

Operating Principles for Mid-South Region 3

In keeping with the NACADA bylaws and the NACADA Regional Chairs Handbook, the Regional Division has developed the following set of guidelines to assist in the Regional Steering Committee structure, elections and meetings.

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, 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. Mid-South Region 3 membership includes NACADA members from ***Kentucky, North Carolina, South Carolina, Tennessee, and West Virginia.***
- 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. All NACADA leaders must be NACADA members.
- e. NACADA annual membership dues cover membership in the Region.

3. Diversity Statement

The Regions support the NACADA Inclusion and Engagement statement which reads: 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 members 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.

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 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.
 - i. 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.
 - i. 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 that are contradictory to the policies that govern regions as established by NACADA can be made to the Operating Principles.
- f. All changes to the Operating Principles must be approved by the Region Division Representatives 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 publically publishing the new version.

6. Steering Committee

a. Purpose and Structure of Steering Committee

The Mid-South Region 3 Steering Committee members help the Region Chair set region direction by establishing goals and outcomes, providing assistance in determining the region's budget, and offering historical perspective during transitions of regional leadership. The Steering Committee will meet at the Regional and Annual conferences as well as teleconference meetings as needed.

Mid-South Region 3 has a Steering Committee made up of between 12-18 members from the Region. The Steering Committee represents the diversity of the region as well as represents each state within the Region. Qualifications to hold any position require the following: Current NACADA membership, active involvement in academic advising activities on local campus, institutional support (i.e. financial, supervisor), excellent communication, presentation, organization, planning and follow through skills.

Region 3 will invite members of the 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 position specific duties will be as follows:

- i. Region Chair – two-year term elected by region membership
 - (1) Statement of job: Region Chair, working with the Steering Committee, leads the functions of the Region.
 - (2) Refer to Region Chair Duties outlined in Region Chair handbook. Available at <http://www.nacada.ksu.edu/About-Us/NACADA-Leadership/Regional-Division/Region-Leader-Resources.aspx> when logged in to your NACADA Account.
- ii. Past Region Chair – one year as ex-officio
 - (1) Facilitate transition in leadership by providing advice and support to current Region Chair, Conference Chair(s) and other members of the Region 3 Steering Committee.
 - (2) Provide continuity and historical perspective
 - (3) Attend Regional and Annual Conferences when possible.
- iii. State liaisons (one per state) – two-year term elected by membership
 - (1) Statement of job: Promote and encourage membership in NACADA throughout their respective state.
 - (2) Duties include:
 - (a) Maintain communication between NACADA and the state and allied organizations.
 - (b) Bring concerns, issues, and needs from their state to the attention of the Region Chair and Steering Committee.
 - (c) Coordinate state-level meetings, such as state drive-in conferences, but not including coordination of allied group events.
 - (d) Conduct state meeting at regional conference. Attendance at annual conference is strongly encouraged.
 - (e) Serve on sub-committees or task forces to address regional issues.
- iv. Current Region Conference Chair(s)
 - (1) Statement of job: Plan, organize, and coordinate regional conference in consultation with Region Chair.
 - (2) Refer to Region Chair Handbook and Region Conference Chair Handbooks for a complete listing of Conference Chair Duties. Available at

<http://www.nacada.ksu.edu/About-US/NACADA-Leadership/Regional-Division/Region-Leader-Resources.aspx> when logged in to your NACADA Account.

- v. Next year's Region Conference Chair(s)
 - (1) Statement of job: Plan, organize, and coordinate regional conference in consultation with Region Chair.
 - (2) Shadow and support current Conference Chair(s)
 - (3) Attend Regional Conference
 - (4) Recommend attending Conference Chair training at Annual Conference two years prior to scheduled regional conference.
 - (5) Refer to Region Chair Handbook and Region Conference Chair Handbooks for a complete listing of Conference Chair Duties. Available at <http://www.nacada.ksu.edu/About-US/NACADA-Leadership/Regional-Division/Region-Leader-Resources.aspx> when logged in to your NACADA Account.

- vi. Coordinator positions (specific positions at discretion of Region Chair) – two-year term appointment by Region Chair

In addition to position specific responsibilities, Coordinators will attend regional and annual conferences when possible, actively participate in development of Region 3 goals and budget, serve on sub-committees or task forces to address regional issues, bring related concerns, issues and needs to the attention of the Region Chair and Steering Committee, participate in Steering Committee meetings, and provide updated reports for areas of responsibility.

- (1) Awards Coordinator - Coordinate Region 3 Awards Program, including program promotion, nomination solicitation, reviewer recruitment, selection of and notification to award winners, presentation and distribution of awards, and record keeping.
- (2) Communication Coordinator - Develop and coordinate region communication plan, manage social media platforms, update content on region website, and facilitate publicity and promotion of Region 3 events (conferences, awards, membership initiatives, elections, etc.).
- (3) Budget Coordinator – Manage regional budget, prepare current reports for Steering Committee meetings, provide fiscal planning for future strategic initiatives, serve as financial consultant to state and regional conferences and other initiatives, and in conjunction with Region Chair, approve expenditures over \$500.
- (4) Mentoring Coordinator – Collaborate with other Steering Committee members to identify and support membership activities, especially those which help to diversify region membership, develop/coordinate/assess Region 3 mentoring program including collaboration with conference chair(s) to implement Mentor Event at regional conference.

- (5) Other coordinator positions as determined by the Region Chair. Examples include: technology, site selection chair, etc.

b. Election/Appointment of Steering Committee Members

- i. Steering committee members serve two year terms.
 - 1) The Region Chair is elected by the region membership for a two year term.
 - 2) State Liaisons are elected by the region membership for two year terms with the terms staggered between representatives to allow for continuity of regional activities. Elections are held as follows:
 - i. Odd years - Tennessee and North Carolina
 - ii. Even years – Kentucky, South Carolina, and West Virginia
- ii. All other members of the Steering Committee are appointed for two year terms with the appointment staggered between representatives to allow for continuity of regional activities.
- iii. Qualifications for all positions: current member of NACADA, available to attend region conference and if possible, the annual conference, participation in Steering Committee meetings, including teleconferences.
- iv. Mid-term vacancies or elections that generate no candidates may be filled by Region Chair appointment with approval of the steering committee. The appointed member may then run for one additional full term.

c. Terms of office

- i. Newly elected members (Region Chair and State Liaisons) will start their term at the close of the fall annual conference.
- ii. Appointed members (Coordinators) will start their term at the close of the spring regional conference.
- iii. Staggered terms:
 - 1) State Liaisons: Tennessee and North Carolina terms begin odd-numbered years; Kentucky, West Virginia, and South Carolina terms begin even-numbered years.
 - 2) Coordinators: Communication and Award Coordinator terms will begin even-numbered years; Budget and Mentor Coordinator terms will begin odd-numbered years.
- iv. Region 3 allows representatives to complete a second two-year term.

d. Removal of Steering Committee Members

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

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 for steering committee members.
 - 1) The replacement will be eligible to serve for future terms as outlined under the Election/Appointment section

- 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 - item 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. 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.

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 both the NACADA Regional Conference and the NACADA Annual 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 may be formed at the discretion of the Mid-South Region 3 Chair. All Region leaders (steering committee, conference committees, subcommittees, readers, etc.) must be current NACADA members.

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.
 - a) 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

- 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 will result in replacement of the subcommittee chair

c. Examples of subcommittees

- i. Communications & Outreach
- ii. Conference
- iii. Awards
- iv. Research

v. Volunteering

8. Yearly Regional Conference Determination

- a. Yearly Region 3 conferences should be held in the spring of each year. The preferred month is March. In case of limiting factors, such as hotel availability or costs, the conference chair, in consultation and with approval by the Region 3 Chair and the Steering Committee, may have a month flexibility to find an optimal date.
- b. The conference will rotate among the member areas in the following order: Kentucky, Tennessee, North Carolina, South Carolina, and West Virginia. If for any reason an area cannot host, the next area in rotation will be the host site. Rotation is subject to change if circumstances warrant, for example, if Annual Conference will be in the same state.
- c. Proposals are solicited from members within the state scheduled to host. Hosting of the Region Conference rotates throughout the region to insure that all states have a regular opportunity to host. Proposals are reviewed and voted on by the Steering Committee.
- d. Region Conference Chair is selected by the Region Chair in consultation with the Steering Committee and the NACADA Executive Office.
- e. Site selections are generally made two or more years in advance of the event. Site selection should be made by nominating two possible sites with a preferred and alternate site. The rationale for each site should include a consideration for travel proximity for region members; affordability of conference cost (e.g. using a free on campus convention area); likelihood of higher participation; and availability of travel and city accommodations. Site selection will be finalized by a vote from the steering committee and conference chair.

9. Region State professional development funds

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 maximum amount allowed) per state each year. These funds may be used to support state drive-ins or other state initiatives.

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

- 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
- c. NACADA - sponsored state drive-in conferences budgets
- d. 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 and Grants

NACADA Mid-South Region 3 is proud to support its members and to provide opportunities for recognition and professional development. For details, see <https://www.nacada.ksu.edu/Community/Regions/Region-3/Apply-for-Awards.aspx>. Applications/nominations may be made through the on-line submission portal on the NACADA website.

Excellence in Advising Awards. These awards recognize individuals who demonstrate qualities and practices that make significant contributions to the improvement of academic advising. Awards will be presented at the region conference in the spring. Winners will receive complimentary registration to the region conference.

Applications/nominations may be submitted between July and November 1 preceding the spring regional conference date. There is one region winner for each category.

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 at the time of the nomination.

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.

Harriett Hurt Memorial Travel Scholarship. This award recognizes a current Region 3 member with a history of involvement and membership, as well as a financial need of support not met through their institution to travel to and attend the NACADA Region 3 conference.

Applications/nominations may be submitted between July and November 1 preceding the spring regional conference date. The recipient will be awarded up to \$300 for expenses incurred to attend the regional conference. Receipts must be submitted to the NACADA Executive Office for reimbursement.

Graduate Student Scholarships. To show support of our graduate students and encourage attendance at the NACADA Region 3 conference, up to five graduate student scholarships will be awarded. Scholarship recipients will receive a one-year NACADA student membership and student registration for the upcoming Region 3 Conference (total value of \$120.00). Applications/nominations may be submitted between July and January 31 preceding the spring regional conference date.

Underrepresented School Scholarships. To encourage NACADA participation by institutions who are not currently involved, up to 10 regional conference registrations will be awarded to institutions in the geographic area of the regional conference. No more than two scholarships may be awarded to the same institution.