Operating Principles for Region V Great Lakes 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:** Region V’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 V membership includes NACADA members from Wisconsin, Michigan, Illinois, Indiana, Ohio and Ontario, Canada.
   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 (Inclusion) Statement**

   The Region supports the NACADA Diversity statement which is located at [http://www.nacada.ksu.edu/About-Us.aspx](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 one month 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 V 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 and province within the Region. Region V will invite any members of the Region that are in a current term of the Great Lakes Great Leaders program or NACADA Emerging Leaders Program to participate in the Steering Committee. The committee membership and duties will be as follows:

i. Region Chair – two year term elected by region membership
   1. The Region Chair is responsible to convene meetings, initiate agendas, and maintain communication with the Region V Steering committee and NACADA’s Regional Division Representative to insure adherence to NACADA’s bylaws. The Regional Chair can also request State/Province and Regional Conference Representatives to serve specific administrative responsibilities on the Steering Committee.
   2. For additional responsibilities please refer to Region Chair Duties outlined in Region Chair handbook

ii. Past Region Chair – one year as ex-officio
    1. Participate in Steering Committee Communications and provide guidance on Regional matters as needed.
iii. State/Province liaisons – One per state/province - 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 from their state/province to the attention of the Region Chair and Steering Committee.

iv. Current Region Conference Chair(s)

1. Work with NACADA Executive Office to secure contract for event
2. Attend Regional Conference Chair Training during Annual Conference prior to the Regional Conference
3. Utilizes the Regional Conference Chair handbook throughout the process.
4. Develop budget for conference to be approved by Regional Steering Committee
5. Establish a conference committee
6. Schedule site visit for committee and Region Chair at least 5 months prior to the conference
7. Maintain open lines of communication with the Region Chair and NACADA Executive Office Liaison in the promotion and execution of the Regional Conference.
8. Provide final reports on the conference to include final budget and recommendations for future conferences.

v. Next year’s Region Conference Chair(s)

1. Attend current year’s Regional Conference in an effort to understand the execution of the conference and to gain insight from current Conference Chair(s).
2. Participate in Regional Steering Committee Meetings once appointed to the role.

vi. Region V may appoint, with Steering Committee approval, additional coordinator positions based on Regional goals and initiatives. Possible coordinator positions may include but are not limited to:

1. Awards
2. Communications
3. Technology
4. Social media

b. Election/Appointment of Steering Committee Members

i. State/Province liaisons are elected for two year terms with the election staggered between representatives to allow for continuity of regional activities. Additional
Steering Committee roles are appointed by the Region Chair and serve no more than one two year term.

ii. Qualifications for all positions: member of NACADA, available to attend region conference in the spring and participate in Steering Committee teleconferences as scheduled.

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 NACADA Annual Conference.
   ii. Region does not 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 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 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.

c. Examples of subcommittees
   i. Communications & Outreach
   ii. Conference
   iii. Awards
   iv. Research

8. Yearly Regional Conference Determination
   a. Yearly Region V conferences are held in the spring of the year.
   b. Site selection is based on the following format: Proposals are solicited from members with in the State/Province scheduled to host. Hosting of the Regional rotates throughout the Region to insure that all States/Province have a regular opportunity to host. Proposals are reviewed and voted on by the Steering Committee.
   c. Conference chair is selected by the Region Chair in consultation with the steering committee.

9. Region State/Province 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/province.

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 and Grants - NACADA Region 5 is proud to support student success by providing opportunities for recognition and professional development opportunities for academic advisors and administrators. Applications are due by Nov. 1, 2015 through the on-line submission portal.

   a. 1. Excellence in Advising - Primary Role
   b. 2. Excellence in Advising - Faculty Advisor
   c. 3. Excellence in Advising - New Advisor
   d. 4. Excellence in Advising - Advising Administrator
   e. 5. Service to Region V Award
   f. 6. Great Lakes-Great Leaders - Emerging Leader
   g. 7. Great Lakes-Great Leaders-Mentor
   h. 8. Region 5 Crossing Borders Grant
   i. 9. Region 5 Individual Scholarship Grant
   j. 10. Region 5 Professional Development Grant
   k. 11. Region 5 Institutional Allied Organization Grant
   l. 12. Region 5 State/Province Allied Organization Grant

Applications/Nominations are made through the NACADA On-line Awards Submission Portal

12. Region Travel policy - Region V will support travel for the Region V Chair up to $500.00 to attend up to two State/Province Conferences during each year of their term of office; pending available funds.