



# The Razorback Report

Arkansas Chapter Newsletter for the American Society of Heating, Refrigerating, and Air-Conditioning Engineers, Inc.

www.arkansasashrae.org

Volume XVII, Issue 5, January 2006

## The President's Message

By Chance Hollingsworth

Happy New Year! I hope everyone had a safe and prosperous 2005. The Chapter Officers and the Board of Governors is working hard to ensure that 2006 will be another banner year for Arkansas ASHRAE. At this point in the year we are currently averaging 102.75 members to our monthly meetings and we are optimistic that your support will continue as we move into the heart of our program schedule.

Please take note and review the proposed changes to our chapter bylaws published in this months Razorback report. We ask that you respond with any comments or suggestions to the proposed changes prior to the chapter voting at our January meeting.

The Arkansas Chapter is proud to report that Kim Koch P.E. our very own chapter secretary has been selected by ASHRAE as one of its top five nominees for the New Faces of Engineering program, part of the 2006 National Engineers Week celebration. The top nominees from each engineering society represented on the National Engineers Week committee will appear in USA Today during National Engineers Week, Feb. 19-25, 2006. ASHRAE's top New Face will be announced on www.ashrae.org during that week. Congratulations Kim!

If you plan on attending the Winter Meeting in Chicago,

## JANUARY MEETINGS

### Northwest Arkansas

**Date:** Thursday, January 12th  
**Location:** A.Q. Chicken, Springdale, AR  
**Schedule:** 5:30 - Social  
6:00 - ASHRAE Business / Dinner  
6:45 - Program - "The IBC, Seismic Compliance of HVAC Equipment" - Carol Marriott  
**Cost:** \$10.97 / person

### Central Arkansas

**Date:** Tuesday, January 10th  
**Location:** LR Club @ Regions Bank Building  
**Schedule:** 4:30 - Board Meeting  
5:30 - Social / Cash Bar  
5:45 - Tech Session - "Seismic HVAC Guidelines" - Jim Sadler  
6:45 - Program - "The IBC, Seismic Compliance of HVAC Equipment" - Carol Marriott  
**Cost:** \$29.50 / person

be sure to attend "From Processing to Pan: How a Chicken Gets to Market". The use of refrigeration to bring a chicken from processing to pan will be highlighted in a seminar at ASHRAE's 2006 Winter Meeting, Jan. 21-25, Chicago. Basics of the Cold Chain: Follow a Chicken from Slaughter to Grocery Cart will be held from 8-10 a.m., Tuesday, Jan. 24. One of the speakers will be Ajay Chatlani, Tyson Foods, Inc., Springdale who will discuss, the Packaging and Freezing of Chickens.

I hope to see you all at this months meeting when our program will discuss IBC Seismic requirements for HVAC Equipment. This months' meeting is a joint meeting with CSI in Central AR.

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## December Chapter Minutes

Submitted by Kimberly Koch, Secretary

### Board Meeting of December 7, 2005

#### Officers and Board Members Present

Chance Hollingsworth, President  
 John Hodoway, VP, Programs Chair, Technology Chair  
 Steve Titus, Treasurer  
 Kim Koch, Secretary  
 John Carter, CRC Alternate, Research Promotion Chair  
 John Oliver, BOG

#### Committee Chairs Present

James Panasiuk, Social Chair  
 Ashley Roach, Reception Chair  
 Bill Simpson, Webmaster

#### Meeting Minutes

##### Old Business

President Chance Hollingsworth called the meeting to order at 10:38 AM at the Whole Hog Café.

President Chance Hollingsworth presented the changes proposed by the Auditing Committee to the board. Changes and procedures were discussed at length. Chance motioned the proposed changes be printed in the next newsletter. Second by James Panasiuk. Motion passed.

Chapter Technology Transfer Chair John Hodoway presented the remaining meeting schedule.

Treasurer Steve Titus stated the annual chapter contribution to ASHRAE Research and to the CRC have been sent.

##### New Business

President Chance Hollingsworth forwarded information regarding the USGBC Winter Party to the board. The party is December 14th from 5:30 to 8:00 at the Old State House Museum.

President Chance Hollingsworth discussed the Train the Trainer 90.1-2004 Workshop to be held at the Chicago meeting. Several members were mentioned as potential attendees that could then present the information to the chapter. John Hodoway indicated he was hoping to attend.

President Chance Hollingsworth reminded all present that Full Circle contributions are due and encouraged all to contribute.

President Chance Hollingsworth presented information indicating that use of the ASHRAE Energy Design Guide now qualifies projects for a LEED Credit.

President Chance Hollingsworth reported that input for the proposed ASHRAE Risk Management Guideline was being sought. There will be a forum at the winter meeting. Development of an ad-hoc committee was discussed to compile input from chapter members.

Chapter Technology Transfer Chair John Hodoway reported that Tom Hanlon is working on a possible Continuing Education Seminar on steam. He reported that forms for project nominations for society awards have been sent.

Treasurer Steve Titus presented the monthly budget report for approval. Kim Koch moved the budget be approved, second by Bill Simpson. The motion passed.

Secretary Kim Koch presented the November Meeting Minutes for approval. John Carter moved to approve the minutes noting

these corrections, second by Steve Titus. The motion passed.

Reception Chair Ashley Roach reported that any members needing PDH certificates or information should contact her.

Webmaster Bill Simpson stated that when the program schedule was sent to him he would post it on the website.

Possible social activities were discussed at length. Possibilities were a skeet shoot and a trip to the races. Social Chair James Panasiuk will investigate possibilities.

The meeting was adjourned at 11:20.

### Membership Meeting of December 7, 2005

#### Members Present

52 Members, 5 Guests

#### Meeting Minutes

President Chance Hollingsworth called the meeting to order at 11:36 at the Whole Hog Café.

President Chance Hollingsworth introduced Mike McClellan to present the technical session concerning Government Affairs.

Mike covered how ASHRAE is involved in government affairs. The goals and responsibilities of the Government Affairs committee include:

- Promote chapter members to local and state government advisory boards.
- Keep local chapter informed of relevant proceedings
- Investigate government issues further if instructed by chapter board or president.
- The committee shall not lobby and shall present technical information only. Information shall not conflict with chapter or society bylaws or publications.

Mike stated that a few of the challenges of facing our industry in Arkansas are:

- Implementation of 90.1-2001
- Proper budgeting for schools
- Education of local school boards of code compliance and maintenance requirements

President Chance Hollingsworth requested that if there was anyone interested in attending the Train the Trainer program at the Winter Meeting they contact him.

President Chance Hollingsworth polled the membership to judge interest in a skeet shoot as a social activity. The majority of the members present expressed they were interested. Chance instructed Social Chair James Panasiuk to proceed with scheduling the activity.

Research Promotion Chair John Carter presented recognition awards to any contributors that were not present at the November meeting.

President Chance Hollingsworth reviewed the proposed changes to the bylaws with the chapter and requested that they refer to the January newsletter for more details.

*(Continued on page 3)*

## Chapter Minutes

(Continued from page 2)

John Hodoway introduced John Clayborn with Trane Arkansas to present the program on Electrical Arc Flash Hazards. John is the Human Resources and Safety Director with Trane Arkansas.

John reported that an electrical arc may produce some of the highest temperatures known to occur on earth – up to 35,000 degrees Fahrenheit. This is four times the surface temperature of the sun. On average 5 people are killed and 11-15 are injured everyday in electrical arc related incidents.

John reported that some causes of these injuries are the high pressure waves that can knock workers across rooms, burns from the flash and from ignited clothing,

and hearing loss.

Common causes of arc flashes include:

- Dust and impurities
- Corrosion
- Condensation
- Spark Discharge
- Overvoltage across narrow gaps
- Failure of insulating materials
- Improper work procedures

John covered many of the requirements of NFPA 70E and other safety practices and procedures to guard against Electrical Arc Flash hazards.

John finished the presentation by taking questions from the members present. President Chance Hollingsworth thanked the presenters and all for attending and dismissed the meeting.

**Check us out on the internet at [www.arkansasashrae.org](http://www.arkansasashrae.org)!**

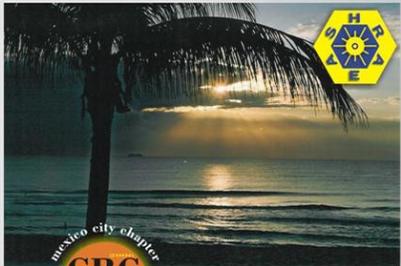
## Region VIII CRC - Cancun

The 2006 ASHRAE Region VIII CRC is in Cancun, Mexico from April 27-29th.

For more information about the 2006 ASHRAE Region VIII CRC you can try the region VIII website at <http://www.region8.ashraeregions.org/crc.htm> or the Mexico City Chapter website at [http://www.ashraedcmexico.org/crc\\_cancun.htm](http://www.ashraedcmexico.org/crc_cancun.htm)

The host hotel is the Fiesta Americana Condesa. You can reserve a room from the hotel website, [www.fiestamericana.com](http://www.fiestamericana.com). ASHRAE guests receive a rate of \$155/night. To receive this rate, use 'Group Code' - G9K6B@FCC. There is only one room type with a king bed, so if you want two beds you will have to try 1-800-FIESTA-ONE.

The US Department of State website indicates that passports will not be required for travel between the U.S. and countries of the Western Hemisphere until January 1, 2008. For information about regarding international travel requirements and other travel tips, you can visit the US Department of State website: <http://travel.state.gov>.



Host Hotel:  
Fiesta Americana  
Condesa Cancun  
Address:  
Blvd. Kukulcan Km 16.5  
Zona Hotelera, 77500  
Cancun, Quintana Roo  
Phone for Reservations:  
Calling From Mexico: 01 800 504 5000  
Calling From U.S.A. 1800 343 7821 or  
1800 FIESTA ONE  
Reservations by Internet:  
Web page is [www.fiestamericana.com](http://www.fiestamericana.com) and please  
follow the steps to reserve by phone and internet  
mention the ASHRAE/JUNTA AMERICANA SOCIETY  
convention to get special rates.  
Group Code: G9K6B@FCC

**APRIL 27, 28 & 29, 2006**

## 2006 Meeting Schedule

Central	NWA	Theme	Tech Session	Program	Sponsor
2/1/2006	2/2/2006	Membership	Membership Report by James Dayer	Refrigeration by Miguel Purdy	
3/1/2006	3/2/2006	Research	Research Report by John Carter	Wireless Controls by Jeff Raimo	Siemens
4/4/2006		Past President's Night	History by Tracy Hayes	Regional Chair Visit with Art Geisler, Region VIII DRC	
5/10/2006			Controlling Chillers in Primary Only Systems by Gil Avery	Selecting Valves for Variable Flow Systems by Gil Avery	

## Membership Promotion

*Submitted by James Dayer - Membership Promotion Chair*

Happy New Year to all!! Looking forward to another great year in ASHRAE. We start the New Year off with 5 new members. Please welcome James Quinn of Jacksonville, Shane Lanning of Fayetteville, Ryan McClain of Fayetteville, Laura Curtis of Fayetteville, and Glenn Parsons of Rogers. This is a great jump-start to 06' to help our chapter grow. Please let me know if you know of someone who may be interested in ASHRAE, and if I can be of any assistance with questions or concerns. ASHRAE applications are available at all chapter meetings.

## Design Guide Honored

*ASHRAE Insights*

*Dec/2005 Vol 20/Issue 12*

WASHINGTON, D.C.—The Advanced Energy Design Guide for Small Office Buildings is a recipient of a U.S. Green Building Council (USGBC) 2005 Leadership Award, which recognizes outstanding individuals and organizations that "signify vision, leadership and commitment to the evolution of green building design and construction."

The guide received the Research Award for being "a significant contribution helping to advance green building." The guide was developed by a committee representing a group of energy professionals drawn from ASHRAE, the American Institute of Architects (AIA), the New Buildings Institute (NBI), the Illuminating Engineering Society of North America (IESNA) and the U.S. Department of Energy (DOE).

"The Advanced Energy Design Guide developed by ASHRAE and its partner organizations is another tool in the green toolkit, which users need to build a sustainable future," said ASHRAE president Lee Burgett, P.E. "We thank the USGBC for recognizing our efforts."

"The U.S. Green Building Council's Leadership Awards are presented for leadership in promoting green building design and construction," said Rick Fedrizzi, president, CEO and founding chair of USGBC. "The Advanced Energy Design Guide for Small Office Buildings is a seminal resource for the green building industry, and is highly deserving of this prestigious award."

The award is the second for the book, which earlier this year was recognized by the Alliance to Save Energy as part of its annual Stars of Energy Efficiency Awards program. The Alliance recognized ASHRAE for its "exemplary illustration of and commitment to energy-efficient policy and practice."

The guide provides a sensible, hands-on approach to design through use of products that are practical and commercially available as "off-the-shelf" technology from major manufacturers.

ASHRAE, AIA, IESNA and the U.S. Green Building Council are currently developing the second guide in the series, which will focus on small retail/mercantile spaces.

The cost of the Advanced Energy Design Guide for Small Office Buildings is \$59 (\$47, ASHRAE members). To order, contact ASHRAE Customer Service at 1-800-527-4723 (United States and Canada) or 404-636-8400 (worldwide); at 1791 Tullie Circle NE, Atlanta, GA 30329, or visit [www.ashrae.org/bookstore](http://www.ashrae.org/bookstore).

## Happy New Year's!

Your chapter leadership has achieved the Full Circle Award for donations for ASHRAE Research.

Would you be willing to make a tax-deductible contribution to ASHRAE Research to begin the New Year (for a minimum of \$100, you will be recognized by our Chapter and Society)?

## Little Rock Engineer Nominated as ASHRAE New Face of Engineering

ATLANTA – Kimberly Koch, P.E., is one of the 11 nominees received by the American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) for the New Faces of Engineering recognition program.

The program, part of National Engineers Week and co-sponsored by ASHRAE, promotes the accomplishments of young engineers by highlighting their engineering contributions and the resulting impact on public welfare. The program targets those age 30 and younger.

ASHRAE has submitted its top five nominees to the National Engineers Week Committee. The top nominee from each engineering society represented on the committee will appear in a full-page ad in USA Today during National Engineers Week, Feb. 19-25, 2006.

Koch is a team leader/mechanical engineer, TME Inc., Little Rock, Ark. She holds a bachelor of science, mechanical engineering, University of Arkansas, Fayetteville, Ark.

In April 2003, Koch began working as a consulting engineer in the heating, ventilation and air conditioning (HVAC) field. Koch joined TME in April 2004, and in December passed the exam to become a licensed professional engineer. In July 2005, she was promoted to team leader for taking a leadership role in the design and project management of several key TME projects. In September 2005, Koch completed all requirements for certification as a LEED accredited professional.

Her extensive project design experience enhances her ability to work closely with project owners, architects and contractors. Koch is responsible for producing and managing projects. Key projects include: Camp Aldersgate, Little Rock (LEED Gold Certified facility); patient tower addition, North Arkansas Regional Medical Center; Women's Center, Medical Center of South Arkansas; and indoor air quality/humidity control measures, University of Arkansas at Little Rock Law School.

ASHRAE, founded in 1894, is an international organization of 55,000 persons. Its sole objective is to advance through research, standards writing, publishing and continuing education the arts and sciences of heating, ventilation, air conditioning and refrigeration to serve the evolving needs of the public.



2005-2006 Arkansas Chapter Secretary - Kimberly Koch, P.E.

## NW Section Update

*Submitted by Shawn Wilson - NW Section Chair*

Happy New Year! I hope that the holidays have been full of fun with family and friends for each of you. For our final meeting of 2005, the Northwest Section gathered December 1<sup>st</sup> at AQ in Springdale. 38 people were in attendance (31 members and 7 guests) to hear Tom Hanlon of Trane Arkansas speak on NEBB. Special thanks to Tom for a well presented and informative program. The January 2006 meeting will be held again at AQ in Springdale, but not on our usual first Thursday. Instead we will meet on January 12<sup>th</sup> (second Thursday). The program will be presented by Carol Marriott of McQuay. Carol will update us on seismic requirements for the new international building code. Thank you to all for your continued support and interest. Look for more details about our January meeting in the coming Evite.

If you or someone you know isn't receiving the electronic version of the **Razorback Report** and would like to, please send an email to [cahne@trane.com](mailto:cahne@trane.com)

## Editor's Note

Submitted by Chris Ahne - Newsletter Editor

Traditionally speaking, committee activity is a little slow during the month of December. To fill the newsletter, I've included several articles from the latest issue of ASHRAE Insights. Sustainability continues to be a hot topic within ASHRAE and I thought it prudent to include these articles in our newsletter.

The article relating to E-Week is supposed to serve as a reminder that the event is coming up next month during the week of Feb. 19–25. We typically have good participation from the chapter in planning activities focused on the National Engineer's Week. If anyone else is interested in helping out the student activities committee during this week, please let Drew Harrison know.

If you have been involved in a project and would like to showcase it in the Razorback Report, please feel free to contact me. I will be happy to assist you with gathering content for publication in the newsletter.

Because this newsletter is aimed at informing our valued members, I am always open to new ideas or suggestions. Your comments will be greatly appreciated. You can reach me by email at [cahne@trane.com](mailto:cahne@trane.com).

## Welcome to our New Members!

Laura Curtis	Fayetteville
Shane Lanning	Fayetteville
Ryan McClain	Fayetteville
Glenn Parsons	Rogers
James Quinn	Jacksonville

## Is Your Biographical Information up-to-date with Society?

We are continuously trying to keep our membership data as current as possible. Please take a minute to make sure your contact information is accurate and up to date. You can navigate to the Biographical Record System through the membership section on ASHRAE's website, [www.ashrae.org](http://www.ashrae.org), or the following URL: <http://xp20.ashrae.org/bio/>

## LEED-NC Credits Available For Using Energy Design Guide

ASHRAE Insights

WASHINGTON, D.C.—Designers can now earn credit under Leadership in Energy and Environmental Design (LEED) certification for use of the Advanced Energy Design Guide for Small Office Buildings.

The inclusion of the design guide will help designers achieve LEED certification, offered by the U.S. Green Building Council.

"The small office design guide clearly meets the overall goal of LEED in that it accelerates the development and implementation of green building practices," said Lee Burgett, P.E., ASHRAE president. "The design guide series is intended to provide prescriptive guidance to bring us 30% closer to a net zero-energy building, meaning those that use equal or less energy than they produce on an annual basis. Our goal is to provide the technical resources needed to assist the HVAC&R industry in creating the most sustainable buildings possible."

Specifically, the design guide has been added in LEED-NC 2.1 and the upcoming LEED-NC 2.2 as a prescriptive compliance path to achieve LEED-NC Energy and Atmosphere Credit 1, Optimize Energy Performance (EAc1), credit. LEED-NC EAc1 is intended to reduce environmental impacts associated with excessive energy use by awarding LEED credit to buildings that achieve increasing levels of energy performance above ANSI/ASHRAE/IESNA Standard 90.1-1999, Energy Standard for Buildings Except Low-Rise Residential Buildings.

The guide establishes a previously unavailable prescriptive compliance path and enables small office design teams to earn LEED-NC EAc1 points without incurring the costs associated with whole building energy simulation. Small office buildings that successfully demonstrate compliance with the guide will be awarded 4 LEED EAc1 points.

The guide was developed by a committee drawn from ASHRAE, the American Institute of Architects (AIA), the New Buildings Institute (NBI), the Illuminating Engineering Society of North America (IESNA) and the U.S. Department of Energy (DOE).

## Engineering Week Program Features 'Girl Day'

*ASHRAE Insights*

*Dec/2005 Vol 20/Issue 12*

ALEXANDRIA, Va.—National Engineers Week 2006, Feb. 19–25, will feature the sixth annual "Introduce a Girl to Engineering Day." It will be observed on Feb. 23. It is expected that engineers will reach as many as 1 million young women through workshops, tours, speaking engagements, on-line discussions and other activities to show how engineering benefits society.

Though billed as a one-day event, Girl Day actually kicks off of a year of activities, including the "Global Marathon For, By and About Women in Engineering" running continuously from noon March 23 through noon March 24 at the Engineers Week Web site, [www.eweek.org](http://www.eweek.org).

According to an Extraordinary Women Engineers Project (EWEP) study, more than 90% of high school girls do not even consider engineering as a career option. Also, only three out of 85 girls in an EWEP online focus group of students indicated that they were planning to become an engineer.

Currently, about 10% of America's engineers are women, despite the fact that women make up 46% of the nation's workforce.

For more information, visit [www.eweek.org/site/News/Eweek/girlsday.shtml](http://www.eweek.org/site/News/Eweek/girlsday.shtml).

## Input Sought for Proposed Risk Management Guideline

*ASHRAE Insights*

*Dec/2005 Vol 20/Issue 12*

CHICAGO—Guidance for the practical evaluation, design and implementation of measures to reduce multiple risks in buildings will be provided through a proposed guideline from ASHRAE.

"We want to provide practitioners with a voluntary process by which they can perform vulnerability assessments," said George Glavis, chair of the committee writing the guideline. "Based on the results of these assessments, practitioners can implement the guideline's recommended protective measures that would benefit occupants during normal operations as well as during emergencies."

Input into ASHRAE's proposed Guideline 29P, Guideline for Risk Management of Public Health and Safety in Buildings, will be sought at a forum at the Society's 2006 Winter Meeting, Jan. 21–25, in Chicago.

What Guidance Should ASHRAE Provide for Reducing Multi-Hazard Vulnerability will be held from 9–9:50 a.m. Sunday, Jan.22.

The forum will build on an earlier report from ASHRAE that addresses health, safety and environmental security under extraordinary incidents, according to Glavis, lead mechanical engineer for the State Department Overseas Building Operations.

The proposed guideline will contain recommendations for management of the risk of extraordinary incidents in buildings, including fire, seismic events, chemical and biological releases, blast and other extraordinary hazards. It will address aspects of building performance that affect occupant health and safety, including egress, chemical, biological and radiological protection, fire protection, smoke removal, filtration, air quality, and building envelope.

Homeland security also will be discussed in a forum that questions how hybrid 100% outside air systems improve homeland security and sustainability.

The need to develop effective HVAC&R strategies to protect building occupants against the threat of chemical-biological warfare (CBW) is often seen as having a priority over making those same buildings energy-efficient. The forum examines whether hybrid 100% outside air systems can reduce the threat of CBW without paying an energy penalty to do so. It will take place at 9 a.m. Wednesday, Jan. 25.

A seminar examines analysis, design and operation of HVAC&R and supporting systems as a way to protect from natural or intentional events. It will be held from 10:15 a.m.–12:15 p.m. Wednesday, Jan. 25.

For more information on ASHRAE's work regarding homeland security, visit [www.ashrae.org/homelandsecurity](http://www.ashrae.org/homelandsecurity).

## Future ASHRAE Meetings:

**2006 ASHRAE Winter Meeting**  
January 21 - 25  
Chicago, IL

**Region VII & VIII Dinner**  
Monday January 23  
Chicago, IL  
(See insert for details)

**2006 Region VIII CRC**  
April 27-30  
Cancun, Mexico

**2006 ASHRAE Summer Meeting**  
June 24 - 28  
Quebec, PQ

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## 2005-2006 Chapter Officers

<u>President</u>	Chance Hollingsworth	501.374.5420	chollingsworth@powersofarkansas.com
<u>Vice-Pres.</u>	John Hodoway	501.372.2900	john.hodoway@mail.ashrae.org
<u>Treasurer</u>	Steve Titus	501.375.1181	sctitus@aristotle.net
<u>Secretary</u>	Kim Koch	501.666.6776	KKoch@tmecorp.com

## Board of Governors

Terry Granderson	501-682-4261	tgranderson@arkedu.k12.ar.us
Alan Hope	501-374-5420	ahope@powersofarkansas.com
John Oliver	501-280-0404	joliver@airetechcorp.com
Rick Sellers (CRC Delagate)	501-374-3731	rsellers@pettitinc.com
John Carter (CRC Alternate)	501-666-5463	john@jcarterco.com

## Committee Chairs

Membership	James Dayer	jdayer@fluidsolutionsinc.com
Student Activities	Drew Harrison	dharrison@trane.com
Programs	John Hodoway	john.hodoway@mail.ashrae.org
Historian	Tracy Hayes	hayes.tracy@sbcglobal.net
Refrigeration	Miguel Purdy	mlpurdy@vcaw.com
Research	John Carter	john@jcarterco.com
Honors & Awards	Rick Sellers	rsellers@pettitinc.com
TEGA	John Hodoway	john.hodoway@mail.ashrae.org
Newsletter	Chris Ahne	cahne@trane.com
NW Section	Shawn Wilson	swilson@powersar.com
Social	James Panasiuk	jpanasiuk@pettitinc.com
Reception	Ashley Roach	Ashley.Roach@carrier.utc.com
Webmaster	Bill Simpson	wsimpson@trane.com



## THE RAZORBACK REPORT

Arkansas Chapter of ASHRAE  
P.O. Box 180  
Little Rock, AR 72203



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

# Arkansas Chapter Meeting RSVP Form

ROUTING

Company Name: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Signed: \_\_\_\_\_

For reservations to the Central Arkansas Chapter meeting send this form by **Monday, December 9th** to **John Hodoway** : john.hodoway@mail.ashrae.org or via **FAX** at 501-372-0482.

For reservations to the Northwest Arkansas Chapter meeting send this form by **Tuesday, November 10th** to **Shawn Wilson** : swilson@powersar.com or via **FAX** at 501-370-9298.

MEMBER NAME (PLEASE PRINT)	CENTRAL January 11 <sup>th</sup>	NW ARK January 12 <sup>th</sup>	EATING (Y or N)

NOTES: Please fax this form to the name and fax number as referenced above  
 The meal is no cost to student members, however an RSVP is necessary.  
 All "no shows" will be responsible for the cost of their meal.  
**In order to provide you with the best service for your Chapter's money, it is necessary to RSVP for each meeting.**

**The International Building Code: Seismic Compliance of HVAC Equipment**

Our January Program is:  
 The International Building Code, Seismic Compliance of HVAC Equipment

The program provides a description of the earthquake (seismic) provisions affecting HVAC systems that are found in the IBC, a building structural code that is not normally used by mechanical engineers. However, the IBC contains seismic requirements for electrical & mechanical systems and the mechanical design professional is responsible for identifying whether their HVAC system is impacted, and if so, designing a system which is compliant.

The program will be presented by Carol Marriott, an Applications Manager for McQuay. She is a professional engineer and LEED accredited. Carol is an ASHRAE Member and currently serves as the Vice Chair of SSPC 90.1.

Thanks to our meeting sponsor: Fluid Solutions  
 701 Collins, Ste E  
 Little Rock, AR  
 501-663-8886

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

APPROVED BY THE SOCIETY:

ARTICLE I - GOVERNMENT

1.1 Governing Instruments. The Arkansas 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 Newly 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, who have properly joined the chapter.

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) Associate Members, (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 chair 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 devisees 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 via the Newsletter 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. Chapter Dues are collected by Society and paid to the Chapter.

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 Past President and past-past President, and a minimum of three 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 via the newsletter 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 8.3.9 hereof, at a 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 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 chair and Co-Chair 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 appointees' active participation as chairs of the Chapter Committees. Chair designees of such committees as Student Activities; Membership Promotion; Research Promotion; Technical, Energy and Government Activities; Historical; Honors & Awards; Newsletter; Webmaster; and Chapter Programs 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.

~~6.5 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 Chairs 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 Regional Chair and RVC for Chapter Programs, and shall send advance notices and minutes of meetings of the Board of Governors to the Regional Chair. In addition, the Secretary shall send the Chapter newsletter to the Editor of the official publication of the Society. 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.~~

~~6.6 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 Chair. 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.~~

6.5 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 Chair. 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.

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 Chairs 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 Regional Chair and RVC for Chapter Programs, and shall send advance notices and minutes of meetings of the Board of Governors to the Regional Chair. In addition, the Secretary shall send the Chapter newsletter to the Editor of the official publication of the Society. 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 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 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 April 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. In Lieu of mail ballots, a vote by the majority of members present at the April meeting shall elect Nominees to respective positions.

7.6 Installation. Officers and members of the Board of Governors shall be installed at the annual meeting of the chapter and shall assume their duties at the start of the next Society year.

7.7 Vacancies. Whenever there shall be a vacancy in any office except President-Elect or a member of 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.

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.

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 Chairs 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; Student Activities; Membership Promotion; Research Promotion; Technical, Energy and Government Activities; Chapter Programs; Webmaster; and Honors and Awards. (b) Committees essential to the Chapter operation are Auditing, Nominating, Reception, Directory; Newsletter, Historical, Northwest Section, and Social. The duties and functions of each Standing Committee (several of which may be combined under a single chair) 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 and regional offices, committees, and 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 Chairs of the Student Activities; Membership Promotion; Refrigeration; Research Promotion; ~~Technical, Energy and Government Activities;~~ and Chapter Programs Committees **Chapter Technology Transfer Chairman** to attend the CRC. The Chair of this committee should be a past president of the chapter.

8.3.2 Student Activities Committee. The Student Activities Committee shall assist and cooperate with other technical and scientific organizations to influence pre-college (K-12) education in math and science; shall assist in the formation and/or continuing operation of student branches of the chapter; and shall assist with chapter participation in continuing education courses; Award Scholarships and related activities. The Chair of this Committee, or a designated substitute, is expected to attend the CRC Meeting.

8.3.3 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 Chair of this Committee, or a designated substitute, is expected to attend the CRC Meeting.

~~8.3.4 Refrigeration Committee. The Refrigeration Committee, subcommittee of TECA, 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 Chair of this committee, or a designated substitute, is expected to attend the CRC meeting.~~

8.3.4 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 Chair of this Committee shall be the immediate past President, or a designated substitute, is required to attend the CRC Meeting and Special Regional Committee Meeting when called by Regional Vice Chair for Research Promotion.

~~8.3.6 Technical, Energy and Government Activities Committee.~~

**8.3.5 Chapter Technology Transfer Committee.** The Technical, Energy and Government Activities Committee shall develop liaison on technical issues with local levels of government, promote and administer the chapter technology and government affairs awards programs, and submit PAOE points related to technical and government activities. The committee shall provide timely reports to the regional vice chair. The chair of this committee, or a designated substitute, is expected to attend the CRC meeting.

~~8.3.7 Chapter Programs Committee. The Chapter Programs Committee shall make arrangements for speakers for programs and technical sessions at chapter meetings including speaker's requirements for equipment, accommodations and travel arrangements, and acting as host throughout the meeting. The committee shall coordinate the efforts of the chapter by making arrangements with area educational institutions for continuing education courses and develop an active "Speakers Bureau" to present talks and seminars to chapters and regions. The chair of this committee shall be President Elect, or a designated substitute, is expected to attend the CRC meeting.~~

**8.3.5.1 Chapter Programs Committee.** The Chapter Programs Committee shall make arrangements for speakers for programs and technical sessions at chapter meetings including speaker's requirements for equipment, accommodations and travel arrangements, and acting as host throughout the meeting. The committee shall coordinate the efforts of the chapter by making arrangements with area educational institutions for continuing education courses and develop an active "Speakers Bureau" to present talks and seminars to chapters and regions. The chair of this committee shall be President-Elect, or a designated substitute, is expected to attend the CRC meeting.

**8.3.5.2 Refrigeration Committee.** The Refrigeration Committee, subcommittee of TEGA, 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 Chair of this committee, or a designated substitute, is expected to attend the CRC meeting.

**8.3.6 Honors and Awards Committee.** The Honors and Awards Committee shall consist of a chair and at least two (2) additional members, preferably past chapter presidents. The Honors and Awards Committee shall promote the recognition of outstanding chapter members within the chapter, region, Society, associated societies and the community. The committee shall submit names of chapter members to ASHRAE and other organizations for honors and awards given by ASHRAE and other organizations. The chair of this committee, or a designated substitute, is expected to attend the CRC meeting. CRC Delegate shall be the Co-Chair of this committee.

**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, and shall elect its own Chair.

**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 Chair. 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 Chair.

8.3.9 Reception Committee. The Reception Committee shall encourage fellowship among members and shall extend cordial greetings to guests and new members of the Society. The Reception Committee shall maintain current name badges for members attending meetings.

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

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

8.3.12 Social Committee. The Social 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.

8.3.13 Chapter Section Committee. When a chapter area is defined that is not being provided chapter services, the chapter may form a Chapter Section Committee to start and maintain chapter sections within the chapter area. The Chapter President-Elect shall name a section representative for each section who will maintain liaison with the chapter.

8.3.14 Webmaster. The Webmaster shall maintain Chapter Website as directed by the Board of Governors.

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 Chairs shall attend the meetings of the Board of Governors and shall 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. The names of such delegates shall be certified in writing by the Secretary to the Secretary of the Society and the Regional Chair by the first day of the following June. In Lieu of election, Board of Governors shall present the past President as Alternate and past-past President as Delegate for vote by the members present at the April meeting.

9.2 Term. The delegate and alternate delegate shall serve for a term of one (1) year, commencing on the first day of July 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 Chair 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 applicable tax regulations for non-profit organizations or corresponding provisions of applicable tax laws.

10.2 By Society. Amendments to these Bylaws set forth in written directives of the Secretary of the Society shall be adopted by a majority of the Board of Governors. Written copies of said amendments shall be sent by the chapter secretary to all members, or an officer of the Chapter shall read said amendments at the next succeeding chapter 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 chapter 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 chapter 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 Chair. 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 Arkansas Chapter:

\_\_\_\_\_  
Date  
Chapter President