guest Attendance (Membership Night)	8	17

Note: The "current" Society year is the year being reported, which for Regions with Fall CRCs is the year just completed and for regions having Spring CRCs is the year about to be completed.

2. EDUCATIONAL ACTIVITIES

Student Members	18	16
Student Faculty Liaisons	1	1
Student Award Entries	0	0
Student Night Attendance and Date	8/March 30	12/Jan. 20
Career Guidance Contracts, Teach-ins, etc.		

Number of Scholarships 0 Total $ Value 0

Number of Grants in Aid 0 Total $ Value 0

Math Counts: Volunteer Involvement 0 Total $ Invested 0

Historical - number of Gold Ribbons Received 0

Special Activities (describe)

3. TECHNICAL, ENERGY AND GOVERNMENT

Student members receive a discount price on meals for all Chapter Meetings and the chapter sponsors a careers presentation at the University to promote interest in ASHRAE.

ACTIVITIES:

	Previous Year (90/91)	Current Year* (91/92)
Number of Legislative Liaisons	0	0
Number of Presentations to Outside Organizations	0	2
Number of Technology Award Entries	0	0
Number of Technical Sessions	7	2
Number of Chapter Technical Seminars	0	0
Number of Government Affairs Award Entries	0	0
Annual Program Planning Completed by 12/1/92	Yes	Yes
Total Number of Chapter Monthly Meetings	8	8
Number of Rated Presentations	0	0
Average Meeting Attendance	37	40
Best Program	May 30/91	Jan. 20/92

Comments on the Programs, Speaker Lists, etc.

The program this past year was composed of a good mixture of quality speakers presenting on a varied set of topics from the highly technical area of "Noise and Vibration Control" to organizational dynamics on "Leadership and New Directions in Challenging Times."

Social Functions

The November meetings are scheduled as the annual social evening, and members are encouraged to bring their special guests. This year's theme was a night of magic. The chapter annual golf tournament was held on

4. RESEARCH PROMOTION\FUND-RAISING

	Previous Year (90/91)	Current Year* (91/92)
Quota	3,750	5,500
Number of Contributions	19	10
Dollar Value	$ 5,180	3,560
Dollars per Area Assigned Member	$ 5,078	3,236

Special Activities or Comments

The Chapter continued the annual donation of $1,000.00.

5. REFRIGERATION

	Previous Year (90/91)	Current Year* (91/92)
Number of Refrigeration sessions	0	0
Number of chapter Refrigeration programs	1	0
Number of chapter Refrigeration seminars	0	0
Number of new members with Refrigeration as primary interest	0	0
Number of refrigeration presentations to outside organizations		
Number of members recruited for Refrigeration TC/TG	0	0

6. FINANCES

	Previous Year (90/91)	Current Year* (91/92)
Reserve Funds	$ 9,876.96	$8,672.29
Current Balance	$ 746.52	$1,017.70
Chapter Dues	$ 110.00	$ 125.00
Member Cost of Meals	$ -	$ -
Guest Cost of Meals	$ 20.00	$ 20.00
Cash Bar? Yes X No ___	$	$

Package Plan? Yes Give Details:

Membership dues for all members in the immediate area include the cost of the meals for the eight regular meetings.

Description of Other Sources of Income?

Joint sponsorship of a mini-trade show with the London & District Construction

Association, which generates an annual income of approximately $3,500.00.

Description of Special Projects or Programs Funded?

Funding is provided on an annual basis, as requested, to the Student Branch operating fund.

7. CRC MOTIONS (Number and Brief Description)

See attachments in report.

8. CHAPTER PROBLEMS

We continue to experience problems in finding members to serve as Committee members to share the Chapter Committee work.

9. CHAPTER INNOVATIONS AND SUGGESTIONS

We have just created a Past Presidents Advisory Committee to assist the chapter Board of Governors with programming, audits and other special initiatives.

10. PAOE POINTS

	Previous Year (90/91)	Current Year* (91/92)
Membership Promotion	982	403
Chapter Meeting Attendance	448	525
Research Promotion	1,223	546
Educational Activities	375	435
Historical Gold Ribbon		
Technical, Energy & Government Activities	150	240
CRC Attendance	665	558
Refrigeration	150	200

Attachments:

1. CRC Action Items
2. Best Newsletter of the Year
3. Special Seminar Program
4. Chapter Information Questionnaire
5. Copy of Chapter Roster (Optional)
6. Product Directory (if published)
7. Chapter committee Chairmen MBOs

SIGNED: _____
Chapter President

ASHRAE CHAPTER INFORMATION QUESTIONNAIRE

Complete and mail to Headquarters, **ASHRAE, 1791 Tullie Circle, N.E., Atlanta, Georgia, 30329, Telephone: (404) 636-8400,** with a copy to your Regional Chairman. Addresses should be the same as used for other Society mailings, including your Journal, Handbook and miscellaneous mailings. **Please notify Headquarters and Regional Chairman promptly of questionnaire changes.**

CHAPTER OFFICERS must not use nicknames; must include area code when listing phone numbers and must list member number (#). CHAPTER OFFICERS MUST BE MEMBERS OF SOCIETY IN GOOD STANDING WITH THE GRADE OF ASSOCIATE MEMBER OR HIGHER.

CHAPTER London, Canada **#** 116 **REGION** II **SOCIETY YEAR** 1992-93

PRESIDENT

Name Owen R. Glendon #2001689
Address Chorley & Bisset Ltd.
521 Colborne Street
London, Ontario N6B 2T6
Business # (519) 679-8660
FAX # 519 679-2145

SECRETARY

Name Kirk Flowers # 2015719
Address Raytec
99 Chalet Crescent
London, Ontario N6K 2C5
Business # (519) 657-1010
FAX # 519 657-4398

PRESIDENT-ELECT

Name Peter K. Ziebart # 2048527
Address Ontario Hydro
1075 Wellington Road South
London, Ontario N6E 1M1
Business # (519) 681-1390
FAX # 519 681-9672

TREASURER

Name Grant Hilliard # Pending
Address Johnson Controls
594 Newbold Street
London, Ontario N6E 2W9
Business # (519) 681-1221
FAX # 519 681-9322

VICE PRESIDENT

Name _____ #
Address
Business # (____)
FAX #

OTHER (Title) _____

Name _____ #
Address
Business # (____)
FAX #

CHAPTER BOARD OF GOVERNORS

Name _____ #
Address
Business # (____)
FAX #

Name _____ #
Address
Business # (____)
FAX #

Name _____ #
Address
Business # (____)
FAX #

Name _____ #
Address
Business # (____)
FAX #

AMERICAN SOCIETY OF HEATING, REFRIGERATING AND AIR-CONDITIONING ENGINEERS, INC.
1791 Tullie Circle, N.E.
Atlanta, Georgia 30329

MINUTES

CHAPTER _____ **MEETING DATE** _____

Indicate Type of Meeting: Chapter _____ Board of Governors _____

ATTENDANCE: MEMBERS _____ **GUESTS** _____ **COMPILED BY:** _____

DISTRIBUTION: Retain the original for chapter files, mail one copy to your Regional Chairman and one copy to Manager, Membership Dept., ASHRAE, Atlanta

SUGGESTED CHECKLIST OF ITEMS TO BE REPORTED

1. PRESIDING OFFICER
2. CALL TO ORDER (Time & Place)
3. ROLL CALL
4. APPROVAL OF MINUTES
5. REPORTS
6. ELECTION
   Members
   Officers
7. OLD BUSINESS
8. NEW BUSINESS
9. SPEAKER
10. DISCUSSIONS
11. MOTIONS
12. RESOLUTIONS
13. OTHER FEATURES
14. ADJOURNMENT

CRC DELEGATE

Name Darryl K. Boyce #1008700
Address The University of Western Ontario
Room 102, Services Building
London, Ontario N6A 5B9
Business # (519) 661-3302
FAX # 519 661-3801

CRC ALTERNATE

Name Owen R. Glendon #2001689
Address Chorley & Bisset Ltd.
521 Colborne Street
London, Ontario N6B 2T6
Business # (519) 679-8660
FAX # 519 679-2145

MEMBERSHIP PROMOTION COMMITTEE CHAIRMAN

Name Michael G. Gubesch # 5070425
Address Chorley & Bisset Ltd.
521 Colborne Street
London, Ontario N6B 2T6
Business # (519) 679-8660
FAX # 519 679-2145

RESEARCH PROMOTION COMMITTEE CHAIRMAN

Name Darryl K. Boyce # 1008700
Address The University of Western Ontario
Room 102, Services Building
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Business # (519) 661-3302
FAX # 519 661-3801

EDUCATIONAL ACTIVITIES COMMITTEE CHAIRMAN

Name Brenda Stonehouse # 5017562
Address Smylie & Crowe Assoc. Inc.
93 Dufferin Avenue
London, Ontario N6A 1K3
Business # (519) 672-8511
FAX # 519 672-5906

ENERGY & TECHNICAL ACTIVITIES COMMITTEE CHAIRMAN

Name U.B. (Dan) Shah # 0669357
Address The University of Western Ontario
Services Building
London, Ontario N6A 5B9
Business # (519) 661-3302
FAX # 519 661-3801

PROGRAM COMMITTEE CHAIRMAN

Name Peter K. Ziebart # 2048527
Address Ontario Hydro
1075 Wellington Road South
London, Ontario N6E 1M1
Business # (519) 681-1390
FAX # 519 681-9672

GOVERNMENT AFFAIRS COMMITTEE CHAIRMAN

Name Owen R. Glendon # 2001689
Address Chorley & Bisset Ltd.
521 Colborne Street
London, Ontario N6B 2T6
Business # (519) 679-8660
FAX # 519 679-2145

HISTORIAN

Name Bert Fenner # 0223695
Address H.V. Fenner Agencies
P.O. Box 39
Lambeth, Ontario N0L 1S0
Business # (519) 652-3631
FAX #

NEWSLETTER EDITOR

Name D.M.R. Johnson #0364284
Address The University of Western Ontario
Room 102, Services Building
London, Ontario N6A 5B9
Business # (519) 661-3302
FAX # 519 661-3801

REFRIGERATION CHAIRMAN

Name Bill A. Ovington # 0556639
Address Keeprite Inc.
148 York Street, Suite 202
London, Ontario N6A 1A9
Business # (519) 679-2560
FAX # 519 672-3528

OTHER (Title) Past Presidents Action Comm.
Name Darryl K. Boyce # 1008700
Address The University of Western Ontario
Room 102, Services Building
London, Ontario N6A 5B9
Business # (519) 661-3302
FAX # 519 661-3801

MEETING DATES FOR THE UPCOMING SOCIETY FISCAL YEAR

July	-----	October	26/92	January	25/92	April	26/92
August	-----	November	30/92	February	22/92	May	24/92
September	28/92	December	-----	March	29/92	June	-----

Regular Meeting Location Highland Country Club Limited

GUIDELINES
FOR
PRESENTING
CHAPTER SPONSORED
EDUCATIONAL LECTURE SERIES
OR
SEMINARS

PREPARED FROM THE COMBINED EXPERIENCES
OF
GOLDEN GATE CHAPTER
AND
NEW YORK CHAPTER
BY
SCOTT A. SPENCER

ASHRAE PROGRAM COMMITTEE

1991/92 REPORT

Submitted by:

Mr. Owen Glendon
Chairman, Program Committee

The program selected for the Chapter stressed fringe interests to appeal to all members. Technical sessions preceded three meetings. I feel that the strength of the program was a contributor to increased meeting attendance this year.

Program Summary

September:	"Water Supply Study of the City of London". Presented by John Jardine, Manager of Waterworks and Engineering, London Public Utilities Commission, and Roland Welker, M.M. Dillon Limited.
October:	"Specifications and the Bidding Process". An open forum with panel representation by a local contractor, consultant and supplier.
November:	Spouses Night "Dinner and Magician".
January:	"Noise and Vibration". Presented by Dr. Don Allen, Fibron Limited.
February:	"One London Place". Presented by William Braun, Sifton Properties Limited.
March:	"Leadership: New Directions in Challenging Times". Presented by Norm Taylor, Taylor Wainman Associates.
April:	SkyDome Mechanical Systems Tour".
May:	"Past Presidents' Night". Historical review by three founding past Presidents.

ENERGY & TECHNICAL ACTIVITIES COMMITTEE

1991-92 REPORT

Submitted by:

Mr. Grant Miles
Chairman, Energy & Technical Activities Committee

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1) Two presentations on *Fumehood Exhaust Dispersion* and *Computerized Controls* were made to the Physical Plant Administrators of Ontario.

2) Two seminars on ventilation using ASHRAE 62-1989 and the implementation of ASHRAE Std 90.1 were made to the American and Canadian dealers of United Air Specialists of Cincinnati, Ohio.

3) A video on *"High Rise Residential Ventilation, Better Approaches,"* produced by the Ontario New Home Warranty Program and the Ontario Ministry of Housing, was presented and discussed.

4) A video on *"Diffuser Design"* was presented and discussed.

5) The London Chapter is a sponsoring agency of the annual London and District Construction Trade Show, now in its seventh year. The ETA Chairman is show executive for planning and running the event. Typically, ASHRAE members take 25% of the booth space to promote their industry to the trade. Attendance this year exceeded eleven hundred.

6) ASHRAE has been a joint sponsor of the Innovative Design Awards, an award created to honour the design professions for their ongoing efforts. It recognizes the contribution local design teams have made to the construction industry. The awards were presented at the London and District Construction Trade Show.

7) ASHRAE members both promoted and attended the Standard 90.1 Information Seminar held by the district office of Ontario Hydro.

8) ASHRAE members attended and promoted the two-day training workshop on Standard 90.1 Implementation presented in London by Ontario Hydro.

EDUCATIONAL ACTIVITIES REPORT

Submitted by: John Reid, Chairman, Educational Activities Committee

The following is a summary of the Educational Activities Committee's activities in 1992; listed by PAOE (?) point category:

- Student member growth to be calculated by John Bisset. FYI, there were 16 student members in 1992.

- Student branch - 50 points.

- Student Faculty Liaison - 25 points for Dr. John Tarasuk.

- Career Guidance - 30 points for the group meeting held in November in which 4 Engineers discussed career options with approximately 25 students at UWO. The Engineers were myself, Owen Glendon, Karen Marcoate and Dan Vivian.

- Career Guidance - 30 points for the discussion on technical career options, 1 row with a class of 30 students at Fanshawe College in January.

- Correspondence courses: - people who have informed me that they have taken courses are:

  Brenda Stonehouse - ASHRAE courses on Successful Air System Design and Indoor Air Quality

  Ron Brintnell - ASHRAE Commercial Cooling Alternatives Seminar

  Dave Simpson - ASHRAE Commercial Cooling Alternatives Seminar

- Student Night - 25 points (the meeting on Noise and Vibration held at UWO)

ASHRAE RESEARCH & PROMOTION

1991-92 REPORT

Submitted by:

Mr. Tom Drennan
Chairman, Research & Promotion Committee

This year the Research Campaign had both successes and failures. It reached only 64% of the Chapter goal, but was fourth in the region in dollars per member.

Again the Chapter was able to donate One Thousand Dollars from the proceeds from the London & District Trade Show.

Contributions from individuals were down, I believe for two reasons: one, a tough economy; and two, due to the fact that contributions were not tax deductible.

A letter was sent to all past contributors and potential contributors, and followed up with a telephone call.

Next year's Chairman will have to evaluate our Chapter goal to see if it is a realistic number.

REFRIGERATION REPORT

1991-92

Submitted by:

W.A. Ovington
Refrigeration Chairman

Having assumed the refrigeration chairmanship in November 1991, the chapter programmes had already been planned and set. However, we did manage to have a presentation to the London Chapter of RSES on "Psychrometric Principles."

For the year 1992-93, the refrigeration committee will include at least three (3) members to provide more activities, including one full chapter meeting programme.

MEMBERSHIP REPORT

1991-92

Submitted by:

Frank Conte
Membership Promotion Chairman

The London Chapter of ASHRAE experienced moderate growth for the 1991/92 year. This was done through the recessionary times, and low levels of new construction, as experienced by all. The London Chapter has had an increase of 7.8% in paid Society memberships and 10.6% in our local membership.

The members of the London Chapter actively participated in the recruiting of new members and this resulted in the addition of 7 members for the 1991/92 year.

Students continue to view membership in ASHRAE as a must and a benefit when entering the workforce. In this current year, 16 have been registered.

The membership continues to promote ASHRAE and its activities both at our dinner meetings to their invited guests, and to their colleagues during a normal work day. This personal approach to the benefits of joining ASHRAE has been successful for London, and will be continued for further growth of Society and the Local Chapter.

ASHRAE HISTORICAL COMMITTEE

1991-92 REPORT

Submitted by:

Mr. Bert Fenner
Chairman, Historical Committee

We continue to make progress in assembling, sorting and collating the documentary evidence of the last twenty years. We are also talking to charter members and others who may be able to fill in a few of the gaps that exist.

A Past Presidents' Night (it turned out quite well) enabled us to record some amusing anecdotal remarks dealing with the initial meetings which led to the formation of the London Canada Chapter.

A small start has been made in the actual writing of a history, and we expect to enlist the aid of additional committee members to edit the early years, in the next few weeks.

The Committee also provided some material to the Newsletter under the heading *"20 Years Ago This Month."* We expect to expand our activities in this area next year.

BYLAWS OF THE
LONDON CANADA CHAPTER
OF THE
AMERICAN SOCIETY OF HEATING, REFRIGERATING AND AIR-CONDITIONING ENGINEERS, INC.

APPROVED BY THE SOCIETY: February 1, 1991

ARTICLE I - GOVERNMENT

1.1 Governing Instruments. The London Canada Chapter (herein "Chapter") of the American Society of Heating, Refrigerating and Air-Conditioning Engineers, Inc. (herein "Society") shall be governed by its Constitution and these Bylaws, to the extent not inconsistent with the Certificate of Consolidation, Bylaws, and Rules of the Board of Directors of the Society.

1.2 Interpretation. The Board of Governors shall resolve all questions of interpretation of the Constitution and these Bylaws.

1.3 Rules of Order. Except as otherwise provided in the Constitution or these Bylaws, the conduct of meetings of the members shall be governed by the rules of procedure set forth in "Robert's Rules of Order," as revised.

ARTICLE II - MEMBERSHIP

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

2.2 Non-Residents. Notwithstanding the foregoing, a member of the Society residing in the geographic area of a Chapter may elect to be a member of another Chapter. A member may elect to belong to more than one Chapter.

2.3 Grade. Each member shall hold the same grade of membership in the Chapter as in the Society.

2.4 Rights and Privileges. All Chapter members shall be entitled to the same rights and privileges, except that (a) Affiliates, (b) Student Members, and (c) members who have not paid Chapter fees, dues, assessments or other charges within sixty (60) days of their due date shall not be entitled to voting privileges or the right to election or appointment as an officer, governor, or committee chairman of the Chapter. All rights and privileges of a member are vested solely in the member and may not be delegated or transferred, except as provided in Article III, paragraph 3.7 hereof.

2.5 Suspension. In the event that a member does not pay all the Chapter fees, dues, assessments or other charges within six (6) months of their due date, all rights and privileges of membership in the Chapter shall be suspended. Such membership rights and privileges shall be restored to the member upon full payment thereof. Delinquency in payment of Chapter dues or other Chapter charges will not affect a member's standing in the Society.

2.6 Termination. Membership in the Chapter shall terminate upon the death of any member, the removal of a member's principal place of residence to the geographic area of another Chapter except as provided in Article II, paragraph 2.2 hereof, or the receipt of written notice by the member of termination of membership. In the event of such termination, neither the former member, nor his/her personal representatives, heirs or devises shall have any right, title or interest in the Chapter or its assets.

2.7 Expulsion. A member may be expelled from the Society and the Chapter only upon action taken by the Board of Directors of the Society. Such action may be initiated by the Board of Governors of the Chapter by the filing of written charges and supporting evidence with the Secretary of the Society.

ARTICLE III - MEETINGS OF MEMBERS

3.1 Regular Meetings. Meetings of the Chapter shall be held on at least a monthly basis from September through May at such time and place as is prescribed by the Board of Governors.

3.2 Annual Meeting. The annual meeting of the chapter for the installation of officers and the Board of Governors and the announcement of committee appointments shall be held in the month of May at such time and place as is prescribed by the Board of Governors.

3.3 Special Meetings. Special meetings of the Chapter may be called by the President at the President's discretion, or at the request of the Board of Governors or 15 percent of the members with voting rights.

3.4 Notice of Meetings. Timely written notice of all meetings shall be sent by the Secretary to all members setting forth the place, date and hour of the meeting and, in the case of a special meeting, the purpose thereof.

3.5 Quorum. A quorum for the transaction of business at a meeting of the Chapter shall consist of 15 percent of the members having voting rights, except that no business may be transacted unless a majority of the Board of Governors is also in attendance.

3.6 Majority Vote. A majority of the number of votes cast in person or by proxy shall be necessary for the adoption of any matter, except as otherwise provided in the Constitution or these Bylaws.

3.7 Proxies. A member may vote on any matter by a written proxy executed and dated by the member. No proxy shall be valid after ninety (90) days from the date of its execution, unless otherwise provided in the proxy.

ARTICLE IV - DUES AND FINANCE

4.1 Society Dues. The annual dues for membership in the Society, as prescribed from time to time by the Society, shall be paid to the Society.

4.2 Chapter Dues. The Board of Governors, in its discretion and subject to the approval by a vote of members, may levy such dues, fees, charges or other assessments as are reasonable and necessary to meet the current operating expenses of the Chapter. The due date of such payments shall be as prescribed by the Board of Governors.

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

ARTICLE V - BOARD OF GOVERNORS

5.1 Duties. The property and affairs of the Chapter shall be managed by the Board of Governors. The Board of Governors may execute all business of the Chapter that does not require action by the full membership of the Chapter. The presiding officer shall report briefly on these actions at the next Chapter meeting.

5.2 Composition. The Board of Governors of the Chapter shall consist of the officers, the most recent past president, and four (4) members elected pursuant to Article VII hereof.

5.3 Meetings. The time and place of regular meetings of the Board of Governors shall be at the discretion of the Board. A special meeting of the Board of Governors may be called by the President, at the President's discretion, or at the written request of two (2) members of the Board.

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

5.5 Notice of Meetings. Timely written notice of all meetings shall be sent by the Secretary to all members setting forth the place, date and hour of the meeting and, in the case of a special meeting, the purpose thereof.

5.6 Appointments to Auditing Committee. The Board of Governors-elect shall appoint members to the Auditing Committee, pursuant to paragraph 8.3.7 hereof, at a special meeting of the Board of Governors-elect held prior to the annual meeting of the Chapter. Appointments shall be announced at such annual meeting.

ARTICLE VI - OFFICERS

6.1 Titles. The officers of the Chapter shall be a President, a President-Elect, a Vice President, a Secretary, and a Treasurer.

6.2 Multiple Offices. With the exception of the office of President, any number of offices may be held by the same member.

6.3 The President. The President shall be the chief executive officer of the Chapter and shall have general direction of the affairs of the Chapter and general supervision over its several officers, subject however, to the control of the Board of Governors. The President shall, from time to time, report to the members and to the Board all matters within the President's knowledge which the interest of the Chapter may require to be brought to the Chapter's notice; shall preside at all meetings of the members and at all meetings of the Board; shall sign and execute in the name of the Chapter all contracts, or other instruments authorized by the Board, except in cases where the signing and execution thereof shall be expressly delegated or permitted by the Board or by these Bylaws to some other officer or agent of the Chapter.

6.4 The President-Elect. The President-Elect shall automatically succeed to the office of the President at the conclusion of the President's term of office. In the absence of the President, the President-Elect shall exercise the powers and perform the duties of the President. In addition, the President-Elect shall make the committee chairman appointments sufficiently far in advance of the Chapters Regional Conference as to permit attendance by the appointees at CRC workshops in the period prior to appointee's active participation as chairmen of the Chapter Committees. Chairmen designees of such committees as Educational Activities, Energy and Technical Activities, Membership Promotion, Refrigeration, and Research Promotion should be especially encouraged to attend CRC meetings. Prior to the annual meeting, the President-Elect shall complete the appointments by naming at least two (2) committee members to each of the standing committees of the Chapter.

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

6.5 The Vice President. In the absence of the President and the President-Elect, the Vice President shall exercise the powers and perform the duties of the President.

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

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

6.8 Additional Duties. All officers shall perform all duties incident to their respective offices and such other duties as are prescribed by these Bylaws or as are assigned by the Board of Governors.

ARTICLE VII - NOMINATIONS, ELECTIONS, VACANCIES, AND REMOVAL

7.1 Eligibility for Re-election. Officers and Board members are elected for one-year terms, but may be re-elected to consecutive terms. The president may be re-elected to the same office for one additional consecutive term. If the president is re-elected for an additional consecutive term, the president-elect will also need to be re-elected in accordance with the election procedure set forth in Section VII.

7.2 Duties of Nominating Committee. The Nominating Committee shall select from the members eligible to hold office one candidate for each office except President, and for each member to be elected to the Board of Governors and shall obtain from each candidate a written statement that the candidate is a member in good standing in the Society and consents to stand for election. Not less than thirty (30) days before the March meeting the Nominating Committee shall present to the Secretary the names of the candidates selected, together with their statements.

7.3 Duties of Secretary. Upon receipt of these names from the Nominating Committee, the Secretary shall prepare a list of the candidates and shall forward such list to all members with voting rights at least ten (10) days prior to such meeting.

7.4 Nomination by Members. Additional nominations of members in good standing who consent orally or in writing to be candidates may be made from the floor at such meeting. If at this meeting more than one such nomination from the floor is made for any one office or membership on the Board of Governors, a vote shall be taken to select the name of the opposition candidate to be placed on the ballot.

7.5 Voting and Election. Not less than ten (10) days prior to the next meeting, the Secretary shall send a mail ballot, in the case of elections by mail, or a proxy statement, in the case of elections at meetings, to all members with voting rights. In the case of elections at meetings, the President shall appoint three (3) tellers to assist in conducting the election. The Board of Governors or the tellers, if any, shall promptly tally all votes. The candidate receiving a majority of the votes cast for each respective office shall be declared elected. If there is a tie vote, there shall be a run-off election.

7.6 Installation. Officers and members of the Board of Governors shall be installed and shall assume their duties at the annual meeting of the Chapter, as prescribed in Article III, paragraph 3.2 hereof, to serve until their successors are installed.

7.7 Vacancies. Whenever there shall be a vacancy in any office except President-Elect or on the Board of Governors by resignation

or otherwise, the Board of Governors shall have the power to fill such office until the next annual election and installation, and such officer shall have the duties, rights, and privileges of the predecessor. A vacancy in the office of President-Elect shall be handled in accordance with Article VI, paragraph 6.4.

7.8 Removal. Any officer or member of the Board of Governors may be removed by a 2/3 vote of voting members present at a regular meeting, whenever in the judgment of the members, the best interests of the Chapter will be served thereby. The notice of this Chapter meeting shall contain the statement that an item of importance to the Chapter will be presented for action.

ARTICLE VIII - COMMITTEES

8.1 General. All Chapter Committees shall be designated as Standing Committees or Special Committees. Standing Committees are mandatory and are of a continuing nature, while Special Committees are created for a specific purpose and may be dissolved when their functions have been completed.

8.2 Appointments. Except as noted herein, all Standing Committee members and respective Chairmen thereof shall be appointed by the President-Elect pursuant to Article 6.4.

8.3 Standing Committees. Standing Committees are mandatory and are broken into two categories: those tied into the CRC and those essential to the Chapter operation. (a) Committees tied into the CRC are the CRC Action, Educational Activities, Energy and Technical Activities, Membership Promotion, Refrigeration, and Research Promotion. (b) Committees essential to the Chapter operation are Auditing, Nominating, Program, Reception, Publicity, Attendance, Publications or Newsletter, Historical, and Special Events. The duties and functions of each Standing Committee (several of which may be combined under a single chairman) are as follows:

8.3.1 CRC Action Committee. The CRC Action Committee shall determine major items of concern to the Chapter, obtain biographies on possible candidates for Society offices, committees and for various Regional and Society honors and awards, provide direction to the delegate and alternate delegate on actions to be presented on the Chapter's behalf at the CRC, and encourage the Chairmen of the Educational Activities, Energy and Technical Activities, Membership Promotion, Refrigeration, and Research Promotion Committees to attend the CRC. The Chairman of this Committee should be a past president of the Chapter.

8.3.2 Educational Activities Committee. The Educational Activities Committee shall encourage the continuing education of the members in the sciences of heating, refrigeration and air-conditioning; shall, in conjunction with the Program Committee and

Research Promotion Committee, arrange for presentations on current developments in these and related sciences; and shall arrange for Chapter participation in continuing education courses and related activities. The Chairman of this Committee, or a designated substitute, is expected to attend the CRC Meeting.

8.3.3 Energy and Technical Activities Committee. The Energy and Technical Activities Committee shall promote the continuing education of the members in energy conservation measures and activities adopted by the Society, and encourage new energy management designs by members, and the submittal of written reports on those designs for consideration in Regional and Society energy awards competition. The Chairman of this Committee, or a designated substitute, is expected to attend the CRC Meeting.

8.3.4 Membership Promotion Committee. The Membership Promotion Committee shall encourage applications by persons qualified for membership in the Society; shall encourage increased member participation in Chapter affairs; and shall encourage members to advance in their membership grade in the Society. The Chairman of this Committee, or a designated substitute, is expected to attend the CRC Meeting.

8.3.5 Refrigeration Committee. The Refrigeration Committee shall promote the refrigeration activities of the Society by promoting the interests and endeavors of those members whose primary concern is refrigeration; shall provide or arrange technical talks on refrigeration to the members at regular chapter meetings; shall cooperate with the Membership Promotion Committee to identify potential new members who are refrigeration oriented; shall promote chapter-sponsored seminars on refrigeration and shall arrange for continuing education in the refrigeration field. The Chairman of this committee is expected to attend the CRC meeting.

8.3.6 Research Promotion Committee. The Research Promotion Committee shall promote the research activities of the Society by conducting an annual campaign to obtain investments in ASHRAE Research, and shall encourage original and independent research by the members in the sciences of heating, refrigeration and air-conditioning, and in conjunction with the Program Committee, shall encourage lectures, demonstrations and discussions on technical topics of interest for presentation at Chapter meetings. The Chairman of this Committee, or a designated substitute, is required to attend the CRC Meeting and Special Regional Committee Meeting when called by Regional Vice Chairman for Research Promotion.

8.3.7 Auditing Committee. The Auditing Committee shall consist of three (3) members, none of whom shall be members of the Board of Governors. The Committee shall be appointed by the Board and shall elect its own chairman.

8.3.8 Nominating Committee. The Nominating Committee shall consist of five (5) members in good standing. One member of the Board of Governors may serve on the Nominating Committee, but not as its chairman. The Committee shall be elected by the Chapter at the January meeting. At the preceding meeting, the Board of Governors shall submit to the members their nominations for the committee. Additional nominations may be made by members from the floor at said meeting. Nominees receiving the five highest number of votes shall be elected. In the case of a tie, there shall be a runoff election which shall be held at the same meeting. The Nominating Committee shall elect its own chairman.

8.3.9 Program Committee. The Program Committee, in conjunction with the Board of Governors and all other committees, shall arrange programs for the meeting of the Chapter.

8.3.10 Reception Committee. The Reception Committee shall encourage fellowship among members and shall extend cordial greetings to guests and new members of the Society.

8.3.11 Publicity Committee. The Publicity Committee shall publicize the name, purposes and activities of the Chapter in an effort to obtain qualified members; and shall report Chapter activities of public interest to the news media.

8.3.12 Attendance Committee. The Attendance Committee shall be responsible for contacting each member of the Chapter prior to each scheduled meeting or event to ensure that they have received notice of that meeting or event, and to ascertain the expected attendance.

8.3.13 Publications or Newsletter Committee. The Publications Committee shall obtain news of interest to the Chapter members and supervise the publishing of the Chapter newsletter.

8.3.14 Historical Committee. The Historical Committee shall collect and safeguard facts, photographs, records and other memorabilia pertinent to the history of the Chapter.

8.3.15 Special Events Committee. The Special Events Committee shall handle the arrangements for any special events to be sponsored by the Chapter, or for other events to which the Chapter membership has been invited.

8.4 Other Committees. Additional committees shall be termed as Special Committees and may be appointed at any time by the President, with the advice and approval of the Board of Governors, and shall be announced at the next meeting of the Chapter.

8.5 Vacancies. Whenever any member refuses an appointment to a committee or whenever there is a vacancy on any committee by resignation or otherwise, the President shall, with the advice and

approval of the Board of Governors, appoint another member to such committee.

8.6 Removal. Any committee member appointed or elected may be removed by the person or persons authorized to appoint or elect such member whenever, in their judgment, the best interests of the Chapter will be served thereby, except that the President shall remove a member only with the advice and approval of the Board of Governors.

8.7 Attendance at Board Meetings. Committee Chairmen shall attend the meetings of the Board of Governors when so requested by the presiding officer, but shall not be entitled to voting rights at such meetings.

ARTICLE IX - CHAPTERS REGIONAL COMMITTEE

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

9.2 Term. The delegate and alternate delegate shall serve for a term of one (1) year, commencing on the first day of June following their election. No member may be elected to serve as the delegate for more than two (2) consecutive terms; no member may be elected to serve as the alternate delegate for more than two (2) consecutive terms; and no member may be elected to serve in either capacity for more than four (4) consecutive terms.

9.3 Duties. The duties of the delegate and alternate delegate shall be as prescribed from time to time by the Society. They shall transmit recommendations concerning policies, procedures, and operations of the Society, its Chapter and its Student Branches to the Regional Chairman in advance of the Chapters Regional Committee Meeting; shall attend such meeting; shall suggest candidates for the Board of Directors of the Society, Society committees, and miscellaneous Society honors and awards; shall participate in the election of one (1) member and one (1) alternate member to serve on the Society Nominating Committee; and shall report to the Board of Governors of the Chapter regarding the business transacted at the Chapters Regional Committee meeting, together with any recommendations for Chapter action.

9.4 Vacancies and Removal. Whenever either delegate is unable to fulfill this office, the Board of Governors shall appoint another delegate. Either delegate may be removed by the Board of Governors

whenever, in its judgement, the best interests of the Chapter will be served thereby.

ARTICLE X - AMENDMENTS

10.1 Powers and Limitations. All Articles of these Bylaws 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 149 (1) of the Canadian Income Tax Act of 1971, as amended, or corresponding provisions of any subsequent federal tax laws.

10.2 By Society. Amendments to these Bylaws 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 Chapter shall read said amendments at the next succeeding meeting.

10.3 By Chapter. Amendments to these Bylaws may also be initiated by a written resolution of a majority of the Board of Governors or by not less than five (5) members in good standing with voting privileges and may be presented at any meeting of the Chapter. 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 XI - ADOPTION

These Bylaws shall be completed and adopted by a majority of the Board of Governors. Written copies of said Bylaws 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 Chapter.

Adopted by the London Canada Chapter:

Oct 29/90
Date

Chapter President

gfc/90-08-24
London.byl

CONSTITUTION
OF THE
LONDON CANADA CHAPTER
OF THE
AMERICAN SOCIETY OF HEATING, REFRIGERATING AND AIR-CONDITIONING ENGINEERS, INC.

Approved by the Society: February 1, 1991

ARTICLE I - NAME

The name of the organization is the London Canada Chapter (herein "Chapter") of the American Society of Heating, Refrigerating and Air-Conditioning Engineers, Inc. (herein "Society").

ARTICLE II - PRINCIPAL OFFICE

The principal office of the Chapter is located in the City of London, in the Province of Ontario.

ARTICLE III - OBJECTS

The objects of the Chapter are exclusively scientific and educational and include, but are not limited to: (a) the advancement of the sciences of heating, refrigerating and air-conditioning engineering and related sciences; (b) the continuing education of the members and other interested persons in said sciences, through lectures, demonstrations, and publications; (c) the rendering of career guidance and financial assistance to students of the sciences; and (d) the encouragement of scientific research.

ARTICLE IV - POWERS

The Chapter shall have the power to perform all lawful acts which may be deemed necessary 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 the provisions of 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 POWERS

5.1 The Chapter is not operated for the pecuniary profit of its members. No part of the net income of the Chapter 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 Chapter shall consist of the performance of particular services for individual members.

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

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

5.5 The Chapter 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 Chapter, 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 149(1) of the Canadian Income Tax Act of 1971, as amended, or under such successor provision of the Act as may be in effect at such time, the assets shall be conveyed to such organization then existent, dedicated to the perpetuation of objectives 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, Rules of the Board of Directors of the Society, and 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 Chapter 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 Chapter. 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. 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 Chapter.

Adopted by the London Canada Chapter

Oct 28/90
Date

Chapter President

gfc/90-08-24

CONSTITUTION
OF THE
LONDON CANADA CHAPTER
OF THE
AMERICAN SOCIETY OF HEATING, REFRIGERATING AND AIR-CONDITIONING ENGINEERS, INC.

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The Chapter shall have the power to perform all lawful acts which may be deemed necessary 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 the provisions of Section 149(1) of the Canadian Income Tax Act of 1971, as amended, or corresponding provisions of any subsequent federal tax laws.

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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 Chapter. 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. Amendments shall become effective only upon receipt of written notice of approval by the Charter and Bylaws Committee of the Society.

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Adopted by the London Canada Chapter

Oct 28/90
Date

Chapter President

gfc/90-08-24

BYLAWS OF THE
LONDON CANADA CHAPTER
OF THE
AMERICAN SOCIETY OF HEATING, REFRIGERATING AND AIR-CONDITIONING ENGINEERS, INC.

APPROVED BY THE SOCIETY: February 1, 1991

ARTICLE I - GOVERNMENT

1.1 Governing Instruments. The London Canada Chapter (herein "Chapter") of the American Society of Heating, Refrigerating and Air-Conditioning Engineers, Inc. (herein "Society") shall be governed by its Constitution and these Bylaws, to the extent not inconsistent with the Certificate of Consolidation, Bylaws, and Rules of the Board of Directors of the Society.

1.2 Interpretation. The Board of Governors shall resolve all questions of interpretation of the Constitution and these Bylaws.

1.3 Rules of Order. Except as otherwise provided in the Constitution or these Bylaws, the conduct of meetings of the members shall be governed by the rules of procedure set forth in "Robert's Rules of Order," as revised.

ARTICLE II - MEMBERSHIP

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

2.2 Non-Residents. Notwithstanding the foregoing, a member of the Society residing in the geographic area of a Chapter may elect to be a member of another Chapter. A member may elect to belong to more than one Chapter.

2.3 Grade. Each member shall hold the same grade of membership in the Chapter as in the Society.

2.4 Rights and Privileges. All Chapter members shall be entitled to the same rights and privileges, except that (a) Affiliates, (b) Student Members, and (c) members who have not paid Chapter fees, dues, assessments or other charges within sixty (60) days of their due date shall not be entitled to voting privileges or the right to election or appointment as an officer, governor, or committee chairman of the Chapter. All rights and privileges of a member are vested solely in the member and may not be delegated or transferred, except as provided in Article III, paragraph 3.7 hereof.

2.5 Suspension. In the event that a member does not pay all the Chapter fees, dues, assessments or other charges within six (6) months of their due date, all rights and privileges of membership in the Chapter shall be suspended. Such membership rights and privileges shall be restored to the member upon full payment thereof. Delinquency in payment of Chapter dues or other Chapter charges will not affect a member's standing in the Society.

2.6 Termination. Membership in the Chapter shall terminate upon the death of any member, the removal of a member's principal place of residence to the geographic area of another Chapter except as provided in Article II, paragraph 2.2 hereof, or the receipt of written notice by the member of termination of membership. In the event of such termination, neither the former member, nor his/her personal representatives, heirs or devises shall have any right, title or interest in the Chapter or its assets.

2.7 Expulsion. A member may be expelled from the Society and the Chapter only upon action taken by the Board of Directors of the Society. Such action may be initiated by the Board of Governors of the Chapter by the filing of written charges and supporting evidence with the Secretary of the Society.

ARTICLE III - MEETINGS OF MEMBERS

3.1 Regular Meetings. Meetings of the Chapter shall be held on at least a monthly basis from September through May at such time and place as is prescribed by the Board of Governors.

3.2 Annual Meeting. The annual meeting of the chapter for the installation of officers and the Board of Governors and the announcement of committee appointments shall be held in the month of May at such time and place as is prescribed by the Board of Governors.

3.3 Special Meetings. Special meetings of the Chapter may be called by the President at the President's discretion, or at the request of the Board of Governors or 15 percent of the members with voting rights.

3.4 Notice of Meetings. Timely written notice of all meetings shall be sent by the Secretary to all members setting forth the place, date and hour of the meeting and, in the case of a special meeting, the purpose thereof.

3.5 Quorum. A quorum for the transaction of business at a meeting of the Chapter shall consist of 15 percent of the members having voting rights, except that no business may be transacted unless a majority of the Board of Governors is also in attendance.

3.6 Majority Vote. A majority of the number of votes cast in person or by proxy shall be necessary for the adoption of any matter, except as otherwise provided in the Constitution or these Bylaws.

3.7 Proxies. A member may vote on any matter by a written proxy executed and dated by the member. No proxy shall be valid after ninety (90) days from the date of its execution, unless otherwise provided in the proxy.

ARTICLE IV - DUES AND FINANCE

4.1 Society Dues. The annual dues for membership in the Society, as prescribed from time to time by the Society, shall be paid to the Society.

4.2 Chapter Dues. The Board of Governors, in its discretion and subject to the approval by a vote of members, may levy such dues, fees, charges or other assessments as are reasonable and necessary to meet the current operating expenses of the Chapter. The due date of such payments shall be as prescribed by the Board of Governors.

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

ARTICLE V - BOARD OF GOVERNORS

5.1 Duties. The property and affairs of the Chapter shall be managed by the Board of Governors. The Board of Governors may execute all business of the Chapter that does not require action by the full membership of the Chapter. The presiding officer shall report briefly on these actions at the next Chapter meeting.

5.2 Composition. The Board of Governors of the Chapter shall consist of the officers, the most recent past president, and four (4) members elected pursuant to Article VII hereof.

5.3 Meetings. The time and place of regular meetings of the Board of Governors shall be at the discretion of the Board. A special meeting of the Board of Governors may be called by the President, at the President's discretion, or at the written request of two (2) members of the Board.

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

5.5 Notice of Meetings. Timely written notice of all meetings shall be sent by the Secretary to all members setting forth the place, date and hour of the meeting and, in the case of a special meeting, the purpose thereof.

5.6 Appointments to Auditing Committee. The Board of Governors-elect shall appoint members to the Auditing Committee, pursuant to paragraph 8.3.7 hereof, at a special meeting of the Board of Governors-elect held prior to the annual meeting of the Chapter. Appointments shall be announced at such annual meeting.

ARTICLE VI - OFFICERS

6.1 Titles. The officers of the Chapter shall be a President, a President-Elect, a Vice President, a Secretary, and a Treasurer.

6.2 Multiple Offices. With the exception of the office of President, any number of offices may be held by the same member.

6.3 The President. The President shall be the chief executive officer of the Chapter and shall have general direction of the affairs of the Chapter and general supervision over its several officers, subject however, to the control of the Board of Governors. The President shall, from time to time, report to the members and to the Board all matters within the President's knowledge which the interest of the Chapter may require to be brought to the Chapter's notice; shall preside at all meetings of the members and at all meetings of the Board; shall sign and execute in the name of the Chapter all contracts, or other instruments authorized by the Board, except in cases where the signing and execution thereof shall be expressly delegated or permitted by the Board or by these Bylaws to some other officer or agent of the Chapter.

6.4 The President-Elect. The President-Elect shall automatically succeed to the office of the President at the conclusion of the President's term of office. In the absence of the President, the President-Elect shall exercise the powers and perform the duties of the President. In addition, the President-Elect shall make the committee chairman appointments sufficiently far in advance of the Chapters Regional Conference as to permit attendance by the appointees at CRC workshops in the period prior to appointee's active participation as chairmen of the Chapter Committees. Chairmen designees of such committees as Educational Activities, Energy and Technical Activities, Membership Promotion, Refrigeration, and Research Promotion should be especially encouraged to attend CRC meetings. Prior to the annual meeting, the President-Elect shall complete the appointments by naming at least two (2) committee members to each of the standing committees of the Chapter.

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

6.5 The Vice President. In the absence of the President and the President-Elect, the Vice President shall exercise the powers and perform the duties of the President.

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

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

6.8 Additional Duties. All officers shall perform all duties incident to their respective offices and such other duties as are prescribed by these Bylaws or as are assigned by the Board of Governors.

ARTICLE VII - NOMINATIONS, ELECTIONS, VACANCIES, AND REMOVAL

7.1 Eligibility for Re-election. Officers and Board members are elected for one-year terms, but may be re-elected to consecutive terms. The president may be re-elected to the same office for one additional consecutive term. If the president is re-elected for an additional consecutive term, the president-elect will also need to be re-elected in accordance with the election procedure set forth in Section VII.

7.2 Duties of Nominating Committee. The Nominating Committee shall select from the members eligible to hold office one candidate for each office except President, and for each member to be elected to the Board of Governors and shall obtain from each candidate a written statement that the candidate is a member in good standing in the Society and consents to stand for election. Not less than thirty (30) days before the March meeting the Nominating Committee shall present to the Secretary the names of the candidates selected, together with their statements.

7.3 Duties of Secretary. Upon receipt of these names from the Nominating Committee, the Secretary shall prepare a list of the candidates and shall forward such list to all members with voting rights at least ten (10) days prior to such meeting.

7.4 Nomination by Members. Additional nominations of members in good standing who consent orally or in writing to be candidates may be made from the floor at such meeting. If at this meeting more than one such nomination from the floor is made for any one office or membership on the Board of Governors, a vote shall be taken to select the name of the opposition candidate to be placed on the ballot.

7.5 Voting and Election. Not less than ten (10) days prior to the next meeting, the Secretary shall send a mail ballot, in the case of elections by mail, or a proxy statement, in the case of elections at meetings, to all members with voting rights. In the case of elections at meetings, the President shall appoint three (3) tellers to assist in conducting the election. The Board of Governors or the tellers, if any, shall promptly tally all votes. The candidate receiving a majority of the votes cast for each respective office shall be declared elected. If there is a tie vote, there shall be a run-off election.

7.6 Installation. Officers and members of the Board of Governors shall be installed and shall assume their duties at the annual meeting of the Chapter, as prescribed in Article III, paragraph 3.2 hereof, to serve until their successors are installed.

7.7 Vacancies. Whenever there shall be a vacancy in any office except President-Elect or on the Board of Governors by resignation

or otherwise, the Board of Governors shall have the power to fill such office until the next annual election and installation, and such officer shall have the duties, rights, and privileges of the predecessor. A vacancy in the office of President-Elect shall be handled in accordance with Article VI, paragraph 6.4.

7.8 Removal. Any officer or member of the Board of Governors may be removed by a 2/3 vote of voting members present at a regular meeting, whenever in the judgment of the members, the best interests of the Chapter will be served thereby. The notice of this Chapter meeting shall contain the statement that an item of importance to the Chapter will be presented for action.

ARTICLE VIII - COMMITTEES

8.1 General. All Chapter Committees shall be designated as Standing Committees or Special Committees. Standing Committees are mandatory and are of a continuing nature, while Special Committees are created for a specific purpose and may be dissolved when their functions have been completed.

8.2 Appointments. Except as noted herein, all Standing Committee members and respective Chairmen thereof shall be appointed by the President-Elect pursuant to Article 6.4.

8.3 Standing Committees. Standing Committees are mandatory and are broken into two categories: those tied into the CRC and those essential to the Chapter operation. (a) Committees tied into the CRC are the CRC Action, Educational Activities, Energy and Technical Activities, Membership Promotion, Refrigeration, and Research Promotion. (b) Committees essential to the Chapter operation are Auditing, Nominating, Program, Reception, Publicity, Attendance, Publications or Newsletter, Historical, and Special Events. The duties and functions of each Standing Committee (several of which may be combined under a single chairman) are as follows:

8.3.1 CRC Action Committee. The CRC Action Committee shall determine major items of concern to the Chapter, obtain biographies on possible candidates for Society offices, committees and for various Regional and Society honors and awards, provide direction to the delegate and alternate delegate on actions to be presented on the Chapter's behalf at the CRC, and encourage the Chairmen of the Educational Activities, Energy and Technical Activities, Membership Promotion, Refrigeration, and Research Promotion Committees to attend the CRC. The Chairman of this Committee should be a past president of the Chapter.

8.3.2 Educational Activities Committee. The Educational Activities Committee shall encourage the continuing education of the members in the sciences of heating, refrigeration and air-conditioning; shall, in conjunction with the Program Committee and

Research Promotion Committee, arrange for presentations on current developments in these and related sciences; and shall arrange for Chapter participation in continuing education courses and related activities. The Chairman of this Committee, or a designated substitute, is expected to attend the CRC Meeting.

8.3.3 Energy and Technical Activities Committee. The Energy and Technical Activities Committee shall promote the continuing education of the members in energy conservation measures and activities adopted by the Society, and encourage new energy management designs by members, and the submittal of written reports on those designs for consideration in Regional and Society energy awards competition. The Chairman of this Committee, or a designated substitute, is expected to attend the CRC Meeting.

8.3.4 Membership Promotion Committee. The Membership Promotion Committee shall encourage applications by persons qualified for membership in the Society; shall encourage increased member participation in Chapter affairs; and shall encourage members to advance in their membership grade in the Society. The Chairman of this Committee, or a designated substitute, is expected to attend the CRC Meeting.

8.3.5 Refrigeration Committee. The Refrigeration Committee shall promote the refrigeration activities of the Society by promoting the interests and endeavors of those members whose primary concern is refrigeration; shall provide or arrange technical talks on refrigeration to the members at regular chapter meetings; shall cooperate with the Membership Promotion Committee to identify potential new members who are refrigeration oriented; shall promote chapter-sponsored seminars on refrigeration and shall arrange for continuing education in the refrigeration field. The Chairman of this committee is expected to attend the CRC meeting.

8.3.6 Research Promotion Committee. The Research Promotion Committee shall promote the research activities of the Society by conducting an annual campaign to obtain investments in ASHRAE Research, and shall encourage original and independent research by the members in the sciences of heating, refrigeration and air-conditioning, and in conjunction with the Program Committee, shall encourage lectures, demonstrations and discussions on technical topics of interest for presentation at Chapter meetings. The Chairman of this Committee, or a designated substitute, is required to attend the CRC Meeting and Special Regional Committee Meeting when called by Regional Vice Chairman for Research Promotion.

8.3.7 Auditing Committee. The Auditing Committee shall consist of three (3) members, none of whom shall be members of the Board of Governors. The Committee shall be appointed by the Board and shall elect its own chairman.

8.3.8 Nominating Committee. The Nominating Committee shall consist of five (5) members in good standing. One member of the Board of Governors may serve on the Nominating Committee, but not as its chairman. The Committee shall be elected by the Chapter at the January meeting. At the preceding meeting, the Board of Governors shall submit to the members their nominations for the committee. Additional nominations may be made by members from the floor at said meeting. Nominees receiving the five highest number of votes shall be elected. In the case of a tie, there shall be a runoff election which shall be held at the same meeting. The Nominating Committee shall elect its own chairman.

8.3.9 Program Committee. The Program Committee, in conjunction with the Board of Governors and all other committees, shall arrange programs for the meeting of the Chapter.

8.3.10 Reception Committee. The Reception Committee shall encourage fellowship among members and shall extend cordial greetings to guests and new members of the Society.

8.3.11 Publicity Committee. The Publicity Committee shall publicize the name, purposes and activities of the Chapter in an effort to obtain qualified members; and shall report Chapter activities of public interest to the news media.

8.3.12 Attendance Committee. The Attendance Committee shall be responsible for contacting each member of the Chapter prior to each scheduled meeting or event to ensure that they have received notice of that meeting or event, and to ascertain the expected attendance.

8.3.13 Publications or Newsletter Committee. The Publications Committee shall obtain news of interest to the Chapter members and supervise the publishing of the Chapter newsletter.

8.3.14 Historical Committee. The Historical Committee shall collect and safeguard facts, photographs, records and other memorabilia pertinent to the history of the Chapter.

8.3.15 Special Events Committee. The Special Events Committee shall handle the arrangements for any special events to be sponsored by the Chapter, or for other events to which the Chapter membership has been invited.

8.4 Other Committees. Additional committees shall be termed as Special Committees and may be appointed at any time by the President, with the advice and approval of the Board of Governors, and shall be announced at the next meeting of the Chapter.

8.5 Vacancies. Whenever any member refuses an appointment to a committee or whenever there is a vacancy on any committee by resignation or otherwise, the President shall, with the advice and

approval of the Board of Governors, appoint another member to such committee.

8.6 Removal. Any committee member appointed or elected may be removed by the person or persons authorized to appoint or elect such member whenever, in their judgment, the best interests of the Chapter will be served thereby, except that the President shall remove a member only with the advice and approval of the Board of Governors.

8.7 Attendance at Board Meetings. Committee Chairmen shall attend the meetings of the Board of Governors when so requested by the presiding officer, but shall not be entitled to voting rights at such meetings.

ARTICLE IX - CHAPTERS REGIONAL COMMITTEE

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

9.2 Term. The delegate and alternate delegate shall serve for a term of one (1) year, commencing on the first day of June following their election. No member may be elected to serve as the delegate for more than two (2) consecutive terms; no member may be elected to serve as the alternate delegate for more than two (2) consecutive terms; and no member may be elected to serve in either capacity for more than four (4) consecutive terms.

9.3 Duties. The duties of the delegate and alternate delegate shall be as prescribed from time to time by the Society. They shall transmit recommendations concerning policies, procedures, and operations of the Society, its Chapter and its Student Branches to the Regional Chairman in advance of the Chapters Regional Committee Meeting; shall attend such meeting; shall suggest candidates for the Board of Directors of the Society, Society committees, and miscellaneous Society honors and awards; shall participate in the election of one (1) member and one (1) alternate member to serve on the Society Nominating Committee; and shall report to the Board of Governors of the Chapter regarding the business transacted at the Chapters Regional Committee meeting, together with any recommendations for Chapter action.

9.4 Vacancies and Removal. Whenever either delegate is unable to fulfill this office, the Board of Governors shall appoint another delegate. Either delegate may be removed by the Board of Governors

whenever, in its judgement, the best interests of the Chapter will be served thereby.

ARTICLE X - AMENDMENTS

10.1 Powers and Limitations. All Articles of these Bylaws 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 149 (1) of the Canadian Income Tax Act of 1971, as amended, or corresponding provisions of any subsequent federal tax laws.

10.2 By Society. Amendments to these Bylaws 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 Chapter shall read said amendments at the next succeeding meeting.

10.3 By Chapter. Amendments to these Bylaws may also be initiated by a written resolution of a majority of the Board of Governors or by not less than five (5) members in good standing with voting privileges and may be presented at any meeting of the Chapter. 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 XI - ADOPTION

These Bylaws shall be completed and adopted by a majority of the Board of Governors. Written copies of said Bylaws 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 Chapter.

Adopted by the London Canada Chapter:

Oct 29/90
Date

Chapter President

gfc/90-08-24
London.byl

CHAPTER PRESIDENTS
REGION II

CHAPTER MEMBERSHIP QUESTIONNAIRE

Please complete and return as soon as possible. Information will be compiled and presented at our Halifax CRC meeting in August.

CHAPTER LONDON CANADA.

COMPLETED BY D. K. BOYLE

PHONE No. (519) 661-3302 FAX No. (519) 661-3801

1. WHAT IS YOUR CHAPTER STRUCTURE:

(A) CHAPTER MEMBERSHIP

MEAL PLAN YES [X] NO [ ]

If "YES" AMOUNT $ 125.00

(B) CHAPTER MEMBERSHIP ONLY

PAY FOR MEAL PLAN YES [ ] NO [X]

If "YES" AMOUNT/MEAL $ _____

(C) GUEST MEAL PLAN YES [ ] NO [X]

If "YES" AMOUNT/MEAL $ _____

(D) OTHER PLAN/S YES [ ] NO [ ]

If "YES" DESCRIBE

_____
_____
_____
_____
_____
_____
_____
_____

2. CHAPTER MEMBERSHIP FEE COLLECTION

(A) DO YOU HAVE ATLANTA COLLECT BOTH SOCIETY AND CHAPTER DUES?

YES ☐ NO ☒

If "YES" ARE YOU SATISFIED WITH RESULTS

YES ☐ NO ☐

If "NO" EXPLAIN:

They will not collect the meal plan and be flexible enough to make it of advantage

(B) DID YOU KNOW THAT ATLANTA WILL PROVIDE THIS SERVICE TO CHAPTERS?

YES ☒ NO ☐

3) CHAPTER MEMBERSHIP STATISTICS:

	THIS YEAR	LAST YEAR
CHAPTER MEMBERS MEAL PLAN	53	47
CHAPTER MEMBERS NON-MEAL PLAN		
* OTHERS		
TOTAL	53	47

* EXPLAIN

4) ANY OTHER COMMENTS YOU WOULD LIKE TO MAKE ON THESE SUBJECTS THAT CAN BE SHARED BY OTHER CHAPTERS??

_____

_____

_____

_____

_____

5) "ONLY MEMBERS OF THE SOCIETY IN GOOD STANDING SHALL BE ELIGIBLE TO BECOME AND REMAIN CHAPTER MEMBERS"

HOW DOES YOUR EXECUTIVE FEEL ABOUT THIS IN VIEW OF THE "OBJECTIVES" OF THE SOCIETY OUTLINED IN ARTICLE 1, SECTION 1.3 OF THE BY-LAWS PAGE 96-MANUAL OF CHAPTER OPERATIONS??

☒	☐	☐	☐	☐
STRONGLY AGREE	AGREE	NO OPINION	DISAGREE	STRONGLY DISAGREE

RETURN TO:

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YOUR RESPONSE IS GREATLY APPRECIATED.