

These are in effect on July 1, 2016.

## 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.

## 2. Membership

- Region 7 membership includes NACADA members from Arkansas, Kansas, Louisiana, Missouri, Texas and Oklahoma.
- Region leadership is comprised of the Region Chair and the Region Steering Committee.
- Membership meetings will be conducted twice annually at the region conference and at the annual conference.
- 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>. (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 two months 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 7 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. The committee membership and duties will be as follows:

- i. Region Chair – two year term elected by region membership
  - List of Duties: 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>)

- ii. Past Region Chair – one year as ex-officio
  - o List of Duties: Serve as a mentor and historical reference to the Region 7 Chair and steering committee; aid in connecting the future conference chair with the in-coming Region Chair; attends the regional and the national conferences annually.
- iii. State liaisons – One per state- two year staggering terms
  - 1. Actively participates in Region 7 Steering committee meetings
  - 2. Aid in setting the region direction, development and meeting of regional goals
  - 3. Provides assistance in establishing the region's budget and provides carry-over historical perspective during transitions of regional leadership
  - 4. Attends the regional and national conferences annually; lead state breakout session during the regional and annual conference
  - 5. Maintains communication between NACADA and the state and allied organizations. Promotes and encourages membership in NACADA throughout their respective state. Serves on sub-committees or task forces to address regional issues. Brings concerns, issues and needs from their state to the attention of the Region Chair and Steering Committee. Maintains communication between NACADA and the state and allied organizations.
- iv. Current Region Conference Chair(s)
  - o List of duties: See Region Conference Chair handbook (available at: <http://www.nacada.ksu.edu/About-Us/NACADA-Leadership/Regional-Division/Region-Leader-Resources.aspx>)
- v. Next year's Region Conference Chair(s)
  - o List of duties: See Region Conference Chair handbook available at: <http://www.nacada.ksu.edu/About-Us/NACADA-Leadership/Regional-Division/Region-Leader-Resources.aspx>)
- vi. Communications Coordinator
  - o Manages and updates content for Region 7 website (in conjunction with the Executive Office Liaison) and regional social media sites
  - o Assist with publicity for Regional Conferences, as well as state/province level professional development events.
  - o Coordinates communication for the Region 7 Awards & Scholarship program.
  - o In conjunction with the NACADA Executive Office, liaises with the press on regional issues meriting that type of publication.

- Works with the State liaisons on communication related to membership initiative.
- vii. **Budget Coordinator**
- Manages the regional budget and assures it is in compliance with NACADA Executive Office standards
  - Provides fiscal planning for future strategic initiatives
  - In conjunction with the Region Chair, approves large expenditures over \$500 for the region
  - Serves as a financial consultant to State/Province conferences as requested.
- viii. **Other coordinator positions (some of these position may be filled by the current state liaisons who serve in dual roles) to lead sub-committees.**
- Awards
  - Site Selection

**b. Election/Appointment of Steering Committee Members**

- State 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 one two-year term.
- Qualifications for all positions: member of NACADA, available to attend region conference in the spring, attend annual conference in the fall, and participate in at least two additional teleconference meetings.
- 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 be elected or appointed for one additional full term.

**c. Terms of office**

- Newly elected members will start their term at the annual conference.
- Region 7 allows representatives to complete a second two-year term.

**d. Removal of Steering Committee Members**

- 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.
- 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**

- The Region Chair in consultation with the Steering Committee will appoint an appropriate replacement to complete the remainder of the term.
  - The replacement will be eligible to run for future terms as outlined in Section b above.
- 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).
  - 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.
  - 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**

- 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.
- 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.
- 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**

- Each subcommittee is to be chaired by a member of the Region 7 Steering Committee and is appointed by the Region Chair.
  - The subcommittee chair term is for one year. Reappointment is possible, but for no more than two consecutive years.
- 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**

- Chairs of subcommittees will send a report to the Region Chair no later than 48 hours prior to the next Steering Committee meeting.

- 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.
- Failure to report will result in replacement of the subcommittee chair.

**c. Other potential subcommittees**

- Communications & Outreach
- Conference
- Awards
- Research
- Volunteering

## **8. Yearly Regional Conference Determination**

- Yearly Region 7 conferences are held in the spring of the year.
- Site selection is based on the following format: Rotation by State in the Following Order-Kansas, Oklahoma, Arkansas, Texas, Missouri, Louisiana.
- Conference chair is selected by the Region Chair in consultation with the steering committee.

## **9. Region State/Province 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 max amount allowed) per state.

## **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 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**

The awards are presented at region conferences in the spring.

Categories:

- Excellence in Advising – Primary Role
  - Recognizes individuals whose primary role at the institution is the direct delivery of advising services to students.
- 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.
- 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.
- 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.
- Region 7 Student Scholarship
  - Awarded to a current Region 7 member of NACADA who is currently enrolled in either a masters or doctoral program and has worked as an academic advisor for two years with a minimum of a half-time appointment.

## **12. Region Travel policy**

Region 7 will support travel for the Region 7 Chair up to \$500.00 to attend up to two State/Region Conferences (or planning sessions) during each year of their term of office; pending available funds.

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### **Current Operating Principles as of June 13 2016**

Meetings

The Steering Committee will meet three times annually.  
A modified version of Robert's Rules will be used in meetings.  
One meeting will be at the National Conference in October.  
The second and third meetings will occur in conjunction with the Region 7 Conference, one before the conference begins and the other immediately after the conference concludes

## **Voting**

The Steering Committee will be able to carry on business at meetings when six members are present.

The Steering Committee may do business by e-mail or telephone as required between meetings.

The Chair of the Steering Committee will vote only in case of a tie.

## **Dispersal of Funds**

All Regional expenditures will follow the guidelines established by NACADA.  
Expenditures will require approval of the Regional Chair and the Current Conference Chair.  
If either the Regional Chair or the Current Conference Chair is unavailable, the Immediate Past Conference Chair will approve expenditures. Financial commitments made prior to the adoption of these Operating Principles will be honored with the approval of the NACADA Executive Director.

Non-conference related expenditures will require the approval of a majority vote of the Steering Committee.

## **Vacancies**

In the event of an unexpected vacancy, the President of the state organization in which the vacancy occurred will recommend to the Regional Chair a NACADA member to complete the unexpired term of the vacancy.

## **Attendance at Steering Committee Meetings**

Steering Committee members are expected to attend the regional and the national conferences annually.

If a Steering Committee member cannot attend a conference, it is expected that a representative will be sent.

## **Responsibilities**

The Steering Committee shall carry out the following responsibilities:

- Membership
- Secretary

- Publicity/Communications/newsletter
- Web development
- Yearly Region Reports to NACADA will be the responsibility of the Regional Chair.
- Budget development will be the responsibility of the Regional Chair and the Conference Chair.
- Approval of the Region's budget and the conference budget
- Conference Site Selection will be the purview of the state organization in which the conference is held.

Assignments will be divided among Steering Committee members after the regional conference at the meeting following the conclusion of the conference.

Amendments to the Operating Principles can be made by a majority vote at the regional meeting. Proposed amendments should be submitted to the chair by December 1, so that they can be published in the regional report.