



**REGION ORGANIZATION OPERATING MANUAL
AMERICAN SOCIETY OF HIGHWAY ENGINEERS
REGION ORGANIZATION, GOVERNANCE & OPERATION**

1. PURPOSE AND AUTHORITY

1.1 Region Organization-History and Intent

The ASHE Region Organization was developed in accordance with the National Constitution and By-Laws of the American Society of Highway Engineers. The purpose of the Region structure is to:

- Effectively serve ASHE's expanding geographic interests
- Encourage greater Section participation and communication
- Maintain a cost-effective approach to serving ASHE membership
- Advance the stature and growth of ASHE
- Facilitate implementation of the ASHE Strategic Plan, including Society mission and values
- Assist in the initiation and ongoing implementation of Section Health using the Section Health Guidelines and tools
- Provide direct assistance to Sections to facilitate successful operations

1.2 Governing Authority

It is the objective of the National Board to provide guidelines that are consistent with the ASHE Mission Statement, Strategic Plan, National Constitution, and By-Laws. These guidelines define the protocol for Region administration.

The National Board retains authority to revise and amend these guidelines when deemed necessary. In the event of a conflict between this manual and the National Constitution or By-Laws, the National Constitution and By-Laws shall prevail.

2. DEFINITIONS

For uniform interpretation, the following definitions apply:

2.1 Region

A group of Sections within a geographic boundary as defined by the National Board.

2.2 Region Board

Comprised of the Region Officers, Region Directors and National Directors.

2.3 Region Officers

At a minimum, the Region Board shall elect a President, Secretary, and Treasurer.

2.4 Region Director

An ASHE member representing a Section within the Region and serving as that Section's representative on the Region Board.

2.5 National Director

An ASHE member nominated by the Region Board and approved by the National Board to represent the Region on the National Board.

(Refer to the ASHE Resource Center – National Officer Nomination Guidelines.)

3. REGION STRUCTURE AND GEOGRAPHIC ORGANIZATION

3.1 Established Regions

The following Regions have been established by the National Board. Section names and geographic references are standardized for consistency.

Great Lakes Region

Sections:

Bluegrass; Central Dacotah; Central Ohio; Circle City; Cuyahoga Valley; Derby City; Lake Erie; Northwest Ohio; Triko Valley

States Covered:

Illinois, Indiana, Kentucky, Michigan, Minnesota, North Dakota, Ohio, Wisconsin

Mid-Atlantic Region

Sections:

Blue Ridge; Carolina Piedmont; Carolina Triangle; Chesapeake; Greater Hampton Roads; North Central West Virginia; Old Dominion; Potomac; South Carolina

States Covered:

Maryland, North Carolina, South Carolina, Virginia, West Virginia

North Central Region

Sections:

None at this time

States Covered:

Iowa, Kansas, Minnesota, Missouri, Nebraska, South Dakota, Wyoming

Northeast Region

Sections:

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

States Covered:

Connecticut, Delaware, Maine, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont

Southwest Region

Sections:

Central Texas; Colorado; Dallas–Fort Worth; Houston; Phoenix Sonoran; San Antonio

States Covered:

Arizona, Colorado, New Mexico, Oklahoma, Texas, Utah

Northwest Region

Sections:

None at this time

States Covered:

Idaho, Montana, Oregon, Washington

Southeast Region

Sections:

Alabama; Central Florida; Georgia; Gold Coast; Middle Tennessee; Northeast Florida; Tampa Bay; Tennessee Valley

States Covered:

Alabama, Arkansas, Florida, Georgia, Louisiana, Mississippi, Tennessee

West Region

Sections:

None at this time

States Covered:

California, Hawaii, Nevada

3.2 Regions with No Active Sections

At the time of this manual, the **North Central**, **Northwest**, and **West** Regions do not have active Sections.

These Regions remain established to:

- Preserve geographic continuity
- Provide a framework for future Section formation
- Support targeted growth initiatives
- Allow the National Board to activate or adjust leadership as needed

4. REGION GOVERNANCE AND MANAGEMENT

4.1 Region Board

- Each Region shall establish a Region Board
- The Region Board consists of one Director from each Section and appointed committee chairpersons, if applicable
- The Region Board shall act in accordance with the National Constitution and By-Laws

4.2 Region By-Laws

- Each Region shall prepare Region By-Laws and submit them to the National Office for approval
- Generic Region By-Laws are available through the ASHE Resource Center

4.3 Committees

- The Region Board may appoint committees to carry out Region functions
- All active ASHE members within the Region are eligible for appointment
- Committee appointments shall comply with Articles VII and VIII of the National By-Laws
- Committee members who are not Region Directors shall not vote

4.4 Administrative Continuity

- Regions are strongly encouraged to maintain a consistent mailing address or P.O. Box for official correspondence

5. REGION CORE RESPONSIBILITIES AND FUNCTIONS

Regions serve as the primary operational link between Sections and the National Board.

5.1 Governance, Communication, and National Interface

- Facilitate two-way communication between Sections and National leadership
- Disseminate National initiatives and policies
- Provide structured feedback from Sections
- Support National nominating processes
- Advise the National Board on regional issues

5.2 Section Support and Health

- Maintain regular contact with all Sections
- Assist struggling or inactive Sections, including in-person support
- Support formation and stabilization of new Sections
- Promote sharing of best practices
- Facilitate Region-wide leadership meetings

(Refer to Section Health Guidelines in the ASHE Resource Center.)

5.3 Strategic Plan Alignment

Regions shall support initiatives that:

- Grow membership with increased diversity
- Expand ASHE's broader purpose
- Encourage robust Section programming
- Empower Regions
- Promote innovation and technology

5.4 Development, Recognition, and Outreach

- Coordinate PDH summaries and tracking
- Support Scanner articles and communications
- Promote Programs of the Year and awards
- Coordinate scholarship tracking
- Support student engagement and university relationships

6. MEETINGS, EVENTS, AND TRAVEL

6.1 Region Board Meetings

- A minimum of three meetings per fiscal year
- Meetings may be in-person or virtual
- In-person meetings should rotate among Sections when feasible
- Minutes shall be distributed to National and Section leadership
- Meetings shall comply with Article V of the National By-Laws

6.2 Conferences and Events

- Regions may host Regional or National Conferences, technical seminars, or joint Section events
- Regions are encouraged to develop Regional Conferences as revenue sources
- Regions may generate seed funding for Sections hosting National Conferences

6.3 Travel Support

- Support travel for Region Officers to Section meetings
- Support Region Director travel to Region Board meetings
- Provide travel support to assist struggling Sections
- Subsidize attendance at the ASHE National Conference when feasible

7. FINANCIAL MANAGEMENT

7.1 Budget and Treasury

- Regions shall establish a treasury and annual budget
- Regions are responsible for all Region-related costs
- Sections may include Region support line items in their budgets
- Regions may institute an annual Region assessment

7.2 Reimbursements

- Only actual and reasonable expenses shall be reimbursed
- Travel reimbursement shall align with National guidance
- Meals may be reimbursed with receipts; bar and guest expenses are not reimbursable

7.3 IRS and Financial Reporting

- Each Region shall maintain an EIN
- Account information shall be provided to the National Treasurer and National Secretary
- Region Treasurers shall submit IRS Form 990 financial data by June 15 annually
- Penalties for late or incomplete submissions are the responsibility of the Region

8. RISK MANAGEMENT AND INSURANCE

8.1 Liability Insurance

In lieu of individual Sections purchasing bonds and insurance, National has obtained and maintains a society-wide policy that covers all Sections, Regions, and Conferences. Highlights of this policy include:

- National Conferences-National Conferences are covered. Conference sponsors should notify (through the National Conference Committee) the National Secretary of expected attendance two weeks prior to each conference.
- Region and Section meetings are covered. Events, such as golf tournaments and clay shoots are covered provided the events are held at commercial establishments that provide such events. Project tours are covered provided that the contractor or owner conducts the tours. Any unusual events held in a Region or Section should contact the National Secretary for guidance.
- Directors and officers at all levels are covered.
- Workers' compensation is only for the National Administrative Assistant. If a Section, Region, or Conference needs that type of coverage, it needs to obtain it on its own.

This insurance coverage is provided by National to the Society at no additional cost to membership. Each Section with existing policies may determine its own need for additional insurance. The cost of any additional insurance will be the responsibility of the Section.

8.2 Bonding

- Fidelity Bonds are not required but are strongly recommended for Region financial officers
- National assumes no liability for Regions regardless of bonding status

9. ADDITIONAL ADMINISTRATIVE ITEMS

9.1 Region Directors

- Each Section shall elect at least one Region Director

9.2 Banner

- Regions may purchase ASHE banners through the National Secretary