

## **Operating Procedure 01 - Membership**

**Purpose: To establish membership dues and new-member application procedures.**

**[Reference Article III, Section 4 of the ASC By-laws]**

### **1. Dues**

- a. The annual membership dues shall be \$1000.00 for all members, except Associate Member dues shall be \$350.00. The membership year shall be July 1 through June 30.

### **2. Renewal**

- a. The ASC Finance Manager emails invoices for annual membership dues to all member schools and organizations by July 15. Membership dues can be paid online via the ASC website or mailed to the address listed on the invoice.
- b. Dues not paid by October 1 are considered delinquent. The ASC Finance Manager provides the Regional Directors lists of unpaid dues by Region beginning in August and through the end of November, until all dues have been paid. The Regional Directors must follow up on delinquent member schools prior to student competitions. Schools with unpaid dues should not be allowed to compete in the competitions.. Member schools with unpaid dues on December 30 will be removed from the membership directory, will be unable to log on to the ASC website to use the member services and will be removed from any ASC participation including all ASC Student Competitions, with the exception of publication authors and reviewers. Reinstatement shall require full payment of dues for the current year.

### **3. New Members**

- a. The Webmaster shall be responsible for administering new member applications. The ASC home page provides a means for electronic membership application. When requested, prospective members will be provided an application form and appropriate instructions. The Association reserves the right to assign alternate membership classes or reject any application.
- b. Institutional or associate members shall not represent more than one campus.

### **4. New Member Application Procedure**

- a. Prospective new members are to fill out the application on the ASC web page. The Webmaster shall forward all applications electronically to the 2nd Vice-President. Upon receipt of the application, the 2nd Vice President shall determine if the applicant meets the membership criteria as established in the bylaws. A majority vote is required from the Board of Directors to approve an applicant's membership in the Association. Upon approval of membership, the ASC Finance Manager shall send approved applicants a welcome letter from the ASC President, invoice for dues and member certificate, and shall notify the Board of the acceptance. Upon notification of approval, the Webmaster shall update the membership listing, provide the new member a password to access the members-only part of the ASC website.

## Operating Procedure 02 - Board of Directors Actions Schedule

**Purpose:** To provide a means for tracking the timely reporting of Board member actions.

### I. ASC Reports/Actions/Communications Schedule

<b>Date</b>	<b>Report/Action</b>	<b>Responsible Office</b>
<b>01 July</b>	Send invoice for member dues.	Finance Manager
<b>01 August</b>	Member Dues – Payment Reminder	Finance Manager
	Call for Mid-year Board meeting agenda items.	President
	Call for Lifetime Achievement Awards and Academy of Fellows	President
<b>15 August</b>		
<b>01 September</b>	1 <sup>st</sup> Call for Member Profile Updates on Website. Provide contact database to each Region.	Webmaster
	2 <sup>nd</sup> Call for Papers and Posters (ASC Annual International Conference Proceedings).	Proceeding Editor
	Call for Officer Nominations (Article. IV, Sec. 3 of ASC Bylaws).	1 <sup>st</sup> Vice President
	Follow-up call for Member Profile Updates on Website and survey updates.	Regional Directors
	Nominations for Lifetime Achievement Awards and Academy of Fellows are due prior to mid-year Board of Directors meeting	Board of Directors
<b>15 September</b>	Prepare list of Delinquent Members and provide to Regional Directors	Finance Manager
<b>September</b>	<b>MID-YEAR BOARD MEETING:</b> The business of the mid-year meeting shall include an examination of the work of the Association’s various committees and projects; Bylaws, Article V, Section 3.2(c). <i>All reports to be submitted to Secretary within 30 days after the meeting.</i>	
	Meeting Logistics	President
	<b>Meeting Agenda</b>	President
	<b>Contents:</b>	
	Roll call establishing quorum as per Bylaws	Secretary
	Review and approval of the meeting minutes from the Annual International Conference: <input type="checkbox"/> Pre-Board Meeting <input type="checkbox"/> General Business Meeting <input type="checkbox"/> Post-Board Meeting	Secretary

Date	Report/Action	Responsible Office
	Review Previous Annual Conference	1 <sup>st</sup> Vice President Finance Manager
	Review upcoming Annual Conference logistics and website development	1 <sup>st</sup> Vice President and Conf. Host Coordinator
	<p>Questions and Comments on Previously Distributed Regional Reports and Operations Committee Reports</p> <p><input type="checkbox"/> Executive Committee</p> <p><input type="checkbox"/> Finance Committee</p> <p><input type="checkbox"/> Election Committee</p> <p><input type="checkbox"/> Publications Committee</p> <p><input type="checkbox"/> Region 1 – Northeast Region Faculty Career Development Committee</p> <p><input type="checkbox"/> Region 2 – Southeast Region Education Committee</p> <p><input type="checkbox"/> Region 3 – Great Lakes Region Faculty Professional Development Workshop Committee</p> <p><input type="checkbox"/> Region 4 – North Central Region Marketing Committee</p> <p><input type="checkbox"/> Region 5 – South Central Region</p> <p><input type="checkbox"/> Region 6 – Rocky Mountain Region Research Committee</p> <p><input type="checkbox"/> Region 7 – Far West Region Industry Relations Committee</p> <p><input type="checkbox"/> Region 8 - International-UK &amp; Europe International Development Committee</p> <p><input type="checkbox"/> Region 8 - International-Oceania/Asia/Africa</p>	These are NOT presentations! We are simply discussing questions and concerns.
	Presentation of ASC Action List	ASC President & 1 <sup>st</sup> VP
	Strategic Plan – review/update/action items	ASC President & 1 <sup>st</sup> VP
	Financial Reports Presentation	ASC Treasurer and/or Finance Manager
	Publications Committee	2 <sup>nd</sup> Vice President
	● Proceedings	Proceedings Editor
	● Journal	Journal Editor
	● Webmaster	Webmaster

<b>Date</b>	<b>Report/Action</b>	<b>Responsible Office</b>
	Selection of Lifetime Achievement Award and Academy of Fellows recipients	Board of Directors
	New Business	President
	Old Business	President
<b>1 October</b>	Final Call for Officer Nominations (Article. IV, Sec. 3 of ASC Bylaws).	1 <sup>st</sup> Vice President
	Call for Award nominations (sent to Regional Directors).	President (Awards Chair)
	1st Call for interested member institutions to host ASC Annual International Conference three (3) years out.	2nd Vice President
	Annual conference information on website.	Conf. Host Coordinator 1st Vice President
<b>15 October</b>	Follow-up on delinquent members.	Finance Manager Regional Directors
<b>01 November</b>	2 <sup>nd</sup> Call for interested member institutions to host ASC Annual International Conference two (2) years out.	2 <sup>nd</sup> Vice President
<b>15 November</b>	Mid-year meeting minutes complete; Board approval meeting minutes; post meeting minutes on website	Secretary
	Papers Due (ASC Annual International Conference Proceedings)	Proceedings Editor
<b>30 November</b>	Officer Nominations Closed (Article. IV, Sec. 3 of ASC Bylaws).	1 <sup>st</sup> Vice President

<b>Date</b>	<b>Report/Action</b>	<b>Responsible Office</b>
<b>01 December</b>	Annual International Conference Web registration	Conference Host Coordinator / 1 <sup>st</sup> Vice President
<b>10 January</b>	Officer Elections – Notify ASC membership of officer candidates	1 <sup>st</sup> Vice President
<b>20 January</b>	Officer Elections – Electronic Distribution of Ballots	1 <sup>st</sup> Vice President
<b>30 January</b>	Officer Elections - Ballots Due	1 <sup>st</sup> Vice President
<b>01 February</b>	Final Call for interested member institutions to host ASC Annual International Conference two (2) years out.	2 <sup>nd</sup> Vice President
	Email proposed changes to By-laws.	President
<b>10 February</b>	Letter of intent from interested host schools for ASC International Conference for two (2) years out.	2 <sup>nd</sup> Vice President
<b>15 February</b>	Officer Elections – Announcement of Results	1 <sup>st</sup> Vice President
<b>15 February</b>	Deadline for submitting nominees for ASC Awards to Awards Committee Chair	Regional Directors
	OP 07B ASC International Outstanding Educator Award	
	OP 07C ASC International Excellence in Teaching Award	
	OP 07D International ASC Outstanding Researcher Award	
	● OP 07E ASC Regional Teaching Award	
	● OP 07F ASC Regional Outstanding Educator Award	
<b>01 March</b>	● Proposals due from interested host schools for ASC Annual International Conference for two (2) years out.	2 <sup>nd</sup> Vice President
<b>15 March</b>	● Call for written Annual Reports (Regional, Management, and Operational) for conference.	President
	●	
	Approval of ASC Awards Nominees	Awards Committee
	Select ASC Awards recipients	Awards Committee
<b>April</b>		

Date	Report/Action	Responsible Office
	<b>PRE-CONFERENCE BOARD MEETING:</b> A Board meeting shall be held in advance of the annual conference at the location of the conference; By-laws, Article V, Section 3.2(a). <i>All reports to be submitted to Secretary within 30 days after the meeting.</i>	
	<b>Meeting Agenda</b>	President
	<b>Contents:</b>	
	Roll call establishing quorum as per Bylaws	Secretary
	Conference; Program overview	Conference Host/1 <sup>st</sup> Vice President
	Management Committees annual report	
	● Executive Committee	President
	● Awards Committee	President
	● Finance Committee	1 <sup>st</sup> Vice President
	Financial Statement/ Budget (HC)	Treasurer
	New/Dropped members (HC)	Finance Manager
	Publications Committee	2 <sup>nd</sup> Vice President
	Proceedings	Proceedings Editor
	Journal	Journal Editor
	Webmaster (electronic file copy)	Webmaster
	Election Committee	1 <sup>st</sup> Vice President
	Strategic Plan – review/update/action items	President
	Old Business	President
	New Business	President
	●	
	●	
<b>April</b>	<b>GENERAL MEMBERSHIP (BUSINESS) MEETING:</b> A general meeting of the membership shall be held to conduct the business of the Association during the annual conference; Bylaws, Article X, Section 2.1. <i>All reports to be submitted to Secretary within 30 days after the meeting.</i>	
	<b>Meeting Agenda</b> – hardcopy (HC)	President
	<b>Contents:</b>	
	Roll call establishing quorum as per Bylaws (if voting is required during the meeting)	Secretary
	Regional Annual Reports (1-8)	Regional Directors
	Regional activities during conference and past year	
	● Report on Conference meeting	
	● Operations Committee Annual Reports (and presentation of awards if any)	<b>Committee Chairs</b>

Date	Report/Action	Responsible Office	
	Faculty Career Development	Region 1	
	Education	Region 2	
	● Faculty Professional Development Workshop	Region 3	
	Marketing ( <b>Requires Board Discussion</b> )	Region 4	
	Research	Region 6	
	Industry Relations	Region 7	
	International Development	Region 8	
	Management Committees - Overview	President	
	Strategic plan report/update	President	
	Presentation of next year’s conference	Host School	
	● Old Business	President	
	● New Business	President	
	●		
April	<p>● <b>POST CONFERENCE BOARD MEETING:</b> 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 Association is properly organized for the coming year. This meeting of the Board may also consider any and all affairs referred to it by the annual conference or authorized by the Bylaws; Bylaws, Article V, Section 3.2(b). <i>All reports to be submitted to Secretary within 30 days after the meeting.</i></p>		
	<p>● <b>Meeting Agenda</b> – hardcopy (HC)</p>	President	
	<p><b>Contents:</b></p>		
	Roll call establishing quorum as per Bylaws		Secretary
	Post Conference review	Conference Host 1 <sup>st</sup> Vice President	
	Next year’s Conference update	Conference Host 1 <sup>st</sup> Vice President	
	● Presentations for hosting the Annual Conference (2 years out)	2 <sup>nd</sup> Vice President	
	● Discussion and vote for hosting Annual Conference (2 years out)	2 <sup>nd</sup> Vice President	
	● BoD Review/Approve Operations Committee chair and membership (info provided by the Chairs of these Committees)	President	
	● Review/Update/Edit responsibilities as outlined in OP 02 and OP 20	President	
	● Old Business	President	
	● New Business	President	

Date	Report/Action	Responsible Office
	•	
<b>01 May</b>	• Officer Roster Update on Website	Webmaster
	• Awards - News Item	President (Awards Chair)
	<b>All Regional, Management and Committee reports from Annual Meeting are due (30 days after meeting).</b> Submit to Secretary	BoD and Committee Chairs
	Mid-year Meeting Notice.	President
	Publish list of Student Competition Dates on Website	Secretary
<b>01 June</b>	Annual Meeting Minutes (draft complete) • Pre-Conference Board Meeting • General Membership Meeting Post-Conference Board Meeting	Secretary
	1 <sup>st</sup> Call for Papers (ASC Annual International Conference Proceedings).	Proceedings Editor
	Conference Recap and finalize financials.	Conf. Host Coordinator 1 <sup>st</sup> Vice President
	• Call for Lifetime Achievement Award nominations. Due prior to Board of Directors mid-year meeting.	Awards Committee Chair (ASC President)
	Update Homepage Annual Report.	Webmaster

## **Operating Procedure 03 – ASC Annual International Conference Guidelines**

**Purpose: To provide guidance for the execution of the ASC Annual International Conference.**

**[Reference Article X of the ASC By-laws]**

**[Reference OP 06 - Region Directors for Regional Conference information.]**

### **1. General**

- a. The Conference Host representative shall present the proposed schedule of events and conference facilities to the Board for approval at the midyear Board meeting prior to the conference.
- b. The 1st Vice President shall have the responsibility for planning, coordination, and oversight of the conference program.
- c. The 1st Vice President shall have general oversight responsibility for the host's logistical support for the conference.
- d. The ASC Annual International Conference Proceedings Editor shall coordinate the paper presentations with the Conference Host.
- e. The Board shall select the Conference Host from host proposals, preferably at least two years prior to the ASC Annual International Conference.

### **2. ASC Annual International Conference**

- a. Selection of conference host
  - i. Any ASC member or group of ASC members may make a request to host the ASC Annual International Conference. The location of the conference will be determined by the host. The 2<sup>nd</sup> Vice President shall be responsible for the solicitation of conference proposals by October 1<sup>st</sup>.
  - ii. The solicitation will indicate that ASC will be making selections for the conference host institution at least two years in advance. Institutions responding to the solicitation should indicate if they are submitting only for a specific year, or if they are submitting for either year.
  - iii. A prospective conference host should submit a response per the Request for Proposals (RFP). The full proposal is due at the pre-board meeting of the ASC International Conference that year, as indicated in the solicitation.
  - iv. The ASC Board reserves the right to award or reject proposals based on the merits of the proposal.
- b. Proposal Contents
  - i. The ASC Board will select from the RFP respondents the best proposal meeting the needs of the ASC. Factors considered (at a minimum) by the Board shall include the host institution, the facilities, the conference location, costs, dates, alignment with the ASC strategic plan, and the quality of the proposed program.

- ii. The Board will make its selection at the annual post-conference Board meeting. The selected host will be notified within two weeks of the post-conference Board meeting such that the respondent may begin to prepare a formal, detailed conference plan for presentation at the next year's pre-conference meeting.
  - iii. The proposal should include (but not limited to) the following:
    - 1. An oral and written presentation with sufficient copies of pertinent information. If necessary, a video conference presentation may be made.
    - 2. An Invitation letter signed by the hosting institution's conference chair.
    - 3. A Proposed Conference Theme
    - 4. Brief description of the host's capability to execute responsibilities.
    - 5. Available conference facilities.
    - 6. Other information that might encourage approval, i.e., local attractions, extra activities, transportation plans, etc.
- c. Timeline for Actions to Host The ASC International Annual Conference
- i. Three or Four Years Prior To Conference:
    - 1. The 2<sup>nd</sup> Vice President shall put out call(s) to member institutions interested in hosting the Conference.
  - ii. Two or Three Years Prior To Conference:
    - 1. Conference host presents formal proposal to ASC Board at post-conference board meeting.
    - 2. Responses to the 2<sup>nd</sup> Vice President RFP are received prior to the pre-conference Board meeting.
    - 3. ASC Board, through the 1<sup>st</sup> Vice President, states requirements, negotiates changes, if necessary, and approves proposal.
    - 4. ASC President announces selected Conference Host, location and date to membership as soon as possible following selection by the Board and confirmation by the proposing Conference Host.
    - 5. Conference Host reserves conference hotel and meeting facilities and starts planning process.
  - iii. One Year Prior To Conference:

1. In coordination with the 1st Vice President, Conference Host representative briefs Board at post-conference meeting on status of conference planning and receives information related to desired conference program.
2. Conference Host appoints conference committees, establishes budget, generates a conference home page, begins developing conference app or alternate communication tool.

iv. Six Months Prior To Conference:

1. Conference Host representative briefs Board at mid-year meeting on conference plans, local program, and unresolved problems.
2. ASC 1st Vice President has responsibility for professional program content and coordinates program activities and requirements with Conference Host representative.
3. ASC President assigns board member responsibilities for conference program tasks as necessary.
4. ASC Proceedings Editor shall coordinate paper presentation schedule with the Conference Host and put out calls for paper moderators.
5. In the event of an IJCER special issue publication prior to the conference, the conference host shall coordinate with the Journal Editor for a special presentation session/track of the papers published in that special issue.
6. Conference Host sets up conference website with information packet, registration forms, and link to paper submissions to ASC membership in cooperation with the 1<sup>st</sup> Vice President, Webmaster, and Proceedings Editor.

v. 6 Months Prior To Conference:

1. OP 03A - Annual International Conference Grant administration
2. OP 07 – Awards administration: ASC provides a list of award recipients to the Conference Host
3. Conference Host in coordination with ASC 1st Vice President orders awards. Cost of the awards will be covered by ASC

d. Responsibilities of Conference Host Representative

- i. General: The Conference Host representative shall be responsible for planning and execution of the logistical requirements and the local social events for the ASC Annual International Conference in accord with ASC OP 03 - Annual International Conference Guidelines and ASC OP 03A - Annual International Conference Grant.

- ii. The Conference Host representative shall report to the ASC 1<sup>st</sup> Vice President, who shall determine/review the conference-meeting program for content and schedule.
- iii. The Conference Host representative shall coordinate with the Proceedings Editor for the assignment of paper presentations and moderators within the conference schedule.
- iv. Meetings: The Conference Host representative shall attend, either in person or online video meeting, the Board of Directors post-conference and mid-year meetings during the year prior to hosting the annual conference to review/present planning, progress, and schedules.
- v. Tasks: The following tasks are typical of those required to fulfill Conference Host responsibilities:
- vi. Conference theme.
- vii. Coordination of speakers, presenters, guests, other seminars, etc. The conference template can be found in OP-03A.
- viii. Cooperation and coordination with other co-hosts (e.g., Sigma Lambda, Chi, MEAC, Architecture Plus Construction Alliance, CIB, etc).
- ix. Publicity/public relations.
- x. Publish Basic Conference website by Oct. 1. with information on general conference and links to proceedings submissions. Registration should open by December 1. Complete conference website (to be published within 3 months of conference) with information/links for lodging, maps of the area, maps of the venue, program of events, conference registration, additional events details and registration, other items as appropriate.
- xi. Registration form - design, distribution, listing.
- xii. Financial - Coordination with the ASC Finance Manager of the receipt of revenues or payment of expenses incurred.
- xiii. Procure Conference sponsors.
- xiv. Hotel - reservation, coordination for number and cost of guest rooms, ground travel to airport, room layout, etc.
- xv. Procure Meeting rooms..
- xvi. Equipment - audio-visual, computer, wifi, printer, copier.
- xvii. Equipment - needs assessment, set-up, security, recovery.
- xviii. Meals - menus, table arrangement, locations.

- xix. Refreshments and snacks for conference break periods.
- xx. Public and private transportation - vans/busses and drivers to locations during event, i.e. from hotel to opening ceremony / closing banquet location, off-site tours, etc .
- xxi. Social events - tours and entertainment.
- xxii. Conference Host exhibits and tour of host facilities/campus.
- xxiii. Provide student assistance during events.
- xxiv. Industry exhibitors - communication and coordination.
- xxv. Program design, printing, and distribution.
- xxvi. Attendee packets - token gift, name tags, program, map, draft proceedings, receipts.
- xxvii. Spouse/Guest program.
- xxviii. Reception desk - guest facilitators, late registrations.
- xxix. Letters of appreciation.
- xxx. Budgeting and financial recap. detailed expenses report to be provided.
- xxxi. Conference evaluation and report.

### **3. Financial Reporting**

- a. A final financial report shall be compiled by the Conference Host in conjunction with the ASC at the completion of the Conference and delivered to the ASC Finance Manager no later than June 1. Upon receipt of the financial report (See Table A), the ASC Board of Directors will review and the portion of profit/ (loss) will be shared between the Conference Host and ASC equally.

### **4. Budget**

- a. The Conference Host shall prepare a budget and determine conference registration fees with the objective of having the conference break even. The cost of credit card fees for processing registrations, the Student Grants (i.e. OP 03A - Annual International Conference Grant).The ASC 1<sup>st</sup> Vice President has oversight responsibility for the conference financial budget. Note: ASC Lifetime Achievement Awardee and one guest travel is paid by ASC, however, registrations for the awardee and one guest are paid by the conference host. Conference hosts will absorb registration fees for previous ASC Lifetime Achievement awardees for any conference they attend. Fellows registration is covered in the year that they receive the award.

## **5. Conference Sponsors**

- a. A conference may be enhanced without raising the registration fee by enlisting local construction industry to financially sponsor specific conference events. Industry involvement in conference activities must support and be in accord with the purpose of ASC and have prior Board approval. The Conference Host shall coordinate and account for all sponsor donations, whether cash or in-kind (e.g. services donated).

## **6. Hotel/Conference Facilities**

- a. The Conference Host must obtain tentative hotel and meeting room reservations prior to making the proposal to the board two years prior to the conference. Obtain reservation and group room rate confirmation in writing as soon as possible after approval of the conference location. University meeting rooms and conference facilities has often been used to lower costs. Local circumstances will dictate the options available. The hotel contract is to be reviewed and approved by ASC 1<sup>st</sup> Vice President and ASC Finance Manager before final signature by the Conference Host.

## **7. Publicity/Public Relations**

- a. The Conference Host shall plan a short presentation highlighting their conference to the attendees of the general membership meeting at the conference prior to yours. Provide Chamber of Commerce or Department of Tourism brochures if available. Produce a conference home page linked to the ASC home page and provide additional links to their program, school, and the surrounding attractions. In early November, the Conference Host shall provide sufficient registration information to each member school. Include the tentative conference program and all the information necessary to register for the conference and make hotel and transportation arrangements.

## **8. Transportation**

- a. The public ground transportation available to meet the needs of the attendees must be included with the conference registration packet. Make arrangements for using University vans to shuttle participants locally, if necessary. Provide details such as time schedules and pickup points on a map, if possible.

## **9. Meals**

- a. Select menus and provide estimates on number of meals. Determine latest available time to finalize cost and number of meals. Anticipate some no-shows so to minimize charges for uneaten meals. Meals should also include a lunch or dinner for the invited guest speakers.

## **10. Program**

- a. The ASC 1st Vice President has overall responsibility for the conference program content, but is dependent on the Conference Host representative for program arrangements such as room assignments and locally sponsored events. The program's

content should be outlined by the Conference Host at the post-conference board meeting, one year prior to the event, and refined to include times at the mid-year meeting, approximately six months prior to the event.

### **11. Guest Speakers**

- a. The Conference Host shall coordinate with the ASC 1st Vice President in the selection of guest speakers and the coordination of their needs. There shall be no registration fee for invited guest speakers.

### **12. Visual Aids / Multimedia Equipment**

- a. All speakers will be informed of the AV available for presentations. All speakers will have appointed moderators selected by the Conference Host in coordination with the Proceedings Editor and the 1<sup>st</sup> Vice President. The moderator's duties include assuring that the speaker's equipment needs are met. (See Table A.) Include costs of equipment in the conference budget, if necessary. Conference host shall provide AV support during the conference.

### **13. Computer and Copier Support**

- a. Internet access for attendees is required during the conference. Make arrangements for a computer with internet access service and a printer. The Conference Host is to provide a sufficient number of projectors with the capability to facilitate conference presentations. In addition, the Conference Host needs to arrange for a copier or copy service.

### **14. Registration fee will be determined by Conference Host and the ASC Board of Directors.**

- a. Maintain a list of attendees, their institution, and fees paid as they register. Registrations will likely come in slowly, even if there is a reduced fee for early registration. Expect some to register upon arrival. Have enough people at the conference registration table to handle pre-registered attendees as well as those not registered. Prepare attendee packets prior to arrival to include at least nametags, the latest program schedule, maps, token gift, and a receipt for the registration fee. Have a person on standby to help resolve problems. As soon as registration is completed, attendees appreciate having a list of all who attended the conference.

### **15. Facilitation / Student Support**

- a. It is helpful to have host faculty and students identified by a unique color name tag or badge ribbon and readily available to provide assistance to attendees. Students often provide valuable host services such as van driver, tour guide, or messenger.

### **16. Name Tags**

- a. All conference participants should be provided with a plastic covered nametag that identifies the name and institution of the person. Print the first or nickname in the center with large bold font, so that it is easily read. First-time attendees, Board of

Directors, guests, speakers, exhibitors, and hosts need to be provided with unique color and/or ribbon on their nametags.

### **17. Guest/Spouses' Program**

- a. Attendance by guest/spouses varies depending on location, but particularly where local attractions are of high interest. The conference attendance may be raised by offering activities for guest/spouse attendees. A registration fee can be charged for the guest/spouse activities to cover costs incurred.

### **18. Exhibitors**

- a. Fees:
  - i. Charge higher for non-members. In addition, all exhibitor representatives shall pay the conference registration fee. Exhibitor and registration fees shall be paid to the ASC. Non-profit construction related organizations will be provided complimentary exhibit space on a space-available basis. Each organization representative shall pay the conference registration fee. If offering a reduced registration rate for student attendees that are presenting papers, make sure to include a requirement that all paper presentations require a full registration payment.
- b. Conference Host Responsibilities:
  - i. Identify industrial members and other non-members who may desire to exhibit their product or service to construction educators at the ASC Annual International Conference.
  - ii. Identify space at conference facility to accommodate exhibitors. Select space that provides security for display materials as well as visibility to attendees. Visibility may be enhanced by having the refreshments during program breaks in the display area.
  - iii. Send communications (i.e. letter/electronic) to prospective exhibitors providing conference registration information, exhibitor registration information, and other information such as:
    - 1. Contact person to answer exhibitor's questions.
    - 2. Days and hours when exhibits will be displayed.
    - 3. Size of exhibit space and table provided.
    - 4. Accessibility of electrical power.
    - 5. Number of attendees anticipated.
    - 6. Person and address to receive shipments of exhibitor materials.

- iv. Arrange with hotel or other conference facilitator to receive and store exhibitor materials that are shipped for the conference.
- v. Determine availability of shipping service for exhibitor materials after the conference.
- vi. Advise and coordinate needs of exhibitors.
- vii. Recognition of Exhibitors: Provide name tags. List exhibitor companies in the printed conference program. List exhibitor representatives on the list of conference attendees.
- viii. Recognize and thank the exhibitors for their contribution to the conference at an appropriate time in the conference. Make the exhibitors feel welcome.

### **19. Post-Conference Reports**

- a. Send a report to the ASC 1<sup>st</sup> Vice President (e-mail is acceptable) containing the conference evaluation results, a list of the attendees, and your recommendations for future conference planning. Send a financial report to the ASC Finance Manager with an information copy to the 1<sup>st</sup> Vice President to be completed no later than June 1 (see Table 2).

### **20. Individual Conference Refunds**

- a. Faculty registration fee refunds shall be made if requested and received three weeks or more prior to the conference starting date. Refunds after that date shall be made for reasons such as illness or family emergency as determined by the conference host. This policy shall be printed on the conference registration form.

**Table 1:**

<b>PAPER PRESENTATION MODERATOR INSTRUCTIONS</b>
<b>Moderator Responsibilities: Maintain the program schedule Assist the speaker</b>
Normally, <b>20 minutes is scheduled for each presentation</b> including the time for questions and answers:
<ul style="list-style-type: none"> <li>● 15 minutes for presentation</li> <li>● 5 minutes for Q&amp;A</li> </ul>
It is important that the presentations start and end on time. To assist the speaker to do a good job, it is best that you meet with the speaker, or at least communicate with the speaker, well before the presentation to introduce you, offer assistance, and obtain sufficient biographical information to make a brief introduction.
<b>Technique to maintain the schedule:</b>
Check the program for scheduled times and start your introduction of the speaker on time. Have a pre-planned unobtrusive signal arrangement with the speaker to communicate 10, 5, and 1-minute warnings. One way is to stand and take a position to the side or behind the audience at the 10-minute warning, raise your hand showing five fingers for the 5-minute warning, and walk slowly to join the speaker at the front of the audience when one minute remains. If questions are still coming when it is time to end, suggest that the interested parties meet privately with the speaker during the break. Then thank the speaker for the presentation and the audience for their interest. All presentations shall start at the scheduled time, regardless of no shows and/or presentations ending early.
<b>Additional considerations to assist the speaker:</b>
Check the room at least one hour prior to the presentation to ensure that the speaker's required equipment is in the room and in working order, or that assurances have been made to provide the equipment as required.
Arrive at the room 5-10 minutes before the presentation to assist the speaker and attend to any last minute details.
Operate projection equipment if desired.
Dim and brighten the room lighting as required during the course of the presentation. If a microphone is used, be familiar with or make arrangements for adjustments, if they become necessary.
Announce during the introduction how the speaker would like to handle questions and answers - during or after the talk. If the audience is reluctant to ask questions and if the speaker is relying on questions for discussion, ask a question that will possibly prompt more questions from the audience.

Table 2:

ASC Annual International Conference- (Host) - (Date)					
Income and (Loss) Statement					
	Description	%	Amount	Subtotal	Net Total
<b>REVENUE:</b>					
	<b>Registration Revenue:</b>				
	<b>Conference Attendees</b>	<b>##</b>			
	<b>Exhibitors</b>	<b>##</b>			
	<b>Donation Revenue</b>	<b>##</b>			
				\$ -	
<b>EXPENSES:</b>					
	<b>Personnel</b>	<b>##</b>			
	<b>Graduate Awards</b>	<b>##</b>	<b>Up to \$3,000</b>		
	<b>Transportation</b>	<b>##</b>			
	<b>Supplies</b>	<b>##</b>			
	<b>Giveaway Items</b>	<b>##</b>			
	<b>ASC Awards</b>	<b>##</b>			
	<b>Registrations for ASC Lifetime Achievement Awardees</b>	<b>##</b>			
	<b>Web Development</b>	<b>##</b>			
	<b>Signage</b>	<b>##</b>			
	<b>AV Equipment</b>	<b>##</b>			
	<b>Entertainment</b>	<b>##</b>			
	<b>Meals for Pre- and Post-Conf. Board mtgs. Including rental of the room.</b>	<b>##</b>			
	<b>Printing</b>	<b>##</b>			
	<b>Conference Facility/Food/Drink</b>	<b>##</b>			
	<b>Credit Card Fees</b>	<b>##</b>			
	<b>Miscellaneous Expenses</b>	<b>##</b>			
				\$ -	
			<b>NET INCOME (LOSS)</b>	\$ -	

## **Operating Procedure 04 - Meeting Minutes**

**Purpose: To provide a record of meetings.**

**[Reference Article IV, Section 5, paragraph 4 of the ASC By-laws]**

### **1. ASC Secretary (Board of Directors)**

- a. Collects and compiles committee and regional reports.
- b. Prepares minutes of the ASC Annual International Conference general membership meeting and all Board of Directors meetings.
- c. Sends Meeting Minutes to the ASC Board of Directors within 30 days after the annual meeting and mid-year meeting for review and comment.
- d. After ASC Board approval, provides final electronic copies of meeting minutes and committee reports within 60 days after the annual meeting and mid-year meeting to the Webmaster for posting and archival
- e. Maintains notes of the ASC Executive Committee Meetings and distributes to the Executive Committee within 14 days of each meeting.

### **2. Regions, Committees and Task Forces**

- a. Prepare reports as requested by the ASC Secretary.
- b. Send reports to the Secretary for disbursement as needed for review and comment.

updated 10/7/21



**ASC Vision**

*Inspire excellence in construction leadership, education and research.*

**ASC Mission Statement**

*Advance construction education by supporting members in teaching best principles and practices, research innovation, and service to their institution, community and the industry.*

**5 year Definable Goals 2021-26**

**Foster and support a culture of mentoring within ASC**

- 1 Work with the faculty development committee to assure mentoring is a key element of their work
- 2 Assure every ASC International appointed or elected position is mentoring a replacement
- 3 Develop an intentional new faculty program associated with the International Conference
- 4 Encourage PhD students to become active in ASC to foster future mentoring

**Collaborate with and promote international education**

- 1 Increase # of students in international competition
- 2 Establish a 9th region
- 3 Engage digital media and other methods to market effectively to all audiences

**Expand the breadth and depth of ASC Research Publications**

- 1 Increase at least two of the key journal metrics (downloads, SJR, Citescore, and H-index)
- 2 Increase # of ASC participating programs in proceedings submission
- 3 Create two categories of paper submissions at the International Conference, one focused on CM best practices and another on traditional research methodologies.

**Increase training for faculty**

- 1 Develop an active learning CM teaching training program
- 2 Develop a teach the teacher program for new faculty
- 3 Facilitate a targeted training program for industry interested in a future in teaching
- 4 Organize and operate at least one online training event for faculty (consider sessions on enclosure and materials and methods)
- 5 Attach a key take away certification, or training to the annual conference

**Increase benefits for construction education**

- 1 Secure a taskforce to establish and implement a CM department leadership development program
- 2 Develop a hybrid International Conference (bricks and clicks) within 5 years  
Increase the number of member institutions engaging in ASC activities

**Strengthen the relationship with industry and organizations**

- 1 Establish a fund to off set the annual conference with \$40k from industry donations
- 2 Double the number of industry members at the national level
- 3 Develop a student job board on the website funded by industry

**Secure sustainable and operationally efficient organization**

- 1 Establish a clear risk management set of policies and procedures
- 2 Create a plan for a more sustainable and efficient operational structure
- 3 Expand current training and development program for regional operations
- 5 Explore cost allocation of regional services to national organization
- 6 Develop an improved website
- 7 Establish a marketing plan/program to highlight the benefits for ASC members

## 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.

<b>Region 1</b>	<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
<b>Region 2</b>	<u>Southeast</u> : Alabama, Florida, Georgia, Mississippi, North Carolina, South Carolina, Virginia, Tennessee, and Puerto Rico
<b>Region 3</b>	<u>Great Lakes</u> : Illinois, Indiana, Kentucky, Michigan, Ohio, Wisconsin; Ontario, Canada
<b>Region 4</b>	<u>North Central</u> : Iowa, Kansas, Minnesota, Missouri, Nebraska, North Dakota, South Dakota; Manitoba and Nunavut, Canada
<b>Region 5</b>	<u>South Central</u> : Arkansas, Louisiana, Oklahoma, Texas
<b>Region 6</b>	<u>Rocky Mountain</u> : Alaska, Arizona, Colorado, Idaho, Nevada, New Mexico, Montana, Utah, Wyoming; Saskatchewan, Alberta, and Northwest Territories, Canada
<b>Region 7</b>	<u>Far West</u> : California, Hawaii, Oregon, Washington; British Columbia and Yukon, Canada
<b>Region 8</b>	<u>International</u> : UK & Europe Region
<b>Region 9</b>	<u>International</u> : Oceania/Asia/Africa Region

**Note: Institutional members in Canada will be paired with the closest U.S. Region**

Note: Members from countries outside the US, Canada, and Europe will be affiliated with the closest geographical region, 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 outlined below in 3b. The director of each region shall serve on the Board of Directors of ASC.

- b. All Regional Directors shall notify and engage the 1<sup>st</sup> 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: 2025, 2028, 2031, etc.
  - Region 2, 5, 8: 2026, 2029, 2032, etc.
  - Region 3, 6, 9: 2027, 2030, 2033, 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, preferably 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 or PhD 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 to 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. Video conferencing 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.

## **9. Additional Regional Director Responsibilities**

- a. Oversight of member schools and faculty to maintain the accuracy of their data on the ASC webpage.
- 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).
- g. Maintain regional website content.
- h. Collect action item list from committee assigned to region within two weeks of ASC Annual Conference and forward to Executive Committee.

## **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.

## Operating Procedure 07 - Awards

**Purpose: To provide criteria and procedures for recognizing outstanding service to construction education and the Associated Schools of Construction.**

**Reference: Article IX of the ASC Bylaws. Special Committees may be appointed by the President and will report as directed.**

Note: All Awardees should be present at the Annual International Conference to accept these awards.

Excluding the Lifetime Achievement Award, eligibility for all other awards requires that the person nominated must be from an ASC Institutional Member School that is not delinquent with their dues at the time of nomination. Applications from candidates whose school dues or any invoices are past due will not be considered for this award.

1. **ASC Lifetime Achievement Award** (1 award max per year) is presented to academic or industry individuals who have made significant lifelong contributions to construction education. The Board of Directors selects the recipient. This award includes complimentary conference registration, compensation for travel and hotel to the annual conference for the recipient and a guest. Upon being awarded, this individual will receive lifetime complimentary conference registration for all future conferences they attend. See OP 7A for details.
2. **ASC International Outstanding Educator Award** (1 award max per year) is chosen from the recipients of the Regional Outstanding Educator Award by the ASC Awards Committee and presented at the Annual International Conference. See OP 7B for details.
3. **ASC International Excellence in Teaching Award** (1 award max per year) is chosen from the recipients of the Regional Teaching Award by the ASC Awards Committee and presented at the Annual International Conference. See OP 7C for details.
4. **ASC International Outstanding Researcher Award** (1 award max per year) is presented at the Annual International Conference to a full-time faculty member who has contributed to the dissemination of scholarly work within the Associated Schools of Construction community. Nominations are received and approved by the ASC Awards Committee for a vote. See OP 07D for details.
5. **ASC Regional Outstanding Educator Award** (1 regional award per year) is selected by the region and presented at the Annual International Conference to a full-time faculty member who has a minimum of seven years teaching experience at an Institutional Member University and who has made a significant contribution to construction education. See OP 7E for details.
6. **ASC Regional Teaching Award** (multiple regional awards each year) These awards are given to a full-time faculty member, who has two to six years of teaching experience at an Institutional Member University. See OP 7F for details.
7. **ASC Academy of Fellows Award** (multiple awards each year) These awards provide recognition for faculty of ASC Institutional Member Schools who have attained distinction in

the areas of construction education or research. The Academy of Fellows also provides a forum through which Fellows can raise and deliberate key issues pertaining to contributions to construction education and research and make recommendations to the ASC Board of Directors. See OP 7G for details.

8. **Special Awards** are developed at the discretion of the Board of Directors. The Associated Schools of Construction must receive nominations and recommendations by 5 days prior to the regional meetings.
9. **Service Awards** are to recognize the service of officers of the ASC upon completion of their terms of office by presentation of a plaque at the ASC Annual International Conference.

# Associated Schools of Construction Award Application Form



Date:

<b>Step 1. Award Category (Select One)</b>	
<input type="checkbox"/>	Lifetime Achievement Award
<input type="checkbox"/>	International Outstanding Researcher Award
<input type="checkbox"/>	Regional Outstanding Educator Award
<input type="checkbox"/>	Regional Teaching Award
<b>Step 2. ASC Region</b>	
<b>Step 3. Nominee Contact Information</b>	
Name:	
Title / Position:	
University:	
Department:	
College:	
Dept. Chair / Head:	
Dean:	
Provost:	
Email Address:	
Phone Number:	
University Address:	
City:	
State:	
ZIP +4:	
Outside U.S.	
Phone Number:	
Postal Code:	
Province /Region:	
Country:	
<b>Step 4. Person Submitting Nomination</b>	
Name:	
University:	
Email Address:	

## **Operating Procedure 07A – ASC Lifetime Achievement Award**

**Purpose:** The Associated Schools of Construction ASC Lifetime Achievement Award is given annually to an individual who has made significant lifelong contributions to construction education. It recognizes the exemplary efforts of individuals who have worked throughout their careers to develop and advance construction education through the sharing of ideas/ knowledge, inspiration, guidance and/or the promotion of excellence in curricula, teaching, research and service. This award includes complimentary conference registration, compensation for travel and hotel to the annual conference at which the award is presented. Upon being awarded, this individual will receive lifetime complimentary conference registration for all future conferences they attend. Lifetime Achievement Award winners will also receive honorary membership in ASC.

Note: The awardee must be present at the Annual International Conference to accept this award, unless the award is being given posthumously.

Award limit: One recipient per year.

### 1. Eligibility

- a. Academic or construction industry leaders who have significantly contributed to the mission of ASC and the construction industry throughout their careers are eligible to receive this award.
- b. If the nominee is an active faculty member, the Institutional Member School must be current with their dues at the time of nomination, or no later than December 1st of that academic year. Applications from candidates whose school dues or invoices are past due will not be considered for this award.
- c. A nominee must have had previous, direct service to ASC (Regional Director, Office, Committee Chair, etc.) in order to be considered for this award.

### 2. Nominations

- a. Only a member of the Board of Directors can nominate an individual; however, any faculty member, colleagues, students, etc. can forward the names of potential nominees to their Regional Director (a Board member) for consideration. This Board member is responsible for the compilation and submission of the nomination materials. All applications must be submitted in electronic format by the start of the midyear Board of Directors meeting.

### 3. Screening and Award

- a. Nominations will be evaluated on the individual's lasting contributions to construction education, service to ASC (regional, national/international levels), and exceptional service to the construction industry. At their discretion, the Board of Directors will make awards to academic and industry professionals on alternating years. The final selection is made by the Board of Directors during the midyear meeting. The Award will be presented at the Annual International Conference.

### 4. Application

- a. All application material must be combined as a single PDF file in the following order:
    1. Application Form – must use the ASC Award Application Form (F07) located on the ASC Web site.
    2. Letter of recommendation from the nominee’s Department Head, Dean or an industry supervisor (if non-academic).
    3. Letters from two colleagues or other individuals familiar with the nominee's lifetime work.
    4. Recommendation from the nominating ASC Board Member,
  - b. Email a single PDF file containing all required application material in the order specified in 4. a. 1 - 4 to the ASC President.
5. Information Required from the Awardee
- a. The Board Member that nominated the Awardee must provide the following to the ASC President at least two months prior to the ASC International Conference.
    1. High resolution head shot photo of Awardee.
    2. One-page personal biography of Awardee.

## **Operating Procedure 07B – ASC International Outstanding Educator Award**

**Purpose:** The Associated Schools of Construction International Outstanding Educator Award is given annually to a mid- to late-career faculty member who has a minimum of seven years teaching experience at a four-year ASC member school. This award recognizes the faculty member's contribution to construction education, excellence in teaching, national/international service to the Associated Schools of Construction, and dedication to the construction profession.

**Note:** Awardee shall be present at the Annual International Conference to accept this award.

**Award limit:** One recipient per year.

### 1. Eligibility

- a. Any current full-time faculty member with a minimum of 7 years teaching experience from an Associated Schools of Construction Institutional Member School is eligible to receive this award. The recipient of this award is selected by the ASC Awards Committee; therefore, the nominee must have provided service to the ASC beyond that of their respective region activities (e.g. involvement in ASC organizational and/or management committees, serve as an ASC officer, serve as editor for an ASC publication, member of IJCER/Proceeding/CMCB editorial board/reviewer, etc.).
- b. The Institutional Member School must not be delinquent with their dues at the time of nomination. Applications from candidates whose school dues or any invoices are past due will not be considered for this award.

### 2. Nominations

- a. Recipients of the ASC Regional Outstanding Educator Award from the same year are automatically considered for this award.
- b. Nominations for this award are due to the President no later than February 1.

### 3. Screening and Award

- a. The recipients of the ASC Regional Outstanding Educator Award from each Region will be the only nominations considered for the ASC International Outstanding Educator Award.
- b. A vote will be taken of the ASC Awards Committee to select an overall ASC International Outstanding Educator recipient. The ASC International Outstanding Educator Award recipient will be announced at the ASC Annual International Conference.

### 4. Application

- a. Recipient of this award comes from the pool of ASC Regional Outstanding Educator Award recipients in the same year. See OP 07E ASC Regional Outstanding Educator Award for details of application materials

## **Operating Procedure 07C – ASC International Excellence in Teaching Award**

**Purpose:** The Associated Schools of Construction International Excellence in Teaching Award is given annually to one full-time faculty member who has two to six years of teaching experience at an ASC member school. This award recognizes the faculty member's contribution to construction education, excellence in teaching, service to the Associated Schools of Construction and dedication to the construction profession.

**Note:** Awardee must be present at the Annual International Conference to accept this award.

**Award limit:** One recipient per year.

### 1. Eligibility

- a. Any current full-time faculty member with a minimum of two and a maximum of six years teaching experience from an ASC Institutional Member School is eligible to receive this award. The recipient must be able to demonstrate contribution to the ASC including that of their respective region and international ASC activities (e.g. annual conference attendance, involvement in organizational and/or management committees, serve as editor for an ASC publication, member of IJCER/Proceeding/CMCB editorial board/reviewer, etc.).
- b. The Institutional Member School must be not delinquent with their dues at the time of nomination. Applications from candidates whose school dues or any invoices are past due will not be considered for this award.

### 2. Nominations

- a. Each Region may submit one nominee from their pool of Regional Teaching Award recipients each year to be considered for this award.
- b. Nominations are due to the President no later than February 1.

### 3. Screening and Award

- a. Each Region can submit only one name from their respective region's pool of Regional Teaching Award recipients per award year.
- b. A vote will be taken of the ASC Awards Committee to select an overall ASC International Excellence in Teaching recipient. The Award recipient will be announced at the ASC Annual International Conference.

### 4. Application

- a. Recipient of this award comes from the ASC Regional Teaching Award nominee selected from their respective region's pool of Regional Teaching Award recipients in the same year. See OP 07F ASC Regional Teaching Award for details of application materials.

## **Operating Procedure 07D – ASC International Outstanding Researcher Award**

**Purpose:** The Associated Schools of Construction International Outstanding Researcher Award is given annually to a full-time faculty member at a four-year ASC member school. This award recognizes the faculty member's quality of research, contribution to the dissemination of scholarly work within the ASC community, and service to the Associated Schools of Construction.

**Note:** Awardee must be present at the Annual International Conference to accept this award.

**Award limit:** One recipient per year.

### 1. Eligibility

- a. Any current full-time faculty member with research experience at an Associated Schools of Construction Institutional Member School is eligible to receive this award. The recipient of this award is selected by the ASC Award Committee; therefore, the nominee must have provided service to the ASC beyond that of their respective regional activities (e.g. involvement in the ASC Research Committee, serve as an ASC officer, served as editor for an ASC publication, member of IJCER/Proceeding/CMCB editorial board/reviewer, etc.)
- b. The Institutional Member School must not be delinquent in their dues at the time of nomination. Applications from candidates whose school dues or any invoices are past due will not be considered for this award.

### 2. Nominations

- a. A faculty member may be nominated by students, colleagues, him/herself or any other person familiar with the faculty member's qualifications. All nominations shall be forwarded to the ASC President.

### 3. Screening and Award

- a. Nominations for this award, including all application materials, shall be forwarded to the ASC President by February 1.

The ASC Award Committee considers each nominee for designation as an International Outstanding Researcher. A vote will be taken of the ASC Awards Committee to select an International Outstanding Researcher recipient.

### 4. Application

- a. All application material must be combined as a single PDF file in the following order:
  1. Application Form – must use the ASC Award Application Form (F07) located on the ASC Web site.
  2. Letter of recommendation from the nominee's Department Head and/or Dean.

3. Two letters from colleagues or other individuals familiar with the nominee's activities.
  4. Current copy of nominee's vita.
  5. Nominee's statement of 500 words or less describing their research philosophy. Include evidence of quality research and outstanding contribution to the dissemination of scholarly work within the Associated Schools of Construction community.
  6. Nominee's statement of involvement and service to ASC.
- b. Email a single PDF file containing all required application material in the order specified to the ASC President by February 1.

## **Operating Procedure 07E – ASC Regional Outstanding Educator Award**

**Purpose:** The Associated Schools of Construction ASC Regional Outstanding Educator Award is given annually to a mid- to late-career faculty member who has a minimum of seven years teaching experience at a four-year ASC member school. This award recognizes the faculty member's contribution to construction education, excellence in teaching, national/international service to the Associated Schools of Construction, and dedication to the construction profession.

**Note:** Awardee must be present at the Annual International Conference to accept this award.

**Award limit:** One recipient per Region per year.

### 1. Eligibility

- a. Any current full-time faculty member with a minimum of 7 years teaching experience from an Associated Schools of Construction Institutional Member School is eligible to receive this award. The recipient of this award is selected by the ASC Awards Committee; therefore, the nominee must have provided service to the ASC beyond that of their respective region activities (e.g. involvement in ASC organizational and/or management committees, serve as an ASC officer, serve as editor for an ASC publication, member of IJCER/Proceeding/CMCB editorial board/reviewer, etc.)
- b. The Institutional Member School must not be delinquent with their dues at the time of nomination, or no later than December 1st of that academic year. Applications from candidates whose school dues or any invoices are past due will not be considered for this award.

### 2. Nominations

- a. A faculty member may be nominated by students, colleagues, him/herself or any other person familiar with the faculty member's qualifications. All nominations shall be forwarded to the respective Regional Director.

### 3. Screening and Award

- a. Each region can forward only one name from their respective region per award year. Nominations for this award, including all nomination materials, shall be forwarded to the respective Regional Director five days prior to the regional meeting. A decision will be made at the regional meeting regarding which nomination to advance. The name of the region's recipient should be forwarded by the Regional Director to the ASC President within five days following the regional meeting.
- b. The ASC Award Committee, upon receipt of the recommendations from the Regional Directors, considers each recipient for designation as a Regional Outstanding Educator. A vote will be taken of the ASC Awards Committee to approve nominee(s). The Award recipient(s) will be announced at the ASC Annual International Conference.

- c. Recipients for this award will automatically be considered for the ASC International Outstanding Educator Award. See Operating Procedure 07B ASC International Outstanding Educator Award for more information.

#### 4. Application

- a. All application material must be combined as a single PDF file in the following order:
  - 1. Application Form – must use the ASC Award application form (F07) located on the ASC Web site.
  - 2. Letter of recommendation from the applicant's Department Head and/or Dean.
  - 3. Two letters from colleagues or other individuals familiar with the applicant's activities.
  - 4. Current copy of nominee's vita.
  - 5. Nominee's statement of 500 words or less describing their teaching philosophy. Include evidence of quality teaching and outstanding contribution to the dissemination of scholarly work within the Associated Schools of Construction community.
  - 6. Nominee's statement of involvement and service to ASC.
- b. Email a single PDF file, or provide an electronic folder, containing all required application material in the order specified in 4. a. 1-6 to the member's Regional Director.
- c. Regional Director forwards the recipients' application PDF file to the ASC President by February 1.

## **Operating Procedure 07F – ASC Regional Teaching Award**

**Purpose:** The Associated Schools of Construction ASC Regional Teaching Award is given annually to a full-time faculty member, who has two to six years of teaching experience at an ASC member school. This award recognizes the faculty member's contribution to construction education, excellence in teaching, service to the Associated Schools of Construction and dedication to the construction profession.

**Note:** Awardee must be present at the Annual International Conference to accept this award.

**Award limit:** Determined by Region.

### 1. Eligibility

- a. Any current full-time faculty member with a minimum of two years teaching experience from an ASC Institutional Member School who has provided service to the ASC at the regional level is eligible to receive this award.
- b. The Institutional Member School must not be delinquent with their dues at the time of nomination. Applications from candidates whose school dues or any invoices are past due will not be considered for this award.

### 2. Nominations

- a. A faculty member may be nominated by students, colleagues, him/herself or any other person familiar with the faculty member's qualifications. All nominations shall be forwarded to the respective Regional Director.

### 3. Screening and Award

- a. Each Region can submit any number of nominees as determined by the Region. Nominations for this award, including all nomination materials, shall be forwarded to the respective Regional Director. A decision will be made at the regional meeting regarding acceptance of the nominee(s). The name(s) of the Region's recipient(s) should be forwarded by the Regional Director to the ASC President.
- b. The ASC Award Committee, upon receipt of the recommendations from the Regional Directors, considers each recipient for designation for the ASC Regional Teaching Award. A vote will be taken of the ASC Awards Committee to approve the award. The Award recipient(s) will be announced at the ASC Annual International Conference.
- c. Recipients of this award are eligible to be considered for the ASC International Excellence in Teaching Award. See Operating Procedure 07C ASC International Excellence in Teaching Award for more information.

### 4. Application

- a. All application material must be combined as a single PDF file in the following order:

1. Application Form – must use the ASC Award application form (F07) located on the ASC Web site.
  2. Letter of recommendation from the nominee’s Department Head and/or Dean.
  3. Two letters from colleagues or other individuals familiar with the nominee’s activities.
  4. Current copy of nominee’s vita.
  5. Nominee’s statement of 500 words or less describing their teaching philosophy. Include evidence of quality teaching and outstanding contribution to the dissemination of scholarly work within the Associated Schools of Construction community.
  6. Nominee’s statement of involvement and service to ASC.
- b. Email a single PDF file, or provide an electronic folder, containing all required application material in the order specified in 4. a. 1-6 to the member’s Regional Director.
  - c. Regional Director forwards the application PDF file for all recipients to the ASC President by February 1.

## **Operating Procedure 07G – ASC Academy of Fellows**

**Purpose:** The Associated Schools of Construction ASC Academy of Fellows provides recognition for faculty of ASC Institutional Member Schools who have attained distinction in the areas of construction education or research. The Academy of Fellows also provides a forum through which Fellows can raise and deliberate key issues pertaining to contributions to construction education and research and make recommendations to the ASC Board of Directors. This award includes complimentary conference registration at which the award is presented, and an award of recognition. Fellows will also receive honorary membership in ASC.

**Note:** Awardee must be present at the Annual International Conference to accept this award.

**Award limit:** No annual limit, Awardees determined by ASC Board of Directors.

### 1. Eligibility

- a. Any non-tenured or tenure track faculty member or industry member that has made substantial contributions to construction education or research, as well as significant service activities to ASC, and have been at an active Institutional Member University(s) or Industry Member Company(s) for a minimum of 10 years.
- b. If the nominee is an active faculty member, the Institutional Member School must not be delinquent with their dues at the time of nomination. Applications from candidates whose school dues or invoices are past due will not be considered for this award.
- c. A nominee must have had previous, direct service to ASC (Regional Director, Office, Committee Chair, etc.) in order to be considered for this award.

### 2. Nominations

- a. A faculty member may be nominated by colleagues, him/herself or any other person familiar with the faculty member's qualifications. All nominations shall be forwarded to the respective Regional Director, which are then sent to the 2<sup>nd</sup> Vice President.

### 3. Screening and Award

- a. Each Region can submit any number of nominees as determined by the Region. A decision will be made at the mid-year board meeting regarding acceptance of the nominee(s).
- b. The ASC Board of Directors considers each recipient for designation as an ASC Fellow. A vote will be taken of the ASC Board, and a simple majority is needed to be conferred as an ASC Fellow. The Award recipient(s) will be announced at the ASC Annual International Conference.
- c. Recipients of this designation will receive lifetime membership as an ASC Fellow.

### 4. Application

- a. All application material must be combined as a single PDF file in the following order:
    1. Application Form – must use the ASC Academy of Fellows Application Form located on the ASC Web site.
    2. Two letters from colleagues or other individuals familiar with the nominee’s activities.
    3. Current copy of nominee’s vita.
    4. Statement on nominee’s contributions to construction education or research. Include evidence of quality teaching and outstanding contribution to the dissemination of scholarly work within the Associated Schools of Construction community.
    5. Nominee’s statement of involvement and service to ASC.
  - b. Email a single PDF file, or provide an electronic folder, containing all required application material in the order specified to the member’s Regional Director.
  - c. Regional Director forwards the application PDF file for all recipients to the ASC 2<sup>nd</sup> Vice President by September 1
5. Officers
- a. The ASC Academy of Fellows membership will consist of all living persons who have been named Fellows by the ASC Board of Directors. The Academy will have a Chair and Vice-Chair/Secretary. The officers will be elected by majority vote of those Academy members present at the Annual Meeting. The terms of office for the Chair and Vice-Chair/Secretary will be three years, and no individual may serve in the same office for more than two consecutive terms.
6. Meetings
- a. An Annual Meeting of the ASC Academy of Fellows will be held during the ASC International Conference. Other meetings can be held in-person or virtually if needed by the Academy. The Officers will preside over the meeting and will generate the agenda for each meeting.
7. Voting
- a. A vote on any recommendation by the Academy to the ASC Board of Directors will be decided by a simple majority of the Fellows present.
8. Liaison/Oversight
- a. The Officers of the Academy will maintain a liaison to the ASC Board of Directors via the ASC 2<sup>nd</sup> Vice President.

## Operating Procedure 08 – Committee Structure, Assignments and Oversight

**Purpose: To indicate chairs, assign membership, and provide oversight of the Management and Operational Committees. Updated yearly at the BoD post board meeting.**

The **Management** Committees are established by the Bylaws or by the Board of Director (BoD). The President has oversight or can assign oversight with BoD approval. Reports are provided to the Secretary within 30 days following the annual conference and the midyear meetings to be included in meeting minutes. It is the responsibility of the President to annually update this Operating Procedure after each annual conference and before BoD midyear meeting.

The **Operations** Committees as established by the Operating Procedures shall produce written reports of activities pertinent to their Committee. These reports shall be provided to the ASC Secretary electronically within 30 days following the annual conference for inclusion on the Association web page and for BoD review at the midyear meeting. Each Operations Committee shall be assigned a Board member with oversight responsibility for that committee.

Oversight includes, but not limited to, attending meetings, assisting the chairperson as needed, advisement on behalf of the BoD, report writing/reviewing/delivery if chairperson is unable to complete the task. Reports need to include committee status, a list of members, meeting attendance, overview of discussions, vote outcomes, and action items decided by that committee. Committee Chairs appoint members for a one-year appointment (or longer if specific committees dictate) during Annual Meeting. The Chairs provide the slate of appointments for the President to approve. Membership is contingent on approval by the President.

Committee	Type	Chairperson	Members	Oversight	Op
Executive Committee	Management	President	President 1 <sup>st</sup> Vice President 2 <sup>nd</sup> Vice President Secretary Treasurer	President	8A
Awards Committee	Management	President	Executive Committee- President 1 <sup>st</sup> Vice President 2 <sup>nd</sup> Vice President Secretary Treasurer	President	8B
Election Committee	Management	1 <sup>st</sup> Vice President	1 <sup>st</sup> Vice President Appointments by President	President	8C
Finance Committee	Management	1 <sup>st</sup> Vice President	1 <sup>st</sup> Vice President Secretary Treasurer Finance Manager*	President	8D

<b>Committee</b>	<b>Type</b>	<b>Chairperson</b>	<b>Members</b>	<b>Oversight</b>	<b>Op</b>
Publications Committee	Management	2 <sup>nd</sup> Vice President	IJCER Editors Proceedings Editors Poster/Abstract Editor Web Master	President	8E
Membership Committee	Management	2 <sup>nd</sup> Vice President	Webmaster Treasurer	President	8F
Faculty Career Development Committee	Operations	Christine Fiori	<i>(Self-identified on committee meeting roster)</i>	Region 1 Director	8G
Education Committee	Operations	Kristen Davis	<i>(Self-identified on committee meeting roster)</i>	Region 2 Director	8H
Teaching Workshop Committee	Operations	Jeong Woo	<i>(Self-identified on committee meeting roster)</i>	Region 3 Director	8I
Marketing Committee**	Management	2 <sup>nd</sup> Vice President	<i>(Appointed and/or Self-identified on committee meeting roster)</i>	Region 4 Director	8J
Research Committee	Operations	Mohammed Mehany	<i>(Self-identified on committee meeting roster)</i>	Region 6 Director	8K
Industry Relations Committee	Operations	P. Warren Plugge	<i>(Self-identified on committee meeting roster)</i>	Region 7 Director	8L
International Development Committee	Operations	Martin Čásenský	<i>(Self-identified on committee meeting roster)</i>	Region 8 Director	8M

For details about editor terms and organizational structure, see OP09.

## **Operating Procedure 8A – Executive Committee**

**Purpose:** To establish procedures for the Executive Committee

### **1. The Executive Committee:**

- a. Shall manage the affairs of the Association between Board meetings as necessary.
- b. Is subject to the orders of the Board and shall act consistently with actions previously taken by the Board.
- c. Consists of the President, 1st Vice President, 2nd Vice President, Secretary, and Treasurer.
- d. Reports its actions to the Board at the next Board meeting for recording in the meeting minutes.

## **Operating Procedure 8B – Awards Committee**

**Purpose:** To establish procedures for the Awards Committee:

### **1. The Awards Committee:**

- a. Consists of the Executive Committee; the President, 1st Vice President, 2nd Vice President, Secretary, and Treasurer.
- b. Shall select award winners based on the published criteria and procedures for recognizing outstanding achievements in teaching, research and service within construction education.
- c. The Treasurer or other assigned executive committee member shall interview nominators and create award presentation for the International Conference.
- d. The President (or Secretary) shall notify all award winners.

### **2. Nomination Submissions**

- a. The nomination for the Academy of Fellows is submitted to the 2nd Vice President by September 1st.
- b. All other award nominations are submitted to the President by February 1st.

## **Operating Procedure 08C Officer Elections Committee**

**Purpose: To establish procedures for the Officer Election Committee.**

**Reference Article VII, Section 4, of the ASC bylaws:**

1. The Officer Election Committee shall be appointed by the President and approved by the Board of Directors at the post-conference Board meeting prior to elections. The 1st Vice President shall serve as the chair.
2. Administers the call for nominations and the officer elections as required by Article IV, Section 3, of these bylaws and additional rules that may be established by the Board.

**Reference Article IV, Section 1, Elected Officers**

1. President
2. 1st Vice President
3. 2nd Vice President
4. Secretary

**Reference Article IV, Section 2, Terms of Office**

1. The terms of office shall be two years effective at the conclusion of the annual general-membership business meeting.
2. The 1st Vice President shall serve as president-elect. If the President resigns or is unable to complete the term of office, the 1st Vice President shall succeed the President.
3. If an officer, other than president, resigns or is unable to complete the term of office, the Board shall fill the position with an interim appointment, not to exceed six months. If more than a six-month vacancy is anticipated, a special election shall be held to fill the office.

**Reference Article IV, Section 3, Election of Officers**

1. Elected officers shall be faculty members representing institutional members.
2. Officers shall be elected by a majority vote by the appointed representatives of the institutional members. One vote shall be accepted from each institutional member in good standing.
3. The Chair of the Election Committee shall administer the call for nominations and the election of officers. The committee chair shall assure that all nominees accept their nomination prior to placing their name on the ballot.

**Procedures:**

- a. Nominations for the election of officers can be submitted by any faculty member from an ASC member-school.
- b. The person nominated must be a faculty member of a member school.
- c. The nomination must be in writing or by email to the ASC 1st Vice President

d. The written nomination shall include a write-up (not to exceed one typewritten page) about the person to be nominated. This one-page write-up may include a photo of the person nominated. The write-up cannot mention any names of endorsement. The Election Committee has the right to review and/or edit the write-up to assure compliance.

e. If more than three nominees are submitted for any one office, the Election Committee will place on the ballot the top three nominees as determined by the number of nominations received by each nominee. Their order on the ballot is to be determined by total number of nominations from member schools. If there is a tie in any of the counts, then the earliest nomination date would be used to break the tie. If still a tie, then the President will cast the tie-breaking vote. The Election Committee will forward the write-up along with a ballot to the member schools. (One vote per school)

f. The member school representative will submit the vote by the established date received.

g. In case of a tie, the Board will vote to break the tie. In case of a tie vote by the Board, the President will cast the tie-breaking vote.

## **Operating Procedure 08D - Finance Committee**

**Purpose: To establish procedures for operation of the Finance Committee.**

### **1. The Finance Committee:**

- a. Consists of the 1<sup>st</sup> Vice President, as chair, the Secretary, Treasurer, and Finance Manager.
- b. Monitors the financial condition of the ASC association and reports thereon to the Board of Directors and the general membership at the annual conference.
- c. Prepares an annual budget for the next fiscal year for review and preliminary approval by the Board of Directors at the pre-conference Board meeting and for final approval at the Mid-year Board meeting.
- d. Recommends increases in membership dues as necessary.
- e. Reviews the accounts of the ASC association annually and reports the findings to the Board of Directors at the mid-year Board meeting.

## **Operating Procedure 08E Publications Committee**

**Purpose: To establish procedures for the Publications Committee.**

**Reference Article IV, Section 5, Duties of the Officers, of the ASC bylaws:**

1. The Journal Editor: Manages all Journal processes as directed by the ASC Publications Committee Chair.
2. The Annual Conference Proceedings Editor: Manages all Annual International Conference Proceedings processes as directed by the ASC Publications Committee Chair.

**The Publications Committee:**

1. Shall consist of the Journal Editor, the ASC Annual International Conference Proceedings Editor, and the 2nd Vice President, who shall serve as the chair.
2. Shall develop, maintain, and publish instructions and guidelines for the Journal and the Annual International Conference Proceedings. Consultation with the ASC Board and specific ASC Board direction on issues of broad significance to the ASC membership shall be sought by the Committee.

## **Operating Procedure 8F – Membership Committee**

**Purpose:** To establish procedures for the Membership Committee

### **1. Section 7. Membership Committee**

- a. Shall consist of the 2nd Vice President (chair), Finance Manager, and Treasurer.
- b. The committee shall review all applications for membership to verify the applicant's eligibility for the classification requested.
- c. After eligibility of the classification requested has been verified by the committee, the 2<sup>nd</sup> vice president will compel the webmaster to send the application out for the Board's vote.
- d. After the vote is taken, the 2<sup>nd</sup> vice president will notify the finance manager, the webmaster, and the relevant regional director of the outcome of the board vote. If the application is accepted, the webmaster shall update the ASC website with the appropriate information. The finance manager will send an invoice to the new member, and the 2<sup>nd</sup> Vice President will send a welcome message to the new member.

## **Operating Procedure 08G Faculty Career Development Committee**

**Purpose: To establish policy and procedures for the Faculty Professional Development Committee.**

The committee shall develop projects and programs consistent with the Association's purpose and shall operate in accordance with the Association policy and procedures.

Committee membership is open to all Association members.

The committee members shall elect the committee chair for a three-year term at an annual conference meeting of the committee. In the absence of a committee chair, the regional director with assigned oversight responsibility shall appoint an interim chair or serve as the chair. Only individuals associated with Institutional Members are eligible for election to committee chairs.

Educational committees shall produce written reports of activities pertinent to their committee. These reports shall be provided to the ASC Secretary electronically within 30 days following the annual conference for inclusion on the Association web page and in the Annual Report.

Each educational committee shall be assigned a Board member with oversight responsibility for that committee.

### **Purpose:**

The Faculty Career Development Committee shall be concerned with:

1. Enhancing the viability of construction education as a professional career; either as tenure track or on a non-tenured path..
2. Organizing systematic planning for the advancement and promotion of the faculty members within the academic community.
3. Facilitating, broadening, and continuing involvement with professional industry associations on the local and national level.
4. Promoting the development of opportunities for relationships with industry, such as consulting practices, construction-related research, part-time employment, and exchange programs with contractors, owners, universities, and other employers.

### **Procedures:**

- The Director assigned oversight shall serve as the chairperson or appoint a chairperson. The appointed committee chairperson shall:
  - Maintain an active committee membership list.
  - Organize the committee meeting at the annual conference.
  - Coordinate with the Education Committee Chairperson.
  - Support faculty through discussion of available awards, etc...?
  - Report the activities of the committee to the Director with oversight.
  - Organize/promote panel discussions at the annual conference on topics such as:

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- Teaching methods
- Promotion and tenure
- Faculty exchange
- Consulting
- Industry internships
- Submit Faculty Career Development Committee electronic report to the ASC Secretary.
- Provide action item list from committee meeting at ASC Annual Conference to Regional Director within 2 weeks of conference.

## **Operating Procedure 8H Education Committee**

The committee shall develop projects and programs consistent with the Association's purpose and shall operate in accordance with the Association policy and procedures.

Committee membership is open to all Association members.

The committee members shall elect the committee chair for a three-year term at an annual conference meeting of the committee. In the absence of a committee chair, the regional director with assigned oversight responsibility shall appoint an interim chair or serve as the chair. Only individuals associated with Institutional Members are eligible for election to committee chairs. An assistant chair is recommended and may be determined at the discretion of the chair.

The education committee chair shall produce a written report of activities pertinent to their committee. These reports shall be provided to the ASC Secretary electronically within 30 days following the annual conference for inclusion on the Association web page and in the Annual Report.

Each educational committee shall be assigned a Board member with oversight responsibility for that committee.

The education committee shall pursue the following

1. Course Instruction and Support:
  - a. provide structured guidance, resources and support for course instruction,
  - b. particularly in relation to coursework under the different accreditation systems.
2. Aim:
  - a. to develop subject matter expert groups for exchange of ideas and growth of new and existing faculty members involved in these courses.
3. Subject Matter Guidance and Expertise:
  - a. Offer directed guidance and expertise in fields related to coursework and educational focused research. The committee will facilitate collaboration between individuals, groups, and institutions that are willing to share their knowledge in a collegial manner.
4. Information Technology & Education Software: Maintain a survey of information technology usage (including hardware, software and internet applications) at member schools. Provide a forum for identifying and characterizing the state of the art in information technology as it relates to construction education.

### **Purpose:**

The committee shall be concerned with:

1. Improvement of courses through the exchange of ideas among teachers of similar courses in subject areas such as:
  - a) Construction management courses
  - b) Case studies
  - c) Hands-on labs
  
2. Broad academic areas and specific subject matter areas for construction programs located in departments or colleges of construction, architecture, engineering, technology, etc., under the different accreditation systems.
  
3. The exchange of curriculum and course information among schools.

**Procedures:**

The committee chairperson shall:

1. Maintain an active committee membership list.
2. Organize the committee meeting at the annual conference.
3. Report the activities of the committee to the ASC Board and Director with oversight.
4. Organize/promote panel discussions at the annual conference on selected courses.
5. Submit an Education Committee electronic report to the ASC Secretary.
  
6. Provide action item list from committee meeting at ASC Annual Conference to Regional Director within 2 weeks of conference.

## **Operating Procedure 08I – Teaching Workshop Committee**

**Purpose:** To establish policy and procedures for the Teaching Workshop Committee.

The committee shall develop projects and programs consistent with the Association's purpose and shall operate in accordance with the Association policy and procedures.

Committee membership is open all Association members.

The President shall appoint a committee chair for a three-year term at an annual conference meeting of the committee. Only individuals associated with Institutional Members are eligible to serve as committee chair.

Committees shall produce written reports of activities pertinent to their committee. These reports shall be provided to the ASC Secretary electronically within 30 days following the annual conference for inclusion on the Association web page and in the Annual Report.

Each committee shall be assigned a Board member with oversight responsibility for that committee.

### **Purpose:**

The Teaching Workshop Committee shall:

1. Organize and deliver workshops to develop instructional skills focused on construction education topics. The intent is to deliver multiple workshops in a common space and time to facilitate networking opportunities.

### **Procedures:**

The appointed committee chairperson shall:

1. Coordinate budgets to achieve economies of scale when feasible.
2. Solicit sponsorships to provide financial and other support for the workshops
3. Present workshops on current relevant topics, periodically evaluate the workshop topics, and maintain a list of potential topics.
4. Maintain a plan for continuity as committee membership changes.

## **Operating Procedure 8J – Marketing Committee**

**Purpose: To establish policy and procedures for the Marketing Committee.**

1. Marketing Committee
  - a. Shall consist of the 2nd Vice President (chair) and two Board members appointed by the President.
  - b. The committee shall establish, maintain, and contribute to a marketing plan for the Association.
  - c. The committee shall provide annual marketing budget recommendations.
  - d. The committee shall set priorities for marketing efforts; evaluate plans and strategies; and present outcomes to the Board

### **Purpose:**

The Marketing Committee shall be concerned with communication and advertising related to the association.

### **Procedures:**

The Director assigned oversight shall serve as the chairperson or appoint a chairperson. The appointed committee chairperson shall:

1. Maintain an active committee membership list.
2. Organize the committee meeting at the annual conference.
3. Report the activities of the committee to the Director with oversight.
4. Submit the Marketing Committee electronic reports to the ASC Secretary.
5. Provide action item list from committee meeting at ASC Annual Conference to Regional Director within 2 weeks of conference.

## **Operating Procedure 8K Research Committee**

**Purpose: To establish policy and procedures for the Research Committee.**

The committee shall develop projects and programs consistent with the Association's purpose and shall operate in accordance with the Association policy and procedures.

Committee membership is open to all Association members.

The committee members shall elect the committee chair for a three-year term at an annual conference meeting of the committee. In the absence of a committee chair, the regional director with assigned oversight responsibility shall appoint an interim chair or serve as the chair. Only individuals associated with Institutional Members are eligible for election to committee chairs.

Educational committees shall produce written reports of activities pertinent to their committee. These reports shall be provided to the ASC Secretary electronically within 30 days following the annual conference for inclusion on the Association web page and in the Annual Report.

### **Purpose:**

The Research Committee shall be concerned with:

1. The promotion of research within construction education and other interdisciplinary research areas, through different venues (e.g. webinars, workshops, etc.).
2. Providing a forum for discussion of topics related to construction research, which includes information concerning construction research subjects, grants, and programs.

### **Procedures:**

The Director assigned oversight shall serve as the chairperson or appoint a chairperson. The appointed committee chairperson shall:

1. Maintain an active committee membership list.
2. Organize the committee meeting at the annual conference.
3. Report the activities of the committee to the Director with oversight.
4. Organize/promote panel discussions at the annual conference.
5. Submit Research Committee electronic report to the ASC Secretary
6. Provide action item list from committee meeting at ASC Annual Conference to Regional Director within 2 weeks of conference.

## **Operating Procedure 08L - Industry Relations Committee**

**Purpose: To establish policy and procedures for the ASC Industry Relations Committee.**

The committee shall develop projects and programs consistent with the Association's purpose and shall operate in accordance with the Association policy and procedures.

Committee membership is open to all Association members.

The committee members shall elect the committee chair for a three-year term at an annual conference meeting of the committee. In the absence of a committee chair, the regional director with assigned oversight responsibility shall appoint an interim chair or serve as the chair. Only individuals associated with Institutional Members are eligible for election to committee chairs.

The committee shall produce written reports of activities pertinent to their committee. These reports shall be provided to the ASC Webmaster electronically within 30 days following the annual conference for inclusion on the Association web page and in the Annual Report.

### **Purpose:**

The ASC Industry Relations Committee shall be concerned with:

1. Measuring the construction industry workforce needs.
2. Surveys of the student enrollment and graduation rates .
3. Exchange of job placement information.
4. Identification industry expectations regarding the knowledge, skills, and characteristics of construction graduates.
5. Support other committees endeavors in industry relations.

### **Procedures:**

In the absence of an elected chairperson the Director assigned oversight shall serve as the chairperson or appoint a chairperson. The appointed committee chairperson shall:

1. Maintain an active committee membership list.
2. Organize the committee meeting at the annual conference.
3. Report the activities of the committee to the Director with oversight responsibility.
4. Organize and promote panel discussions at the annual conference as appropriate.
5. Submit Industry Relations Committee electronic report to the ASC Secretary.
6. Provide action item list from committee meeting at ASC Annual Conference to Regional Director within 2 weeks of conference.

## **Operating Procedure 8M International Development Committee**

**Purpose: To establish policy and procedures for the International Development Committee.**

The committee shall develop projects and programs consistent with the Association's purpose and shall operate in accordance with the Association policy and procedures.

Committee membership is open to all Association members.

The committee members shall elect the committee chair for a three-year term at an annual conference meeting of the committee. In the absence of a committee chair, the regional director with assigned oversight responsibility shall appoint an interim chair or serve as the chair. Only individuals associated with Institutional Members are eligible for election to committee chairs. The chair should appoint or identify an appropriate assistant chair.

Efforts should be made to assure a diverse group of stakeholders in the positions of committee chair and ASC Board member having oversight of the committee.

The international development committee shall produce written reports of activities pertinent to their committee. These reports shall be provided to the ASC Secretary electronically within 30 days following the annual conference for inclusion on the Association web page and in the Annual Report.

### **Purpose:**

The International Development Committee shall be concerned with:

1. Expand relationships and collaboration between U.S. and International Schools.
2. Promote international exchange of knowledge, staff, and students.

### **Procedures:**

The elected committee chairperson shall:

1. Maintain an active committee membership list.
2. Organize the committee meeting at the annual conference.
3. Report the activities of the committee to the Director with oversight.
4. Submit International Development Committee electronic report to the ASC Secretary.
5. Provide action item list from committee meeting at ASC Annual Conference to Regional Director within 2 weeks of conference.

## **Operating Procedure 9 - Appointed Officers**

**Purpose: To provide guidance on the appointed officers of ASC.**

**[Reference Article IV of the ASC By-laws]**

**1. Additional officers may be appointed by the President, subject to approval by the Board of Directors, such as:**

- a. Finance Manager
- b. Treasurer
- c. Journal Editor
- d. Annual Conference Proceedings Editor
- e. Poster session chair

**2. The Board of Directors shall determine the dates and terms of office.**

- a. Finance Manager
  1. Position/term/duties are at the discretion of the Finance Committee and the President.
  2. Duties may include:
    - a. Financial responsibility of the following: Tax related documents as required by law, prepares invoices, collect dues and other income, keep financial accounts, and deposit funds, disburses funds as allowed by the approved budget or as approved by the Board of Directors, prepare financial reports, reports on delinquent members.
    - b. Maintains the official record of membership.
    - c. Maintains the official file for current ASC contracts and agreements.
    - d. Responds to inquiries related to ASC information, membership, policy, and procedures.
      - a. Provides liaison to ASC Industry Members.

b. Treasurer

1. This position holds a three-year board appointment.
2. Duties may include:
  - a. Oversight of all Finance Manager duties, including:

1. Invoicing and collecting dues and other income, maintenance of all financial accounts, deposits and disbursements of funds as allowed by the approved budget, approved by the Board of Directors, or approved by the Regional Directors.P
  2. Monthly financial reports and bank statements/reconciliations.
  3. Annual tax reports.
  4. Reporting of delinquent members to the Board of Directors as required.
- b. Prepare financial reports as required by the Board of Directors.
  - c. Participation in the Finance Committee and Investment Advisory Group.
- c. Journal Editor
1. The Journal Editor shall be appointed by the President, be reviewed by the ASC Publications Committee and approved by the ASC Board of Directors. This position holds a three-year board appointment with a yearly stipend. Terms of office shall not exceed nine years unless the Board decides to extend this period of time and both parties agree.
  2. Duties may include:
    - a. Maintaining effective ASC Editors (Managing Editor and Associate Editors, who will also receive a yearly stipend), and Editorial Review Board.
    - b. Circulating calls for manuscript submissions (for regular and special issues) and, when appropriate, submitting revisions to the Journal's Aims and Scope to the ASC Publications Committee for approval.
    - c. Administrating a timely and effective manuscript review process.
    - d. Facilitating submissions for publication, editing of draft manuscripts and final editing of manuscripts for submission to the publisher.
    - e. Providing a timely and effective liaison with contributors regarding manuscript drafts.
    - f. Maintaining operating procedures of the Journal.
    - g. Maintaining the review data and manuscript archive.
    - h. Coordinating with publisher regarding marketing activities.
    - i. Serving as the primary source of contact between the ASC and Journal publisher.

- j. Coordinate with Journal publisher to ensure good service to member institutions and contributing authors.
  - k. Coordinate with the publisher to ensure annual reporting of ASC Royalties and relevant publication data typically provided by the publisher to its journal editors.
  - l. Work with publisher to encourage international exposure and subscriptions for the Journal.
  - m. Attend ASC Annual and Mid-year board meetings. Travel expenses paid by ASC.
  - n. Prepare editorial for each issue of the Journal according to the publisher's deadlines. Alternatively, and after obtaining ASC Publications Committee approval of a guest editor candidate, make appropriate arrangements for the guest editorial to appear in the appropriate issue of the Journal.
3. The Editor shall be responsible for the receiving, appropriate review, and all final decisions regarding the acceptance or rejection of manuscripts received by the Journal. The Editor, working with the Managing Editor, Associate Editors and recommendations of the Peer Reviewers, is ultimately responsible for the quality of all manuscripts published by the Journal.
  4. The Editor is responsible for the substance of the Journal, matters of style, and format of the manuscripts, as well as content, context and meeting publication deadlines of the publisher. Editorial decisions or recommendations, and material issues affecting the terms of the publishing agreement, that will have financial or administrative implications on the Journal, must be discussed with the Managing Editor, Associate Editors, and the ASC Publications Committee.
- d. Annual Conference Proceedings Editor
    1. This position holds a three-year board appointment with a yearly stipend. Terms of office shall not exceed nine years unless the Board decides to extend this period of time and both parties agree.
    2. Duties may include:
      1. Maintaining and updating Proceedings web site.
      2. Providing established criteria to the membership for article content and format for articles to be published in the Proceedings.
      3. Solicit reviewers for the Proceedings peer-review process. Solicitation shall be timed in consideration of the paper submission deadlines as detailed in OP 2 - Board of Directors Action Schedule.

4. Solicit papers from faculty members and other interested parties for presentation at the Annual Conference. This process is called the “Call for Papers” and the timeline is detailed in OP 2 - Board of Directors Action Schedule.
5. Coordinate a timely review process for articles submitted for presentation and publication. Notify the authors of the papers selected for presentation at the conference by the end of the first week in February.
6. Coordinate with the conference coordinator as to the number of articles accepted for presentation 6 weeks in advance of the annual meeting.
7. By the end of February, nominate at least three papers for the Publications committee that is qualified to receive “Best Paper” award for the Annual Proceedings. Nominations are based on responsiveness, formatting, and reviewer voting results.
8. Send Best Paper nominations to the Publications Committee for voting before the first week in March. Collect votes and prepare award for presentation at the Annual Meeting.
9. Attend all Publication Committee meetings at the annual ASC conference. Travel and room/board to the Annual meeting are to be provided by the ASC.
10. Travel to ASC Mid-year board meeting. Travel expenses paid by ASC.

a. Paper Submissions Operations

1. The purpose for the publication of the Proceedings of the ASC Annual Conference is to 1) disseminate new/innovative construction educational concepts within member schools and industry, 2) provide a communication platform for ASC member works and constructive peer feedback, and 3) provide a faculty development tool for those seeking tenure/promotion.
2. The ASC, as noted in the By-laws, is an organization that not only promotes construction education, but also one that promotes faculty development. The Annual Proceedings is a valuable tool/service for faculty wanting to communicate and develop their works.
3. Additionally, one can use the services of the regional and national ASC meeting/conferences to aid in the development of their work into a Journal manuscript.

e. Poster Session Chair

1. This position holds a three-year appointment with a yearly stipend. Terms of office shall not exceed nine years unless the Board decides to extend this period of time and both parties agree.

2. Duties may include:
  1. Maintain and update Proceedings website and equipment as technology allows.
  2. Provide established criteria to the membership for article content and format for articles to be published in the Proceedings.

## **Operating Procedure 10 Financial Operating Procedures for Regional Activities**

**Purpose: To provide guidance for financial operations for regional activity.**

Note: To manage ASC resources prudently, transparently, and within the guidelines of Federal Not for Profit (NFP) regulations; maintain the reputation and integrity of ASC, and protect ASC Regional Directors and other personnel from personal liability; the ASC will utilize the following Operating Procedure. This document addresses Regional financial operations and is not intended to replace specific operating procedures for ASC events such as the Annual International Conference.

### **1. Authority and Legal Responsibility**

- a. The ASC is an incorporated legal entity with the authority to enter legally binding contracts. ASC Regions have the authority to enter contractual agreements to the extent that they are operating under the ASC umbrella. As such, Regional Directors have the legal authority to enter contracts for ASC, but also have the responsibility to make sure those contracts are legal and within the guidelines established by ASC, and to ensure they have adequate funding to meet the financial requirements of all contracts entered into.

### **2. Communication, Records and Documentation**

- a. Regions agree to maintain and back up files periodically, but not less often than once a year after the annual regional conference. Critical documents shall be kept both electronically in perpetuity and in hardcopy for 5 years. At the end of the fiscal year, the finance manager will provide the Treasurer and Regional Directors an electronic copy of the region's annual income statement and balance sheet.
- b. At the end of the ASC Fiscal Year (FY) each Region will provide the Treasurer and Finance Manager an electronic copy of the Region's annual financial records and supporting documentation. The ASC FY ends on June 30 therefore financial records must be submitted by July 31 for the previous fiscal period.
- c. Should destruction of documents occur, it shall be the responsibility of the Region to reproduce and/or reconstruct the lost documents at its own expense.

### **3. Revenues**

- a. All revenue received on behalf of the Regions that bank with the ASC need to be sent to the Finance Manager for deposit at the ASC financial institutions. Payments made by check are to be made payable to the *Associated Schools of Construction*. Payments can also be made by credit card (VISA, MasterCard, or American Express).

### **4. Payments made to Regions**

- a. Expense Reimbursement

- i. An original invoice, or an expense report with copies of original receipts must be provided to the Finance Manager for reimbursement.
- b. Cash advances
  - i. Student Competition planning should attempt to minimize or eliminate the need for cash advances. Invoices will be paid by ASC upon receipt by the Finance Manager of appropriate documentation. No additional cash advances will be provided until acceptable documentation has been provided for the previous cash advance.
- c. Stipends
  - i. Stipends for Editors, Webmaster, and other positions are paid within 30 days of the receipt of an invoice. Based on preference, stipends can be paid annually (7/1), semi-annually (7/1 and 1/1), or monthly. Any unearned portion of a stipend that is paid in advance, as in the case of annual or semi-annual payments, must be refunded to ASC if the terms of the contract are not met.

## 5. **Contracts for Regional Conference, Competitions, and Other Events**

- a. When negotiating hotel contracts, seek to include the following modifications to the typical standard agreement.
- b. Payment in Advance
  - i. Remove any provision that requires the ASC to pay for services in advance, except required down payments. All payments will be made promptly upon invoice.
- c. Indemnification and Insurance
  - i. ASC pays for General Liability insurance annually to Philadelphia Insurance Companies and through its' broker, Flood & Peterson. The current policy provides \$2M in General Liability insurance limit, \$2M in Products/Completed Operations Aggregate limit, \$1M in Personal and Advertising Injury Limit, \$100k in Rented to You limit, and \$5k in Medical Expenses limit. If the Hotel contracted with requires a Certificate of Insurance contact the Finance Manager and it will be provided within 10 business days.
- d. Limits on Regional Directors signing contracts
  - i. Any regional contract exceeding \$5,000 shall be reviewed by the President or one of the Vice Presidents

## 6. **Regional Checking Accounts**

- a. Regions should not maintain separate checking accounts related to their student competition activities. All fund-raising and expenses related to conducting the Student Competition event must be run through the ASC organization's finance

manager. It is understood that Student Organizations may keep checking accounts under University rules for purposes of paying for registration and membership dues.

## **7. Travel**

- a. ASC will reimburse Regional Directors for reasonable and prudent travel expenses as outlined below. Individuals receiving travel reimbursement are asked to be respectful of their financial stewardship obligation to ASC and to arrange the lowest cost fares and/or car rental options that provide a convenient travel itinerary. When accommodation is reimbursable, the maximum reimbursed rate would be equal to the negotiated conference hotel or meeting venue rate. Mileage reimbursement is based on the current IRS rate.
- b. Regional Directors will be reimbursed for reasonable travel expenses to attend Annual and Midyear BOD meetings. Incoming Officers and Directors are not reimbursed for travel to the meeting where they are first seated on the BOD as their office does not begin until the post-Board meeting. Outgoing Officers and Directors are reimbursed for travel to their last BOD meeting as they hold office until the end of that conference/meeting. Directors are expected to pay for their own hotel accommodations using either University funds or their Regional funds. ASC only reimburses for expenses related to travel: airfare, shuttles, taxis, parking, etc.
- c. The President, in consultation with the Treasurer and BOD as appropriate, may also request special travel funding for Regional Directors to attend a designated event.

## **8. Disputes**

- a. Should a dispute arise regarding, each party agrees to notify each other in writing not more than thirty (30) days from the date of such a dispute or discovery of any initial matter regarding a dispute. If the matter cannot be resolved by the Region, Treasurer and Finance Manager, then the Finance Committee will review the disputed claim and recommend a course of action to the President.

## **Operating Procedure 11 – Document Management**

**Purpose: To provide a framework for document management**

### **1. Google Drive Management**

- a. The responsibility of managing the ASC Google Drive will be designated to the ASC Secretary. This will include assigning access to individuals and managing the folder structure of the ASC Google Drive.
- b. Executive Committee members will receive access to all folders within the ASC Google Drive. All other board members and committee members will receive access to the folders specific to their duties.
- c. All Board Members, committee chairs, and task force chairs will be expected to maintain current files in the appropriate folders within the ASC Google Drive.
- d. At the completion of an officer or committee chair's term, they are expected to archive all necessary documentation on the ASC Google Drive.

### **2. Website Document Management**

- a. The following documents will be maintained as publicly available read-only documents on the ASC website:
  - i. Bylaws
  - ii. Operating Procedures
  - iii. Board and Business Meeting Minutes
  - iv. ASC Trademark Policy
  - v. Strategic Plan Summary