

**ASCE GEOGRAPHIC REGION 7  
BYLAWS**

**Article 1. General**

- 1.0 Name. The name of this region shall be Region 7 of the American Society of Civil Engineers (Society), hereinafter referred to as "Region 7".
- 1.1 Purposes and Objectives. The purposes and objectives of the Region 7 Board of Governors shall be to assist, on a regional basis, the Society's Board of Direction in governing the Society and to serve the members of Region 7.

**Article 2. Membership**

- 2.0 Boundaries. The boundary of Region 7 shall be established by the Society's Board of Direction.
- 2.1 Composition. Region 7 is composed of the Colorado, Iowa, Kansas, Kansas City, Mid Missouri, Nebraska, St. Louis, South Dakota, and Wyoming Sections of the Society.
- 2.1.1 Sub-Regions of Region 7
- (a) Colorado
  - (b) St. Louis/Mid-Missouri
  - (c) Kansas City/Kansas
  - (d) Nebraska/Wyoming
  - (e) Iowa/South Dakota

**Article 3. Separations from Membership, Disciplinary Proceedings**

- 3.0 Separations from Membership, Disciplinary Proceedings. All Society members shall be bound by the Code of Ethics and separations from Membership and Disciplinary Proceedings shall be conducted in accordance with Article 3 of the Society's governing documents.

**Article 4. Finance**

- 4.0 Authorization. The Region 7 Board of Governors has the authority to assess fees, dues or assessments upon Sections within Region 7.
- 4.1 Fees, Dues and Assessments. Any fees, dues and assessments collected from the Region 7 Sections shall be maintained in an account established and approved by the Region 7 Board of Governors.
- 4.2 Use of Fees, Dues and Assessments. Fees, Dues, and Assessments collected from Region 7 Sections shall be used for purposes approved by the Region 7 Board of Governors.

**Article 5. Management**

- 5.0 Fiscal Year. The fiscal year shall be concurrent with the Society's fiscal year.
- 5.1 Annual Reports. The Region 7 Board of Governors shall submit annually, not later than November 30, to the Secretary of the Society an Annual Report of its activities and finances for the preceding fiscal year. Regulations governing the details required in the Annual Report shall be as prescribed by the Society's Executive Committee.
- 5.2 Fiscal Responsibility. The Region 7 Board of Governors, with due responsibility to the Society's Board of Direction, shall oversee the funds and assets of the Region. Neither the Region 7 Board of Governors nor any individual Board of Governors member or representative thereof shall have any authority, as such, to contract debts for, pledge the credit of, or in any way financially bind the Society.
- 5.2.1 Annual Audit. An annual audit shall be completed. The Audit Report shall be provided to the Region 7 Board of Governors and the Region Assembly at its annual meeting.
- 5.3 Composition. The Region 7 Board of Governors shall be comprised of six (6) elected Region 7 Governors, one (1) At Large Region 7 Governor appointed by the Region 7 Board of Governors and the Region 7 Society Director. The membership of the Region 7 Board of Governors is allocated as follows:
- 2 - Colorado
  - 1 - St. Louis/Mid-Missouri
  - 1 - Kansas City/Kansas
  - 1 - Nebraska/Wyoming
  - 1 - Iowa/South Dakota
  - 1 - At Large (Appointed)
  - 1 - Society Director
- 8 – Total members of Region 7 Board of Governors
- 5.3.1 Representatives. The Region 7 Board of Governors may authorize standing but non-voting representatives to the Board of Governors, representing Region 7 constituencies and serving a one (1) year term. Individuals holding these positions will be identified by their constituencies.
- 5.4 Duties of the Region 7 Board of Governors. The Region 7 Board of Governors shall provide advice to the Society's Board of Direction and manage the affairs of the Region in accordance with the provisions of the governing documents of the Society and of the Region.
- 5.5 Guidelines and Handbooks. The Region 7 Board of Governors may adopt guidelines or handbooks covering any and all aspects of their operations or services. Such documents shall be consistent with and shall not contravene Society governing documents, policies or procedures.

**Article 6. Governors and Officers**

- 6.0 Qualifications. Region 7 Governors shall be Society members in Good Standing and have an Address of Record within the boundaries of the Region 7.
- 6.0.1 Region 7 Governors. Region 7 Governors, elected or appointed, shall be voting Society members and have served as a Section or Branch officer; as a member of a Region, Section or Branch committee; or as a member of a National Committee of the Society. Additionally, all Region 7 Governors should have professional credibility with leadership skills, management experience and significant career accomplishments; and should be effective communicators, visionary planners, motivators, negotiators, conflict managers and consensus builders, and have the ability to work in teams with excellent interpersonal skills.
- 6.1 Term. Region 7 Governors shall serve three (3) year terms. After serving two (2) full terms, Region 7 Governors shall be ineligible for re-election to the office of Region Governor. The term of a Region 7 Governor shall begin upon installation and shall continue until a successor is installed.
- 6.2 Vacancy. Vacancies in the office of a Region 7 Governor shall be filled for the unexpired portion of the term by appointment of the Region 7 Board of Governors based on nominations from the Region 7 Sub-Regions for which the vacancy exists.
- 6.2.1 Relocation of a Region 7 Governor. Relocation of a Region 7 Governor outside the boundaries of Region 7 constitutes a vacancy in the office of the relocated Region 7 Governor.
- 6.3 Compensation. Region 7 Governors shall not receive compensation for their services but may be reimbursed for expenses.
- 6.4 Duties. Duties shall include, but are not limited to, preparation for, attendance at and participation in meetings of the Region 7 Board of Governors and other official assignments.
- 6.4.1 Visits. The Region 7 Governors shall make visits to Sections, Branches, Younger Member and Student Groups and other Region 7 Organizational Entities. Visits shall be reviewed and assigned annually among the Region 7 Governors.
- 6.4.2 Nominations. The Region 7 Board of Governors shall establish a Region 7 Nomination Committee for selection of candidates for the positions of Region 7 Governors, Region 7 Society Director, and Society President-elect.
- 6.5 Removal from Office. Any Region 7 Governor who is incapacitated or is negligent in the performance of the duties of the office for which he or she is elected or appointed, may be removed from office by the Society's Board of Direction or Region 7 Board of Governors.
- 6.5.1 Absences from meetings of the Region 7 Board of Governors. The absence of a Governor at two (2) consecutive meetings of the Region 7 Board of Governors

may be cause for removal of that Governor from office.

6.6 Region 7 Officers.

6.6.1 Chair. The Society Director shall serve as Chair.

6.6.2 Vice Chair. The Vice Chair shall be selected by the Region 7 Board of Governors from within the Region 7 Board of Governors to serve a term of one-year. The Vice Chair shall serve as the Chair in the absence of the Chair at any scheduled meeting or activity.

6.6.3 Secretary. The Secretary shall be selected by the Region 7 Board of Governors from within the Region 7 Board of Governors. The term of the office shall be one year.

6.6.4 Treasurer. The Treasurer shall be selected by the Region 7 Board of Governors from within the Region Board Governors. The term of the office shall be one year. The Treasurer shall be the financial officer for the Region 7 Board of Governors and be responsible for all finances of Region 7.

6.7 Provision of Slate of Open Governor Positions. The Region 7 Board of Governors shall provide to the Society Secretary notification of open Governor positions not later than October 1.

**Article 7. Elections**

7.0 Composition of Region 7 Nominating Committee. The Region 7 Board of Governors, excluding any candidates, shall at a minimum comprise the Region 7 Nominating Committee. The Chair of the Region 7 Nominating Committee shall be selected by the Region 7 Nominating Committee.

7.1 Provision of Slate of Nominations. The slate of proposed Region Nominations, including Society President-elect nominations and Society Director nominations in the appropriate years, and all nominations for Region 7 Governors shall be provided to the Society Secretary annually not later than March 1.

7.1.1 Input on Society At-Large Director Nominations. The Region 7 Nominating Committee shall provide input to the Society Secretary by March 1 on the candidates for Society At-Large Director.

7.2 Procedure for Nominations. Any Organizational Entity within Region 7 may propose Candidates for any elected Region or Society office to the Region 7 Nominating Committee; additionally, any member within Region 7 may self-declare for a position. No more than two (2) candidates may be proposed by any Section for any one office per election, and no one (1) person shall be a candidate for more than one (1) office per election.

7.2.1 Selection of Region 7 Governor Nominee. In the absence of a suitable candidate for Region 7 Governor, the Region 7 Board of Governors shall request the Region 7 Nominating Committee to select a suitable nominee from within Region 7.

7.3 Nomination Materials Required. Candidates shall provide to the Region 7 Nominating Committee a statement of intent to serve and a professional resume.

7.3.1 Additional Nomination Materials for Organizational Entity Candidates. Candidates nominated by Organizational Entities shall provide a letter of endorsement or nomination from the Organizational Entity that has provided the nomination.

7.4 Evaluation of Nominations. The Region 7 Nominating Committee shall evaluate candidates. Candidates may be asked for supplemental information concerning qualifications and experience. There is no appeal process for candidates not nominated; however, a petition process to the election ballot is specified in the Society's governing documents.

7.5 Interview of Candidates. All candidates who are qualified and whose names are properly submitted to the Region 7 Nominating Committee shall be available for interview or discussion either in person or by teleconference with the Region 7 Nominating Committee at such time and place as the Region 7 Nominating Committee deems appropriate. Travel expenses shall be the full responsibility of the candidate.

#### **Article 8. Meetings**

8.0 Regularly Scheduled Meetings. The Region 7 Board of Governors shall meet at least four (4) times a year, either in person or by teleconference.

8.1 Quorum. A majority of the voting members (4) of the Region 7 Board of Governors shall constitute a quorum at any meeting of the Region 7 Board of Governors.

8.2 Special Meetings. Special Meetings of the Region 7 Board of Governors may be called by the Region 7 Board of Governors Chair or upon the request of any three (3) Governors. These meetings may be held with fourteen (14) days notice to the Region 7 Board of Governors.

8.3 Notification of Meetings. The Region 7 Board of Governors shall notice the time and place of its meetings to the Region 7 Board of Governors, the Sections, Branches and the Society Secretary at least thirty (30) days in advance of the meeting for Regularly Scheduled Meetings and fourteen (14) days in advance for Special Meetings.

8.4 Minutes. The Secretary shall prepare minutes of all meetings and prepare reports on communication between the Region 7 Board of Governors and the Sections and Branches within Region 7.

#### **Article 9. Committees, Organizational Entities and Affiliated Professional Organizations**

9.0 Region Committees, Task Committees, Groups. The Region 7 Board of Governors may establish assemblies, committees, task committees, or other groups within Region 7 as required to fulfill their purposes and objectives.

- 9.1 Contacts Within the Region. The Region 7 Board of Governors may assign an individual residing in the Region reporting directly to the Region 7 Board of Governors as a liaison to relevant professional organizations within the Region that have similar interests, goals and outlooks.

**Article 10. Administrative Provisions**

- 10.0 Awards and Scholarships. The Region 7 Board of Governors may establish and administer Region awards and scholarships in accordance with the Society's governing documents.
- 10.1 Conflict of Interest. A Conflict of Interest shall be defined as any activity, transaction, relationship, service, or consideration which is, or appears to be, contrary to the best interests of the Society, or in which the interests of an individual or another organization has the potential to be placed above those of the Society. Any interested individual must disclose the existence of any actual or possible Conflict of Interest and all material facts to the Society entity considering the proposed transaction. Action to address the conflict shall be taken by either the interested individual or the Society entity.

**Article 11. Amendments**

- 11.0 Amendments to Bylaws. The Bylaws of Region 7 may be amended at a duly constituted meeting of the Region 7 Board of Governors by a two-thirds (2/3) vote (5 affirmative votes) of the Region Board of Governors, provided a written notice of such proposed amendment shall have been given at a previous meeting of the Region 7 Board of Governors and additionally have been provided to all Sections and Branches within Region 7. No amendment to these Bylaws shall be effective until approved by the Society Board of Direction.
- 11.1 Amendments to the Rules of Policy and Procedure. The Rules of Policy and Procedure for Region 7 may be amended at any meeting of the Region 7 Board of Governors by two-thirds (2/3) vote (5 affirmative votes) of the Region 7 Board of Governors, provided that a copy of such proposed amendment shall have been sent to each member of the Region 7 Board of Governors and all Sections and Branches within Region 7 at least 30 days in advance of the meeting.

## *Region 7*

### *RULES OF POLICY AND PROCEDURES MANUAL*



Date November 12, 2005

**RULES OF POLICY AND PROCEDURES MANUAL**  
**Region 7**  
**American Society of Civil Engineers**

**Article 1. General**

See Region 7 Bylaws.

**Article 2. Membership**

See Region 7 Bylaws

**Article 3. Separations from Membership, Disciplinary Proceedings**

See Region 7 Bylaws

**Article 4. Finance**

- 4.0 Authorization to Implement. After the Society determines the amount of the Region 7 Allotment to be allocated to Region 7, the Region 7 Board of Governors shall determine the annual Region 7 dues, if required, for each Section for the succeeding year. Such dues shall become due and payable to Region 7 Board of Governors and sent to the Treasurer at the beginning of the fiscal year.
- 4.1 Fees and Dues and Assessments. Routine expenses for Region 7 including meeting space rental, refreshments, reimbursable expenses for Region 7 Governors to attend meetings to the limits established by the Society, and other necessary expenses as determined by the Region 7 Board of Governors, shall be paid by the Treasurer with the approval of the Region 7 Board of Governors. Non-routine expenses shall be approved in advance by the Region 7 Board of Governors.

**Article 5. Management**

- 5.0 Annual Audit. The Annual Audit shall be completed within thirty (30) days of the conclusion of the fiscal year and shall be provided to the Region 7 Board of Governors in advance of their next meeting. The Treasurer shall not participate in the Annual Audit process.
- 5.1 Retention of Records. The permanent records of Region 7, which include but are not limited to the Annual Audit, meeting minutes, governing documents, financial reports, any guidelines or handbooks, and official correspondence, shall be stored in a safe place at a suitable location where they will be available when



needed. The choice of the location of the place of safe-keeping and the naming of a custodian for these records shall be determined by the Region 7 Board of Governors.

- 5.2 Appointment of an Executive Director. The Region 7 Board of Governors may employ an Executive Director to manage the day to day operations of the Region 7 Board of Governors and to perform other duties as assigned by the Region 7 Board of Governors. The Executive Director will report to and shall serve at the pleasure of Region 7 Board of Governors. The Executive Director shall have annual evaluations by the Region 7 Board of Governors.
- 5.3 Financial Contributions. Tax deductible financial contributions may be made by the Region. Contributions may be made to worthy events or causes based on a majority vote of the Board of Governors. Such contributions will be reserved for significant events or causes of national or regional interest to all members and may only be considered after the Finance Committee has ascertained that, based on future projections the contribution will not adversely impact the financial health of the Region.
- 5.4 Public Policy Documents. The Region 7 Board of Governors may produce Public Policy Documents in accordance with the Society's Rules of Policy and Procedure.

## **Article 6. Governors and Officers**

### **6.0 Vacancy**

- 6.0.1 Vacancy of Elected Region Governor. When a vacancy occurs in the office of an Elected Region 7 Governor, the Region 7 Board of Governors shall request nominations for a replacement to fulfill the unexpired portion of the term from a Sub-Region represented by that Elected Region 7 Governor. In the event a Sub-Region cannot produce a qualified nominee within three (3) months of a written request from the Region 7 Board of Governors, the Region 7 Board of Governors shall fill the vacancy with a replacement from within the Region.
- 6.0.2 Vacancy of At-Large (Appointed) Region Governor A vacancy in the office of At-large (Appointed) Region 7 Governor shall be filled by selection of the Region 7 Board of Governors. The Region 7 Board of Governors shall request nominations by notifying the Section and Branch Presidents that a vacancy exists. Nominations need to be submitted to the Region 7 Board of Governors within three (3) months.

## 6.1 Region Governors

- 6.1.1 Additional Duties of Region 7 Governors Additional duties of the Region 7 Governors shall include, but are not limited to, preparation for, attendance at, and participation in meetings of the Region 7 Board of Governors, coordination with and participation in Region 7 Assembly meetings, coordination and participation in Section meetings, Branch meetings, Student Chapter meetings, Younger Member Forums, and their Section subsidiary organizations as appropriate to the responsibilities of the office of Region 7 Governor. Visits shall be reviewed and coordinated annually among the Region 7 Governors.

## 6.2 Region Officers

- 6.2.1 Duties of the Vice Chair. The Vice Chair shall serve as the Chair in the absence the Chair at any scheduled meeting and assume the duties of the Chair in the event of the Chair's temporary incapacitation. In this capacity, the Vice Chair shall vote on all issues. The Vice Chair shall be responsible for all meeting planning.
- 6.2.2 Duties of the Secretary. The Secretary shall be responsible for recording the proceedings of Region 7 Board of Governors. The Secretary shall compile meeting minutes within thirty (30) days after any meeting and shall distribute the minutes of the meeting to the members of the Region 7 Board of Governors, the Section and Branch Presidents, and the Society's Executive Director.

The Secretary shall forward to the Society's Secretary for transmittal to the Board of Direction the Resolutions passed at a meeting and directed to the Board of Direction of the Society not later than thirty (30) days after the meeting. Resolutions shall additionally be sent to Section and Branch Presidents not later than thirty (30) days after the meeting.

- 6.2.3 Duties of the Treasurer. The Treasurer shall manage and keep records of all the financial transactions of Region 7. The Treasurer shall provide a written financial report at all Region 7 Board of Governor meetings and shall prepare the annual financial report and submit to the Society Secretary in accordance with the requirements specified by the Society's Executive Committee.

## **Article 7. Elections**

- 7.1 Nominating Committee. The Region 7 Nominating Committee shall meet in conjunction with the annual summer meeting of the Region 7 Board of Governors and Region 7 Assembly Meeting. Other meetings of the Nominating Committee may be required as determined by the Committee either face to face or by teleconference to secure a slate of candidates by the March 1 deadline.
- 7.2 Nomination Materials Required. A candidate shall submit the following documentation in electronic format to the Secretary of the Region 7 Board of Governors:
- A one page letter of interest and commitment
  - A professional resume of no more than three pages
  - A letter of nomination or endorsement, if applicable
  - A statement that they meet the minimum requirements, including ASCE Member Number, Address of Record, Section or Branch offices and committees held, National Committee assignments, and other ASCE service
  - A recent, passport-type photograph suitable for publication
- 7.3 Evaluation of Nominees. The Region 7 Nominating Committee will follow a review, presentation, discussion, and voting process for selection of the nominee(s). The entire evaluation process will be carried out in closed session with candidate(s) individually. The Region 7 Nominating Committee will thoroughly review each candidate's information prior to any discussion or vote. The Region 7 Nominating Committee shall review the candidates submitted to determine their eligibility for nomination. Candidates that are ineligible will be removed from selection.
- 7.4 Interview of Candidates.
- 7.4.1 Time Limits for Candidates Statements. After completion of the review of the candidate's information, the Nominating Committee shall establish a time frame for hearing statements from each candidate wishing to make a statement to the Nominating Committee, but allowing each candidate no more than ten (10) minutes for the oral statement. Following the statement, there will be a question and answer session for each candidate which will not exceed fifteen (15) minutes. Questions will be taken from the members of the Nominating Committee upon recognition by the Chair until the time limit has expired. Each candidate may make a closing three (3)-minute oral statement after the close of his or her question and answer session.

- 7.4.2 Reimbursement for Candidate. Travel expenses shall be the full responsibility of the candidate.
- 7.4.3 Candidate Participatation. Candidates who are not present but wish to make a statement can do so via telephone with prior notification to the Chair of the Nominating Committee.
- 7.4.4 Committee Discussion. There shall be no discussion by the Region 7 Nominating Committee members between candidate interviews. Discussion regarding the candidates shall only occur after all interviews are completed.
- 7.5 Nomination Process for President Elect and Society Director Candidates.
- 7.5.1 Single Candidate for Office. When there is one (1) qualified candidate, this candidate shall be the official nominee and no voting procedure is required as stated in the Society Bylaws.
- 7.5.2 Two (2) Candidates for Office. When two (2) qualified candidates are nominated, each member of the Region 7 Nominating Committee shall vote for one (1) of the two (2) candidates. If a candidate receives seventy-five percent (75%) or more of the votes cast, that candidate will be forwarded as the Region 7 official single nominee. If not, both candidates shall be forwarded as the Region 7 official nominees.
- 7.5.3 Preference Voting Process for More Than Two (2) Candidates for Office. Each member of the Region 7 Nominating Committee shall cast three (3) votes on each ballot taken during the preference voting process and indicate their relative preference by placing a 3, 2 or 1 number beside the names of three of the candidates, with a 3 indicating their most preferred candidate. The scores shall be tallied and the committee shall drop from consideration any person with a zero (0) score. If there are no candidates with a zero (0) score then the person with the lowest score shall be dropped. If more than two (2) candidates are tied for the lowest score, other than zero (0), no candidates shall be dropped and additional ballots shall be taken until only two (2) candidate names remain. Once two (2) candidates remain, the Region 7 Nominating Committee will follow 7.5.2.
- 7.5.4 Identification of Society Director Candidates. The following rotation will be encouraged for identification of potential candidates for the Official Nominee for Society Director starting with Fiscal Year 2008:

<u>Sub-Area</u>	<u>Starting</u>	<u>Nomination</u>
Kansas City/Kansas	October 2007	August 2006
Nebraska/Wyoming	October 2010	August 2009
Colorado (1)	October 2013	August 2012
Iowa/South Dakota	October 2016	August 2015
St. Louis/Mid-Missouri	October 2019	August 2018
Colorado (2)	October 2022	August 2021

Nominations from other Organizational Entities are encouraged and will also be considered by the Region 7 Nominating Committee, providing all other requirements are met.

7.6 Nomination Process for Region 7 Governors.

7.6.1 Single Candidate for Office. When there is one (1) qualified candidate, this candidate shall be the official nominee and no voting procedure is required as stated in the Society Bylaws.

7.6.2 Two (2) Candidates for Office. When two (2) qualified candidates are nominated, each member of the Region 7 Nominating Committee shall vote for one (1) of the two (2) candidates. If a candidate receives seventy-five percent (75%) or more of the votes cast, that candidate will be forwarded as the Region 7 official single nominee. If not, both candidates shall be forwarded as the Region 7 official nominees.

7.6.3 Preference Voting Process for More Than Two (2) Candidates for Office. Each member of the Region 7 Nominating Committee shall cast three (3) votes on each ballot taken during the preference voting process and indicate their relative preference by placing a 3, 2 or 1 number beside the names of three of the candidates, with a 3 indicating their most preferred candidate. The scores shall be tallied and the committee shall drop from consideration any person with a zero (0) score. If there are no candidates with a zero (0) score then the person with the lowest score shall be dropped. If more than two (2) candidates are tied for the lowest score, other than zero (0), no candidates shall be dropped and additional ballots shall be taken until only two (2) candidate names remain. Once two (2) candidates remain, the Region 7 Nominating Committee will follow 7.6.2.

7.6.4 Identification of Region 7 Governor Candidates. Interim Region 7 Governor Candidate selection shall be based on the following schedule for the first year of operation (2006-07):

1 Year term – Colorado (1) and Kansas / Kansas City and At-large  
Appointed

2 Year term – Colorado (2) and St Louis /Mid Missouri  
3 Year term – Iowa / South Dakota and Nebraska / Wyoming

All Sub-Regions will forward candidates for the terms indicated above for the initial Region 7 Board of Governors by February 1, 2006. Region 7 elections for elected Region 7 Governors will follow in two Sub-Areas each year following completion of the terms of the interim Region 7 Governors.

#### **Article 8. Meetings.**

8.0 Regularly Scheduled Meetings. At least two (2) of four required Region 7 Board of Governors Meetings shall be face-to-face meetings. The required face-to-face meetings shall be held in Region 7, unless held in conjunction with another official Society event. At the annual summer meeting the Region 7 Assembly shall meet with the Region 7 Board of Governors.

8.1 Meeting Minutes. The Secretary shall compile meeting minutes within thirty (30) days after any Region 7 Board of Governors meeting and shall distribute the minutes to each Section and Branch President, all Region 7 Governors, the Region 7 Society Director and the Society Secretary. The meeting minutes shall contain all resolutions passed at the meeting.

8.1.1 Resolutions of the Region 7 Board of Governors. Resolutions passed at a meeting and directed to the Society Board of Direction shall be forwarded to the Society Secretary for transmittal to the Society Board of Direction not later than thirty (30) days after the meeting. All Resolutions shall be sent to the Section and Branch Presidents of Region 7 Sections not later than thirty (30) days after the Region 7 Board of Governors meeting. The Secretary shall keep a record of all Resolutions passed.

#### **Article 9. Committees, Organizational Entities and Affiliated Professional Organizations**

##### **9.0 Region 7 Committees**

9.0.1 Region 7 Finance Committee. The members of the Finance Committee shall be:

Chair:	Vice-Chair of the Regional Board of Governors
Member:	Treasurer
Member:	Any Governor who has served two (2) years is eligible to serve on the Finance Committee. Appointment will be approved by the Region 7 Board of Governors.

The Finance Committee shall have the objectives and duties as outlined below:

Objective: The Finance Committee shall provide long range planning and guidance for establishing Region 7 budgets and other financial matters related to ongoing or new activities sponsored by the Region.

Duties:

The Finance Committee shall monitor year-to-year income and expense records of Region finances.

The Finance Committee shall project solvency of the Region through analysis of future expected income and expenses and provide recommendations to the Region 7 Board of Governors.

- o The Committee shall review previous financial history of prior Region Meetings.
- o The Committee shall review and make recommendations for annual budgets prepared by the Treasurer.
- o The Committee shall review and comment on financial impact of any future programs or projects proposed for the Region.

Reports to the Region shall be made by either the Finance Committee Chair or the Treasurer. Financial reports to the Board of Governors shall also be sent to Section and Branch Presidents.

9.0.2 Region 7 Technical Groups. The Region 7 Board of Governors may establish Technical Groups. Technical Groups shall be structured as indicated in the Society's Rules of Policy and Procedure and may be allocated a budget by the Region 7 Board of Governors. Technical Groups shall make annual reports to the Region 7 Board of Governors not less than one (1) month prior to the due date for the Region 7 Board of Governors annual report to the Society Director.

9.0.3. Region 7 Assembly

9.0.3.1 Membership, Roles and Responsibilities

The Region 7 Assembly is a vital link between the Society membership within Region 7 and the Region 7 Board of Governors. It is assembled to foster communications and intra-region interaction between the members and Region 7 Governors.

The Assembly shall be made up of one (1) representative from each Section within the Region. The Section Delegate will be the official voting member of the Assembly.

The Sections may also have one official alternate representative to the Assembly. In the case the official delegate cannot attend the meeting, the alternate shall have the authority to attend and vote on matters for their Section.

The Region 7 Board of Governors shall meet with the Assembly once each year.

The costs of the official Section Delegate attendance at the joint meeting of the Region 7 Board of Governors and the Assembly shall be borne by the Sections in accordance with the following policy:

There will be an annual assessment of \$200 to a member Section plus a charge per assigned member in the Section, which will be determined annually by the Region 7 Board of Governors. The number of assigned members shall be determined by the last Official Register. The annual assessment will be to cover the expenses of the current meeting only and will be due to the Region Board of Governors Treasurer for reimbursement of the Delegate expenses based on the Society reimbursement policy.

The cost of the attendance of the Region Board of Governors at the Assembly meeting will be borne by Region 7 Board of Governors.

The Assembly meeting will provide a forum for presentation of Section Reports and other matters between the Sections within the Region.

Assembly members do not vote on matters before the Region 7 Board of Governors.

The Assembly may provide recommendations and Resolutions to the Region 7 Board of Governors as they deem appropriate.

On matters in which the Region 7 Board of Governors is requesting funding from the Sections for purposes of Regional Governance, the Assembly shall act as an advisory body on those matters.

#### **Article 10. Administrative Provisions**

See Region 7 Bylaws.



**Article 11. Amendments**

See Region 7 Bylaws.

**TRANSITION PLAN  
REGION 7  
AMERICAN SOCIETY OF CIVIL ENGINEERS**

Position	Sub-Region	2006-2007	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012
District 16 Director	District 16	Randy Perkinson					
Geographic Region Director	Region 7		Elected Geographic Region Director	Year 2	Year 3	Elected Geographic Region Director	Year 2
Governor 1	Appointed At-Large	Interim Appointed	Appointed	Year 2	Year 3	Appointed	Year 2
Governor 2	Kansas City/Kansas	Interim Name	Elected KC/KS	Year 2	Year 3	Elected KC/KS	Year 2
Governor 3	Colorado (1)	Interim Name	Elected CO (1)	Year 2	Year 3	Elected CO (1)	Year 2
Governor 4	Colorado (2)	Interim Name	Interim Name	Elected CO (2)	Year 2	Year 3	Elected CO (2)
Governor 5	St. Louis/Mid Missouri	Interim Name	Interim Name	Elected STL/Mid-MO	Year 2	Year 3	Elected STL/Mid-MO
Governor 6	Nebraska/Wyoming	Interim Name	Interim Name	Interim Name	Elected NB/WY	Year 2	Year 3
Governor 7	South Dakota/Iowa	Interim Name	Interim Name	Interim Name	Elected SD/IA	Year 2	Year 3

**Notes:**

1. The above table indicates the timeline for election of officers as defined in the Region 7 Bylaws.
2. The pattern for years FY2008 through FY2012 illustrate that two of the six Elected Governors will be elected each year from the various sub-regions.
3. If Region 7 is created prior to the beginning of the FY2007 fiscal year, those interim Governors selected to serve during FY2007 will also serve during any portion of FY2006.
4. To take office in October of a particular year, all nominees will be interviewed by the nominating committee in February of the same year. Selected official nominees information will be forwarded to ASCE by March 1 of the same year.
5. All sections were asked to forward nominations for Interim Governor positions to the District Director. Selection of Interim Governors was made by the Region 7 Formation Team, and the names of those selected are included in the above table.