



The Razorback Report

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

www.arkansasashrae.org

Volume XVII, Issue 6, February 2006

The President's Message

By Chance Hollingsworth

The year is off to a great start for Arkansas ASHRAE. The Chapter officers and Committee Chairs are committed to providing strong chapter programs for our membership and this month is no exception. This month's program will be on refrigeration and will feature a program on "ASHRAE 15 and the Machinery Room"

Please review the proposed changes to our chapter bylaws published in this month's Razorback report. We ask that you respond with any comments or suggestions to the proposed changes prior to the chapter voting at our February meeting.

An exciting new learning opportunity from ASHRAE was rolled out at the Winter Meeting in Chicago. The system will focus on learning-by-doing; courses can be taken anytime and at the learner's pace. It will offer online instruction with interactive exercises and problem-solving demonstrations supplemented by authoritative course readers in e-Book and printed formats. The first course "Fundamentals of HVAC Systems" will be available April 3. For more information about ASHRAE eLearning Systems, visit www.ashrae-elearning.org

Research Promotion is getting geared up. John Carter, P.E., is this year's Arkansas Chapter Research Promotion

FEBRUARY MEETINGS

Northwest Arkansas

Date: Thursday, February 2nd
Location: Catfish Hole, Fayetteville, AR
Schedule: 5:30 - Social
6:00 - ASHRAE Business / Dinner
6:45 - Program - "ASHRAE 15 and the Machinery Room" - Chris Harmon
Cost: \$10.97 / person

Central Arkansas

Date: Wednesday, February 1st
Location: Whole Hog Café
Schedule: 10:30 - Board Meeting
11:30 - Tech Session -
"Membership Report" - James Dayer
12:15 - Program - "ASHRAE 15 and the Machinery Room" - Chris Harmon
Cost: \$15.00 / person

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Chair. Some of our membership has already contributed to ASHRAE Research and your Chapter Officers have achieved Full Circle. To those that have contributed, we greatly appreciate your continued support of ASHRAE. I hope that our membership will continue their support of ASHRAE by responding in maintaining the strong history of our chapter's giving back to industry through ASHRAE Research Donations.

I hope to see you all at the February Meeting.

FEBRUARY 19-25

NATIONAL ENGINEER'S WEEK

www.eweek.org

January Chapter Minutes

Submitted by Kimberly Koch, PE, Secretary

Board Meeting of January 10, 2006

Officers and Board Members Present

Chance Hollingsworth, President

John Hodoway, VP, Programs Chair, Chapter Technology Chair

Kim Koch, Secretary

Rick Sellers, CRC Delegate, Honors & Awards Chair

John Carter, CRC Alternate, Research Promotion Chair

John Oliver, BOG

Terry Granderson, BOG

Committee Chairs Present

James Pansiuk, Social Chair

Ashley Roach, Reception Chair

Bill Simpson, Webmaster

Tracy Hayes, Historian

James Dayer, Membership

Bill Simpson, Webmaster

Chris Ahne, Newsletter

Wade Wetzler, Publicity

Meeting Minutes

Old Business

President Chance Hollingsworth called the meeting to order at the Little Rock Club.

President Chance Hollingsworth reviewed the proposed changes to the Chapter bylaws that were published in the last Razorback report. Board and committee chairs present proposed several other possible changes. It was decided to incorporate all the proposed changes and open the floor for any other changes from the chapter membership at the membership meeting. A copy of the bylaws with all proposed changes will be included in the next newsletter and a vote for approval will take place at the January membership meeting.

New Business

President Chance Hollingsworth distributed a copy of the ASHRAE Commercialism Policy and encouraged all to review the policy.

President Chance Hollingsworth stated that Region VIII CRC dues need to be made. Regional dues are \$3 per chapter member. The Arkansas chapter has 267 members.

President Chance Hollingsworth reported that all old archived ASHRAE Journal publications can be located on the ASHRAE website. The articles are located on the bookstore webpage entitled Abstract/Archives and have members only access.

President Chance Hollingsworth reviewed the 12/05 Summary and Contributor Detail Reports and confirmed that John Carter had received a copy.

President Chance Hollingsworth proposed the idea that

recognition tags be added to the nametags of Chapter Officers, Board of Governors, Committee Chairs and Fellows. The board agreed it was a good idea. Chance was going to order the remaining tags needed and work to have the recognition on the nametags by the January meeting.

Chapter Technology Transfer Chair John Hodoway reviewed the program schedule for the night and reported a low number of RSVP's. There was discussion on what caused the lower attendance. It was proposed that the evening meeting time, increased meal cost and other recent opportunities within the community to learn about seismic design all had an impact the attendance.

Secretary Kim Koch presented the December meeting minutes as printed in the January newsletter for approval. The board approved the minutes by acclamation.

Newsletter editor Chris Ahne assigned the next newsletter deadline and requested articles from all present.

Newsletter editor Chris Ahne asked the board discuss and clarify what meeting notifications and e-mails should be distributed to the ASHRAE mailing list. The issue was discussed at length. It was decided that the current year president should have the final decision on whether to send out the information or refer it to the board for action.

Membership Chair James Dayer reviewed the Delinquency Campaign status. He reported he would be stepping up phone calls and e-mails in order to reduce the number of delinquent members prior to CRC.

Webmaster Bill Simpson reported he would post the program schedule on the website.

Social chair James Pansiuk reported the Remington gun range would be re-opening in the spring. Based on the interest from chapter members he is working on setting up a skeet shoot soon.

Publicity chair Wade Wetzler reported on current airfare prices for the upcoming CRC. He encouraged anyone planning on going to reserve his or her rooms soon.

The meeting was adjourned.

Membership Meeting of January 10, 2006

Members Present

30 Members, 6 Guests

Meeting Minutes

President Chance Hollingsworth called the meeting to order at the Little Rock Club. Chance welcomed the members of CSI and thanked them for attending the joint meeting.

President Chance Hollingsworth introduced Jim Sadler of Mason Industries to present the technical session concerning Seismic HVAC guidelines.

(Continued on page 3)

Chapter Minutes

(Continued from page 2)

Jim presented a brief description of mechanical equipment seismic restraint requirements. He reviewed the code specifics from the International Building Code and how it is intended to be applied.

President Chance Hollingsworth reviewed the proposed changes to the bylaws that were published in the January newsletter and asked that all members review the changes and forward any concerns or other changes to him.

President Chance Hollingsworth recognized Chapter Secretary Kim Koch as being named one of ASHRAE's New Faces in Engineering.

John Hodoway introduced Carol Marriott to present the program on "The IBC, Seismic Compliance of HVAC Equipment."

Carol Marriott presented a brief history of the IBC. She stated that some of the Key Language included in the IBC is as follows:

- Protect Health & Safety During an Event
- Maintain Health & Safety After an Event
- Interrelationship
- Component
- Responsibilities

Carol stated there are two chapters of interest in the IBC to mechanical designers, vendors and contractors.

- Chapter 16 describes requirements for earthquake resistance and the requirement for certificate of compliance.
- Chapter 17 describes certification, testing & inspection.

Carol reviewed the basic steps in determining seismic requirements. They are as follows

- Determine "Seismic Use Group"
- Determine "Component Importance Factor, IP" of the HVAC Equipment
- Determine "Seismic Design Category"
- Determine if the HVAC Equipment is Exempt
- Determine Seismic Design Force

Carol reviewed some examples of how to apply these steps to a sample project.

Carol stated that in Chapter 17, Section 1707.7.2 – "The component manufacturer shall test or analyze the component and the component mounting system or anchorage for the design forces of Chapter 16..." The component must remain functional following a Seismic Event and it must receive independent certification. Chapter 17, Section 1703.1 describes the requirements of an Approved Agency for certification.

Carol closed with questions and answers from the audience.

President Chance Hollingsworth thanked the presenters and all for attending and dismissed the meeting.

Check us out on the internet at 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.ashraecd-mexico.org/crc_cancun.htm

The host hotel is the Fiesta Americana Condesa. You can reserve a room from the hotel website, 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:
Bld. Kukulkan 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 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

Bill Harrison Receives Society Nomination

CHICAGO - Congratulations to Bill Harrison for being nominated as ASHRAE Society Treasurer at the recent Winter Meeting in Chicago. For those who don't know, being nominated as the ASHRAE Society Treasurer is the beginning of the cycle to becoming the President of ASHRAE. Bill will take his place in the Treasurer's office at the 2006 Summer Meeting in Quebec. He will then become President Elect at the 2007 Summer Meeting in Long Beach, CA. Finally, at the 2008 Summer Meeting in Salt Lake City, Bill will be named the President of ASHRAE.

This is a true honor for the Arkansas ASHRAE Chapter. Bill Harrison will be the second ASHRAE Society President from our Chapter in the past decade. Presidential Member and Arkansas Chapter Member Bill Goodman also served as Society President from 1999 to 2000. No other ASHRAE Chapter can claim this honor. Once again, it proves the Arkansas Chapter is one of the great chapters in all of ASHRAE.



Research Promotion

Submitted by John Carter, PE, - Research Promotion Chair

Did you know that you can designate your donation to ASHRAE to any of the following four categories: Research, Learning Institute, Foundation, or the General Fund? Well I will spend the next four months highlighting each of the four areas. Let's start with the **ASHRAE Learning Institute**. For \$150 or less (INCLUDING TRAVEL AND EXPENSES), you could:

- Train one of your upstart designers, engineers, project managers, or salesmen in any of the below foundations of our industry.
- Polish the below tools in your tool bag while in your pajamas (assuming you work from home).
- Gain valuable and needed continuing education credits (in addition to attending your local ASHRAE meeting) to further your career in this industry.

As you can see there are many reasons to use the valuable resources of the ASHRAE Learning Institute and many reasons to direct your monies to this effort. There are more fundamental courses needed. There are also more advanced courses needed in the ASHRAE Learning Institute. However, they need to be funded. Please consider earmarking your donation to the ASHRAE Learning Institute.

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|--|---|
| <ol style="list-style-type: none"> 1. Complying with ASHRAE Standard 90.1-2004 HVAC/Mechanical <ul style="list-style-type: none"> • 3 PDHs/.3 CEUs • March 15, 2006—Online—1:00 to 4:00 p.m. (EST) 2. Complying with Requirements of ASHRAE Standard 62.1-2004 <ul style="list-style-type: none"> • 3 PDHs/.3 CEUs • March 22, 2006—Online—1:00 to 4:00 p.m. (EST) 3. Humidity Control I - Basic Principles, Loads and Equipment <ul style="list-style-type: none"> • 3 PDHs/.3 CEUs • March 29, 2006—Online—1:00 to 4:00 p.m. (EST) 4. Humidity Control II - Applications, Control Levels and Mold Avoidance <ul style="list-style-type: none"> • 3 PDHs/.3 CEUs • April 5, 2006—Online—1:00 to 4:00 p.m. (EST) 5. An Introduction to BACnet® | <ul style="list-style-type: none"> • 3 PDHs/.3 CEUs • April 12, 2006—Online—1:00 to 4:00 p.m. (EST) <ol style="list-style-type: none"> 6. Life-Cycle Cost Analysis <ul style="list-style-type: none"> • 3 PDHs/.3 CEUs • April 26, 2006—Online—1:00 to 4:00 p.m. (EST) 7. Standard 90.1 I-P <ul style="list-style-type: none"> • To Be Determined (TBD) 8. Standard 90.1 User's Manual <ul style="list-style-type: none"> • To Be Determined (TBD) 9. Standard 62.1-2004 - Ventilation for Acceptable Indoor Quality <ul style="list-style-type: none"> • To Be Determined (TBD) 10. Design Guide for Humidity Control <ul style="list-style-type: none"> • To Be Determined (TBD) 11. Standard 135-2001 - BACnet® <ul style="list-style-type: none"> • To Be Determined (TBD) |
|--|---|

NW Section Update

Submitted by Shawn Wilson, PE, - NW Section Chair

January 12th the Northwest Section got together for our first meeting of 2006. Carol Marriott of McQuay International gave us a short course in applying the new seismic regulations in the International Building Code. Carol did a great job with her presentation content and timing. Thanks to the 30 members and 4 guests who attended.

Our February meeting will feature a change of venue. We will meet Thursday, February 2nd at the Catfish Hole on Wedington in Fayetteville (take the Wedington exit and head west for approximately a mile – it is on the left just past Ozark Electric). Social will begin at 5:30 pm with dinner at 6:00 pm. Refrigeration will be the theme and program topic. Come out and join us for some great catfish with all the trimmings.

Been involved with ASHRAE so much that you may qualify for a Distinguished Service Award but can't remember? Keep track of your ASHRAE service history years down the road by recording your activity today on the Biographical Record System at the following URL. <http://xp20.ashrae.org/bio/>

ASHRAE eLearning

CHICAGO – A new eLearning system is being launched by the American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) and Elsevier.

The system provides complete learning experiences that focus on learning-by-doing that can be taken at any time and at the learner's own pace. It offers online instruction with interactive exercises and problem-solving demonstrations supplemented by authoritative course readers in eBook and printed formats.

The launch was announced at ASHRAE's 2006 Winter Meeting held in Chicago from Jan. 21-25.

The system also offers integrated assessment, skills tracking for earning CEU/PDH credits and online registration and retrieval of certificates of course completion.

The first course Fundamentals of HVAC Systems will be available April 3. The course will be supported by Learning Bursts, in-depth scenario-based training and simulation exercises with a heavy focus on applicability. Learning Bursts allow learners to apply the information presented and practice extensively without making costly mistakes in the real world.

"ASHRAE eLearning Systems from the ASHRAE Learning Institute offer a flexible, skills-focused, approach that meet today's learning needs," said Gordon V.R. Holness, PE, chairman emeritus, Albert Kahn Associates, Inc. Architects and Engineers. "These learning on-demand programs are backed up with authoritative references from the ASHRAE Learning Institute, providing the 'real-world' training experience that employers are seeking."

"We believe the ASHRAE eLearning System will revolutionize HVAC&R professional development by allowing engineers to earn their CEU/PDH in an interactive online environment from their office or home without being burdened by the additional expense of accommodation and travel," said Jim DeWolf, vice-president publishing with Elsevier. For more information about ASHRAE eLearning Systems, visit www.ashrae-elearning.org.

ASHRAE e-Learning Systems are the latest offering of the ASHRAE Learning Institute, www.ashrae.org/ali, the arm of the Society that produces seminars, courses and other professional development tools to assist the HVAC&R industry in staying current with rapidly changing technology.

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.

Elsevier is a world-leading publisher of scientific, technical and medical information products and services. Elsevier's 7,000 employees in 77 offices worldwide publish more than 2,000 journals and 1,900 new books per year, in addition to offering a suite of innovative electronic products, bibliographic databases, and online reference works.

How Leaders Are Selected

ASHRAE Insights

By Arden V. Davis, Member ASHRAE Region IX Nominating Committee

Jan/None Vol 21/Issue 1

I'll bet you never stopped to read the ASHRAE Bylaws, Article VII Section 7.7. Well, neither had I until I served on the Society's Nominating Committee.

Richard Rose, Member ASHRAE, and I represent Region IX on this committee of some 20 members. Presidential Members Richard Rooley and Ron Vallort serve as the chair and vice chair of the committee, which brings forward a list of candidates for open Board of Director positions that will be voted on during the Society's spring election.

"The office shall seek the person, rather than the person seek the office," is the opening line of the policy statement of the "Election and Appointment Procedures" for ASHRAE. This means the Nominating Committee must determine from all of the available recommendations which candidate is best to serve in each position to better ASHRAE and to best serve ASHRAE's members. Nominating Committee members take this task very seriously.

There are three things you can do:

- Update your ASHRAE bio. This allows those charged with reviewing candidates to see the chapter positions that you have held, the technical committees on which you have served, and papers you have written, where you might be licensed, etc. It only takes a few minutes to create, edit and update your bio on www.ashrae.org. Visit "biographical record system" via the shortcuts link. By the way, it makes a great resume too.
- Promote your local members. Have them brought forward at the chapters regional conference (CRC). At your region's CRC, the regional Nominating Committee meets in executive session to identify members to fill regional officer positions, including regional vice chairs, director and regional chair, directors-at-large, and other positions. Chapter's delegates and alternates take recommendations to the executive session at the CRC. Each CRC Nominating Committee sends to ASHRAE headquarters a list of candidates it thinks will best serve the Society. These names are brought forward at the fall Nominating Committee meeting.

You may send an e-mail to Gloria Cofer, assistant to the Board of Directors, at gcofer@ashrae.org at if you have candidates for whom you want to send supporting letters or recommend for officers or directors, or committee chair and vice-chair positions.

- Participate enthusiastically where your interests lie! The success of ASHRAE depends on members sharing ideas and creativity to promote the arts and sciences of HVAC&R. Your fellow ASHRAE members may recommend you to be one of our leaders. We need you!

Editor's Note

Submitted by Chris Ahne - Newsletter Editor

Congratulations to Bill Harrison for his recent nomination to Society Treasurer. After taking over official duties in Quebec, I'm not sure if we'll see you again until after the 2009 Summer Meeting in Louisville! I thought the article on this page taken from ASHRAE Insights was well suited to complement the nomination of one of our chapter's very own leaders. The third point in the article aptly describes Bill and his involvement in ASHRAE. "Participate enthusiastically where your interests lie!"

This month, ASHRAE is promoting the eLearning System. Several articles are shown in the newsletter as timely information about this new service to the membership. The eLearning System seems to be an inexpensive tool for training and could be used by anybody in our industry, including owners, design professionals, contractors, manufacturer's reps, and more. If you find this service useful, John Carter is asking for your support with your ASHRAE Research contributions by having them earmarked to the eLearning System.

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.

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

Central AR - January Meeting Photos

Little Rock Club
January 10, 2006



Pictured (left to right)- Paul Briscoe, Chris Borne', Dustin Noland, Kim Koch



Pictured (left to right)- Robin Sipes, John Carter, Guest - Paul Bartunek, Chris Ahne



Pictured (left to right) -Randy Moore, Chance Hollingsworth, Carol Marriot, Stacy Thurman, Charlotte Brunner



Central AR ASHRAE chapter meeting at the Little Rock Club



Speaker, Jim Sadler conducts the Tech Session with a presentation on Seismic HVAC Guidelines



Speaker, Carol Marriot presents "The IBC, Seismic Compliance with HVAC Equipment"

Future ASHRAE Meetings:

2006 Region VIII CRC
April 27-30
Cancun, Mexico

2006 ASHRAE Summer Meeting
June 24 - 28
Quebec, PQ

2007 ASHRAE Winter Meeting
January 27 - 31
Dallas, TX

2007 ASHRAE Summer Meeting
June 23—June 27
Long Beach, CA

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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 Delegate)	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

Company Name: _____

Phone #: _____ Fax #: _____

Signed: _____

For reservations to the Central Arkansas Chapter meeting send this form by
Monday, January 30th 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, January 31st to **Shawn Wilson** : swilson@powersar.com or via **FAX** at
501-370-9298.

ROUTING

MEMBER NAME (PLEASE PRINT)	CENTRAL February 1st	NW ARK February 2nd	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.

ASHRAE 15 and the Machinery Room

This months topic is "ASHRAE 15 and the Machinery Room". It will provide an overview of ASHRAE 15 and the application of it to the Machinery Room.

Other codes and standards that affect the design of the Machinery Room will be noted.

Our program will be presented by Chris Harmon. Chris is a managing partner for Industrial Consultants, LLC and has a B.S. in Chemical Engineering with over twenty-five years of experience in training, consulting, design, engineering and operations. He is heavily involved with ammonia refrigeration.

Training Opportunity - Available to ASHRAE Members

ARKANSAS NEBB
P. O. BOX 15964
LITTLE ROCK, AR 72231
501-753-2311 - 501-753-9649-fax
email: mcaaicasa@sbcglobal.net

THREE DAY (24HR) COMPREHENSIVE TAB TRAINING PROGRAM CONDUCTED BY ARKANSAS NEBB FEBRUARY 22-23-24, 2006 IN NORTHWEST ARKANSAS. LOCATION HAS NOT BEEN DETERMINED, PROBABLY AT SOME LOCATION IN SPRINGDALE.

DAY ONE (Fundamentals)

- 1) Test & Balance Mathematics
- 2) HVAC Fundamentals
- 3) Psychrometrics
- 4) Electrical Basics
- 5) Motors & Drives
- 6) Take Home Test

DAY TWO (Air Systems)

- 1) Test Review
- 2) Fans
- 3) Air System Types (VAV, Constant Volume, etc.)
- 4) Air Side Devices
- 5) Duct Pressure Testing
- 6) Air Side Instruments
- 7) Air Side Procedures (including reports)
- 8) Air Side Hands On (VAV Terminal)
- 9) Air Side Hands On (Pitot Traversing)
- 10) Take Home Test

DAY THREE (Hydronic Systems)

- 1) Test Review
- 2) Pumps
- 3) Hydronic Systems Types (Closed & Open Loop)
- 4) Hydronic Components (Control Valves, Circuit Setters, etc.)
- 5) Hydronic Testing
- 6) Helpful Hydronic Procedures
- 7) Hands on Hydronic Tests (Pump & Coil Flows)
- 8) Course Summary & Hydronic Take Home Test)

The subjects will be presented as per NEBB (National Environmental Balancing Bureau) training guidelines for technicians and NEBB Procedural Standards.

The class will be limited to fifteen (15) students. All class applicants will be given a short advanced test to give us an idea of experience level. Should an applicant experience level be such that he is unlikely to grasp the content and successfully complete the course we will ask that he/she apply at a future class. Intent of the class is to prepare technicians for the NEBB Certification process. That's Arkansas NEBB goal.

Instruments used for "hands on" portion of the training will be provided by the student technicians. The course materials and training manual(s) will be similar to those used by NEBB for technician training. All students will be expected to have Technicians Manual 1997 edition and the current Procedural Standards Manual. Other needed materials will be provided as part of the class fee. Visual aids, etc., will be provided by the Chapter. Certificates of completion will be issued to all that complete the course and pass the examinations. The exams will have written and practical components.

Fees are, Arkansas NEBB member firm students - \$375.00

Non-member student ----- \$600.00

All expenses to be paid by student.

Obviously in three days we will not cover these subjects in depth.

Tom Hanlon
Arkansas NEBB

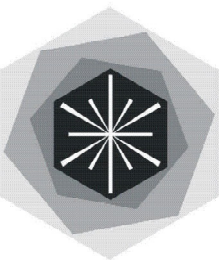
Fundamentals of HVAC&R Series

Self-directed learning courses allow you to explore a comprehensive curriculum covering the fundamentals of the HVAC&R industry.



**Some of the topics include the
Fundamentals of:**

- HVAC Systems
- HVAC Control Systems
- Heating and Cooling Loads
- Air System Design
- Water System Design
- Heating Systems
- Refrigeration
- Thermodynamics
- Psychrometrics



ASHRAE
LEARNING*INSTITUTE

"Today's environmental issues demand highly skilled employees who understand the new technologies revolutionizing the HVAC&R industry"



The ASHRAE Learning Institute is not a building or a structure of bricks and mortar. Rather, the ASHRAE Learning Institute is built upon an educational and training foundation laid by the HVAC&R industry's leading educators and practitioners. In order to meet the needs of the engineer in this current "information age" the Institute draws upon the worldwide resources of ASHRAE, the industry's source for research, standards and reference publications.



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~~; Chapter Technology Transfer; 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~~ Chapter Technology Transfer; 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 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.~~

8.3.4 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 Chapter Technology Transfer 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 C.T.T.C., 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