



A.S.L.E. 'The Tribology Society' - Toronto Section

CHAIRMAN
STEPHEN C. COHEN
Petrocanada Products Inc.
896-6855

VICE-CHAIRMAN
M. (SAMI) SAMIULLAH
Corundol Oil & Grease Ltd.
245-8338

SECRETARY
R. (BOB) M. BALANGERO
Burnah-Castrol Ltd.
252-5511

TREASURER
ALAN E. SPENCE
Ethyl Canada Inc.
962-1611

Tues Oct 22nd.

To: The Executive Committee
Ken Brown
Scott Coroggy - Vice President - Condon Region.

COMMITTEES
MEMBERSHIP
WERNER DEWALD
Texaco Canada
498-2315

WAIN DUNN
Surpass Chemicals
492-8760

SPONSORS
BILL PINEAULT
Suncor Inc.
975-4140

BEN BEEKHOO
449-0235

EDUCATION
CRAWFORD SMYTH
Shell Canada
827-1141

ROBERT DEIGNAN
Forsythe Lubrication
525-7192

PUBLICITY
ED MILANCZAK
Chem-Ecol Ltd.
372-2251

DENNIS TAYLOR
Ont. Res. Foundation
822-4111

UNIVERSITY AFFAIRS
R. (BOB) C. JACKSON
Tribo-Guard Ltd.
613-345-3451

RECEPTION
GLEN MOORE
Petrocanada Products Inc.
440-2570

GOLF
RUSS DUKOFF
Emery Industries Ltd.
259-3751

MAILING & PROGRAM
M. (SAMI) SAMIULLAH
245-8338

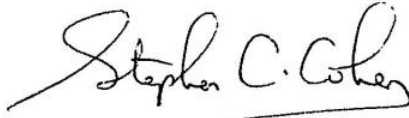
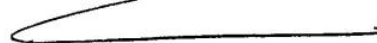
re: Draft - By-laws for Toronto Section.

Enclosed is a draft of the By-laws for Toronto Section.
It includes job descriptions and responsibilities for all of
the committees and the executives.

Please review - edit - make changes and be
prepared to discuss them at our next

Executive Meeting which will be on Tuesday
Nov 11th at the Old Mill at 3:30 pm.

regards.



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January 14, 1987

Mr. Scott Carnegie
Canadian Regional V.P.
477 Mt. Pleasant,
Toronto, Ontario
M4S 2M1

Dear Scott,

Please find enclosed a copy of the Toronto Section
Constitution and By-Laws.

Yours sincerely,

Stephen C. Cohen
Chairman - Toronto Section

SCC:pd

Enclosure

cc: Lowell C. Harmedel
E/M Corporation
West Lafayette, Indiana 47906

Toronto Section Executive & Committee Chairman

BY LAW
of the
TORONTO SECTION
of the
AMERICAN SOCIETY OF LUBRICATION ENGINEERS

PREFACE

The purpose of these By-Laws is to set up the rules by which the TORONTO Section of the A.S.L.E. shall be governed. The By-Laws, Amendments, thereto, and official action of the Section shall not conflict with any provisions governing Sections in the Constitution, By-Laws & Operating Rules of the American Society of Lubrication Engineers.

(See attached Constitutional Text)

Article I: NAME AND OBJECT

Section 1

This organization shall be known as the TORONTO Section of the American Society of Lubrication Engineers, 'The Tribology Society'.

Section 2

The TORONTO Section of the A.S.L.E. shall hereinafter be referred to as the "Section". The American Society of Lubrication Engineers shall hereinafter be referred to as the "Society".

Section 3

The object of this Section shall be to promote the objects and purposes as set forth in the Society's Constitution, By-Laws and Rules.

ARTICLE II: TERRITORY

Section 1

This Section shall embrace the territory as designated by the Society By-Laws, as follows: In Ontario, Canada, the counties of Peel, Dufferin, Simcoe, York, Ontario, Victoria, Durham, Northumberland, Peterboroug, Haliburton, Hastings, Prince Edward, Lennox and Addington, Frontenac, Renfrew, Lanark, Leeds, Muskoka, Parry Sound, Nipissing, Sudbury, Algoma.

ARTICLE III: CLASSIFICATION OF MEMBERSHIP

Section 1

Membership in this Section shall be by approval of the Society and classification of membership shall be as designated in the Constitution of the Society and shall consist of members, associate members, student members, honorary members, industrial members, life members, section sustaining members and such other classes of members as may, from time to time, be adopted by the Society.

Section 2

Each member of the Section shall be entitled to one vote on each matter submitted to a national vote of the members, except associate and student members. Student members have no voting rights; associate members have voting rights in local section matters. Student members have no chair privileges (except Student Chapters). Associate members have chair privileges in local sections.

Section 3

Restrictions upon membership in this Section shall be the same as those imposed upon membership in the Society which are set forth in the Constitution, By-Laws and Operating Rules of the Society covering suspension and expulsion, resignation, reinstatement and transfer of membership (Article III, Constitution).

ARTICLE IV: OFFICERS

Section 1

The officers of this Section shall consist of a Chairman, Vice-Chairman, Secretary and Treasurer.

Section 2

Officers shall be elected for terms of one (1) year, with Treasurer to serve for 2 years, and no officer shall be eligible for election for more than two (2) consecutive terms, to the same office.

Section 3

Officers shall serve as members of the Section Executive Committee.

Section 4

Any officer may be removed by a majority vote of the Executive Committee whenever, in its judgment, the best interests of the Society and the Section would be served thereby.

Section 5

In case a vacancy occurs in the office of Chairman during the Section year, the Vice-Chairman shall become Chairman. In case a vacancy occurs in the offices of Vice-Chairman, Secretary or Treasurer, a new officer shall be elected by a majority vote of the Executive Committee to serve the balance of the term.

ARTICLE V: DUTIES OF OFFICERS

Section 1

Chairman: The Chairman shall be the principal executive officer and the official representative of the Section. He shall preside at all regular and special meetings of the Section and at all meetings of the Executive Committee.

He shall represent the Section at Regional Meetings called by the Regional Vice-President. He shall also represent the Section at the Annual Business Meeting held on the first day of the Annual Meeting of the Society. (See VII - 3.)

With the exception of the Nominating Committee, he shall appoint all standing and special committee chairmen.

At the Section Annual Business Meeting, he shall submit to the members an annual report reviewing the activities of the Section during the Section year and recommend future activities, together with a report prepared by the Treasurer showing receipts and disbursements for the year and a financial statement of assets, liabilities and net worth at the close of the Section year.

He shall submit copies of these reports to the Executive Secretary of the Society at a date to be established by the Society's National Office, in accordance with printed forms supplied by the National Office.

Section 2

Vice-Chairman: The Vice-Chairman shall fulfil the duties of the Chairman when the latter, for any reason, is unable to act in his official capacity. The Vice-Chairman will act as Chairman of the program committee to develop the program for the following year.

Section 3

Secretary: The Secretary shall be the custodian of the permanent records of the Section; shall keep the minutes of all meetings of the Section and the Executive Committee in one or more books provided for that purpose.

He shall submit copies of the minutes of all Section and Executive Committee meetings to the Regional Vice-President and Area Representative of the territory in which this Section is located.

He shall be a member ex-officio of all committees appointed by the Chairman.

Section 4

Treasurer: The Treasurer shall have charge of all funds of the Section and shall disburse such funds only as determined by the Executive Committee. He shall keep the accounts in books belonging to the Section which at all times shall be open to inspection and subject to auditing by the Executive Committee.

Signatories for disbursement of cheques will be the Treasurer, Chairman and Vice-Chairman and two signatories of these will be required for cheques.

The Treasurer shall be responsible for investing funds of the Society and will recommend to the Executive changes in investments.

He shall submit to the Treasurer of the Society financial reports of Section funds on December 15 and June 31st of each year.

He shall submit to the Section Chairman for presentation at the Section Annual Business Meeting an operating statement for the Section year showing receipts and disbursements and a financial statement showing assets, liabilities and net worth at the close of the Section year.

Before his term of office expires the Treasurer will organize an independent audit of the financial records of the Section.

Section 5

All Officers: In addition to such duties as may be provided for elsewhere in the By-Laws, all officers shall perform the duties incident to the offices which they hold and such other duties as may be prescribed from time to time, by an act of resolution of the Executive Committee.

ARTICLE VI: EXECUTIVE COMMITTEE

Section 1

The executive committee of the Section shall consist of the officers, the last retiring Section Chairman, the four (4) elected Directors and the Chairman and Vice-Chairman of the Committees.

Section 2

The executive Committees of the Section shall consist of Membership, Sponsors, Education, Publicity, University Affairs and Reception. Each of these shall have a Chairman with the Chairman being the senior appointment. The Chairman and Vice-Chairman shall serve for 1 or 2 year terms with the Vice-Chairman succeeding the Chairman in the following term of office. In addition to the Executive Committee there shall be a Program Committee, which will be chaired by the Vice-Chairman of the Section with members appointed by him.

Directors will serve on these Executive Committees.

New Executive Committees may be instituted from time-to-time at the direction of the Chairman of the Section.

Section 3

In case a vacancy occurs on the Executive Committee, other than the office of Chairman and those mentioned in Article IV, Section 5, a member shall be elected by a majority vote of the Executive Committee to serve the balance of the term.

Section 4

Any elected member of this committee may be removed, as in the case of officers (Article IV, Section 4), by an act of the Executive Committee, for incompetence, for refusal to act, or for absence from three consecutive meetings of the Executive Committee.

ARTICLE VII: DUTIES OF EXECUTIVE COMMITTEE

Section 1

The affairs of the Section shall be governed by the Executive Committee with the Chairman of the Section acting as its Chairman and the Secretary of the Section acting as its Secretary.

Section 2

The Executive Committee will meet at least once a month, with the exception of June, July and August during which time there will be at least one Executive Committee meeting. At a date prior to the March meeting the Executive Committee shall meet to select a Nominating Committee in accordance with the provisions in Article VIII, Section 1.

Section 3

A majority of the Executive Committee members shall constitute a quorum for the transaction of business at any meeting; provided that, if less than a majority of the members are present at said meeting, a majority of the members present may adjourn the meeting without further notice.

Section 4

The act of a majority of the Executive Committee members present at a meeting at which there is a quorum shall be the act of the Executive Committee.

ARTICLE VIII: NOMINATION AND ELECTION OF OFFICERS AND EXECUTIVE COMMITTEE MEMBER

Section 1

A nominating committee consisting of not less than three (3) members, with at least 2 being non-members of the Executive Committee, will be appointed by the Executive Committee and will present nominations for the offices of Chairman, Vice-Chairman, Secretary and Treasurer for the following year to the Section Membership at the March general section meeting.

Section 2

Normally, unless the current officer does not wish to be nominated or is decreed unsuitable by the nominating committee, the nominations will be in rotation for the position of Chairman, Vice-Chairman, Secretary and Treasurer. The Section membership will be presented these nominations in writing one month prior to the election and the membership shall be entitled to nominate (either verbally or in writing) alternative candidates.

Section 3

Voting on the nominations received will take place at the April Section meeting.

The candidates receiving the highest number of votes are elected to the office for which they are running.

Section 4

The results of the election of officers and Executive Committee members shall be announced at the election meeting of the Section. The newly elected officers and Executive Committee members shall assume their duties at the close of the Section Annual Meeting and serve until their successors are chosen and qualified.

ARTICLE IX: SECTION MEETINGS

Section 1

The Section shall hold one regular meeting each month, except during the months of June, July and August.

Section 2

The meetings shall be held at a time and place arranged by the Committee on Programs and Meetings with the approval of the Executive Committee.

Section 3

Special Meetings: Special Meetings may be called at any time by the Executive Committee, or upon written request of one-eighth of the listed membership to the Secretary. The Secretary shall notify the members by mail at least fifteen (15) days in advance of the date fixed for the special meeting. Official business may be enacted as long as there is a quorum of 2/3 of voting members. In event action involves the removal from office which in effect is a denial of a privilege to a member, the matter may be referred to the Board (Constitution - Article III, Sections 5,7).

ARTICLE X: AMENDMENTS TO THE BY-LAWS

Section 1

These By-Laws may be amended by a two-thirds vote of the members present at a regular or special meeting or by a two-thirds vote of the total number of letter ballots cast by mail, provided notice of vote on such amendment or amendments shall have been given to members. The Secretary shall submit, in writing, the full text of any amendment to the membership at least thirty (30) days before the membership shall be called upon to vote on such amendments.

Section 2

Any amendment adopted by membership action in accordance with the provisions of Article X, Section 1, is not final and does not take effect until after it has been officially approved by the Society Rules Committee.

Section 3

The Secretary of the Section shall submit to the Secretary of the Society a full text of the amendment or amendments adopted in accordance with Article X, Section 1, with a request for official approval or rejection.

ARTICLE XI: ATTACHMENTS

- (1) Constitutional Text (Article VI, Local Section of the Society)
- (2) Responsibilities of Officers and Committees.

(EXTRACT FROM CONSTITUTIONAL TEXT)

ARTICLE VI
LOCAL SECTIONS OF THE SOCIETY

Section 1. Establishment - Local sections of the Society shall be established. These must be composed of members of the Society in good standing. A petition to establish a local section must be signed by at least twenty (20) members residing in the territory of the proposed section and submitted to the Executive Secretary of the Society. The petition must designate the proposed headquarters city and the names of the contemplated officers with a report of their qualifications.

Section 2. Territory - Entire counties, or equivalents, are to be used in assigning territories to local sections. The formula used in assigning territories shall be the responsibility of the Board.

Section 3. Activities - Local sections shall elect officers who are members in good standing, appoint committees, and adopt By-Laws consistent with the Society's Constitution. Model By-Laws for local sections shall be prepared by the Rules Committee. Local section By-Laws must be approved by the Secretary of the Society and the Chairman of the Rules Committee.

Local sections shall receive yearly from the Society a portion of the annual dues paid by their members and a portion of the annual dues paid by their respective sectional sustaining members, which money shall be used to carry out Society objectives. Local sections shall issue no statements nor take official action on matters of regional or national import without approval of the Board.

Section 4. Dissolution - A local section may be dissolved by the Board for failure to maintain a minimum paid-up membership of twenty for two consecutive years or for deliberate violation of the Society's Constitution or By-Laws.

Section 5. Liaison - The Regional Vice-President of the Society and their appointed area representatives shall be the authorized liaison between the local sections and the Board.

Section 6. Finances - In addition to sums of money returned to the local section by the Society as provided in this Constitution, each section is authorized to raise funds in its own way without any obligation on the part of the Society. The Society assumes no legal responsibility for actions or debts assumed by a local section nor are the local sections liable for debts assumed by the Society.

A.S.L.E.
SECTION TERRITORIAL ASSIGNMENTS

CANADIAN

- Toronto - In Ontario, the counties of: Peel, Dufferin, Simcoe, York, Ontario, Victoria, Durham, Northumberland, Peterborough, Haliburton, Hastings, Prince Edward, Lennox and Addington, Frontenac, Renfrew, Lanark, Leeds, Muskoka, Parry Sound, Nipissing, Sudbury, Algoma.
- Montreal - The Province of Quebec plus in Ontario; Ottawa-Carleton, Grenville, Dundas, Stormont, Glengarry, Russell, Prescott.
- Hamilton - In Ontario, Halton, Wellington, Waterloo, Wentworth, Lincoln, Welland, Brant, Haldimand, Norfolk, Elgin, Kent, Essex, Lambton, Middlesex, Perth, Huron, Bruce, Grey.

CHAIRMAN

RESPONSIBILITIES

The chairman is the co-ordinator of all section activities, and therefore, accepts many responsibilities such as:

- a) Calls and presides at all section and executive meetings
- b) Distributes and follows up on all committee assignments
- c) Acts as liaison with the Regional Vice-President and with the National Office
- d) Attends the Annual Meeting and participates in the Section Officers' activities
- e) Has full co-signing authority with the Vice-Chairman, Treasurer and Secretary.

VICE-CHAIRMAN

RESPONSIBILITIES

- a) Assists and acts for the Chairman in all decisions and functions as required by the Section
- b) Aids other officers on special projects and occasions (eg. assists the Program Chairman if needed)
- c) Maintains awareness of all section activities
- d) Attends Section Officers' Training School at Annual Meeting before becoming Chairman
- e) Will be Program Chairman for the following year.

AUTHORITIES

Has full co-signing authority with the Chairman and Treasurer.

PAST CHAIRMAN

RESPONSIBILITIES

- a) Advises the Chairmen and the Executive Committee; attends all meetings and participates in the various functions of the Section.
- b) Chairs the nominating committee for the next slate of officers.
- c) Prepares annual goals and objectives by September 1st and transmits these to the Vice-President Canadian Region.
- d) Prepares annual reviews of section activities and sends to Vice-President Canadian Region for July 31st.

PROGRAM CHAIRMAN

RESPONSIBILITIES

- a) Selects the speakers for the year's programs
- b) Assists the guest speakers, providing transportation, audio and visual aids
- c) Arranges for a gift, or souvenir to be presented to the speaker
- d) Prepares all notices, or announcements pertinent to the year's programs
- e) Co-ordinates with the membership and publicity chairmen all announcements and special arrangements regarding speakers, conferences, or guests.
- f) Liaison with Hamilton Section to avoid conflict of speakers and dates.
- g) Sends copies of annual program to National for inclusion to LB.

TREASURER

RESPONSIBILITIES

- (1) Handles all finances for the Section, including investments
- (2) Prepare the monthly Treasurer's report.
- (3) Prepares the annual financial report for the Regional Vice-President for December 15th and June 31st.
- (4) At the end of term of office, arranges for an external, impartial audit of the financial records of the Section.
- (5) Maintains copies of all bills, receipts and disbursements.

SECRETARY

RESPONSIBILITIES

- (1) Attends all executive meetings, records minutes and circulates them to the Executive and to the National Office.
- (2) Reproduces, and has for distribution at executive meetings, all reference materials relating to agenda items including the minutes book.
- (3) Maintains and has available copies of the Section Constitution and By-Laws.
- (4) Counts and records all section votes.
- (5) Keeps attendance at all executive meetings.

EDUCATION CHAIRMAN

RESPONSIBILITIES

- (1) Develops (in May) and proposes the outline for lubrication seminars to be held in October/November.
- (2) Together with Co-Chairman, arranges speakers, develops program and organizes the lubrication seminar in detail.
- (3) Liaises with Publicity Chairman to advertise lubrication courses.

UNIVERSITY AFFAIRS CHAIRMAN

RESPONSIBILITIES

- (1) Develops programs with appropriate departments in local universities, technical colleges and research institutes.
- (2) Develops list of research projects and proposes funding level (from 'publicity' funds) to the Executive Committee.
- (3) Organizes talks to section by recipients of scholarships and research grants.
- (4) Organizes student nights at section meetings and liaises with Professor and students in welcoming them.

PUBLICITY CHAIRMAN

RESPONSIBILITIES

- (1) Maintains 'publicity' mailing list and keeps it up-to-date. Publicity list consists of individuals, companies/university and government research centres/technical societies who are not members but are interested in section programs. Publicity Chairman ensures recipients are interested parties.
- (2) Obtains photographs of section meetings for insertion in Lubrication Engineering (approx. bi-monthly).
- (3) Liaises with other technical societies and periodicals to ensure wide advertising of Section monthly meetings.
- (4) Develops and runs fund raising campaign from industrial advertisements in 'publicity' booklet to be mailed to 'publicity' mailing list.
- (5) Works with University Affairs Chairman to select and prioritize nominations for grants to Professors and Researchers in Universities and Technical Colleges for disbursement of these funds.

SPONSORS CHAIRMAN

RESPONSIBILITIES

- (1) Develops and conducts September campaign to raise funds for the Section through local industrial sponsors.
- (2) Maintains current list of sponsors and contacts at each of these companies.
- (3) Maintains the Sponsor Board current and obtains 35 mm slides from each sponsor company for display at Section meetings.
- (4) Evaluates current sponsor lists with previous year's and deals with delinquent sponsors from January to April developing new contacts, if necessary.

MEMBERSHIP CHAIRMAN

- (1) Maintains the Section members mailing list and keeps it current.
- (2) Develops and implements a program to interest potential new individual and industrial members.
- (3) Handles all matters relating to membership, originating in either the Section or National Office.
- (4) Handles delinquent members on matters such as dues renewal.
- (5) Welcomes new members at Section meetings and introduces them to the membership.
- (6) Solicits new membership at all lubrication courses and seminars.
- (7) Evaluates membership list and proposes candidates for Life Membership and Fellows.