

# Operating Principles for Region 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.

## Membership

- a. Region 1 membership includes NACADA members from Connecticut, the Eastern Provinces of Canada, Maine, Massachusetts, New Hampshire, New York, Quebec, Rhode Island, and Vermont.
- 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.

## 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.

## Amendments to 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:

- a. 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.
- b. 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.
  - a. This vote is expected to take place as soon as possible and no later than the upcoming Annual Conference.
- c. 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.
  - a. 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.
- d. 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
- e. NO changes to the operating principles can be made that are contradictory to the policies governing regions as established by NACADA.
- f. 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.
- g. When changes are approved to these operating principles the Region Chair will be responsible for entering the changes into the operating principles and publicly publish the new version.

## **Steering Committee**

### **Structure and Purpose of Steering Committee**

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

Region 1 has a Steering committee made up of a range of 18-22 members from the Region. The Steering committee represents the diversity of the region as well as represents each state and province 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 Steering Committee. The committee membership and duties will be as follows:

- a. Region Chair – two-year term elected by region membership
  - a. Refer to Region Chair Duties outlined in Region Chair handbook.
- b. Past Region Chair – one year as ex-officio
  - a. Provides training and support for the incoming Region Chair.
  - b. Provides carry-over of historical information and perspective during transitions of regional leadership.
  - c. Participates in regional steering committee meetings.
- c. State/Province liaisons – two-year staggering terms
  - a. 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 from their state/province to the attention of the Region Chair and Steering Committee.

- b. Follows the requirements and practices of the NACADA State Conference Drive-In Handbook
  - c. Assists the Region Chair in executing Region 1 Goals set annually.
  - d. Provides training and support for incoming State/Province Liaisons.
  - e. Provides carry-over of historical information and perspective during transitions of regional leadership.
- d. Current Region Conference Co-Chairs – two-year staggering terms
  - a. Follows the requirements and practices of the NACADA Conference Chair Handbook.
  - b. Maintains responsibility for the execution of all aspects of the annual regional conference.
  - c. Assists the Region Chair in executing Region 1 Goals set annually.
  - d. Provides training and support for Incoming Conference Chair along with the returning Conference Chair.
  - e. Provides carry-over of historical information and perspective during transitions of regional leadership.
- e. Next year’s Region Conference Chair(s)
  - a. Follows the requirements and practices of the NACADA Conference Chair Handbook.
  - b. Maintains responsibility for the execution of all aspects of the annual regional conference.
  - c. Assists the Region Chair in executing Region 1 Goals set annually.
  - d. Provides training and support for Incoming Conference Chair along with the returning Conference Chair.
  - e. Provides carry-over of historical information and perspective during transitions of regional leadership.
- f. Other sub-committee positions based on regional needs.
  - a. Communication Co-Chairs
  - b. Awards & Recognition Co-Chairs
  - c. Budget Chair
  - d. Membership & Engagement Co-Chairs
  - e. Site Selection Co-Chairs
  - f. ELP participants are encouraged to assist/serve on the steering committee.

**Election/Appointment of Steering Committee Members**

- a. Steering Committee members, with the exception of Conference Co-Chair positions, are elected for two-year terms with the election staggered between representatives to allow for continuity of regional activities. The Region Chair will call for nominations via email around the time of the Annual conference in October. Members may nominate themselves or others colleagues for available positions.
- b. Qualifications for all positions: current member of NACADA (for at least one year at the time of nomination), and available to attend region conferences in the spring and a minimum of two virtual meetings lead by the Region Chair.
- c. In the case of mid-term vacancies or elections that generate no candidates, the Region Chair may fill the position by appointment with approval of the Steering Committee. The appointed member may then run for one additional full term.

**Terms of office**

- a. Newly elected members will start their term at the spring regional conference or with the exception of the Region Chair who start their term at the fall annual conference.
- b. Region 1 does allow representatives to complete a second two-year term.

**Removal of Steering Committee Members**

- a. 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.
- b. If a steering committee member moves out of the Region, they can no longer serve on the steering committee and should be replaced.

### **Unexpected Vacancies**

- a. The Region Chair, in consultation with the Steering Committee, will appoint an appropriate replacement to complete the remainder of the term for steering committee members.
  - a. The replacement will be eligible to run for future terms as outlined in Section b above.
- b. 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).
  - a. 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.
  - b. In other situations, the Regional Division Representatives in consultation with the Council will select and appoint a Chair to complete the term. This person will be able to run for election in the next 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.

### **Meetings of the Steering Committee**

- a. Appointed and elected members of the Region Steering Committee are expected to participate in the Regional Steering Committee Meeting at the NACADA Regional Conference.
- b. 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.
- c. In all cases, the majority of those Steering Committee members present will constitute a quorum for conducting Regional Business.

### **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.
  - a. Each subcommittee is to be chaired by a member of the Regional Steering Committee and is appointed by the Region Chair.
    - i. The subcommittee chair term is for one year. Reappointment is possible, but for no more than two consecutive years.
  - b. 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
  - a. Chairs of subcommittees will send a report to the Region Chair no later than 48 hours prior to the next Steering Committee meeting.
  - b. 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.
  - c. Failure to report can result in replacement of the subcommittee chair.

### **Yearly Regional Conference Determination**

- a. Yearly Region 1 conferences are held in the spring of the year.

- b. Site selection is based on the following format: eight-year rotation among the Region 1 states and a province in Canada. Conference chair is selected by the Region Chair in consultation with the steering committee.

### **Region State/Province professional development funds**

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

### **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**

- 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. Ensure the cost-effective utilization of NACADA funds.

### **Region Chairs are responsible for three budgets**

- a. Region Budgets used for region wide activities and projects.
- b. Region Conference budgets used for the spring region conference NACADA - sponsored state and province drive-in conferences budgets.
- c. **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.

Amended by Region vote – March 2019.