Operating Principles for NACADA's Region Division | 2024

The following Operating Principles outline the responsibilities of the Region Chair and members of the Region Steering Committee in accomplishing the work of the region and supporting NACADA's mission. In keeping with the NACADA bylaws, the Region Division developed the following Operating Principles to assist in the structure, management, elections, and meetings of each region. The Operating Principles are consistent across all regions.

I.   **Mission and Purpose**
   A. 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.
   B. 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 to support academic advisors, faculty advisors, and advising administrators within their geographic regions. Region members conduct annual conferences and develop programs which fit the needs of their specific region.

II.   **NACADA's Commitment to Diversity, Equity, and Inclusion**
   NACADA: The Global Community for Academic Advising supports the diversity, equity, and inclusion of its membership. The goals of the Association are to foster inclusive communities, to cultivate a sense of belonging for its members, and to acknowledge and eliminate barriers to engagement and professional growth. This work, in turn, supports our diverse student and campus constituencies. As members of NACADA, we all share the responsibility for creating an inclusive and accessible global community of advisors that inspires all members to have a voice. (Approved October 29, 2021)

III. **Membership**
   Membership of each region is comprised of NACADA members from the following areas. Global members are invited to attend region activities which best suit their professional development requirements.

   A.   **REGION 1 | NORTHEAST REGION**
         Connecticut
         Maine
         Massachusetts
         New Brunswick
         New Hampshire
         New York
         Newfoundland and Labrador

Nova Scotia
Prince Edward Island
Quebec
Rhode Island
Vermont

B. **REGION 2 | MID-ATLANTIC REGION**
Delaware
District of Columbia
Maryland
New Jersey
Pennsylvania
Virginia

C. **REGION 3 | MID-SOUTH REGION**
Kentucky
North Carolina
South Carolina
Tennessee
West Virginia

D. **REGION 4 | SOUTHEAST REGION**
Alabama
Caribbean
Florida
Georgia
Mississippi
Puerto Rico
U.S. Virgin Islands

E. **REGION 5 | GREAT LAKES REGION**
Illinois
Indiana
Michigan
Nunavut
Ohio
Ontario
Wisconsin

F. **REGION 6 | NORTH CENTRAL REGION**
Iowa
Manitoba
Minnesota
Nebraska
North Dakota
Northwest Territories
Saskatchewan
South Dakota

G. **REGION 7 | SOUTH CENTRAL REGION**
Arkansas
Kansas

Louisiana
Missouri
Oklahoma
Texas
H.   **REGION 8 | NORTHWEST REGION**
Alaska
Alberta
British Columbia
Idaho
Montana
Oregon
Washington
Yukon
I.   **REGION 9 | PACIFIC REGION**
American Samoa
California
Guam
Hawaii
Nevada
Northern Mariana Islands
J.   **REGION 10 | ROCKY MOUNTAIN REGION**
Arizona
Colorado
New Mexico
Utah
Wyoming

IV.   **Region Leadership**
Region leadership consists of the Region Chair and the Region Steering Committee who are responsible for leading and executing the functions of the region. Leaders are supported by the Region Division Representatives and the NACADA Executive Office liaisons.

A. **Purpose, Expectations, Eligibility, and Structure of Region Steering Committee**
   a.   **Purpose**: The Region Steering Committee helps the Region Chair set region direction through establishing goals and outcomes, aiding in establishing the region budget, carrying out responsibilities and initiatives, and providing historical perspective during transitions of region leadership.
   b.   **Expectations**: Steering Committee members are expected to participate in virtual meetings of the Region Steering Committee and attend the Region Conference. Attendance at the Annual Conference is encouraged. Region Steering Committee members unable to fulfill any aspects of their role should immediately consult with their Region Chair.

     c.   **Eligibility**: Maintain current general NACADA membership and work at a higher education institution within the region designated on their NACADA account. For Area Liaisons, the institution indicated on their NACADA record determines the area they can represent.

     d.   **Structure**: The Region Steering Committee should represent the membership of the region in terms of institution type, as well as each geographical area within the region. All Region Steering Committee roles are two-year terms, elected by the region membership, unless otherwise explicitly stated.

B. Region Steering Committee Membership and Duties
   a. Region Chair
      i. Coordinate Region Division activities including (but not limited to):
         1. Serve as the public face of the region; respond to members' concerns, questions, and communications; and provide stewardship and engagement for NACADA members in the region.
         2. Provide support to the Region Steering Committee members and their initiatives including scheduling and leading regular meetings.
         3. Collaborate with the Region Division Representatives and the NACADA Executive Office to guide region efforts and activities.
         4. Provide support to the Region Conference Co-Chairs during conference planning and on-site at the conference.
         5. Create and monitor the yearly region budget.
         6. Create, monitor, and report on annual region goals to guide initiatives.
         7. Help recruit Steering Committee and Conference Committee members and help recruit special initiative volunteers.
         8. Follow NACADA policies and procedures for Region Chairs.
      ii. Following their two-year term, the Region Chair may choose to serve on the Region Steering Committee as an ex-officio member for up to one additional year.
      iii. Region Chairs must attend the following meetings and events:
         1. Monthly virtual Region Chair meetings.
         2. Virtual Conference Chair trainings.
         3. All virtual onboarding trainings.
         4. Planning meeting/committee meetings for their Region Conference.

     5. Yearly Region Conferences (Region Chairs welcome attendees, provide a region update, and host other presentations as needed)
     6. Yearly Annual Conferences (Region Chairs attend Region Division meetings and lead Region Connection meetings and other presentations as needed.)
     7. Lead additional ad hoc meetings.
     8. Region Chairs are expected to view recordings of any virtual meetings missed.

b. Past Region Chair
     i. Contributes to the planning of the goals, programs, and budget for the region.
     ii. Supports the Region Chair during onboarding and the transition.
     iii. Acts in advisory role to the current Region Steering Committee.
     iv. Serves in an ex-officio capacity for up to one year after Region Chair duties conclude.
     v. Participates in Region Steering Committee meetings.

c. Area Liaisons (one per geographic area)
     i. Represents NACADA members in a defined geographic area. Should the Region Chair see the need to combine areas, any proposed changes must be approved by the Region Division Representatives.
     ii. Contributes to the planning of the goals, programs, and budget for the region.
     iii. Facilitates communication between the region and any geographic area and allied organizations.
     iv. Promotes and encourages membership in NACADA throughout their geographic area.
     v. Serves on region subcommittees or work groups to address region issues.
     vi. Brings concerns, issues, and needs from their geographic area to the attention of the Region Chair and Region Steering Committee.
     vii. Attends the Region Conference (required) and the Annual Conference (expected).
     viii. Facilitates and leads Area Meetings at the Region Conference and leads breakout sessions at the Region Update and Connection Time at Annual Conference.
     ix. Participates in Region Steering Committee meetings.

d. Two-Year Institution Liaison
     i. Represents NACADA members employed at two-year institutions in the region.
     ii. Contributes to the planning of the goals, programs, and budget for the region.
     iii. Facilitates communication between the region and the two-year institutions.

iv. Promotes and encourages membership in NACADA throughout the region, especially advisors from two-year institutions.
v. Serves on region subcommittees or work groups to address region issues.
vi. Brings concerns, issues, and needs from two-year institutions in the region to the attention of the Region Chair and Region Steering Committee.
vii. Attends the Region Conference (expected).
viii. Facilitates opportunities for connection between two-year institution advisors at region events (ex: coordinate a networking or concurrent session at the Region Conference; host a region virtual event)
ix. Participates in Region Steering Committee meetings.

e. Region Conference Co-Chairs
i. Region Conference Co-Chairs are selected by the Executive Office, in consultation with the Region Chair. The Executive Office determines the Region Conference dates and locations.
ii. Contribute to the planning of the goals, programs, and budget for the Region.
iii. Serve a one-year term on the Region Steering Committee beginning at the prior Region Conference.
iv. Complete all online and in-person training, attends or views recording of any virtual meetings, and is responsible for the information presented.
v. Participate in Region Steering Committee meetings.
vi. Reference Region Conference Chair training materials for a complete listing of Region Conference Chair Duties.

f. Awards Chair
i. Contributes to the planning of the goals, programs, and budget for the region.
ii. Promotes Region Award and Scholarships offerings.
iii. Attends trainings and any awards meetings offered by the Executive Office.
iv. Works with the Region Chair and utilizes the Region Steering Committee to execute tasks and determine award offerings per the budget.
v. Recruits volunteers to read and evaluate nomination/application packets and communicates volunteer reader contact information to the Executive Office.
vi. Communicates evaluation process to volunteer readers.
vii. Determines final awardees following volunteer reader evaluation and in consultation with the Region Chair; communicates awardee details to the Executive Office.
viii. Facilitates recognition of awardees through a variety of media and at the Region Conference.
ix. Participates in Region Steering Committee meetings.

g. **Communications Chair**
   i. Contributes to the planning of the goals, programs, and budget for the Region.
   ii. Coordinates promotion of steering committee and region activities, including region conference promotion.
   iii. Maintains region-run social media accounts following NACADA guidelines.
   iv. Participates in Region Steering Committee meetings.
   v. Takes, distributes, and maintains minutes of Region Steering Committee meetings.
h. **Inclusive Excellence Chair**
   i. Contributes to the planning of the goals, programs, and budget for the region.
   ii. Proposes and enacts diverse and inclusive programming for the region.
   iii. Develops, maintains, and communicates resources regarding inclusive excellence in advising.
   iv. Promotes and/or provides education on inclusion practices, such as a session at the Region Conference, blog post, virtual event, or newsletter articles.
   v. Serves as a Region Conference proposal reader and encourages diverse and inclusive programming.
   vi. Attends any appropriate Region Division meetings.
   vii. Participates in Region Steering Committee meetings.
i. **Mentoring Chair**
   i. Contributes to the planning of the goals, programs, and budget for the region.
   ii. Develops and maintains the region's mentoring program and initiatives, including regular virtual check-ins and activities for participants.
   iii. Recruits and selects NACADA members within their region as participants each year.
   iv. Ensures that all mentoring program participants maintain NACADA membership.
   v. Coordinates mentoring activities at NACADA conferences, such as a reception, networking session, or concurrent session following region budget guidelines.
   vi. Participates in Region Steering Committee meetings.
j. **Professional Development Chair**
   i. Contributes to the planning of the goals, programs, and budget for the region.
   ii. Coordinates, promotes, and executes professional development opportunities, such as online events, research and scholarship initiatives, and training and development.
   iii. Participates in Region Steering Committee meetings.

C. Subcommittees & Work Groups
   To assist in the fulfillment of region goals and initiatives, subcommittees and work groups may be formed and disbanded at the discretion of the Region Chair.
   a. **Subcommittees** may be established to carry out routine duties associated with the business of the region; examples of subcommittees include communications, technology, research, awards, and/or geographic areas.
   b. **Work groups** exist to complete a specific, one-time project or task and will disband upon completion of their charge or at the discretion of the Region Chair.
   c. **Operation of Subcommittees and Work Groups**
      i. Each subcommittee and work group must be chaired by a member of the Region Steering Committee.
      ii. The opportunity to serve on a subcommittee or work group must be promoted to all NACADA members in the region.
      iii. Subcommittee and work group members must maintain current NACADA membership.
      iv. Membership may not exceed 10 members, including the chair.

D. Election of Region Steering Committee Members
   a. All Region Steering Committee roles are elected by the region membership, with the exception of the Past Region Chair and the Conference Co-Chairs.
   b. A person may only hold one position on the Steering Committee at a time with the exception of serving as a Conference Co-Chair.
   c. Positions may be filled by Region Chair appointment with approval of the Region Steering Committee when an election generates no candidates.
   d. Region Steering Committee elections will follow the same timeline across the Association following the guidelines and dates set by the Executive Office. Please see the appendix for details.

E. Terms of Office for Region Steering Committee Members
   a. Newly-elected members will start their term at the Region Conference.
   b. Region Steering Committee members may run for a second consecutive term.
   c. After serving two consecutive terms in any position, a member must wait one election cycle (two years) before serving in another Region Steering Committee position. An exception to this rule is that a person may serve as the Region Chair or a Conference Co-Chair even if they have served two consecutive terms on the Region Steering Committee.
   d. In the instance of appointing someone to fill a vacancy, if more than one full year remains in the term, the new Region Steering Committee member may serve only one additional full term.

F. Unexpected Vacancies
   a. In the event a Region Steering Committee member resigns their position, accepts employment in a different region, or leaves higher education during their term, they forfeit their position on the Region Steering Committee.
      i. If there is a Region Steering Committee member-elect for the same position when this occurs, the Region Steering Committee member-elect may assume the Region Steering Committee member role to finish the term and continue for their elected term.
      ii. If there is no Region Steering Committee member-elect, the Chair, in consultation with the Region Steering Committee, will select and appoint a member from the region to complete the term. This person can run for election in the next term unless they have reached the maximum years of continuous service on the Region Steering Committee.
      iii. The Region Chair, in consultation with the Region Steering Committee, may allow the relocating Region Steering Committee member to continue, until a replacement is found.
   b. The Association bylaws govern the process for an unexpected vacancy of the Region Chair.

G. Removal of Region Steering Committee Members
   a. Removal of a Region Steering Committee member may occur, with cause, at any time by the Region Chair in consultation with the Region Division Representatives and the NACADA Executive Office.
   b. A Region Steering Committee member may be removed with cause, including, but not limited to, absence from Region Steering Committee meetings, not performing minimum responsibilities, lapsed membership, negatively representing the Association, no longer working at a higher education institution in the region, etc.
   c. If a Region Steering Committee member no longer works at an institution in the region, they must notify the Region Chair.
   d. The Association bylaws govern the process for the removal of the Region Chair.

H. Meetings of the Region Steering Committee
   a. All members of the Region Steering Committee are expected to participate in regular virtual Region Steering Committee meetings, meetings during the NACADA Region Conference, and, if possible, the NACADA Annual Conference.
   b. Region Steering Committee members, including chairs of subcommittees and work groups, will provide regular reports in a manner determined by the Region Chair.

    c. In all cases, the majority of those Region Steering Committee members present will constitute a quorum for conducting the business of the region. Any meeting of the Region Steering Committee shall require a quorum (a majority of Steering Committee members or 51%). Unless quorum is reached, the meeting must be rescheduled.

    d. In cases where a vote on business is needed, a majority of the Steering Committee is needed for quorum. An electronic vote is permitted if a quorum is reached.

V. Amendments to Operating Principles

A. The Region Division Representatives are responsible for the ultimate interpretation and administration of the directives and provisions of these Operating Principles. The Operating Principles will be reviewed every three years by the Region Division Representatives who may adopt any edits, changes, or additions to the Operating Principles. Those edits, changes, or additions are finalized upon approval of the Executive Office.

B. Amendments or other changes to the Operating Principles can be proposed by any Region Chair to the Region Division Representatives. Region Chairs must provide supporting evidence of a need for an Operating Principles change including, but not limited to, documentation of a successful pilot program, supporting data, etc.

C. The Region Division Representatives will review the proposed changes, and if supported, bring them to the Region Chairs for a vote. The Region Chairs will vote to adopt the proposed changes, whether in person, electronically, or virtually. A majority is needed to approve the change.

D. Any approved changes will apply to all regions.

VI. Budget

A. 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 increase professional development opportunities for NACADA members in the Region, encourage creativity, and to increase NACADA membership. Details regarding spending and budget maintenance will be outlined yearly by Region Division Reps and the Executive Office. Yearly budgets and financial decisions must be approved by the Region Division Reps and the Executive Office.

B. The Region Chair and the Region Steering Committee will:
    i. Prepare and submit for approval an annual region budget to the Region Division Representatives and Executive Office following the budget guidelines set forth by the Executive Office. The Region Conference budget is separate from the region budget.
    ii. Monitor region expenditures by carefully reviewing all reports sent by, or requested from, the Region Division Representatives or the Executive Office.
    iii. Ensure the cost-effective utilization of NACADA funds.

VII. Region Awards

   A. The Region Division is proud to support student success by providing recognition and professional development opportunities for students and academic advising professionals.

   B. Each region offers a selection of awards and scholarships, chosen by the Region Awards Chair and the Region Chair, with input from the Region Steering Committee encouraged. The award offerings are established each fiscal year in partnership with NACADA's Executive Office and determined by the membership needs of the region and the region budget. Due to membership needs and funding availability, NACADA's Executive Office and Region Division leadership will annually, before each awards cycle, review award funding, application requirements, application timelines, committee review procedures, and other necessary components.

   C. The Excellence in Advising Awards are offered each year by all regions. Excellence in Advising Awards recognize individuals who demonstrate qualities and practices that make significant contributions to the advancement of academic advising.

       i. **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 at least one (1) but no more than three (3) years.

       ii. **Excellence in Advising – Primary Role Advisor**: Recognizes individuals whose primary role at the institution is the direct delivery of advising services to students and who provide outstanding academic advising support to students.

       iii. **Excellence in Advising – Two-Year Institution Advisor**: Recognizes individuals employed by a two-year institution who provide outstanding academic advising support to students.

       iv. **Excellence in Advising – Faculty Advisor**: Recognizes individuals whose primary responsibility is teaching and who spend a portion of their time providing outstanding academic advising services to students.

       v. **Excellence in Advising – Advising Administrator**: Recognizes individuals who may provide outstanding direct academic advising services to students but whose primary responsibility is as an administrator or director of an academic advising program for three (3) years or more in that role. Nominees for this award are not required to be a current member of NACADA.

   D. Excellence in Advising Awards offer the same award amounts across all regions. The award amount could vary each year, depending on approved budget guidelines each year.

   E. In addition to the Excellence in Advising Awards, regions may offer additional awards and scholarships, in line with yearly guidelines. These offerings and their corresponding application timeline(s) shall be outlined via each region's NACADA website.

F. Region Award/Scholarship Application/Nomination Review: Applications/nominations are reviewed via online review systems by volunteer readers/evaluators who are guided through the process by the Region Awards Chair. Review access and rubrics are provided by NACADA's Executive Office which also hosts the online review portal. Region Awards Chairs provide final approval of award recipients in consultation with the Region Chair.

G. Award/Scholarship Marketing: Each Region Steering Committee is expected to promote their region's awards and scholarship opportunities during the application timeline. NACADA's Executive Office provides Region Awards and Scholarships marketing resources for all regions.

Operating Principles for NACADA Region Division
(September 2024)
Appendix

Please see the tables below for guidance on Region Steering Committee
positions and their assigned election year (odd-numbered year; even-numbered year).

Region 1			Region 2	
Region Chair	Odd		Region Chair	Even
Communications Chair	Even		Communications Chair	Even
Awards Chair	Even		Awards Chair	Odd
Inclusive Excellence Chair	Even		Inclusive Excellence Chair	Odd
Mentoring Chair	Even		Mentoring Chair	Even
Professional Development Chair	Odd		Professional Development Chair	Odd
Two-Year Institution Liaison	Odd		Two-Year Institution Liaison	Even
Region Conference Co-Chair	N/A		Region Conference Co-Chair	N/A
Region Conference Co-Chair	N/A		Region Conference Co-Chair	N/A
Canada Liaison	Even		Delaware Liaison	Even
Connecticut Liaison	Odd		District of Columbia Liaison	Even
Maine Liaison	Odd		Maryland Liaison	Even
Massachusetts Liaison	Odd		New Jersey Liaison	Odd
New Hampshire Liaison	Odd		Pennsylvania Liaison	Odd
New York Liaison	Even		Virginia Liaison	Odd
Rhode Island Liaison	Even			
Vermont Liaison	Even			

Region 3			Region 4	
Region Chair	Odd		Region Chair	Even
Communications Chair	Even		Communications Chair	Even
Awards Chair	Even		Awards Chair	Odd
Inclusive Excellence Chair	Odd		Inclusive Excellence Chair	Odd
Mentoring Chair	Odd		Mentoring Chair	Even
Professional Development Chair	Odd		Professional Development Chair	Even
Two-Year Institution Liaison	Even		Two-Year Institution Liaison	Odd
Region Conference Co-Chair	N/A		Region Conference Co-Chair	N/A
Region Conference Co-Chair	N/A		Region Conference Co-Chair	N/A
Kentucky Liaison	Even		Alabama Liaison	Odd
North Carolina Liaison	Odd		Caribbean Liaison	Odd
South Carolina Liaison	Even		Florida Liaison	Odd
Tennessee Liaison	Odd		Georgia Liaison	Even
West Virginia Liaison	Even		Mississippi Liaison	Even

Region 5			Region 6	
Region Chair	Odd		Region Chair	Even
Communications Chair	Even		Communications Chair	Even
Awards Chair	Odd		Awards Chair	Odd
Inclusive Excellence Chair	Even		Inclusive Excellence Chair	Odd
Mentoring Chair	Even		Mentoring Chair	Odd
Professional Development Chair	Odd		Professional Development Chair	Odd
Two-Year Institution Liaison	Odd		Two-Year Institution Liaison	Even
Region Conference Co-Chair	N/A		Region Conference Co-Chair	N/A
Region Conference Co-Chair	N/A		Region Conference Co-Chair	N/A
Illinois Liaison	Odd		Iowa Liaison	Odd
Indiana Liaison	Odd		Manitoba Liaison	Even
Michigan Liaison	Even		Minnesota Liaison	Even
Ohio Liaison	Odd		Nebraska Liaison	Even
Ontario/Nunavut Liaison	Even		North Dakota Liaison	Odd
Wisconsin Liaison	Even		Northwest Territories Liaison	N/A
			Saskatchewan Liaison	Odd
			South Dakota Liaison	Even

Region 7			Region 8	
Region Chair	Odd		Region Chair	Even
Communications Chair	Even		Communications Chair	Odd
Awards Chair	Even		Awards Chair	Even
Inclusive Excellence Chair	Even		Inclusive Excellence Chair	Odd
Mentoring Chair	Even		Mentoring Chair	Odd
Professional Development Chair	Odd		Professional Development Chair	Odd
Two-Year Institution Liaison	Odd		Two-Year Institution Liaison	Even
Region Conference Co-Chair	N/A		Region Conference Co-Chair	N/A
Region Conference Co-Chair	N/A		Region Conference Co-Chair	N/A
Arkansas Liaison	Odd		Alaska Liaison	Even
Kansas Liaison	Even		Alberta Liaison	Even
Louisiana Liaison	Even		British Columbia Liaison	Odd
Missouri Liaison	Odd		Idaho Liaison	Even
Oklahoma Liaison	Odd		Montana Liaison	Odd
Texas Liaison	Even		Oregon Liaison	Even
			Washington Liaison	Odd
			Yukon Liaison	Odd

Region 9			Region 10	
Region Chair	Odd		Region Chair	Even
Communications Chair	Even		Communications Chair	Even
Awards Chair	Odd		Awards Chair	Odd
Inclusive Excellence Chair	Even		Inclusive Excellence Chair	Odd
Mentoring Chair	Odd		Mentoring Chair	Even
Professional Development Chair	Even		Professional Development Chair	Even
Two-Year Institution Liaison	Even		Two-Year Institution Liaison	Odd
Region Conference Co-Chair	N/A		Region Conference Co-Chair	N/A
Region Conference Co-Chair	N/A		Region Conference Co-Chair	N/A
California Liaison	Even		Arizona Liaison	Even
Pacific Liaison	Odd		Colorado Liaison	Even
Nevada Liaison	Odd		New Mexico Liaison	Odd
			Utah Liaison	Odd
			Wyoming Liaison	Odd