

Region 9 Operating Principles Approved Fall 2015

Operating Principles for Region 9

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.

All region leaders (steering committee, conference committees, all subcommittees, readers, etc.) need to be current NACADA members.

2. Membership

- a. Region 9 membership includes NACADA members from California, Hawaii, and Nevada.
- 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.
- e.

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. The Steering Committee will meet in person at the Annual and Regional Conferences. Additionally, teleconference or online meetings may be held periodically, as needed and determined by the Region 9 Chair.

Region 9 has a Steering Committee made up 14 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:

- i. Region Chair – two year term elected by region membership
 - 1. Refer to Region Chair Duties outlined in Region Chair handbook

- ii. Past Region Chair – one year as ex-officio
 - 1. Provide support to the region chair and region conference chairs
 - 2. Attend Regional and National Conferences (when possible)
- iii. Current Region 9 Conference Chair(s)
 - 1. Coordinate all functions of the Regional Conference
 - 2. Select subcommittee chairs for the conference
 - 3. Serve as liaison between conference committee and Region steering committee providing updates and news about the Regional Conference
 - 4. Conference budget and theme approval
 - 5. Attend Regional Conference
 - 6. Attend National Conference (when possible)
- iv. State/Province liaisons – One per state - two year staggering terms
 - 1. Present state issues relevant to NACADA to the steering committee
 - 2. Contribute to the goals setting, strategy, and budget for Region 9
 - 3. Represent NACADA at the state level at conferences/meetings and promote NACADA and the value of academic advising within represented area (when possible)
 - 4. Encourage participation in the NACADA awards programs within represented area
 - 5. Attend Regional and Annual Conferences (when possible)
 - 6. CA (Odd Year), HI (even Year), NV (Even year)
- v. Current Region Conference Chair(s)
 - 1. Refer to Region Chair Duties outlined in Region Chair handbook
 - 2. <http://www.nacada.ksu.edu/Portals/0/REGIONAL%20DIVISION/Web%20Updates/X%20Final%2011-18-14.pdf>
- vi. Next year's Region Conference Chair(s)
 - 1. Support current conference chair
 - 2. Review procedures/planning of current conference
 - 3. Attend Regional Conference
 - 4. Attend National Conference (when possible)
- vii. Communications Coordinator (Elected in odd year)
 - 1. Ensure accuracy of Region 9 Website
 - 2. Update/refresh Region 9 website information in collaboration with NACADA Executive Office
 - 3. Update and monitor social media pages (Facebook, Twitter, Blog)
 - 4. Attend Regional and National Conferences (when possible)
- viii. Membership and Awards Coordinator (Elected in even year)
 - 1. Coordinate Membership campaigns within Region 9 to increase growth of NACADA membership
 - 2. Organize the Region 9 Awards Program
 - 3. Ensure that funds are distributed to award winners, notifying the NACADA office of the recipients each year
 - 4. Provide Communication Chair with updates of Awards and Scholarships to be highlighted within the Region 9 Website

5. Incorporate a Conference Service Element to be coordinated in conjunction with the Regional Conference. The purpose of this Conference Service Element within the Regional Conference is to encourage the participation of the regional attendees to impact the global community
 6. Attend Regional and National Conferences (when possible)
- ix. Community College Liaison (Elected in odd year)
 1. Present community college issues relevant to NACADA to the steering committee
 2. Contribute to the goals setting, strategy, and budget for Region 9
 3. Encourage participation in the NACADA awards programs within represented area
 4. Attend Regional and National Conferences (when possible)
 - x. Graduate Student Coordinator (Elected in even year)
 1. Present graduate student issues relevant to NACADA to the steering committee
 2. Contribute to the goals setting, strategy, and budget for Region 9
 3. Encourage participation in the NACADA awards programs within represented area
 4. Attend Regional and National Conferences (when possible)
 - xi. Diversity Coordinator (Elected in odd year)
 1. Supports efforts to improve diversity and inclusion for Region 9 membership in terms of representation and advising development content.
 2. Recommends actions, initiatives, and programming in support of diversity and inclusion.
 - xii. Research and Professional Development Coordinator (Elected in even year)
 1. Supports and develops Region 9 specific research/scholarship of advising and professional development opportunities for members.
 2. Recommends actions, initiatives, and programming in support of research/scholarship of advising and professional development opportunities.

b. Election/Appointment of Steering Committee Members

- iii. Steering committee members are elected for two-year terms with the election staggered between representatives to allow for continuity of regional activities. Elections must take place by August 1st of each year so the committee can meet at the National Conference held the first week of October.
- iv. Qualifications for all positions: member of NACADA, available to attend region conference in the spring.
- v. 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

- . Newly elected members will start their term at the fall annual conference.
- i. Region 9 does allow 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.
 - i. 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.
 1. The replacement will be eligible to run for future terms as outlined in Section b above.
 - i. 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.
 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 Council will select and appoint a Chair to complete the term. 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.
 - i. 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.
 - ii. 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
 - v. Volunteering

8. Annual Regional Conference Determination

- a. **Annual Region 9 conferences are held in the spring of the year.**
- b. **Site selection is based on the following format:**
 - i. *Rotating between Northern Nevada, Southern Nevada, Northern California, Southern California, and Hawaii.*
- c. 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/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

- a. **Region 9 Excellence in Advising - Primary Role:** To recognize individuals working in primary advising roles who have demonstrated effective advising qualities and practices that distinguish the nominees as an outstanding academic advisor.

Region 9 Excellence in Advising award recipients receive conference registration fee, \$300 towards travel for the Region 9 Conference and a plaque.

- i. Applicant must be a current member of NACADA
 - ii. Applicant must be planning to attend the Region 9 conference and have support of their office/department
 - iii. Applicant must be willing to write a short article summarizing their conference experience for the Region 9 Blog
- b. **Region 9 Excellence in Advising - Faculty Role:** To recognize faculty who have demonstrated effective advising qualities and practices that distinguish the nominee as an outstanding academic advisor. Region 9 Excellence in Advising award recipients receive conference registration fee, \$300 towards travel and a plaque for the Region 9 Conference.
- i. Applicant must be a current member of NACADA
 - ii. Applicant must be planning to attend the Region 9 conference and have support of their office/department
 - iii. Applicant must be willing to write a short article summarizing their conference experience for the Region 9 Blog
- c. **Region 9 Excellence in Advising - Advising Administrator:** To recognize individuals who have demonstrated qualities associated with outstanding academic advising. Any individual serving as an advising administrator within NACADA Region 9 may be nominated. These are persons who may provide direct academic advising services but whose primary responsibility is as an administrator or director of an academic advising program. Region 9 Excellence in Advising award recipients receive conference registration fee, \$300 towards travel and a plaque for the Region 9 Conference.
- i. Applicant must be a current member of NACADA
 - ii. Applicant must be planning to attend the Region 9 conference and have support of their office/department
 - iii. Applicant must be willing to write a short article summarizing their conference experience for the Region 9 Blog
- d. **Region 9 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.
- i. Applicant must be a current member of NACADA
 - ii. Applicant must be planning to attend the Region 9 conference and have support of their office/department
 - iii. Applicant must be willing to write a short article summarizing their conference experience for the Region 9 Blog
- e. **Region 9 Excellence in Advising - Community College Advising:** To recognize individuals who currently work at a community college in an advising position who have demonstrated effective advising qualities and practices that distinguish the nominee as an outstanding academic advisor. Region 9

Excellence in Advising award recipients receive conference registration fee, \$300 towards travel and a plaque for the Region 9 Conference.

- i. Applicant must be a current member of NACADA
 - ii. Applicant must be planning to attend the Region 9 conference and have support of their office/department
 - iii. Applicant must be willing to write a short article summarizing their conference experience for the Region 9 Blog
- f. **Region 9 Innovation Award:** To recognize advisors 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.
- i. Applicant must be a current member of NACADA
 - ii. Program must have been in operation for at least one year (may include pilot period)
 - iii. Clear evidence of effectiveness is required
 - iv. 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
 - v. Submissions can be made by an individual or team

12. Region 9 Scholarships

- a. **Region 9 Graduate Student Scholarship:** To be eligible for a scholarship, student nominees must be current members of NACADA, be currently enrolled in either a masters or doctoral program and must be involved with academic advising on their campus. To qualify as a student member, one cannot be currently employed full-time at an institution. Nomination/Submission form should be completed by a graduate student who is currently involved with NACADA and plans to attend the Region 9 Conference. Region 9 Excellence in Advising award recipients receive conference registration fee, \$300 towards travel and a plaque for the Region 9 Conference.
 - i. Applicant must be a current student in a graduate program
 - ii. Applicant must be planning to attend the Region 9 conference and have support of their program/unit
 - iii. Applicant must be willing to write a short article summarizing their conference experience for the Region 9 Blog
- b. **Region 9 Presenter Scholarships**

Awarded to member(s) from Region 9 who has been accepted as a presenter at the NACADA Annual Conference. This scholarship covers the conference registration fee. (Amount ranges from \$370-\$420)

 - i. Applicant must be a current member of NACADA
 - ii. Applicant must be a selected presenter for the NACADA Annual Conference
- c. **Region 9 Annual Conference Travel Scholarship:** To support Region 9 members who wish to attend the NACADA Annual Conference and require funding support to make

the trip happen. The travel scholarship will reimburse up to \$585 of approved conference expenses. Scholarship winners will be contacted directly with specific forms and instructions for reimbursement (reimbursement will require pre-payment completed by traveler which will be paid back upon trip completion). This scholarship only applies to the upcoming Annual Conference. You must be a member at the time of the Annual Conference.

- i. Applicant must be a current member of NACADA
- ii. Applicant 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 (will be posted following the conference onto the Region 9 Blog).
- iii. Applicant must be able to secure additional funding for travel expenses to the NACADA Annual Conference