

ASHRAE® **Central Oklahoma**
Chapter



CRC Chapter Summary Report 2020-2021

Chapter President Chris Dolan

2020-2021 ASHRAE CRC CHAPTER SUMMARY REPORT

REGION	VIII	CHAPTER WEBSITE: WWW.ASHRAECOK.ORG		
CRC LOCATION	VIRTUAL	YTD/REPORTED 2020-2021	REPORTED 2019-2020	REPORTED 2018-2019
CHAPTER	CENTRAL OKLAHOMA			
CHAPTER NUMBER	068			
1. MEMBERSHIP PROMOTION				
NUMBER OF AREA-ASSIGNED MEMBERS (AAM)		277	279	287
NUMBER OF CHAPTER DUES PAYING MEMBERS (CDPM)		148	159	137
NUMBER OF NEW MEMBERS TO DATE (AAM)		17	9	1
NUMBER OF MEMBERS DELINQUENT TO DATE (AAM)		21	20	12
2. STUDENT ACTIVITIES				
NUMBER OF NEW STUDENT MEMBERS		12	17	23
NUMBER OF ACTIVE STUDENT BRANCHES		2	2	1
3. CHAPTER TECHNOLOGY TRANSFER				
NUMBER OF REGULAR MONTHLY MEETINGS WITH TECH PROGRAM		8	10	10
MONTHLY MEETING ATTENDANCE (TOTAL/AVERAGE)		296/37	55	55
NUMBER OF SEMINARS, ALI COURSES, TOURS OR OTHER TECHNICAL PROGRAMS OUTSIDE REGULAR MONTHLY MEETING		3	4	7
NUMBER OF TECHNICAL PROGRAMS ON REFRIGERATION TECHNOLOGY		2	3	1
NUMBER OF SOCIAL EVENTS SEPARATE FROM A TECHNICAL PROGRAM (I.E. GOLF, MEMBER'S NIGHT OUT, ETC.)		5	7	15
NUMBER OF TECHNOLOGY AWARD SUBMITTALS TO CHAPTER/REGION		0	0	0
4. RESEARCH PROMOTION/FUNDRAISING				
CHAPTER GOAL		25000	43000	47000
TOTAL DOLLARS CONTRIBUTED		26931	24790	27074
5. GRASSROOTS GOVERNMENT ADVOCACY:				
LIST THE CHAPTER GOALS AND GRASSROOTS ADVOCACY OF THE PAST YEAR (USE SEPARATE PAGE)		SEE BELOW		
INFORMATION THAT MAY BE INCLUDED: HOLDING COMBINED CHAPTER MEETINGS WITH OTHER ORGANIZATIONS TO DISCUSS HVAC&R, VISITING ELECTED/APPOINTED OFFICIALS, HOLDING A "DAY ON THE HILL," INVITING ELECTED/APPOINTED OFFICIALS TO SPEAK AT CHAPTER MEETINGS				
SEEKING PROCLAMATIONS FROM GOVERNORS, MAYORS AND OTHER ELECTED OFFICIALS FOR NATIONAL ENGINEERS WEEK (E-WEEK)				
SOLICITING NOMINATIONS FOR THE GOVERNMENT ADVOCACY AWARD AND OBTAINING GOVERNMENT AFFAIRS AWARD ENTRIES INTO REGIONAL COMPETITION				
NUMBER OF ADVOCACY MEETINGS AND OTHER ACTIVITIES				
OTHER GRASSROOTS ACTIVITIES NOT MENTIONED ABOVE (USE SEPARATE PAGE)				

6. YOUNG ENGINEERS IN ASHRAE (YEA)				
NUMBER OF NEW YEA MEMBERS		10	13	6
NUMBER OF TOTAL YEA MEMBERS		60	63	NA
PERCENTAGE OF YEA MEMBERS FROM THE TOTAL CHAPTER MEMBERSHIP		21.6	22	NA
7. CHAPTER HISTORY				
CHAPTER HISTORICAL DISPLAY AT CRC		NA	NA	YES
CHAPTER HISTORY MOVED TO WEB SITE		YES	YES	YES
8. FINANCES				
TOTAL FUNDS BALANCE		43,895.67	34,501	38,511.36
CHAPTER DUES		40	40	40
MEMBER COST OF MEALS		25	30	30
DATE OF LAST CHAPTER AUDIT		Nov 2020	NOV 2019	SUMMER 2019
6. CHAPTER HISTORY				
CHAPTER HISTORICAL DISPLAY AT CRC				
CHAPTER HISTORY MOVED TO WEB SITE				
7. FINANCES				
TOTAL FUNDS BALANCE				
CHAPTER DUES				
MEMBER COST OF MEALS				
DATE OF LAST CHAPTER AUDIT				

SPRING CRCs – ENTER DATA FOR THE CURRENT YEAR IN THE “YTD REPORTED” COLUMN AND ENTER YTD RESULTS OF PREVIOUS YEARS IN THE LAST TWO COLUMNS.

FALL CRCs – ENTER DATA FOR THE YEAR JUST COMPLETED IN THE “YTD REPORTED” COLUMN AND ENTER DATA FOR YEAR-END RESULTS OF PREVIOUS YEARS IN THE LAST TWO COLUMNS.

Executive Summary

It goes without saying that this year was difficult. The pandemic made it hard to gain any type of consistency. We started the year with in person BOG and Chapter Meetings, but due to the spike in cases we were forced to go virtual. We had great momentum at the beginning which leads me to believe next year will be a great year for our chapter.

I have learned in life and in business that the only way you can be successful is to have people around you who are the best at what they do. This is absolutely the case for my chairs this year. I am a firm believer that the Golden Gavel is not a President award but instead an award for the volunteers/chairs who gave their time and effort to make the chapter successful. As you will see in the following report, each chair exceeded the expectations we had for each of them.

Chapter Problems

The trend over the last few years has been that most of our chairs and participants were in Sales organizations. Although our chapter relies heavily on the financial support of our rep firms, it is still critical we get the engineering, contractor, and owner communities involved. I personally sat down with the principals at the three largest Consulting Engineering firms to discuss what we needed to do to improve their attendance. One thing they wanted was to have tech sessions that would be less “salesy” and more directed to them. I sat down with our CTTC chair and came up with topics pertinent to designs in the OKC area today. This is why we had a seminar on Grow Facilities and also on strategies for Covid-safe designs.

Another issue we have struggled with has been diversity in our chapter. This year our Diversity Chair was able to host a webinar on Sexual Harrassment in the workplace. This was a very eye opening event for all of the people on the call and lead to the type of open discussions we need to improve our chapter. There is another event scheduled for May in which we will focus on People of Color in our industry. We are hiring a resource to discuss discrimination in the workplace.

Our chapter has a very strong YEA group, which is always a good thing! However, we have noticed that most of the activities within our chapter don't involve the older members. This separation has proven to be detrimental to our overall attendance. This is why the first event we had was an “All Chapter” event at Top Golf. The idea was to continue to encourage our YEA members to attend, but also get those who aged out to participate. This event was sponsored by Trane, EEI, and RB Akins and was a success. We are also going to do an evening meeting in May with a happy hour to precede the meeting.

The last thing we wanted to focus on was our families. Too often we only focus on the members and lose sight of the support system around them. We have scheduled a family event to be held at Chicken n Pickle on May 14th. We have not done a family event before so this will be something new for our chapter!

Chapter Innovations

In person meetings have been difficult to come by this year, but our chapter has adapted amazingly. For the meetings we had in person we also posted a live feed for people who didn't feel safe coming to the meeting. This allowed us to save money on meals while still providing a benefit to our members. We also implemented a color system to allow people to state their comfort level with Covid. We handed out Green Lanyards if you were willing to shake hands, yellow lanyards if you preferred to fist bump, and red lanyards if you didn't want people within six feet of your location. This seemed to work well and ease the stress of some of the people more reluctant than others.



One of our Past Presidents passed away this year. Pete Ray had been a member for many years and had recently retired. We voted in our BOG meeting to set up an endowment for any Past President that dies. Pete was the first one we recently did and will make sure it happens moving forward.

College campuses were shut down for most of the year which lead to the Central Oklahoma Chapter coming up with a video we could send to the colleges to discuss why you should join ASHRAE. This 7 minute video was shown in multiple classes at both OU and OSU. We also shared this video with the region and hope it will encourage others to do the same for the schools in their areas.

As mentioned above, one of the more impactful events was the Diversity event. Conversations about sex, religion, or race are never comfortable for people to have. I was happy to see there were actually more males on the zoom meeting than females. This means we have a chapter willing to learn and improve, which will only make us stronger in the coming years.

For the first time, the chapter added another event to our sustainability calendar. We were able to setup a time for our chapter to volunteer with Habitat 4 Humanity. Over 20 people showed up to help frame a house in southern OKC. This was such a great event that we have decided to permanently add it to our calendar.

A new section we added to our newsletter was a member highlight. We thought this would be a good way to highlight some of our members who can't travel to the city for our local meetings. We focused mainly on professors at our major universities since they do so much promotion of our society to their students. This was so well received we plan to do this every quarter moving forward.

CRC Summary Form Background

Membership Promotion:

The most impressive stat you will see is that we added 17 new members this year. Even with the pandemic the MP chair was able increase our new member count! He was able to do this by utilizing the digital information provided to him by ASHRAE. Every time a new employee started in our industry he would reach out to them and invite them to be a member of our chapter. This was critical in getting them to join.

Our meeting in October was a "bring a non-member" event. We held a raffle for a \$50 gift card for any member who brought a non-member. We were able to get 8 non-members to attend the meeting!

Student Activities:

We were challenged by the continued pandemic that made visiting campuses impossible. We were able to conduct virtual meetings with Student Chapters and discuss with them the value of joining ASHRAE. We were asked to prepare a short video discussing the importance of joining a professional organization that professors at Oklahoma State and the University of Oklahoma could share with their classes. Chris Dolan, along with our VP, Madison Schultz, and our SA chair Scott Sanders created a 7 minute video and share with the professors at OSU and OU. This video was also shared with Region VIII, and was well received.

We normally sponsor students to attend the Winter Conference, and with it held virtually this year, we were able to use the funds normally set aside, to sponsor new Student Members in ASHRAE. We added six new student members for the year.

We had a student at Oklahoma State receive the Region VIII Scholarship, another student receive the David C. J. Peters Society Scholarship, and as a Chapter we awarded three Scholarships. Our chapter scholarship is now fully funded, so we will be able to offer more in the future!

We nominated Dr. Daniel Fisher, Head of the School of Mechanical and Aerospace Engineering at Oklahoma State for the E.K. Campbell Award.

The professors at OSU and OU continued their success in securing Undergraduate Program Equipment Grants, with OSU and OU each receiving a grant.

Our members continue to take an active role at the university level with participation in senior design competitions, either as team mentors, or serving as a judge on the jury.

Chapter Technology Transfer:



The goal of our chapter was to host as many in person events as possible. We have had 3 in person meetings that were well attended. The lanyard system was a success and we will most likely keep this process moving forward.

Grow facilities are very popular in OKC right now, so we thought it was appropriate to start the year with an expert on this topic. The discussion and questions at this event were very beneficial to everyone in attendance.

We followed that with strategies on Covid mitigation, specifically displacement ventilation. We had a (socially distanced) packed house for this topic.

After those two, we were forced to do our next two meetings virtually. The attendance dropped from the in person meetings. I think this was due to most people being tired of Zoom meetings!

The most successful meeting we had was a joint meeting with Northern Oklahoma and Arkansas. Pam Duffy did her presentation on Productivity. Although it was online, she was able to get everyone engaged with polls and surveys.

We have a Refrigeration tour setup for May 14th along with a spouses night to follow.

Date	Location	Presenter	Topic	Scores
10/7/2020	Will Rogers Theater	Al Grosskurth Quest Climate	Indoor Agriculture	99.375
11/4/2020	Will Rogers Theater	Chris Burroughs	Displacement Ventilation	94.73
12/2/2020	Virtual	Stirling Boston	Legionella Risk Mitigation	90.6
1/6/2021	Virtual	"DI" Douglas Reindl	Refrigerant Safety - Inside and Outside the Machinery Room	95.6
2/3/2021	Will Rogers Theater	James Livingston	Life Safety Damper Overview	98.3
3/3/2021	Virtual	"DL" Pam Duffy	Productivity from anywhere	99.5
4/7/2021		NO MEETING		0
5/6/2021	Virtual	Oscar Peraza, Johnson Controls	Heat Pump Chillers	

Research Promotion:

The goal for our chapter this year was \$25,000. Up to this point we have already exceeded that goal, and we still have one more event to hold. We recognized our top donors in the meeting on November 4th. Up to this point we have 51 individuals or companies who have donated over \$50 to RP.

Our golf tournament is one of our most successful fundraisers every year, and this year was no exception. We raised more money this year than in any previous year by more than \$5,000. The total taken in was over \$24,000. We use this money to fund our scholarship fund and to put in our chapter endowment. Our chapter scholarship is fully funded thanks to this effort.

Since 2015 it has been a challenge to our board to donate \$200 each. I am proud to say we have achieved this mark in time to qualify for Full Circle. This shows the commitment of the volunteers in the Central Oklahoma Chapter!

The final event we have scheduled is the Annual Sporting Clays tournament. This is going to be held on May 7th. Typically, we raise over \$6000 for RP during this event and I expect that to be the same this year.

Grassroots Government Advocacy:



The goals for the chapter were set by the RVC this year. Our chair was able to complete all of the goals listed:

1. Monthly Chapter Reports via Google Forms. This is simple form that will act as your monthly chapter to RVC communication. It should take no more than 10-15 minutes to fill out and submit to me. Please submit monthly reports by the 20th of each month or the following business day.
 - a. https://docs.google.com/forms/d/e/1FAIpQLScUmTJ3Tnb2Ew3oQztxEsM9JJ63qvHPRAi39md0wET9MULt8A/viewform?usp=sf_link - accomplished monthly
2. Participate in one (1) or two (2) chapter (or combined chapters) government outreach events, either virtual or in-person (if allowed due to COVID-19). There is formal report that has to be filled out to be allotted the PAOE points, the link is hosted on Basecamp for your reference/access.

The events can include any of the following:

- a. Formal direct interaction with state or local code officials regarding IECC Code acceptance. (Highly Recommended) – accomplished with OUBCC
- b. Formal direct interaction with state or local health officials regarding ASHRAE's Epidemic Task Force (EFT) regarding COVID-19 Response. There is a PowerPoint presentation already formatted for this on Basecamp. (Highly recommended). – accomplished 2/16/21 see below
- c. Day on the Hill. Interaction with state legislatures at your capitol. (Recommended if in legislative session this year) – accomplished 3x times see below
- d. Any other type of government affairs that relates to ASHRAE's Public Policy Positions. Reference Basecamp or ASHRAE website above for this information.

Our chair participated in multiple OUBCC meetings to set up the opportunity for us to advocate for SB 148.

On February 4, 2021 several ASHRAE members from NEOK and COK watched the live stream (<https://oksenate.gov/live-proceedings>) of SB 148 being passed 10-2 in the Business, Commerce and Tourism committee meeting. Before the meeting, several of us reached out to our legislators in support of the measure. This is a huge success for our chapter and will help improve our building codes moving forward. The next steps should be a vote by the full Senate and then onto the House. Recall SB 148 calls to expand the OUBCC committee to 13 people, requiring the 2 additional people to be (1) licensed mechanical engineer and (1) licensed electrical engineer. This passed and allows us to get two engineers on the OUBCC which will give us a voice in future code regulation.

Number of advocacy meetings and other activities

- 2 Day on the Hill meetings – 3/23/21, 4/6/21
- OUBCC meetings – 10/20/20, 11/12/20, 12/9/20, 1/22/21
- OK Senate Live Stream Event – Business, Commerce & Tourism Standing Committee Meeting – 2/4/21

Other grassroots activities not mentioned above

- Contacted K-12/Vo-tech superintendent and discussed ASHRAE Epidemic Task Force recommendations on Indoor Air Quality. – 2/16/21

Young Engineers In ASHRAE (YEA)

This year was tough to schedule social events but we were still able to engage with the YEA members through Zoom, email, and phone. We had one event in the fall that got the YEA group together with the entire chapter. We held the event at Top Golf and had a good turnout.

We were able to add 10 new YEA members to our chapter and they have already been active in our meetings. With the growing market in OKC, I would predict we will add more new YEA members in the near future.

Chapter History:

Our historian has worked diligently for the last 3 years to make sure all of our history is documented and added to our website. He is currently working on the previous 5 years of History in our chapter to make sure it is up to date.

Finances:

Our bank account is the largest it has ever been. This has allowed us some flexibility in our planning. We know it is important to host social events to get the chapter together and the surplus is allowing us to minimize the financial impact on the individuals that attend our events.

We were also able to pay for student memberships and host another diversity speaker because of this windfall. Our CRC fund is fully funded so as to take some of the pressure off the future group responsible for the OKC CRC.

Sustainability:

Project #1. Habitat for Humanity Build

Our first project for the 2020-2021 year was on November 14, 2020 with Central Oklahoma Habitat for Humanity and was, by all accounts, a great success. For our project, we had 17 COK ASHRAE members, family and friends assist with framing a house in Oklahoma City, OK. Habitat for Humanity is a nonprofit, Christian housing ministry that has helped to build or repair hundreds of thousands of houses worldwide. Homeowners invest 300 hours of their own labor (sweat equity) into building their H4H home as well as homes for others. Locally, the Central Habitat for Humanity dedicated its 925th home.



Team Build – 1-day commitment – “Volunteers like you can make the difference for Oklahoma families in need of decent, affordable homes. Experience for yourself the sense of community and pride when working side-by-side with the homeowner, helping them accomplish a life-long dream of home ownership. The only skill you need to bring to the worksite is the desire to make a difference.”

Project #2 Boathouse Docks and Shoreline Cleanup

Project #2 was completed on Saturday, March 27, 2021. Even though it was a little chilly when we started, we had a good turnout. A total of nine (9) volunteers participated in the annual effort to the banks of the North Canadian River clean as well as the numerous boat house docks that border the northern banks. In addition to our ASHRAE and family members, we had two college students volunteer from both the UCO and OU ASHRAE Chapters that showed up to work early on a Saturday morning. This marks the 7th year for this annual event and we are extremely proud of the dedication of our members.

Chapter Communications

Our chapter was fortunate enough to have two young engineers in charge of both newsletter and website. Every newsletter was on time and looked great. And everything we needed announced via the website was posted within minutes of asking. I couldn't have been any more lucky with my chairs than this. Both of these positions are thankless jobs but each of the chairs did an amazing job!

Appendices

Chapter Roster

Members have access to our roster at [https://ashraecok.org/Company Roster](https://ashraecok.org/Company_Roster)

Please visit the above URL to view our current roster

Chapter Bylaws

The bylaws were reviewed by the board this year and remain consistent from years past



CONSTITUTION AND BYLAWS OF THE CENTRAL OKLAHOMA CHAPTER OF ASHRAE

Approved by the Society: 7-January-2019

ARTICLE I – NAME AND AREA SERVED

The name of the organization is the Central Oklahoma Chapter (herein “Chapter”) of ASHRAE (herein “Society”). The principal area(s) served by the Chapter is (are) the counties in Central Oklahoma. The principal city where regular meetings will be held is Oklahoma City, Oklahoma.

ARTICLE II – OBJECTS

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

ARTICLE III – POWERS

The Chapter shall have the power to perform all lawful acts which may be deemed necessary for the proper and successful prosecution of the objects and purposes for which it is organized and operated, consistent with the Certificate of Consolidation, Bylaws, and Rules of the Board of Directors of the Society, and applicable tax regulations for non-profit organizations or corresponding provisions of tax laws.

3.1 The Chapter is not operated for the pecuniary profit of its members. No part of the net income of the Chapter shall be payable to or shall otherwise be available for the personal benefit of any proprietor, employee or shareholder. No salary emolument or compensation shall be paid to any member, and no part of the activities of the Chapter shall consist of the performance of particular services for individual members.

3.2 The Chapter shall not have the authority to act for or in the name of the Society and notice to such effect shall be imprinted on the Chapter stationery; the Chapter shall not use the name of the Society except as a part of its own name; the Chapter may use the emblem of the Society in accordance with the Rules of the Board; and the Chapter shall not incur any financial liability or contractual obligation in the name of the Society.

3.3 The Chapter may issue publications and/or websites/downloads/documents in accordance with the Rules of the Board. Certain publications for members such as a chapter newsletter or chapter membership roster/product directory may be distributed to persons other than members provided it clearly complies with paragraph 3.2. Certain designated ASHRAE documents may be translated in accordance with the Rules of the Board.

3.4 The Chapter may contribute to, affiliate with, or hold membership in any society, association, council, or other organization in accordance with the Rules of the Board.

3.5 The Chapter shall not recommend, endorse or approve any product, service, publication, person or entity for the promotion of private or public interests.

ARTICLE IV – MEMBERSHIP, DUES AND FINANCE

4.1 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.

4.2 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.

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

4.4 Rights and Privileges. All Chapter members shall be entitled to the same rights and privileges, except that anyone who has not paid Chapter fees, dues, assessments or other charges within ninety (90) 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 VI, paragraph 6.7 hereof.

4.5 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.

4.6 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 IV, paragraph 4.2 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.

4.7 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.

4.8 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.

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

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

ARTICLE V – OFFICERS, NOMINATIONS, ELECTIONS, VACANCIES, REMOVAL AND CHAPTER REGIONAL COMMITTEE

5.1 Titles. The officers of the Chapter shall be a President, a President-Elect, a Vice President, a Secretary, and a Treasurer. Consult the current version of the Manual for Chapter Operations (MCO) for updates.

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

5.3 The President. The President shall be the chief executive officer of the Chapter and shall provide general direction of the affairs of the Chapter and provide general supervision over its several officers, subject 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.

5.4 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 appointments sufficiently far in advance of the Chapters Regional Conference (CRC), 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, Chapter Technology Transfer, Government Affairs, Young Engineers in ASHRAE and Historical 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.

5.5 The Secretary(ies). 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 Regional Vice Chair (RVC) for Chapter Technology Transfer, or in the case of the (RAL) the Sub Regional Chair (SRC) for the Chapter, 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.

5.6 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.

5.7 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.

5.8 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 V.

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

5.10 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.

5.11 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.

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

5.13 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.

5.14 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.

5.15 Removal. Any officer or member of the Board of Governors may be removed by at least 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 urgent item of importance to the Chapter will be presented for member vote and subsequent action.

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

5.17 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.

5.18 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.

5.19 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 judgment, the best interests of the Chapter will be served thereby.

ARTICLE VI – MEETINGS OF MEMBERS

6.1 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.

6.2 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.

6.3 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.

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

6.5 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.

6.6 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 these Bylaws.

6.7 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 VII – BOARD OF GOVERNORS

7.1 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.

7.2 Composition. The Board of Governors of the Chapter shall consist of the officers, the most recent available past president, and a minimum of two members elected pursuant to Article V hereof.

7.3 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.

7.4 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 these Bylaws. The form of proxies shall be governed by Article VI, paragraph 6.7 hereof.

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

7.6 Appointments to Auditing Committee. The Board of Governors-elect shall appoint members to the Auditing Committee, pursuant to paragraph 8.3.2.1 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 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 5.4.

8.3 Standing Committees. Standing Committees primarily essential to chapter, regional and Society activities are broken into two categories: those that are mandatory and those that are optional, but whose functions are essential to the Chapter operation.

8.3.1 Mandatory standing committees are the Chapter Nominating; CRC Action; Student Activities; Membership Promotion, Research Promotion, Chapter Technology Transfer, Government Affairs, Young Engineers in ASHRAE and Historical.

8.3.1.1 Chapter 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 November 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.

8.3.1.2 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. The Chair of this Committee should be a past president of the Chapter.

8.3.1.3 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 and related activities. The Chair of this Committee is expected to attend the CRC Meeting (for spring CRCs, the incoming chair).

8.3.1.4 Membership Promotion Committee. The Membership Promotion Committee shall encourage applications by persons qualified for membership in the Society; shall encourage increased member participation in Chapter affairs; and shall encourage members to advance in their membership grade in the Society. The Chair of this Committee is expected to attend the CRC Meeting (for spring CRCs, the incoming chair).

8.3.1.5 Research Promotion Committee. The Research Promotion Committee shall conduct an annual campaign to obtain investments in ASHRAE Research, The ASHRAE Foundation and Education through the ASHRAE Learning Institute. The Chair of this Committee is expected to attend the RP Centralized Training Workshop and Special Regional Committee Meeting when called by the Regional Vice Chair for Research Promotion.

8.3.1.6 Chapter Technology Transfer Committee. The Chapter Technology Transfer Committee shall develop liaison on programs, make arrangements for speakers for programs and technical sessions at chapter meetings, including speaker's requirements for equipment, accommodations and travel arrangements and act as host throughout the meetings. 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 committee shall submit PAOE points related to chapter programs. The committee shall provide timely reports to the regional vice chair. The Chair of this Committee is expected to attend the CRC Meeting (for spring CRCs, the incoming chair).

8.3.1.7 Government Affairs Committee. The Government Affairs Committee shall provide current and relevant information to ASHRAE members regarding Government Affairs in their communities in areas of interest to ASHRAE members. Subsequently, members so engaged should then help keep their chapters, regions and Society Government Affairs staff informed on governmental activities of interest to ASHRAE. The committee shall coordinate dissemination of governmental activities-related information to members and obtain feedback from chapter and individual member Government Affairs. Maintain high-quality and readily available tools to train and enable chapter members to effect positive interactions with government entities in their communities, especially in the use of ASHRAE documents and the advancement of the ASHRAE public policy agenda. Serve as a clearinghouse of government adoptions of ASHRAE-developed and endorsed standards, guidelines and positions. Encourage an active, informed membership by keeping local, provincial and state governments updated on technical issues. The Chair of this Committee is expected to attend the CRC Meeting (for spring CRCs, the incoming chair).

8.3.1.8 Young Engineers in ASHRAE (YEA) Committee. The YEA Committee shall attract new members 35 and younger and encourage student transfers; shall retain YEA members by organizing opportunities and activities that directly benefit the demographic; and shall encourage YEA members to become actively involved at the Chapter, Region, and/or Society level. The Chair of this Committee is expected to attend the CRC Meeting (for spring CRCs, the incoming chair).

8.3.1.9 Historical Committee. The Historical Committee shall collect and safeguard facts, photographs, records and other memorabilia pertinent to the history of the Chapter. The Chair of this Committee is expected to attend the CRC Meeting (for spring CRCs, the incoming chair).

8.3.2 Optional Committees, whose functions are essential to the Chapter operation, are Auditing; Refrigeration; Reception; Publicity; Attendance; Publication (or Newsletter); Honors and Awards; Special Events; and Chapter Section (if appropriate). The duties and functions of each Optional Committee (several of which may be combined under a single chair) are as follows:

8.3.2.1 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.

8.3.2.2 Refrigeration Committee. The Refrigeration Committee shall promote the refrigeration activities of the Society by promoting the interests and endeavours of those members whose primary concern is refrigeration; shall provide or arrange technical talks on refrigeration to the members at regular chapter meetings; shall promote chapter-sponsored seminars on refrigeration and shall arrange for continuing education in the refrigeration field. The activities of the Refrigeration Committee shall be coordinated with the Chapter Technology Transfer Committee, and if there is no Refrigeration Committee the activities described above shall be handled by the Chapter Technology Transfer Committee.

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

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

8.3.2.5 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 qualified chapter members to the Chapter CRC Action Committee.

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

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

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

8.3.2.9 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 shall name a section representative for each section who will maintain liaison with the chapter.

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 when so requested by the presiding officer, but shall not be entitled to voting rights at such meetings.

ARTICLE IX – RULES OF ORDER

Rules of Order. Except as otherwise provided in these Bylaws, the conduct of meetings of the members shall be governed by the rules of procedure set forth in the current edition of Robert's Rules of Order Newly Revised.

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 send 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 proposed amendments to the Secretary of the Society for approval by the Members Council of the Society and review by the Regional Chair. Any amendments shall become effective only upon receipt of written notice of approval by the Members Council or its authorized representative of the Society.

ARTICLE XI – DISSOLUTION

11.1 The chapter may be dissolved:

- a. with the consent of not less than sixty (60) percent of the members in good standing of the chapter with voting rights expressed, either in person or by proxy, at a special meeting called for that purpose, or
- b. by a two-thirds vote of the ASHRAE Board of Directors after written preferment of charges, sixty (60) days written notice of hearing sent by registered mail to the President of the Chapter, and an adequate opportunity for the chapter representative to be heard before the Board of Directors or a committee of three (3) or more members designated by the Board of Directors.

11.2 In the event of dissolution, all debts and liabilities legally incurred on behalf of the chapter shall be fully discharged. The remaining funds shall be disposed of in accordance with paragraph 11.3 thereof.

11.3 Upon the dissolution of the Chapter, any assets remaining thereafter shall be conveyed to the Society.

11.4 In the event that the Society is not then in existence or is not then exempt under applicable tax regulations for non-profit organizations or corresponding provisions of tax laws, the assets shall be conveyed to such organization then existent, dedicated to the perpetuation of objectives similar to those of the Society and exempt.

ARTICLE XII – 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 Central Oklahoma Chapter

February 22, 2019

Date



Jeff Forman

Chapter President

Signature