

Operating Principles for Region 9

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. Region leaders conduct annual Region Conferences, hold area drive-in conferences, promote NACADA membership, and develop programs which fit the needs of their region.

Diversity Statement

NACADA: The Global Community for Academic Advising values and promotes inclusive practices within the association and the advising profession. NACADA provides opportunities for professional development, networking, and leadership for our diverse membership and fosters involvement and engagement across identity groups, geographic regions, and professional levels. NACADA promotes the principle of equity and respects the diversity of advising professionals across the vast array of intersections of identity, which includes but is not limited to age cohort, institutional type, employment role, location, nationality, socioeconomic status, faith, religion, ethnicity, ability/disability, gender identity, gender expression, and/or sexual orientation.

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. This review will be led by the Region Division Representatives with input from the Region Chairs.

Membership

Region 9 includes NACADA members from American Samoa, California, Guam, Hawai'i, Nevada, and the Northern Mariana Islands. **Region 9** holds general membership meetings at least twice per year.

Region Leadership

Region leadership is comprised of the Region Chair and the Region Steering Committee who are responsible for leading and executing the functions of the regions.

Purpose and Structure of Region Steering Committee

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. Region Steering Committee members unable to fulfill any aspects of their role should immediately consult with their Region Chair.

Structure: The Region Steering Committee represents the diversity of the region, as well as represents each geographical area within the Region. All Region Steering Committee roles are two-year terms, elected by the region membership, unless otherwise explicitly stated. The Region Steering Committee membership and duties will be as follows:

- a. Region Chair
 - i. Refer to Region Chair Duties outlined in Region Chair handbook.
 - ii. Elected in odd calendar years.
- b. Past Region Chair
 - i. Acts in advisory role to the current Region Steering Committee.
 - ii. Serves for one year in ex-officio capacity after Region Chair duties conclude.
 - iii. Provide support to the Region Chair and Region Conference Chairs.
- c. Area liaisons (at least one per geographic area)
 - i. Maintains communication between region and any geographic area and allied organizations.
 - ii. Promotes and encourages membership in NACADA throughout their geographic area.
 - iii. Serves on region subcommittees or working groups to address region issues
 - iv. Brings concerns, issues, and needs from their geographic area to the attention of the Region Chair and Region Steering Committee.
 - v. California (elected in even years); Pacific - American Samoa, Guam, Hawai'i, Northern Mariana Islands (elected in odd years); Nevada (elected in odd years).
 - vi. Contribute to the goal setting, strategy, and budget for Region 9.
 - vii. Encourage participation in the NACADA awards program within their represented area.
 - viii. Maintain communication between NACADA and state and allied organizations.
- d. Current Region Conference Chair(s)
 - i. Three-year term (one year as Incoming Region Conference Chair, one year as Current Region Conference Chair, and one year as Past Region Conference Chair).
 - ii. Attends or views recording of each online training session and is responsible for the information presented.
 - iii. If possible, attend the Region Conference Chair Training at the Annual Conference.
 - iv. See Region Chair Handbook and Region Conference Chair Handbook for a complete listing of Region Conference Chair Duties.
 - v. Attend Region Conference during tenure as Region Conference Chair, and when possible, attend Region Conference during tenure as Incoming and Past Region Chair to provide support for the current Region Conference Chair.
 - vi. Coordinate all functions of the Region Conference.
 - vii. Select subcommittee chairs for the Region Conference.
 - viii. Serve as liaison between conference committee and Region Steering Committee providing updates and news about the Region Conference.
 - ix. Create and approve conference budget and theme in consultation with the Region Chair.
 - x. Contribute to the goal setting, strategy, and budget for Region 9.
- e. Incoming Region Conference Chair(s)

- i. One-year term (plus one year as Current Region Conference Chair and one year as Past Region Conference Chair).
 - ii. Consult with current Region Conference Chairs.
 - iii. Review procedures/planning of current conference.
 - iv. Contribute to the goal setting, strategy, and budget for Region 9.
 - v. Attend the Region Conference.
 - vi. Attend online training sessions provided by the NACADA Executive Office.
- f. Past Region Conference Chair(s)
 - i. One-year term (plus one year as Current Region Conference Chair and one year as Upcoming Region Conference Chair).
 - ii. Provide consultation and support to Upcoming and Current Region Conference Chairs.
 - iii. Contribute to the goal setting, strategy, and budget for Region 9.
- g. Social Media and Communications Coordinator
 - i. Elected in even years
 - ii. Ensure accuracy of Region 9 Website by updating and refreshing content in collaboration with the Executive Office
 - iii. Update and monitor social media pages (Facebook, Twitter, Blog, Instagram)
 - iv. Contribute to the goals setting, strategy, and budget for Region 9
- h. Awards Chair
 - i. Elected in odd calendar years.
 - ii. Promotes region award offerings.
 - iii. Organizes the Region 9 Awards and Scholarship program and ceremony.
 - iv. Recruits volunteers to read and evaluate award nomination packets and communicates volunteer reader contact information to the Executive Office.
 - v. Communicates evaluation process to volunteer readers.
 - vi. Determines final awardees following volunteer reader evaluation and communicates awardee details to the Executive Office.
 - vii. Facilitates recognition of awardees through a variety of media and at the Region Conference.
 - viii. Ensure that funds are distributed to award recipients, notifying the NACADA Executive Office of the recipients.
 - ix. Contribute to the goal setting, strategy, and budget for Region 9.
- i. Community College Liaison
 - i. Elected in even year.
 - ii. Present community college issues relevant to NACADA to the steering committee.
 - iii. Contribute to the goal setting, strategy, and budget for Region 9.
 - iv. Encourage participation in the NACADA awards program within represented area.
- j. Graduate Advising Coordinator
 - i. Elected in odd year.
 - ii. Present graduate advising issues relevant to NACADA to the steering committee.
 - iii. Contribute to the goal setting, strategy, and budget for Region 9.

- iv. Encourage participation in the NACADA awards program within represented area.
- k. Diversity, Equity, and Inclusion Coordinator
 - i. Elected in even year.
 - ii. Support efforts to improve diversity, equity, inclusion, and belonging for Region 9 membership in terms of representation and advising development content.
 - iii. Recommend actions, initiatives, and programming in support of diversity, equity, inclusion, and belonging.
 - iv. Contribute to the goal setting, strategy, and budget for Region 9.
- l. Professional Development Coordinator
 - i. Elected in odd year.
 - ii. Support and develops Region 9 specific research/scholarship of advising and professional development opportunities for members.
 - iii. Recommend actions, initiatives, and programming in support of research/scholarship of advising and professional development opportunities.
 - iv. Contribute to the goals setting, strategy, and budget for Region 9
- m. Membership Coordinator
 - i. Two-year term as ex-officio member.
 - ii. Member of the NACADA Membership Recruitment and Retention Committee.
 - iii. Provide consultation to the steering committee to coordinate membership campaigns and increase growth of NACADA membership.

Subcommittees & Working Groups

To assist in the fulfillment of region goals and initiatives, subcommittees and working groups may be formed and disbanded at the discretion of the Region Chair. Subcommittees may be established to complete routine duties associated with the business of the region; some examples of subcommittees include communications, technology, research, awards, and/or geographic areas. Working 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; working groups may include elections, needs assessments, and/or Operating Principles review.

- a. Each subcommittee and working group is to be chaired by a member of the Region Steering Committee.
- b. The opportunity for membership on a subcommittee or working group will be advertised to members via email from the NACADA Executive Office.
- c. Subcommittee and working group members must be current NACADA members. Membership is to be no more than 10 members, including the chair.

Elections and Appointment of Region Steering Committee Members

- a. Region Steering Committee members are elected (or, in some cases, appointed) for two-year terms unless otherwise stated in their position description.
- b. Qualifications for all positions: member of NACADA, in-person attendance at region and Annual conferences (if possible), and active participation at in-person or remote attendance of all other meetings of the Region Steering Committee.
- c. Mid-term vacancies or elections that generate no candidates may be filled by Region Chair appointment with approval of the Region Steering Committee and may then run for election for one additional full term.
- d. Region Steering Committee elections will occur at the same time across the Association.

- e. Region Steering Committee nominations will open in November for all regions after the NACADA general election nominations close. Region Steering Committee elections will occur in December and/or January, prior to the NACADA general election and following region election guidelines and dates set by the Executive Office.

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 election in a second consecutive term.
- c. After serving two consecutive terms, a member must wait two years before serving in another Region Steering Committee position.
- 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.

Removal of Region Steering Committee Members

- a. An appointed or elected Region Steering Committee member may be removed for cause, including, but not limited to, absence from Region Steering Committee meetings, not performing minimum responsibilities, negatively representing the Association, no longer working at an institution in the Region, etc.
- b. Removal of a Region Steering Committee Member may occur at any time by the Region Chair in consultation with the Region Division Representatives and the NACADA Executive Office.
- c. If a Region Steering Committee member no longer works at an institution (excluding in the instance of a Retiree member) in the Region, they must notify the Region Chair.
- d. The Association by-laws govern removal of the Region Chair.
- e. Absenteeism: An absence will be excused when a Steering Committee member notifies the Region Chair prior to the meeting of their inability to attend. A Steering Committee member may be automatically removed from the Steering Committee: a) After three (3) unexcused absences from regular meetings; b) After two (2) consecutive unexcused absences from regular meetings; or c) After missing one-third (1/3) of the regular meetings within any consecutive 12-month period.

Unexpected Vacancies

- a. In the event a Region Steering Committee member accepts employment in a different region 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 assumes 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 of the region to complete the term. This person will be able to run for election in the next term.
 - iii. The Chair and Region Steering Committee may allow the relocating Region Steering Committee member to continue based on location and availability if there is not a Region Steering Committee member-elect.
- b. The Association by-laws govern the unexpected vacancy of the Region Chair.

Meetings of the Region Steering Committee

- a. All members of the Region Steering Committee are expected to participate in Region Steering Committee meetings during the NACADA Region Conference and, if possible, the NACADA Annual Conference.
- b. Region Steering Committee members, including chairs of subcommittees and working groups, will provide regular reports in a manner determined by the Region Chair.
- c. Additional meetings throughout the year are scheduled or arranged by the Region Chair to conduct the business of the region.
- d. In all cases, the majority of those Region Steering Committee members present will constitute a quorum for conducting the business of the region.

Amendments to Operating Principles

Amendments or other changes to the operating principles can be proposed by any member of the region, including current Region Steering Committee members, according to the below guidelines.

Proposing Amendments

- a. Any NACADA member in Region 9 may submit, in writing via email to the Region Chair, suggested amendment(s) to the Operating Principles.
- b. A Region Steering Committee member may suggest amendment(s) during a Region Steering Committee meeting.
- c. Prior to voting, the amendment(s) must be approved by both the Region Representatives and Executive Office liaisons. This is to ensure consistency and that the proposed amendment(s) do not conflict with by-laws and policies established by NACADA.

Consideration and Voting

- a. The Region Steering Committee will discuss any proposed amendment(s) during a meeting but will hold a vote no later than their next meeting to determine if the amendment(s) will be supported to move forward to a region-wide vote.
- b. If two-thirds of quorum support the amendment(s), it will be up for a region-wide vote. If the Region Steering Committee vote fails, the amendment(s) will not go to a member vote.
- c. If the Region Steering Committee initially supports the amendments, those amendments will be put to a vote, using the online voting system of the Executive Office.
- d. Current members of the Region will be informed of the proposed amendment(s) via announcement to members on the website and email.
- e. A region-wide vote will take place. If approved by two-thirds vote of members voting, the amendment(s) will be adopted.

Region Conference Determinations

- a. The Region Conference Chair Handbook details processes and procedures related to planning and executing the Region Conference.
- b. The conference chairs are appointed by the Region Chair in consultation with the Region Steering Committee and Executive Office liaisons.
- c. Yearly Region 9 conferences are held yearly in the spring.
- d. Site selection is based on the following rotation:
Northern California, Hawaii/Guam/American Samoa/Northern Marianas Islands,
Southern California, Nevada

- e. A state/territory may switch to an earlier or later year if the NACADA Annual Conference is hosted nearby in the same year or for other reasons.
- f. Site selections are generally made two or more years in advance of the event. The rationale for each site should include a consideration for travel proximity for participants; affordability of conference cost (e.g., using a free on campus convention area); likelihood of higher participation; and availability of travel and city accommodations.

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 increase professional development opportunities for NACADA members in the Region, encourage creativity, and to increase NACADA membership. Details regarding spending and budget maintenance are in the Region Chair Handbook and should be made in consultation with the Executive Office.

The Region Chair and the Region Steering Committee will:

- a. Prepare and submit an annual region budget to the Division Representatives.
- b. Monitor region expenditures by carefully reviewing all reports sent by, or requested from, the Division Representatives or the Executive Office.
- c. Review and approve requests up to \$500 USD or equivalent for geographic area liaison professional development activities, independent of the annual region budget.
- d. Ensure the cost-effective utilization of NACADA funds.

Awards and Scholarships

The Region 9 website will announce any awards, travel grants, and scholarships offered in any given year, region budget permitting.

Excellence in Advising Awards

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

- a. Awardees receive complimentary registration to the upcoming Region Conference where their awards will be presented. Awardees should plan to attend their Region Conference in the spring and have support of their office/department to do so.
- b. Nominations/application will be reviewed by the Region Awards subcommittee.
- c. The Excellence in Advising Awards have four categories:
 - i. **Excellence in Advising - Primary Role:** recognizes individuals whose primary role at the institution is the direct delivery of advising services to students.
 - ii. **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.
 - iii. **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.
 - iv. **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.

- d. The subcommittee 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, and documented advisor development.
- e. To be eligible to apply, 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. Additionally, nominees/applicants must have worked in the advising profession for a minimum of one year, prior to January 1 of the current year.
- f. Individuals may self-nominate.

The following awards are specific to Region 9:

a. Excellence in Advising Categories

- i. **Excellence in Advising - Two-year College:** Recognizes individuals who currently work at a two-year college/Community College in an advising position who have demonstrated effective advising qualities and practices that distinguish the nominee as an outstanding academic advisor.
- ii. **Excellence in Advising - Advising Innovation:** To recognize advisors or advising units who are pioneering new and/or unique and effective approaches in the field of academic advising. The goal of this award is to recognize advancement in the field development of advisors. This includes (but is not limited to) innovative programs, models, initiatives, research, assessment, training, or technology. In addition to the Excellence in Advising Awards Eligibility criteria listed above, applicants must meet the following:
 - I. Program must have been in operation for at least one year (may include pilot period).
 - II. Clear evidence of effectiveness is required.
 - III. Innovation = new approach in promoting efficient and effective academic advising practices. Creative = demonstrates creative use of resources (human, fiscal, or physical). Impact = definitive evidence of positive student, advisor, or institutional outcome.
- iii. **Advising Equity Champion:** Recognizes advising professionals who are making advising more inclusive, fair, and responsive to the needs of historically marginalized and/or non-traditional student populations. The goal of this award is to acknowledge advising work that helps address inequities experienced by students during their college careers. The award may also recognize the development of advising competency trainings or research that promotes educational equity, advising programs or initiatives that target inequities, and advising professional development opportunities for advisors who have identified as historically marginalized and/or non-traditional students. This award may recognize both outstanding one-time efforts and/or high-quality work sustained over time.

b. Region 9 Scholarships

- i. Region 9 Scholarships provide assistance to members to attend a NACADA Institute/Seminar, Region 9 Conference, or Annual NACADA Conference. Scholarships will cover early registration fees.
- ii. Scholarship Eligibility Criteria
 - I. Applicants must be current members of NACADA at the time of application and conference registration. For student scholarships, applicants must be student members. To qualify as a student member, one cannot be currently employed full-time at an institution.

- II. Applicants must plan to attend the relevant conference or institute/seminar and have the support of their program/unit.
- iii. Scholarships
 - I. **Region 9 Conference Graduate Student Scholarship:** Awarded to student NACADA member(s) from Region 9 who wish to attend the Region 9 Conference. Eligibility Criteria:
 - a. Applicants must meet Scholarship Eligibility Criteria above.
 - b. Applicants must be currently enrolled in either a masters or doctoral program and must be involved with academic advising on their campus.
 - c. Applicants must be willing to write a short article summarizing their Conference experience for the Region 9 blog.
 - II. **Region 9 Conference Presenter Scholarships:** Awarded to member(s) from Region 9 who has been accepted as a presenter at the NACADA Region 9 Conference. Eligibility Criteria:
 - a. Applicants must meet Scholarship Eligibility Criteria above.
 - b. Applicants must be a selected presenter for the NACADA Region 9 Conference.
 - III. **Region 9 Conference Attendee Scholarship:** To support NACADA members in Region 9 who wish to attend the NACADA Region 9 Conference and require funding support to make the trip happen. Eligibility Criteria:
 - a. Applicants must meet Scholarship Eligibility Criteria above.
 - b. Post conference, the recipient must write a short article summarizing their conference experience, including at least one idea gleaned from the conference that they could implement on their campus, to be posted on the Region 9 blog.
 - IV. **Region 9 Institute/Seminar Scholarship:** To support Region 9 members who wish to attend a NACADA Institute/Seminar and require funding support to make the trip happen. Eligibility Criteria:
 - a. Applicants must meet Scholarship Eligibility Criteria above.
 - b. Post conference, the recipient must write a short article summarizing their conference experience, including at least one idea gleaned from the conference that they could implement on their campus, to be posted on the Region 9 blog.
 - V. **Region 9 Annual Conference Graduate Student Scholarship:** Awarded to student member(s) from Region 9 who wish to attend the NACADA Annual Conference. Eligibility Criteria:
 - a. Applicants must meet Scholarship Eligibility Criteria above.
 - b. Applicants must be currently enrolled in either a masters or doctoral program and must be involved with academic advising on their campus.

- c. Applicants must be willing to write a short article summarizing their Conference experience for the Region 9 blog.
- VI. **Region 9 Annual Conference Presenter Scholarship:** Awarded to member(s) from Region 9 who has been accepted as a presenter at the NACADA Annual Conference. Eligibility Criteria:
 - a. Applicants must meet Scholarship Eligibility Criteria above.
 - b. Applicants must be a selected presenter for the NACADA Annual Conference.
- VII. **Region 9 Annual Conference Attendee Scholarship:** To support Region 9 members who wish to attend the NACADA Annual Conference and require funding support to make the trip happen. Eligibility Criteria:
 - a. Applicants must meet Scholarship Eligibility Criteria above.
 - b. Applicants must be willing to do a brief write up describing one idea gleaned from the conference that you could implement in your position on your campus to be posted on the Region 9 blog.