



ITE WESTERN DISTRICT PROPOSAL FOR TRANSITION

This Transition Plan outlines the key provisions associated with in the creation of a new **Mountain District** from a portion of the existing **ITE Western District**.

The goals of ONE ITE are to deliver a consistent member experience, provide effective member support, and ensure the long-term viability of ITE. In trying to achieve these goals, ITE leadership has identified inconsistencies, opportunities, and solutions to make improvements to ITE's structure and strengthen our Districts, Sections, and the relationship with the individual member. Based on these findings and in cooperation with ITE, the International Board of Direction adopted a resolution in August 2018 that directs the Western District to realize its vision for one or more new Districts. Consequently, the Western District has developed this Transition Plan to outline the key provisions associated with the creation of the Mountain District:

1. Charters and Bylaws

- The Charter for the ITE Western District will be withdrawn by the ITE Board of Direction.
- New Charters in the name of the "Western District" and the "Mountain District" will be established by the ITE Board of Direction. New Charters will encompass and be consistent with language from the ITE Constitution.
- Both Districts will agree to adopt new or revised Bylaws that will conform to the ITE Constitution and model Bylaws.
- The exact timeline and provisions for the withdrawal and reissuance of District Charters and Bylaws will be coordinated with the ITE Board of Direction.

2. District Geography

Although discussions are still underway with some of our Sections and Chapters, the geography for the two Districts is not anticipated to change significantly from what is described below based on input from the International Board of Direction. If necessary, this document will be amended to reflect any changes.

The redefined **Western District** is expected to encompass the states of Alaska, California, Hawaii, Oregon and Washington, which include the following eleven (11) ITE Sections:

- Alaska Section
- Central California Section
- Central Coast Section
- Hawaii Section
- Northern California Section
- Oregon Section
- Riverside-San Bernardino Section
- San Diego Section
- San Francisco Bay Area Section
- Southern California Section
- Washington Section

The new **Mountain District** is expected to encompass the states of Arizona, Colorado, Idaho, Montana, New Mexico, Nevada, Utah, and Wyoming which include the following four (4) ITE Sections/Chapters:

- Arizona Section (Southern Arizona Chapter)
- Colorado-Wyoming Section
- Intermountain Section (Idaho Chapter, Montana Chapter, Nevada Chapter, Utah Chapter)
- New Mexico Section

Although it has been acknowledged that the Chapters within the Intermountain Section operate like Sections, the actual modifications necessary to transition these Chapters to Sections will be handled separately by the Mountain District after that District is established.

3. District Governance

The governance of each District shall be in conformance with the model Bylaws provided by International Board of Direction.

The transition of officers between the two Districts is anticipated to take until the end of 2019 with a full split between the two Districts expected to occur by January 1, 2020. The officer transitions are outlined in the following tables:

Western District Officers

	2019	2020*	2021	2022	2023
Past President	Mark Spencer	Mark Spencer (2 nd Term)	Neelam Dorman	Giancarlo Ganddini	Elected 2019
President	Neelam Dorman	Neelam Dorman (2 nd Term)	Giancarlo Ganddini	Elected 2019	Elected 2020
Vice President	Paul Barricklow	Giancarlo Ganddini	Elected 2019	Elected 2020	Elected 2021
Secretary-Treasurer	Giancarlo Ganddini	Elected 2019	Elected 2020	Elected 2021	Elected 2022
ID 1	Cathy Leong			Elected 2021 (through 2024)	
ID 2	Carlos Ortiz		Elected 2020		
ID 3	Karen Aspelin				

*District officer terms will span a 1.5 year period to align officer terms with a calendar year cycle.

Mountain District Officers

	2019	2020**	2021	2022	2023
Past President		none	Appointee 1	Appointee 2	Appointee 3
President		Appointee 1	Appointee 2	Appointee 3	Elected 2020
Vice President		Appointee 2	Appointee 3	Elected 2020	Elected 2021
Secretary-Treasurer		Appointee 3	Elected 2020	Elected 2021	Elected 2022
ID 1		Appointee 4			Elected 2022

**The 2020 Mountain District Board is expected to be appointed by the International Board of Direction. ID term lengths will not be affected.

Because Paul Barricklow would have been the Western District president in 2020, we recommend he be appointed Mountain District president for 2020. Because Ben Waldman and Devin Moore were the only two members from the Mountain States nominated to be officers for the Western District for 2020, we recommend that they be appointed as Vice President and Secretary-Treasurer for 2020. To provide continuity and institutional knowledge to the new Mountain District, we recommend that Karen Aspelin be appointed International Director from the Mountain District for 2020-2022.

4. Richard T. Romer Student Endowment Fund

The Richard T. Romer Student Endowment Fund (SEF) was established in 2004 to provide a stable source of funding for the Western District’s Student Initiatives Program. Over the years, contributions to the fund have been received from individuals, corporations, and Sections/Chapters that have helped it to grow to the level that it is today. With the creation of a new District, the principle in the fund will need to be distributed equitably between the two Districts. All assets contained within the SEF investment accounts with D.A. Davidson and savings account with Wells Fargo Bank will be allocated on a proportional basis. The proportional basis will be based on the proportion of student membership located within the respective Districts averaged over a four year period on May 1st from 2014 to 2017 as detailed below:

- Western District Student: 73%
- Mountain District Students: 27%

It should be noted that student membership data from 2018 was excluded from the proportional basis calculation due to an anomaly in student membership numbers at one of the universities within the District. Funds will be distributed by December 31, 2019 between the Western District and Mountain District after all obligations of the Western District incurred prior to September 30, 2019 (close of fiscal year) have been paid.

5. Other Assets of the Western District

Aside from the SEF, the remainder of the Western District assets are comprised of checking and savings (reserves) accounts with Wells Fargo Bank. It should be noted that the various LAC accounts for the upcoming Annual Meetings are not considered part of these assets. The remaining funds will be distributed between the Western District and the Mountain District on a proportional basis. The proportional basis will be based on the proportion of the total voting membership located within the respective Districts averaged over a five year period on May 1st from 2014 to 2018 as detailed below:

- Western District Voting Membership: 69%
- Mountain District Voting Membership: 31%

Funds will be distributed by December 31, 2019 between the Western District and Mountain District after all obligations of the Western District incurred prior to September 30, 2019 (close of fiscal year) have been paid.

6. Additional Transitional Issues for the Districts

Prior to January 1, 2020, each District will appoint a Transition Task Force to address the following topics for their respective Districts:

- Names for the Districts
- Election Policies
- Section representatives to the District Board (term of office, manner in which a representative is determined by a Section, etc.)
- District Annual Meetings (subject individual MOUs for each meeting)
- District Administration
 - District Charter and By-Laws
 - Section Charter and By-Laws
 - Chapter Charters
 - Student Chapter Charters
 - District (Operating) Policies
 - District Administrator
 - Tax ID numbers and status with the IRS
 - Insurance Policies
 - Corporate address
 - Articles of Incorporation
 - Finances
- Website and social media sites
- Newsletters
- Policies and Procedure Documents

- Awards Programs
- District Level Committees
- Student Chapter Support Programs