



ASC REGION 1 BY-LAWS AND OPERATING PROCEDURES

1 SUPREMACY

1.1 The bylaws and operating procedures shall be supreme to all other Region matters but are completely subservient to the ASC National By-Laws and Operating Procedures (OP) which shall take precedent over the regional by-laws and operating procedures.

1.2 In the event that the ASC National By-Laws and Operating Procedures (OP) are amended, altered, or readopted, those changes that may affect these bylaws and operating procedures shall be considered so altered, amended, or readopted by that action shall be incorporated fully without need for regional action.

2 ORGANIZATIONAL STRUCTURE

2.1 The primary authority of the region is invested in the member schools of the region as a general body. In the event that an action of the organization is needed and a regular meeting is not scheduled to be held in a reasonable period of time, the Director, in conjunction with the other persons holding the positions of Assistant Director, and Secretary, is empowered to act on the behalf of the general body.

2.2 The region shall have individuals serving in the following administrative positions:

2.2.1 **Director:** Responsible for the oversight of regional activities and finances and sits on the ASC Board of Directors. All other duties not defined in the positions below fall on the Director.

2.2.2 **Assistant Director:** Assists the Director in the oversight of the region and assumes the duties of the Director, if that person is not able to perform the duties of Director. Additionally, the Assistant Director coordinates presentations/training sessions during the annual competition and conference.

2.2.3 **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.

2.2.4 **Sponsorship Coordinator:** Solicits participation from contractors and vendors as sponsors and coordinates the employer expo logistics.

2.2.5 **Secretary & Resume Book Coordinator:** Records minutes of all regional meetings and coordinates the collection and distribution of student resumes at the job fair.

2.2.6 **Webmaster:** Responsible for posting and maintenance of information to the regional website.

2.2.7 **Hotel Reservations Coordinator:** Works with the schools and industry to make hotel room reservations for the conference.

2.2.8 **Industry Liaison:** Provides advice to the region to ensure a strong relationship between industry and the regional schools.

2.3 At no time shall representatives from any one member school hold more than two (2) positions simultaneously.

3 SUCCESSION PLAN

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

3.1.1 Director will serve a three (3) year term (can be extended upon approval of the members).

3.1.2 All other terms shall be three (3) year terms and may be renewed without restriction.

3.1.3 **All positions, other than the Director, shall be elected at the annual meeting.**

The position of Director shall be elected through a process as required by ASC national.

3.1.4 **It is assumed that the Assistant Director will run for the position of Director at the conclusion of the term of the currently serving Director.**

3.1.5 The other positions will be filled on '*an interest*' basis

3.1.6 In the event of a vacancy as a result of resignation or other circumstance of any position, the Director may assume those duties until the next meeting or appoint another individual to fill that role until the next meeting of the region, at which time an election will occur to fill that vacancy.

4 COMPETITION RULES AND GUIDELINES

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

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

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

5 PROFESSIONAL DEVELOPMENT

5.1 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.

6 PUBLICATIONS

6.1 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.

7 FINANCIALS

7.1 A financial statement and/or budget will be presented to the membership following the regional conference/competition for review and comment.

7.2 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.

8 REGIONAL CONFERENCE/COMPETITION LOCATION

8.1 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

9 MEETINGS

9.1 The region shall host at least two (2) meetings annually. One will occur at and during the regional conference/competition which will be called the annual meeting. The other, called the mid-year meeting, shall occur at a time and place proposed by the Director at the annual meeting and agreed to by the member schools.

9.2 In the event that there are matters, that in the opinion of the Director, Assistant Director, and Secretary believe are beyond their authority and/or requires the approval of the member schools, between the two (2) regular meetings indicated above, the Director may put that action out for vote by the member schools via means as determined by the Director.

10 VOTING AND QUORUM

10.1 Quorum for any meeting shall be those member schools present (meaning physically

and by electronic means) in the meeting.

10.2 In all matters pertaining to the Region, each member school shall receive one vote regardless of the number of representatives present at any given meeting of the Region. Each college or university may vote to approve, disapprove or abstain on matters considered.

10.3 Proxy voting is prohibited during meetings.

11 ADOPTION AND AMENDMENT

11.1 Adoption

11.1.1 These bylaws and operating procedures shall be considered adopted when two-thirds of those member schools present and represented at the meeting of the region following the meeting in which these bylaws and operating procedures are presented, approve.

11.1.2 The date of adoption and a record of the numerical vote tally shall be annotated on the revisions section of this document.

11.2 Amendment

11.2.1 These bylaws and operating procedures may be amended following the following procedure:

11.2.1.1 A member school of the region may propose an amendment to these bylaws and operating procedures by forwarding said amendment to the Director for consideration. The Director, through whatever means they may determine are best, will disseminate said amendment proposal to the representatives of the member schools at least one (1) month prior to the next scheduled meeting.

11.2.1.2 An amendment shall be considered adopted when it is approved two-thirds of those member schools present and represented at a meeting of the region following its dissemination.

11.2.1.3 Upon Approval, all amendments shall be incorporated directly in the text of these bylaws and operating procedures. Additionally, a notation shall be made in the revisions section of this document synopsising the amendment contents, the date of its approval, and the numerical vote tally for its approval.

12 REVISIONS

12.1 Adoption Date: **8 November 2018** Adoption Vote: **All in Favor**

12.2 Amended pursuant to the meeting on 11 November 2022, the title and role of Job Fair Coordinator was changed to Sponsorship Coordinator as well as adding coordination of presentations/training sessions to the role of Assistant Director.

12.3 Amended by adding a note pursuant to how quorum is recognized as it relates to online/telephonic participants – Approved at the 21 June 2023 meeting.