

Operating Procedure 06 - Region Directors

Purpose: To establish duties and procedures for the operation of the ASC Regions.

[Reference Article VI of the ASC By-laws]

1. Geographic Regions

- a. Institutional and associate members shall be assigned to a regional division based on their location, normally as shown below. The Board, when requested by a member, may assign the member to a bordering region as an exception to that shown below. Industry, individual, and governmental may be assigned to a Region upon their request.

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| Region 1 | <u>Northeast</u> : Connecticut, Delaware, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont, West Virginia; Quebec, Newfoundland, and Labrador, Canada |
| Region 2 | <u>Southeast</u> : Alabama, Florida, Georgia, Mississippi, North Carolina, South Carolina, Virginia, Tennessee |
| Region 3 | <u>Great Lakes</u> : Illinois, Indiana, Kentucky, Michigan, Ohio, Wisconsin; Ontario, Canada |
| Region 4 | <u>North Central</u> : Iowa, Kansas, Minnesota, Missouri, Nebraska, North Dakota, South Dakota; Manitoba and Nunavut, Canada |
| Region 5 | <u>South Central</u> : Arkansas, Louisiana, Oklahoma, Texas |
| Region 6 | <u>Rocky Mountain</u> : Alaska, Arizona, Colorado, Idaho, Nevada, New Mexico, Montana, Utah, Wyoming; Saskatchewan, Alberta, and Northwest Territories, Canada |
| Region 7 | <u>Far West</u> : California, Hawaii, Oregon, Washington; British Columbia and Yukon, Canada |
| Region 8 | <u>Europe</u> : Any European Country. |

Note: Institutional members in Canada will be paired with the closest U.S. Region
[Approved at the 2013 Conference General Business Meeting]

Note: Members from countries outside the US, Canada, and Europe will be initially affiliated to Region 8, for the purpose of collaboratively developing the possibility of additional regions in the future.

2. Regional Directors

- a. Each region shall elect a Regional Director, who shall be responsible for the ASC activities in the region. Typical regional activities include a mid-year regional meeting, regional student competition, and regional faculty paper presentations. The director of each region shall serve on the Board of Directors of ASC.

- b. All Regional Directors shall notify and engage the 1st Vice President (chair of the elections committee) prior to an election occurring.
- c. Voting for the director shall be limited to one vote per institutional member of that region. Each institutional member shall be given the opportunity to vote. The term of office for the Regional Directors shall be three years and shall begin after the annual conference general-membership meeting of the year designated as follows:
 - Region 1, 4, 7: 2019, 2022, 2025, etc.
 - Region 2, 5, 8: 2020, 2023, 2026, etc.
 - Region 3, 6: 2021, 2024, 2027, etc.
- d. A Regional Director may serve for a maximum of six consecutive years. If a directorship becomes vacant, a new interim director shall be elected by the Region prior to the existing director's resignation to complete the term. If necessary, the President of the ASC may appoint an interim Director until such time that a regional election for a new director may be held.
- e. On the rare occasion that a Region Director is unable to attend an ASC Board meeting a representative identified by that Director preferable the assistant Director may attend in their place. A statement from the Director giving the representative their voting proxy must be submitted prior to the beginning of the Board meeting.
- f. Setup committee assignments and reports as desired or needed.
- g. Appoint an assistant regional director to share in regional duties and to train for possible succession to director.

3. Regional Meetings

- a. At least one regional meeting should be held annually in each region prior to the ASC Annual International Conference. It is an opportunity to bring the region together to foster development of construction education.
- b. Typical activities for regional meetings are:
 - Invite potential member schools and faculty.
 - Faculty paper presentations
 - Round-table discussions on educational issues
 - Curriculum development
 - Teaching ideas and techniques
 - Industry involvement, membership, tours, and/or guest speaker

- Student activities
- Student regional competitions
- ASC Region business matters
- Opportunities for ASC (Regional and National) activities, growth and service.

[Reference ARTICLE V of the ASC By-laws]

4. ASC Board of Directors

- a. Regional Directors are members of the ASC Board of Directors. The Board has two meetings at the ASC Annual International Conference and one at mid-year. In addition to discussing and approving ASC business, a Regional Director is likely be a committee chair or provide oversight for one or more ASC committees, report on the activities and accomplishments of that committee and receive new assignments as necessary. Board activities are reimbursed in accordance with ASC policy for transportation costs to both the mid-year meeting and the ASC Annual International Conference. Typically, only voting members attend the mid-year meeting unless otherwise approved by the ASC President.

5. Board Members

- a. A Board of Directors, hereinafter called the Board shall govern the affairs of the ASC.
- b. The Board shall consist of the President, the 1st and 2nd Vice Presidents, the Secretary, the Regional Directors, and all the appointed officers.
- c. Appointed officers shall have a voice related to their duties and responsibilities, but shall not have a vote on Board decisions.

6. Board Responsibilities

- a. Manage the activities of the ASC in accordance with the By-laws.
- b. Develop and maintain written policies and procedures to support the By-laws.
- c. Maintain a five-year strategic plan to fulfill the purpose of the ASC.
- d. Establish duties and remuneration of appointed officers.

7. Board Meetings

- a. Seven voting members of the Board shall establish a quorum. Affirmative action by the Board shall require a majority of the votes cast by the Board members at a regular or special called meeting.
- b. The President shall be responsible for making the agenda and conducting the Board meetings.

- c. The Board shall hold three regular meetings each year as follows:
 1. Pre-conference Meeting. A Board meeting shall be held in advance of the ASC Annual International Conference at the location of the conference.
 2. Post-conference Meeting. A Board meeting shall be held following the induction of new members to the Board near the end of or after adjournment of the annual conference. At this meeting the Board shall ensure that the work of the ASC is properly organized for the coming year. This meeting of the Board may also consider any and all affairs referred to it by the ASC Annual International Conference or authorized by the By-laws.
 3. Mid-year Meeting. A mid-year Board meeting of the Board may be held at such time and place as selected by the President and should take place as nearly as possible mid-way between annual conference dates. The mid-year meeting shall be open to representatives of the member school responsible for hosting the next annual conference. The business of the mid-year meeting shall include an examination of the work of the ASC's various committees and projects.
- d. Special meetings of the Board may be called at any time either by the President or at the request of three or more Board members, or five institutional members. Petitioners for special meetings shall have the right to appear concerning the matter (s) of their petition. In general, funded travel will not be available for special meetings. Telephone conference calls may be used to conduct special meetings.
- e. At least 30 days notice of all regular meetings shall be given to Board members. With respect to special meetings, 30 days' notice shall be given unless such a period is waived by approval of a majority of the members of the Board. Notice of all special meetings shall contain a statement of the purposes of such meetings, and such special meetings shall be limited to decisions relating to these matters, but the Board need not be limited in the scope of its deliberations.

[Reference Article III of the ASC By-laws]

8. Financial Obligations

- a. Fiscal Year
The ASC shall operate on a fiscal year basis beginning July 1 and ending on June 30 of the following year.
- b. Income from Services
The setting of fees and disbursement of income for services shall be approved and directed by the Board. This applies to only those regions using the financial services of the ASC Finance Manager.
- c. Regions shall NOT open accounts using the ASC organization's Federal Tax ID number. Due to IRS regulations, any revenues received or expenses disbursed need to be recorded on the ASC tax return. Therefore, Regions should use their own respective university accounting system if needed. If, for any reason, the Regions are not able to use their own

respective accounting system, all transactions must be handled with full knowledge, approval and coordination the ASC Treasurer and ASC Finance Manager.

9. Additional Regional Director Responsibilities

- a. Oversight of member schools and faculty to maintain the accuracy of their data on the ASC webpage and Board approved surveys.
- b. Maintain a mailing list of potential member schools/faculty and promote membership within the region.
- c. Provide support to new and young developing member programs in the region.
- d. Provide regional reports semi-annually to the ASC Board and electronically for the ASC web page.
- e. Maintain currency of the regional calendar and announcements on the ASC webpage.
- f. Provide fiscal services and compliance (i.e. carry out the business of the Region).

10. Regional Student Competitions

- a. Each ASC Region has autonomy in running the regional student construction management competition and setting the procedures. Schools competing in the Regional competitions shall only be members of ASC.