

NACADA Region 8 Bylaws

Drafted and revised fall 2007/winter 2008 by the Region 8 steering committee

****Pending approval of region 8 membership at the January 2010 conference****

1. The Region 8 Steering Committee represents NACADA members from Alaska, Alberta, British Columbia, Idaho, Montana, Oregon, Washington, and Yukon Territory. It shall consist of eighteen voting members, the Region Chair, and two non-voting members (See Bylaw #3). The Region Chair acts as the committee chair and produces the annual regional report, but he/she does not vote unless a tiebreak vote is needed.
2. Committee membership with voting privileges includes the Past Region Chair, two liaisons from each state/province, one liaison from the Yukon Territory, a budget coordinator, and a communications coordinator. One steering committee member will be appointed secretary during his/her tenure and will be responsible for taking meeting minutes
3. If the current conference chair and future conference chair are not already on the committee in another capacity, they should attend all committee meetings as non-voting members.
4. In 2007, the Region Chair appointed steering committee members for a defined length of service (see "Positions and Responsibilities" section). Starting in 2009, state/province/territory liaisons, the budget coordinator, and the communications coordinator will be elected by Region 8 NACADA members via a web election to be held in January, just prior to our annual Regional conference in the spring. The Region Chair will call for nominations via e-mail around the time of the Annual National conference in October. Members may self nominate or may nominate colleagues for available positions. To be eligible, nominees must have been a NACADA member for at least one year at the time of nomination. In the absence of a nomination, the Region Chair will appoint a member to fill the position. Terms are two years in duration, and steering committee members are limited to serving two consecutive terms in the same position. **In the event a steering committee member cannot complete his/her elected or appointed term, the region chair will appoint a member to complete the duration of that term.**
5. Steering committee members will be expected to attend all Region 8 conferences during their tenure and if possible the National conferences as well. The steering committee will hold multiple meetings via teleconference each year. Meeting minutes will be posted on the Region 8 web site.
6. The steering committee has the following responsibilities:
 - Evaluate and amend the strategic plan every two years at a minimum
 - Select a site for the annual Regional conference
 - Oversee and approve the Regional budget
 - Identify Emerging Leaders in the region
 - Administer awards at the regional level and promote the nomination of Region 8 members for National NACADA awards
 - Publicize NACADA professional development opportunities
 - Promote membership to all academic advisors in the region.
 - Other tasks determined through the course of committee meetings.**
7. Any region member may suggest an amendment to the bylaw. **Amendments** must be submitted in writing to the Region Chair **no later than two months** prior to the annual Regional conference. Amendments to the bylaws will be announced at the annual Regional conference and will be voted on by Region 8 members via an online process within a month after this announcement.

Region 8 Steering Committee Positions and Responsibilities

Guiding Principle: Region 8 will strive to have a steering committee diverse in its makeup and that represents a balance of gender, ethnic and cultural background, institution type, and faculty and professional advisors.

Region Chair

- Organizes and chairs steering committee meetings
- Provides tie-break vote at steering committee meetings
- Represents the steering committee and region at the National conference
- Duties as defined by the NACADA executive office:
<http://www.nacada.ksu.edu/Leadership/RegionChairOverview.htm>

Past Region Chair

- Advises current chair on regional history and issues
- Advises province/state/territory liaisons
- Serves on steering committee as a voting member

Province/State/Territory Liaisons

- Represent province/state/territory interests at the regional level
- Promote NACADA membership amongst academic advisors in the province/state/territory
- Participate in setting goals, strategy, and budget for the region
- Encourage and facilitate awards nomination process amongst schools in their province/state/territory
- Encourage local professional development through province/state/territory level conferences

Secretary

- One Province/State/Territory Liaison will serve as secretary
- Produce timely and accurate meeting minutes
- Record committee action items

Budget Coordinator

- Manage the regional budget and assure it is in compliance with NACADA executive office standards
- Provides fiscal planning for future strategic initiatives
- In conjunction with the Region Chair, approves large expenditures over \$500 for the region
- Serve as financial consultant to state/province/territory conferences as requested

Communications Coordinator

- Manage and update content for Region 8 web site **in collaboration with NACADA executive office**
- Assist with publicity for annual Regional conference, as well as state/province/territory level professional development events of interest to members
- Coordinate communication for Region 8 awards program
- Develop and maintain regional communication plan in consultation with the steering committee
- Work with NACADA to liaison to the press on any regional issues meriting that type of publication

- Works with the province/state/territory liaisons on communication related to membership initiatives

Current Steering Committee Membership

Chair – Brett McFarlane – Oregon State University (2008-2010)
Past Chair – Karen Sullivan Vance – Western Oregon University (2008-2010)
Budget Coordinator – Keert Khanghura – Simon Fraser University (2008-2010)
Communications Coordinator – Nicole Kent – Oregon State University (2009-2011)

Province/State/Territory Liaison* (S/P/T L 1 position – 3 year appointment, S/P/T L 2 position – 2 year appointment)

Alaska

SL 1 – TBA (2009-2011)

SL 2 – TBA (2009-2011)

Alberta

PL 1 – Natasha Buis – Lethbridge College (2007-2010)

PL 2 – Stephen Price – Mount Royal College (2009-2011)

British Columbia

PL 1 – Darren Francis – University College of the Fraser Valley (2007-2010)

PL 2 – Nicholas Johnson – University of the Fraser Valley (2009-2011)

Idaho

SL 1 – Kimber Shaw – Boise State University (2007-2010) – Secretary

SL 2 – Karen Gillespie – University of Idaho (2009-2011)

Montana

SL 1 – Judi Beckendorf – Montana State University (2007-2010)

SL 2 – Tracy Grazley – University of Montana - Western (2009-2011)

Oregon

SL 1 – Kerry Kincanon – Oregon State University (2007-2010)

SL 2 – Sally Garner – University of Oregon (2009-2011)

Washington

SL 1 – Ana Blackstad – Cascadia Community College (2007-2010)

SL 2 – Kurt Xyst – University of Washington (2009-2011)

Yukon Territory**

TL 1 – TBA -- (2009-2011)

*The Region Chair staggered the length of these initial appointments, so that starting in 2009, we can elect a new state/province liaison each year to a two-year term.

**If no one is available or willing from the Yukon to take this position, an at large from British Columbia or Alberta will be made.