

AMERICAN SOCIETY OF HIGHWAY ENGINEERS

REGIONAL OPERATING MANUAL

Region Organization - History

The ASHE Region Organization was developed in accordance with the National Constitution and By-Laws of the American Society of Highway Engineers. The goals for the Region organization structure were:

- To more effectively serve ASHE's geographic interests.
- To encourage greater Section participation and communication.
- To maintain a more cost effective approach for serving ASHE membership.
- To advance the stature and growth of ASHE.

REGION OPERATING GUIDELINES

It is the objective of the National Board to provide the membership of ASHE with guidelines that are consistent with the Mission Statement, Strategic Plan and all documents governing ASHE. These guidelines define the protocol for the Region administration to function in accordance with the National Constitution and By-Laws. The National Board has the authority to revise and amend the guidelines whenever, in its judgement, it is deemed necessary.

These operating guidelines provide general direction for the ASHE Region administration. Region activities should be focused on the interests of all the Sections within the geographic region particularly as those interests relate to the highway industry and shall be in accordance with the purpose and provisions contained in the ASHE National Constitution and By-Laws. Region activities should be in support of the goals and objectives found in the current ASHE Strategic Plan.

In the event of conflict between the National Constitution and By-Laws with any provisions of the Region Operating Guidelines, the National Constitution and By-Laws shall prevail.

To facilitate uniform interpretation, the following definition of terms applies:

Region – A group of Sections within a geographic boundary as defined by the National Board. Boundaries of Regions are subject to revision by the National Board, if necessary, to achieve the stated goals.

Region Board – Is comprised of the Region Officers and Region Directors.

Region Officers – At a minimum, the Region Board will elect a President, Secretary and Treasurer.

Region Director – An ASHE member who represents a Section within the Region and serves as the Section’s representative on the Region Board.

National Director –An ASHE member of a Section within the Region that is nominated by the Region Board and subsequently approved by the National Board to represent the Region on the National Board. (*Refer to the ASHE Resource Center, Section H, National Officer Nomination Guidelines.*)

The following Regions were established and include the following States and Sections:

Great Lakes Region: Bluegrass, Central Dacotah, Central Ohio, Cuyahoga Valley, Derby City, Lake Erie, Northwest Ohio, Triko Valley

States Covered Within Region: Ohio, Illinois, Indiana, Kentucky, Michigan and Wisconsin

Mid-Atlantic Region: Blue Ridge, Carolina Piedmont, Carolina Triangle, Chesapeake, Greater Hampton Roads, North Central West Virginia, Old Dominion, Potomac

States Covered Within Region: Maryland, North Carolina, South Carolina, Virginia, West Virginia

North Central Region: Central Dacotah (*Presently considered as part of the Great Lakes Region*)

States Covered Within Region: Iowa, Minnesota, Nebraska, North Dakota, South Dakota

Northeast Region: Albany, Altoona, Central New York, Clearfield, Delaware Valley, East Penn, First State, Franklin, Harrisburg, Long Island, Mid-Allegheny, New York Metro, North Central New Jersey, North East Penn, Pittsburgh, Southern New Jersey, Southwest Penn, Williamsport

States Covered Within Region: Connecticut, Delaware, Maine, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont

Southwest Region: No Sections at Current Time

States Covered Within Region: California, Hawaii, Nevada

Northwest Region: No Sections at Current Time

States Covered Within Region: Washington, Oregon, Idaho, Montana

Rocky Mountain Region: Phoenix Sonoran (*Presently considered as part of the Southeast Region*)

States Covered Within Region: Arizona, Colorado, New Mexico, Utah, Wyoming

South Central Region: Dallas-Fort Worth, Houston (*Presently considered as part of the Southeast Region*)

States Covered Within Region: Arkansas, Kansas, Louisiana, Oklahoma, Missouri, Texas

Southeast Region: Central Florida, Georgia, Gold Coast, Middle Tennessee, Northeast Florida and Tampa Bay

States Covered Within Region: Alabama, Florida, Georgia, Mississippi, Tennessee

In designating the Regions, the objective is to group existing Sections according to geographic location. As new Sections are formed, the geographic and size objectives will continue to guide the revision of Region boundaries.

Management

- A Region will establish a Region Board.
- A Region Board shall consist of Directors from each Section in the Region and Committee Chairpersons, if any.
- The Region Board shall act in accordance with the National Constitution and By-Laws.
- The Region will prepare Region By-Laws and submit to the National Office for approval. (Refer to 'Generic' Region By-Laws - National Resource Center)
- The Region Board may, as needed, appoint committees to carry out Region functions. All active members of the Sections within the Region, regardless of

grade shall be eligible for appointment. Committee appointments shall be in accordance with Article VII of the National By-Laws.

- **It is strongly recommended that either a P.O. Box be obtained or a constant mailing address be established for all Region correspondence.**

Financial

- All costs for Region Board Meetings, activities, functions and publications shall be the responsibility of the Region. Regions will establish a treasury and budget with the ultimate goal of being self-sufficient.
- The Region Treasurer shall reimburse for only those expenses, which are actual and reasonable.
- Travel reimbursement rates and rules shall be established by the Region Board with guidance from the National Executive Committee.
- Meals at Region Meetings may be reimbursed, if substantiated by receipt(s) submitted to the Region Treasurer. Bar bills and guest bills are not reimbursable.
- If deemed necessary, Sections can include a line item in their budgets to support operating costs of the Region Board. Examples of these costs would be telephone, postage, paper, typing costs and meeting room rental. If necessary, an annual Region Assessment may be instituted by the Region Board.

Meetings

- Regions shall conduct a minimum of three Region Board Meetings per fiscal year. Region Board Meetings can be conducted face to face or via e-conference or conference call. Every attempt should be made to rotate to all sections deemed possible for face to face meetings.
- Minutes of each Region Board Meeting shall be distributed to the National President, National Secretary, and the President and Secretary of all Sections within the Region.
- Region Board Meetings shall be conducted in accordance with Article V of the National By-Laws.

Region Directors

- Each Section shall elect at least one Region Director from its membership to represent that Section on the Region Board.

Committees

- A Region Board may add active ASHE members to their Region Board Committees in conjunction with Article VIII of the National By-Laws. Such committee members are not considered Region Directors and shall not be entitled to vote on any matters before the Region Board.

Special Activities

- Regions may host National Conferences, technical seminars, etc. and may conduct other programs that benefit ASHE at the Section, Region or National level.

Banner

- If a Region wishes to purchase an ASHE Banner they may contact the National Secretary for information regarding the cost and where to purchase said banner.

Bonding

- Fidelity Bonds for the respective financial officers of each Region shall not be required to be obtained, however, it is strongly suggested that such a Fidelity Bond be obtained in order to protect each Region. National assumes no responsibility and bears no liability for a Region whether or not a fidelity bond is obtained.

Liability Insurance

- Regions are encouraged to obtain liability insurance (minimum of \$1 million) to cover their Region Board Members.

IRS Tax Identification Number

- Each Region is to acquire a FIN, Federal Identification Number, or sometimes referred to as EIN or TIN for IRS purposes. This may be obtained by completing Form SS-4, which is available at financial institutes or via internet. The account should be listed as the American Society of Highway

Engineers Region (Name). **The account information must be provided to the National Treasurer and National Secretary for National's records.**

- **All checks or demands for money and notes of ASHE shall be signed by an Officer or Officers which have been designated by the Region Board. Each Region account must be listed with the National Treasurer and National Secretary, including location, and most recent end-of-year balance**

IRS Form 990 Data

- The Region Treasurer for the year just completed must submit Form 990, Section Financial Data Sheet, **to the National Treasurer by June 15**. This data is submitted to the IRS by the National Treasurer. Any fines assessed by the IRS for incomplete submissions will be the responsibility of the Region that did not submit the financial form as requested by National. *(The IRS Form 990 Data Sheet is in the Appendix of the ASHE National Resource Center and Required by IRS.)*