



ASC REGION 1 BY-LAWS AND OPERATING PROCEDURES

Where applicable, the ASC National By-Laws and Operating Procedures (OP) shall take precedent over the regional by-laws and operating procedures

1.0 ORGANIZATIONAL STRUCTURE

1.1 The region shall have members in the following administrative positions:

- 1.1.1 **Director:** Responsible for the oversight of regional activities and finances and sits on the ASC board of directors
- 1.1.2 **Asst. Director:** Assists the Director in the oversight of the region and assumes the duties of the Director if not able to perform
- 1.1.3 **Competition Coordinator:** Solicits RFP/Problem statements from judging companies and assists the Director in distribution of problem statements to the schools as well as logistical coordination duties during the conference
- 1.1.4 **Job Fair Coordinator:** Solicits participation from contractors and vendors for the job fair and coordinates job fair logistics
- 1.1.5 **Secretary & Resume Book Coordinator:** Records minutes of all regional meetings and coordinates the collection and distribution of student resumes at the job fair
- 1.1.6 **Webmaster:** Responsible for posting and maintenance of information to the regional website
- 1.1.7 **Hotel Reservations Coordinator:** Works with the schools and industry to make hotel room reservations for the conference
- 1.1.8 **Industry Liaison:** Provides advice to the region to ensure a strong relationship between industry and the regional schools

2.0 SUCCESSION PLAN

2.1 The succession plan will ensure continuous leadership for the region and be as follows:

- 2.1.1 Director will serve a three-year term (can be extended upon approval of the members)
- 2.1.2 Asst. Director will assume the position of director at the end of his/her term
- 2.1.3 Secretary will assume the role of assistant director
- 2.1.4 The other positions will be filled on 'an interest' basis

3.0 COMPETITION RULES AND GUIDELINES

3.1 Rules shall be defined as the requirements each program must adhere during the course of the competition to remain an active participant

3.2 Guidelines shall be defined as the principles by which we operate under to provide a fair and equitable competition environment

3.3 Member schools must be current in their annual dues paid to participate in the competition

4.0 PROFESSIONAL DEVELOPMENT

4.1 One of the main goals of Region 1 is to help develop faculty in the construction industry. This will be achieved by providing workshops, jobsite tours, and presentations during the competition in areas of interest and/or popular topics within the building industry

5.0 PUBLICATIONS

5.1 At each regional conference/competition, time may be allotted for faculty to present on a paper publication. A peer-review process will ensure consistency and quality of the presentations

6.0 FINANCIALS

6.1 A financial statement and/or budget will be presented to the membership following the fall conference for review and comment

6.2 On an annual basis the region should attempt operate in a profit-loss neutral position. Most of the profits accrued from the competition or other activities will be invested in improving the conference and competition experience for future years

7.0 CONFERENCE LOCATION

7.1 Every three years, in consultation with the regional membership, the director shall explore new locations for the conference to include cost analysis, venue, logistical concerns, and dates