

AMERICAN SOCIETY OF HIGHWAY ENGINEERS

REGION ORGANIZATION GUIDELINES

The ASHE Region Organization Plan was developed in accordance with the National Constitution and By-Laws of the American Society of Highway Engineers. The goals for instituting a 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.

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 procedure that enables the Region administration to function without the need for an independent or alternate Constitution or By-Laws. The National Board has the authority to revise and amend the guidelines whenever, in its judgement, it is deemed necessary.

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.

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

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

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

National Director – The Regional President, who has been elected by the Regional Board and subsequently approved by the National Board to represent the Region on the National Board, or an ASHE member of a Section within the Region that is nominated by the Regional Board and subsequently approved by the National Board to represent the Region on the National Board. (*Refer to the Operating Manual, Section H, National Officer Nomination Guidelines.*)

The following Regions have been established and include the Sections noted:

Region No. 1: Central Dacotah, Central Ohio, Cuyahoga Valley, Lake Erie, Northwest Ohio, Triko Valley, Western Reserve, Derby City

Region No. 2: Clearfield, Franklin, Mid-Allegheny

Region No. 3: North Central West Virginia, Pittsburgh, Southwest Penn, Potomac Highlands

Region No. 4: Altoona, Harrisburg

Region No. 5: East Penn, Northeast Penn, Williamsport, Central New York

Region No. 6: Delaware Valley, First State, North Central New Jersey, Southern New Jersey, New York Metro

Region No. 7: Chesapeake, Old Dominion, Potomac, Greater Hampton Roads

Region No. 8: Carolina Triangle, Carolina Piedmont, Georgia, Middle Tennessee

Region No. 9: Central Florida, Tampa Bay, Northeast Florida, Gold Coast, North Florida

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 Regional boundaries.

REGION GUIDELINES

These guidelines provide general direction for the administration of a Region of the American Society of Highway Engineers. 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 ASHE's Strategic Plan.

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

Management

- A Region will establish a Regional Board.
- A Regional Board shall consist of one Regional Director from each Section in the Region and Regional Committee Chairpersons, if any.

- The Regional Board shall act in accordance with the National Constitution and By-Laws.
- The Regional 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.

Financial

- All costs for Regional 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 Regional Treasurer shall reimburse for only those expenses, which are actual and reasonable.
- Travel reimbursement rates and rules shall be established by the Regional Board.
- Meals at Regional Meetings may be reimbursed, if substantiated by receipt(s) submitted to the Regional Treasurer. Bar bills and guest bills are not reimbursable.
- If deemed necessary, Sections should include a line item in their budgets to support operating costs of the Regional Board. Examples of these costs would be telephone, postage, paper, typing costs, and meeting room rental. If necessary, an annual Regional Assessment may be instituted by the Regional Board.

Meetings

- Regions shall conduct a minimum of three Regional Board Meetings per fiscal year. Regional Board Meetings should rotate to every Section within the Region as much as possible.
- Minutes of each Regional Board Meeting shall be distributed to the National President, National Secretary, and the President and Secretary of all Sections within the Region.
- Regional Board Meetings shall be conducted in accordance with Article V of the National By-Laws.

Regional Directors

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

Committees

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

Special Activities

- Regions may host National Conferences, technical seminars, etc. and may conduct other programs that benefit ASHE at the Section, Regional, or National level. Special activities can be utilized to enhance the Region's treasury.

Banner

- If a Region wishes to purchase an ASHE Banner they may contact the following company for information and cost:

Stineman Ribbon Company
128 Ribbon Lane
South Fork, PA 15956 Phone: 1-800-346-9294

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 Regional 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 (Number). **The account information must be provided to the National Treasurer and National Secretary for National's records.**
- **Section accounts must have at least two Region Officer's listed on the signature card and all checks issued by Region must have two Section Officer's signatures. 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 Regional 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 Operating Manual and Required by IRS.)*