

Operating Principles for Region 10

1. Mission and Purpose

NACADA Mission: NACADA promotes student success by advancing the field of academic advising globally. We provide opportunities for professional development, networking and leadership for our diverse membership

The Purpose of the Region: The Region's purpose is to support NACADA's mission by facilitating professional development activities, networking opportunities, leadership development, and member recruitment and service for the membership within their geographic area.

The regions propose activities to support academic advisors, faculty advisors and advising administrators within their geographic regions. Region members conduct annual region conferences, state, province or area drive-ins, promote NACADA membership and develop programs which fit the needs of their specific region.

Region Chairs, working with their steering committees, lead the functions of the regions. The following operating principles outline the responsibilities of the Region Steering Committee in accomplishing the work of the region and supporting NACADA's mission.

2. Membership

- a. Region 10 membership includes NACADA members from the states of Arizona, Colorado, New Mexico, Utah, and Wyoming.
- b. Region leadership is comprised of the Region Chair and the Region Steering Committee.
- c. Membership meetings will be conducted twice annually at the region conference and at the annual conference.
- d. NACADA annual membership dues cover membership in the Region.

3. Diversity Statement

The Region supports the NACADA Diversity statement which is located at <http://www.nacada.ksu.edu/About-Us.aspx>. (4/11/2017)

4. Review of Operating Principles

The Region operating principles must be reviewed at least every three years to be current with the NACADA mission and goals.

5. Amendments of Operating Principles

Amendments or other changes to the operating principles can be submitted by any member of the region, including current Steering Committee members, according to the following guidelines:

- Amendments must be submitted two months prior to the Regional Conference each year for initial consideration by the Regional Steering Committee at their Spring Meeting.
- If the Steering Committee initially supports the change, those changes will be put to a vote, using the online voting system used by the Executive Office, by the current members of the Region via electronic announcement to members on the website and via email.

- This vote is expected to take place as soon as possible and no later than the upcoming Annual Conference.
- If the Region Steering Committee does not support the initial suggested change, the region member may present the proposed change to the regional membership in attendance at the Regional Business Meeting held during the Regional Conference.
 - If a 51% quorum at that meeting views the changes should be put to a vote of the entire membership, those changes will be put to a vote to the entire region as described above.
- A vote by the Region to change the operating principles does not require a quorum of region members to vote; it only requires a 51% majority of those who do vote.
- No changes to the operating principles can be made that are contradictory to the policies governing regions as established by NACADA.
- All operating policy changes need to be approved by the Region Reps and Executive Office Liaison. This is to ensure consistency and that the changes do not conflict with policies established by NACADA.
- When changes are approved to these operating principles the Region Chair will be responsible for entering the changes into the operating principles and publically publishing the new version.

6. Steering Committee

a. Structure and Purpose of Steering Committee

The region steering committee helps the Region Chair set region direction through establishing goals and outcomes, provides assistance in establishing the region's budget, and provides carry-over historical perspective during transitions of regional leadership.

Region 10 has a Steering committee made up of between 11-18 members from the Region. The Steering committee represents the diversity of the region as well as represents each state within the Region. It is strongly encouraged that Regional Steering Committees invite members of their Region who are in a current term of a regional leadership program or of the NACADA Emerging Leaders Program to participate in the elections for Steering Committee positions. The committee membership and duties will be as follows:

- i. Region Chair – two year term elected by region membership
 1. Refer to Region Chair Duties outlined in Region Chair handbook
 2. Participates in regional steering committee meetings.
- ii. Past Region Chair – one year as ex-officio
 1. Participates in regional steering committee meetings.
 2. Takes meeting minutes for all Steering Committee meetings
 3. Provides carry-over historical perspective during transitions of regional leadership
- iii. State liaisons – Two per state - two year staggering terms
 1. Maintains communication between NACADA and the state and allied organizations. Promotes and encourages membership in NACADA throughout their respective state/province. Serves on sub-committees or task forces to address regional issues. Brings concerns, issues and needs

- form their state/province to the attention of the Region Chair and Steering Committee.
 - 2. Participates in regional steering committee meetings.
 - iv. Current Region Conference Chair(s)
 - 1. Maintains responsibility for the execution of the annual regional conference.
 - 2. Follows the requirements and practices of the NACADA Conference Chair Guidebook.
 - 3. Maintains communication between NACADA and the state and allied organizations. Promotes and encourages membership in NACADA throughout their respective state/province. Serves on sub-committees or task forces to address regional issues. Brings concerns, issues and needs form their state/province to the attention of the Region Chair and Steering Committee.
 - 4. Participates in regional steering committee meetings.
 - v. Next year's Region Conference Chair(s)
 - 1. Maintains responsibility for the execution of the upcoming annual regional conference.
 - 2. Follows the requirements and practices of the NACADA Conference Chair Guidebook.
 - 3. Maintains communication between NACADA and the state and allied organizations. Promotes and encourages membership in NACADA throughout their respective state/province. Serves on sub-committees or task forces to address regional issues. Brings concerns, issues and needs form their state/province to the attention of the Region Chair and Steering Committee.
 - 4. Participates in regional steering committee meetings.
 - vi. Other coordinator positions based on region discretion (some of these position may be filled by the current state liaisons who serve in dual roles)
 - 1. Awards
 - 2. Communications/ Social media
 - 3. Technology
 - 4. Research
 - 5. Diversity

b. Election/Appointment of Steering Committee Members

- i. Steering committee members in the state liaison positions are elected (vacant positions following an election will be appointed by the Region Chair) for two year terms with the election (or necessary appointment) staggered between representatives to allow for continuity of regional activities. Coordinator positions will be appointed, though they may be filled by current state liaisons serving dual roles.
- ii. Qualifications for all positions: member of NACADA, available to attend region conference in the spring, and able to attend steering committee meetings via teleconference.
- iii. Mid-term vacancies or elections that generate no candidates may be filled by Region Chair appointment with approval of the steering committee and may then run for one additional full term.

- c. **Terms of office**
 - i. Newly elected members will start their term at the fall annual conference.
 - ii. Region 10 does allow representatives to complete a second two year term.
- d. **Removal of Steering Committee Members**
 - i. An appointed or elected Steering Committee member may be removed for cause, at any time, by the Region Chair, in consultation with remaining members of the Steering Committee.
 - ii. If a steering committee member moves out of the Region, they can no longer serve on the steering committee and should be replaced.
- e. **Unexpected Vacancies**
 - i. The Region Chair in consultation with the Steering Committee will appoint an appropriate replacement to complete the remainder of the term.
 - 1. The replacement will be eligible to run for future terms as outlined in Section b above.
 - ii. In the event that the Region Chair relocates to a new region during their term they will forfeit their Chair position at the time of the move (see exception in #2 below).
 - 1. If there is a Chair-elect position at this time that person will be moved into the Chair position to finish the term and continue for their elected term.
 - 2. In other situations the Regional Division Representatives in consultation with the relocating Region Chair will select and appoint a Chair to complete the term. The Regional Division Representatives may allow the relocating Chair to continue as the Region Chair based on location and availability if there is not a Chair-elect. This person will be able to run for election in the next term.
- f. **Meetings of the Steering Committee**
 - i. Appointed and elected members of the Region Steering Committee are expected to participate in the Regional Steering Committee Meeting at the NACADA Regional Conference.
 - ii. Additional meetings throughout the year may be scheduled or arranged by the Region Chair to conduct Regional Business as needed. These meetings may be conducted via teleconference.
 - iii. In all cases, the majority of those Steering Committee members present will constitute a quorum for conducting Regional Business.

7. Sub-Committees

To assist in the fulfillment of regional goals and processes, subcommittees shall be formed at the discretion of the Region Chair

- a. **Leadership & Membership**
 - i. Each subcommittee is to be chaired by a member of the Regional Steering Committee and is appointed by the Region Chair.
 - 1. The subcommittee chair term is for one year. Reappointment is possible, but for no more than two consecutive years.
 - ii. Membership on the subcommittees is to be open, as able, to the general region membership. Membership is to be no more than 10 members, including the subcommittee chair. The subcommittee chair is responsible for managing membership on the subcommittee.

b. Reporting

- i. Chairs of subcommittees will send a report to the Region Chair no later than 48 hours prior to the next Steering Committee meeting.
- ii. Reports are to include goals since the last meeting, action items toward those goals, any requests for assistance, general announcements, and proposed new goals for the next meeting.
- iii. Failure to report will result in replacement of the subcommittee chair.

8. Yearly Regional Conference Determination

- a. Yearly Region 10 conferences are held in the spring of the year.
- b. Site selection is based on the following format: five year state rotation (a state may switch to a year early or a year later if the NACADA Annual Conference is being hosted nearby in the same year).
- c. Conference chair is selected by the Region Chair in consultation with the steering committee.

9. Region State professional development funds

- a. At the discretion of the steering committee and if built into the Region budget professional development funds can be set up to \$500 (this is the max amount allowed) per state.

10. Budget

In line with the organizational structure and the philosophy of NACADA, regions have flexibility in handling the financial needs associated with their operation. This flexibility is intended to encourage creativity, broaden incentives to have successful conferences, and to increase membership.

The Region Chair and the Steering Committee

1. Prepare and submit an annual region budget to the Division Representatives.
2. Monitor region expenditures by carefully reviewing all reports sent by, or requested from, the Division Representatives or the Executive Office.
3. Ensure the cost effective utilization of NACADA funds.

Region Chairs are responsible for three budgets

1. Region Budgets used for region wide activities and projects.
2. Region Conference budgets used for the spring region conference.
3. NACADA - sponsored state and province drive-in conferences budgets.

Complete information and instructions are located in the Region Chair Handbook at

<http://www.nacada.ksu.edu/About-Us/NACADA-Leadership/Regional-Division/Region-Leader-Resources.aspx> - Region Chair Handbook, Region Financial Responsibilities section.

11. Region Awards

- a. If the region budget allows, awards, travel grants, and scholarships will be offered.
- b. The following awards are offered by all regions:
 - i. Excellence in Advising
 1. Recognizes individuals who demonstrate qualities and practices that make significant contributions to the improvement of academic advising.
 2. Winners receive complimentary registration to the upcoming regional conference where their awards will be presented
 3. Nominations/application will be reviewed by the regional awards sub-committee

4. Categories
 - a. Excellence in Advising – Primary Role: recognizes individuals whose primary role at the institution is the direct delivery of advising services to students.
 - b. Excellence in Advising – Faculty Advisor: recognizes individuals whose primary responsibility is teaching and who spend a portion of their time providing academic advising services to students.
 - c. Excellence in Advising – New Advisor: recognizes individuals who have demonstrated qualities associated with outstanding academic advising of students and who have served as an advisor for a period of three (3) or fewer years.
 - d. Excellence in Advising – Advising Administrator: recognizes individuals who may provide direct academic advising services to students but whose primary responsibility is as an administrator or director of an academic advising program.
5. Criteria
 - a. The selection committee will evaluate nominations/applications on the evidence of qualities and practices that distinguish the nominee as an outstanding academic advisor. Such evidence may include, but is not limited to interpersonal/human relations skills, professional practices, documented success, documented advisor development.
6. Eligibility
 - a. Nominees/applicants must be members of NACADA and may only apply in their own region. Membership for the administrator category is encouraged but not required.
 - b. Individuals may self-nominate.
 - c. Nominees/applicants should plan to attend their region conference in the spring and have support of their office/department to do so.
 - d. Nominees/applicants must have worked in the advising profession for a minimum of one year, prior to January 1 of the current year.
- c. The Region 10 website will announce any additional awards, travel grants, and scholarships offered in any given year, region budget permitting.

12. Region Travel policy

- a. If the region budget allows, travel funding for the Region Chair to attend both the regional and annual conferences may be included in the annual budget. Before using this resource, the Region Chair should first apply for any region travel grants offered, assuming the Region Chair meets the eligibility criteria for the travel grants.
- b. Travel and hotel costs for the Region Chair to travel to up to two state meetings each year at a maximum reimbursement of \$500 per trip is permitted if the region budget allows for these expenses.
- c. Travel, lodging, and meals to a region conference site visit for the Region Chair may be provided if institutional support is not available. This expense can be built into either the region or regional conference budget.
- d. Sections a, b, and c of this section were previously approved by the NACADA Council at the 2015 mid-year meetings.