

**NAFSA REGION II
ADMINISTRATIVE
GUIDELINES**

I. Regional Team Members

- a. The management of the business of this Region shall be vested in a Regional Team consisting of elected and appointed members.
 - i. The Executive Committee shall consist of the Chair; Chair-elect; Immediate Past Chair; Treasurer, and Chair-elect-elect (when applicable). The committee meets four times per year at the Washington Leadership Meeting (WLM); during a visit to the site of the upcoming conference; at the Annual Conference; and at the Regional Conference. The Executive Committee will recommend policy and procedures to the team and, whenever votes by the membership or the Team are not required by the Administrative Guidelines, may make decisions on behalf of the Team or regional membership.
 - ii. Other members of the Regional Team shall be elected by the regional membership or appointed by the chair. These members shall be organized into several groups:
 - 1. State Representative Committee: one person appointed by each of the eight states comprising the region;
 - 2. Knowledge Community Liaisons: one person elected by the regional membership to represent each of the national Knowledge Communities;
 - 3. Team Consultants: positions appointed to assist the Executive Committee in managing the region's business. Consultant positions shall include a Web/Communications Representative; a Conference Planner; and a Conference Planner-in-training. Other positions shall be created by the Executive Committee and filled by appointment by the Chair when needed to conduct the business of the region.
 - 4. Team Resources: positions both elected by the regional membership and appointed by the Chair to assist with specialized activities that benefit the membership and the association. Resource positions shall include two Regulatory Ombudspersons; a Community College Liaison; a Development Coordinator; and any other positions deemed necessary by the Executive Committee to conduct the business of the region.
- b. Eligibility for Regional Team positions
 - i. All members of the Region II team must hold current membership in NAFSA. When a NAFSA member cannot be identified for the Web/Communications Representative, a non-member may perform the responsibilities of the position.
 - ii. To be eligible for election or appointment, the member must fulfill the requirements for the specific position as found in the job description.

II. Nominations, Elections, and Appointments

- a. A Nominating Committee will be elected by the membership each year at the Annual Regional Business Meeting. A committee of 3-5 members shall be elected after receiving nominations from the floor. If there is not consensus on a volunteer for Chair of the committee, the person receiving the highest votes shall be the Chair. The Chair-elect shall serve as an ex-officio member. No person may serve on the Nominating Committee for two consecutive years.
- b. Election Slate

- i. Each year, the slate shall include eligible nominees for the office of the Chair-elect-elect and for the Knowledge Community Liaisons of the Professional Sections as needed. Every effort will be made to ensure staggered terms of office for the Knowledge Community Liaisons.
 - ii. Every two years, the slate shall include an eligible nominee for the office of Community College Representative and Development Coordinator, and every three years, the slate shall include an eligible nominee for the office of Treasurer.
 - iii. In selecting the slate of nominees, the Nominating Committee will keep in mind the geographical, sectional, and professional make-up of the membership and will choose a slate that will consider these factors within the framework of the Administrative Guidelines.
 - iv. Chair-elect-elect candidates may have previously served as a Region II Chair. However, there must be an interval of at least two years between his/her year as Past Chair and Chair-elect-elect. Chairs are limited to no more than two terms.
 - v. Wherever possible, for all positions except Chair-elect-elect and Treasurer, the Committee will try to provide at least two candidates for each position and will provide for write-in candidates for all elected positions.
- c. Schedule and Process
 - i. The Nominating Committee Chair will announce that nominations are open on April 15 by sending an email to the Region II membership, posting the announcement on the Region II website, and disseminating information through regional social media sites. Only NAFSA members may submit nominations. The announcement will include a brief description of the open positions' duties.
 - ii. Efforts will be made to encourage representation from various geographic, KC, and organizational constituencies within the region and to encourage candidates who have not previously held positions on the Team. All candidates must have the appropriate financial resources and supervisory support and have a commitment to serve.
 - iii. Nominations for any elected position will be received and confirmed by the Nominating Committee Chair by July 15.
 - iv. Documents required for a nomination and confirmation include the nomination form, biographical information on the nominee (for the ballot), nominee's resume, written acceptance by the nominee, and a letter of institutional support by the nominee's direct supervisor.
- d. Election Procedures
 - i. The ballot will consist of the official ballot, instructions for casting the ballot, biographical data on each candidate, and space for a write-in candidate for each position on the ballot.
 - ii. Ballots will be developed online and a link to the ballot distributed by email to NAFSA members within the region no later than the first business day in August. Voting by the membership will be open for two weeks. The Chair-Elect is responsible for reviewing the voting counts and notifying candidates of the outcome.
 - iii. Election results will be counted and announced through the electronic Region II listserv within fifteen days after the election and also at the Annual Business Meeting.
 - iv. In the event of a tie, the Region II Team will decide upon a process to determine the election.
- e. Appointment of State Representatives, Team Consultants, and Team Resources

- i. State Representatives:
 - 1. Each State will develop its own procedures for the nomination of the State Representative position.
 - 2. Nominations are sent to the Chair, who makes the appointment.
- ii. Team Consultants:
 - 1. Team Consultants are the Web/Communications Representative, Conference Planner, a Conference Planner-in-training, Development Coordinator and any other such positions determined by the Executive Committee to be necessary for the conducting of regional business.
 - 2. The Chair-stream will solicit nominations for Team Consultant positions from the Team and the regional membership. When soliciting nominations, the job description for each position will be widely circulated or will be available on the regional web site.
 - 3. The Chair will appoint the Team Consultants.
- iii. Team Resources:
 - 1. Team Resources are the two Regulatory Ombudspersons; a Community College Representative; a Development Coordinator; and any other positions deemed necessary by the Executive Committee to conduct the business of the region.
 - 2. The Chair-stream will solicit nominations for Team Resources positions from the Team and the regional membership. When soliciting nominations, the job description for each position will be widely circulated or will be available on the regional web site.
 - 3. Because the Regulatory Ombudspersons must have specific expertise, the Chair will consult with the outgoing Ombudspersons and, if necessary, with NAFSA in Washington, DC to find qualified nominees. The Chair will make appointments to this position.
 - 4. The Community College Representative will be elected by a vote of the members.

III. **Terms of Office**

- a. The term of office for the Chair-elect, Chair, and Past Chair is defined as one year for each position. This allows the three persons in these positions to each serve a total of three years in different positions in the chair stream.
- b. The Treasurer will serve a term of three years. The Treasurer will not be allowed to serve consecutive terms, in keeping with good fiscal management practices that call for a regular change of responsibility in this position.
- c. The Conference Planner will serve a term of two years, one year as the conference planner-in-training and one as the conference planner.
- d. Regulatory Ombudspersons will serve a term of three years.
- e. All other elected and appointed team members will serve a term of two years.
- f. Unless a vacancy occurs off-schedule, the terms of office of all elected and appointed members of the regional team shall begin on January 1 following the election.

IV. **Vacancies**

- a. Chair: A vacancy in the office of the Chair shall be filled by the Chair-elect, who shall serve for the remainder of the unexpired term in addition to serving as Chair for the following year.
- b. Chair-elect: A vacancy in the office of the Chair-elect shall be filled by special election among the membership.
- c. Chair-elect-elect: A vacancy in the office of the Chair-elect shall be filled by special

- election among the membership.
- d. Immediate Past Chair: A vacancy in the office of the Immediate Past Chair shall be filled by a former past chair, if possible.
 - e. Treasurer: A vacancy in the office of Treasurer shall be filled by appointment by the Chair.
 - f. Other Offices: Vacancies in all other offices shall be filled by appointments by the Chair in consultation with the Region II Team. The person(s) so selected must meet the general eligibility requirements for the position(s).
 - g. In the rare event that a team member must be asked to resign, the Executive team (excluding the position in question if that person is a member of the Executive team) will discuss the situation and must unanimously agree that a resignation is the best way to proceed. Concrete examples of why the person are being asked to resign must be provided, and could include unethical behavior, lack of responsiveness, inaction or inability to complete the required functions of the position, etc. Consultation with the NAFSA Regional Affairs office is also highly recommended for additional advice and also to keep them informed. The Past Chair will ask the individual to resign (unless another team member volunteers). If the Past Chair is being asked to resign, the current Chair will inform him/her. The process for an off-cycle nomination/election will then be followed as outlined elsewhere in these guidelines.

V. **Duties of Regional Leaders**

- a. All Team members will:
 - i. Attend all Regional meetings during their terms. Attend National meetings as able.
 - ii. Solicit nominations for elected positions as appropriate.
 - iii. Provide transitional support to those new members elected or selected to replace them.
 - iv. Serve on committees of the Team.
 - v. Fulfill the job descriptions set out for each position and provide written resources/documentation for the next person serving in the role.
- b. In addition, some positions will have specific duties.
 - i. Chair:
 - 1. The Chair, in consultation with the Executive Committee, fills appointed positions on the team, including the State Representative Committee, the Team Consultants, and the Team Resource positions; makes selections for regional awards and travel grants; consults and directs the Conference Planner and chair(s) of the local arrangements committee to plan the Annual Regional Conference; coordinates review/acceptance of sessions and other conference content, and acts as the official representative of Region II.
 - 2. The Chair may, with the approval of the Executive Committee, appoint individuals to working groups or other temporary task forces as needed.
 - ii. Chair-elect
 - 1. The Chair Elect is responsible for membership recruitment; oversight of the nominations committee and oversees the election process; coordinates training of the Region II team; act as liaison with State Representatives; coordinates award nominations and travel grant applications.
 - iii. Past chair:

1. The Past chair will represent the Region on the Regional Affairs Committee of NAFSA and acts as a backup for conference planning and any other duties in support of the chair-stream.
- c. Treasurer:
 - i. In coordination with NAFSA, the Treasurer will keep the financial records of the region and shall prepare an annual budget to be presented to the Regional Team and approved at the Annual Business Meeting. Any large and unbudgeted expenditure shall require approval by the Regional Executive team. The Treasurer will work with NAFSA as needed to provide information for the annual audit that NAFSA conducts of regional finances.
 - ii. Additional duties will include working with the Chair-Elect to coordinate and award regional grants; and working with the Chair and Conference Planner to develop the conference budget.
 - d. State Representatives:
 - i. State representatives shall serve as the liaison between State associations of international educators and NAFSA Region II.
 - ii. State representatives will keep international educators in their state informed of relevant events, conferences, opportunities, changes, etc., via communication methods established through the state-managed association.
 - e. Knowledge Community Liaisons:
 - i. Serve as conduit of information between national-level KC team, regional leadership team, and KC-specific regional network.
 - ii. Disseminate KC-related announcements, developments, and information about resources from NAFSA.
 - iii. Serve as a primary source of timely/relevant info of the KC area to the region
 - iv. Identify hot topics and areas where practitioners in their region need more support and communicate them to national KC team.
 - v. Contribute to high-quality, relevant content for regional conferences.
 - vi. Solicit suitable presentation topics for regional conference submissions
 - vii. Connect prospective session presenters with each other (help find co-presenters).
 - viii. Cultivate session and Trainer Corps members within KC for conference participation.
 - ix. Review KC-specific session proposals for regional conferences.
 - x. Provide input on regional highlight session proposals for Annual Conference
 - xi. Serve as a responsible member of the regional team with interest to KC area
 - xii. Contribute to regional team's work toward strategic priorities
 - f. Web Communications Representative:
 - i. The Web/Communications Representative shall maintain the Region II web site in conjunction with the NAFSA Marketing & Creative Services team, designing or adjusting the overall design to fit the needs of the region, including adding and deleting material as directed by the Region II Executive Committee
 - ii. As applicable, the Web/Communications Rep will oversee the content and use of all regional social media sites.
 - iii. Other duties may be assigned by the Chair, in particular in conjunction with the planning and marketing of the annual regional conference.
 - g. Conference Planner and Conference Planner-in-Training:
 - i. The Conference Planner will work with the Chair to plan and implement the annual regional conference, taking on the specific responsibilities and tasks outlined in section V.

- ii. The Chair will delegate to the Conference Planner oversight and coordination of those activities that do not require the direct supervision of the Chair.
- iii. The Conference Planner will attend planning or training meetings at NAFSA's Annual Regional Conference, Washington Leadership Meeting, or other venues.
- iv. The Conference Planner shall:
 - 1. work with the co-chair(s) to set up LAC committees and assign responsibilities for local arrangements.
 - 2. Serve as liaison between the regional team and the Local Arrangements Committee.
 - 3. As directed by the Region II chair, represent the Team when working with groups at the conference site, including hotel staff, visitors' bureaus, local universities, etc.
 - 4. Assume responsibility for all conference programming outside of the workshops and sessions, including hospitality, special events, breaks and meals, etc.
 - 5. Make decisions as needed to allow the LAC to complete arrangements.
 - 6. Along with LAC Chair, promote the conference at other events prior to the conference (e.g., state meetings, Regional Updates, and prior Regional Conferences).
 - 7. Provide regular updates to the Region II Chair; consult with the chair and the Region II team when planning special events, entertainment, and the scheduling of conference workshops and sessions.
 - 8. Work with NAFSA National representative to provide Experient with information to create program application.
 - 9. Collaborate with Exhibitor coordinator to solicit exhibitors and provide information for conference application.
- v. The Conference Planner and Conference Planner-in-Training will attend the Executive Committee meeting held in the spring so they can meet with the LAC.
- h. The Conference Planner-in-training shall:
 - i. keep minutes of the spring Executive Committee meeting and of Regional Meetings at the NAFSA annual conference and at the Region II conference;
 - ii. Archive minutes of Regional Meetings by sending to the Web Communications Representative to post on website;
 - iii. Perform such other duties as may be assigned by the Chair or Conference Planner.
 - iv. Solicit Chair for LAC for the conference this person will be planning.
- i. Community College Representative:
 - i. The Community College Representative represents the region's community colleges, determining their interests and needs with respect to national and regional trends and issues and making the community colleges aware of resources available through the region and from the NAFSA national office.
 - ii. The Representative will assist with conference planning by working with Knowledge Community Representatives to solicit session and workshop proposals that will benefit community college members.
- j. Regulatory Ombudsperson (Regbuds)s:

- i. Serve as a subcommittee of NAFSA's International Student and Scholar Regulatory Practice (ISSRP) Committee and assist NAFSA members and other international educators by answering questions about the complexities of immigration law as it impacts international education.
 - ii. Serve as a conduit for solutions to case-specific problems submitted to "Get Liaison Help." Contact government agencies, in particular USCIS, to ask for clarification on immigration issues.
 - iii. Coordinate the invitation of government representatives to present at NAFSA regional or state conferences.
 - iv. Assist with regional conference planning by developing session and workshop proposals that will benefit the membership.
 - v. Conduct monthly conference calls with the Regbud subcommittee.
 - vi. Participate on liaison conference calls and annual meetings with U.S. Citizenship and Immigration Services (USCIS) and provide regulatory problem-solving and case-based technical assistance to advisers and government officials at the district, state, and regional levels.
 - vii. Monitor the ISTA/ISCA LISTSERV s. Provide feedback on ISTA/ISCA as part of their Regbud role.
 - viii. Attend the winter Regbud training in Washington D.C. In addition, there is a high expectation for attendance at the Annual NAFSA Conference where the Regbud is assigned various roles throughout the Conference.
 - ix. The Region II Regbuds are also expected to attend NAFSA's Advocacy Day and report back to the Region II team.
- k. Development Coordinator
- i. The Development Coordinator will foster and nurture relationships with international education vendors and partners. The overall goal is to provide additional revenue for Region II while also providing additional advertising/sponsorship opportunities for vendors and partners.
 - ii. The Development Coordinator shall
 1. Maintain a list of organizations and individuals who are current or potential sponsors, partners, exhibitors, advertisers, etc. for various regional programs and activities. Track sponsor activity to aid further development and target development projects. NAFSA's Global Partner program will already house some of this data, but information beyond Global Partners should be maintained.
 2. Communicate thoroughly and promptly with the vendors about the logistics of the regional conference.
 3. Determine additional opportunities beyond the exhibit hall space and advertising in the conference schedule (app.). These opportunities may include, but are not limited to, sponsorships of coffee breaks, opening reception, and plenary lunch. Work with the national NAFSA staff to recommend pricing and benefits. Determine these opportunities/details by the deadline (provided by the Chair) to advertise these opportunities once regional conference registration opens.

4. Ensure that the needs of the region's vendors and partners are being met, and bring recommendations to the Team. At the same time, balance these needs with the preferences of the Region II members.
5. Identify, develop, and secure donations for the support of regional grants. These donations may involve raffles, auctions, or other fundraising activities that take place at the regional conference. Work with national NAFSA staff to become familiar with state gambling laws of the hosting state regarding such fundraising activities.
6. Promptly respond to emails regarding Region II business and to inquiries from vendors/sponsors

VI. NAFSA Academy:

- a. Academy coaches are not members of the Regional Team, and shall be appointed by the Executive Team for a term of one-year minimum, renewable for one additional year. When possible, future academy coaches shall informally apprentice for one year under the current coach.
- b. Grants from the Region shall be made available when possible to help Region II members defray the cost of Academy participation.

VII. Annual Regional Conference Planning and Policies

- a. Rotation of Conference Site
 - i. The site should be in a different geographic location each year so that every member of the Association has a chance to attend a regional conference within reasonable distance of his/her institution and home community.
 - ii. In each three-year cycle, an effort should be made to select one location in the western, central, and eastern part of the Region. Additionally, an effort should be made to rotate the conference venue through each of the eight states in the region, as feasible.
 - iii. Acknowledging that this commitment to bring the conference to various parts of this large region may result occasionally in decreased participation and net revenue, the Team will also consider the need to periodically locate the Conference at a site that will attract substantial participation.
 - iv. A bi-regional conference consideration might also be considered.
- b. Site Selection
 - i. Institutions or state organizations should submit a written conference site proposal to the Chair for discussion at the Team Meeting at the Annual or Regional Conferences two to five years prior to the dates of the conference.
 - ii. The site selected must be able to accommodate our regional attendance. All efforts will be made to ensure that the conference does not conflict with other international conferences, meetings, or other major events.
- c. Site Criteria
 - i. Site selection will also consider the following specifications:
 1. Housing and meeting facilities appropriate to projected conference size, timing, and duration;
 2. Reasonably priced accommodations and rental space;
 3. Transportation access that makes the site easy to reach at reasonable cost;
 4. Membership strength and community support at the site;
 5. Prospects for support from local academic institutions;

- 6. Accessibility for physically challenged participants;
 - ii. The Annual Regional Conference will be held in the fall, so weather at the site may play a factor in determining the conference dates.
- d. Acceptance of a Conference Proposal
 - i. The Chair will submit to the Team all proposals received.
 - ii. The Team will vote whether to accept or reject proposals.
 - iii. The Chair will inform applicants of the Team decisions.
 - iv. The NAFSA third-party hotel contractor must be contacted to conduct negotiations with the selected site.
 - v. No site selection will be considered final until a contract has been signed for hotel and meeting space.
 - vi. The contract will be signed by the Region II Chair or the Chair-elect.
- e. Conference Fee Waiver and Other Policies:
 - i. The executive team is responsible for setting and/or approving regional conference costs for registration, rooms and special events or promotions subject to the guidelines of this sub-section.
 - ii. Registration fee waivers:
 - 1. Presenters must pay full conference registration fees unless they attend only their session(s) and do not participate in conference activities outside of their presentation(s). Presenters may receive the Very Motivated Presenter discount if their session was submitted by the relevant deadline.
 - 2. Executive Team members will not be eligible for a waiver of conference fees unless they are recipients of a Region II or NAFSA Award or Grant. However, lodging for the Executive Team will be paid by the Region at the Regional Conference
 - 3. LAC chair or co-chairs and Registrars will register at the community volunteer rate.
 - 4. Team members, except Executive Team, including new incoming team members, will register at the community volunteer rate.
 - iii. Meal waivers for banquets or luncheons:
 - 1. At her or his discretion, the Conference Chair may award meal waivers to the president of the host institution or his/her designee, to keynote speakers, the city mayor, the state governor, or other like government officials.
 - iv. All Conference registration and activity fees will be considered non-refundable except where extenuating circumstances can be shown.
 - v. Academy Participants: Academy participants will receive a reduced conference rate to be determined by the Region II Executive Team, and will receive one free CEP workshop of their choice. NAFSA has agreed to not charge the per-person fee for these workshops.
 - vi. Regional Award Recipients: Conference registration fees will be waived for award recipients as specified below in Section IX.
 - vii. Exhibitors: Receive an exhibitor's table and conference registration free for one exhibitor from each organization. Conference meals (plenary, state breakfast and regional breakfast) are included for the individual from each organization who registers as an Exhibitor. All exhibitors are invited to the Conference Reception at no charge. Others from that organization should fill out the regular conference registration form(s) and pay separately.
 - viii. EducationUSA visitors to the Region II Conference: EdUSA visitors who submit a session proposal by the submission deadline will receive free conference registration. If they then attend the conference but fail to present,

- they will be asked to pay the full registration rate. EdUSA visitors will pay their own costs for meals, rooms and transportation.
- ix. Government Officials: Complimentary registrations may be given for government officials making presentations. However, government officials pay for their own costs for meals, hotels and transportation.
 - x. NAFSA Staff and Board:
 - 1. NAFSA Central receives one complimentary registration as an exhibitor. This includes an exhibitor's table and all benefits of the exhibitor's rate. Meals are included for this individual only. Hotel accommodations are not provided.
 - 2. Region II will waive the registration fee, but not pay hotel accommodations, for no more than one NAFSA board member attending the conference.
 - xi. Sponsorships: No complimentary registration is given for sponsorships.
 - f. Session Proposals: Session proposals should be reviewed with these criteria in mind:
 - i. Avoid repetitious content between two or more proposals
 - ii. Avoid single presenter sessions, unless done as a poster session
 - iii. Avoid sales pitch sessions, such as one from a vendor only selling their own program
 - iv. Avoid multiple sessions by the same presenter
 - v. Look for possible combinations of proposals that might result in stronger content, such as pairing a more experienced presenter an inexperienced one, or addressing a topic from both small and large or public and private institutional perspectives
 - vi. Look for opportunities to meaningfully sequence related sessions in the conference schedule
 - vii. Be aware of sessions that should not be placed in the same time slot (a session for immigration advisors, for example, should not be slotted with an F-1 government update)
 - g. Tax Exempt Status: Region II derives tax exempt status from the NAFSA National organization which has tax exempt status. Region II does not have a separate tax ID number.
 - h. Very Motivated Presenters: Presenters whose session proposals are received by the VMP deadline and chosen for the Conference are designated "Very Motivated Presenters" (VMP's) and will receive a reduction on their conference registration fee for up to 3 presenters per session.
 - i. Volunteers: Unlike policies at national NAFSA conferences, Region II does not give non-LAC volunteers any reduction in registration cost in exchange for volunteer service.
 - j. Selection of the Best of Region Nominations: Nominations for "Best of Region" sessions are accepted by the National NAFSA Conference planning committee. Recommendations for Best of Region are made post-conference by the Region II Team. From one to three nominated presentations will be considered strong and unique enough to be selected by the national conference committee for inclusion in the national conference program. Regulatory sessions are not eligible. Nominees are notified by the Chair. If selected for the national conference program, presenters (up to three presenters) will receive a grant from Region II to attend the national conference.
 - k. Honoraria
 - i. Honoraria will not usually be paid to Conference or Workshop presenters.
 - ii. Extenuating circumstance may be considered by the Executive Committee.
 - l. Reimbursements for attending Team Meetings excluding meetings at NAFSA National Conference.

- i. Team member meals are provided by the Region for required Team meetings.
 - ii. Executive Team member lodging is covered by the Region for those days the Team is meeting.
 - iii. Travel to the Regional conference is not reimbursable.
 - iv. Executive Team members will be reimbursed for travel, lodging, and meals for the Spring Conference Planning meetings.
- m. Regional Grants
 - i. Grants may be awarded at the discretion of the Executive Committee to individuals attending the Regional Conference.
 - ii. Applicants must be members of NAFSA, but may apply for membership and the grant at the same time, though confirmation of membership must be established prior to award of the grant.
 - iii. Grants may be used for travel, including mileage and parking fees for a personal car or university vehicle, if appropriate, lodging, conference registration, and/or workshop fees.
 - iv. Applicants must submit documentation of need and the estimated budget needed.
 - v. Applications must be received by the stated deadline (see Procedure VIII.G, Regional Finances). Applications will be assessed concurrently.
 - vi. Funding of applicants received after the deadline is subject to the discretion of the executive committee.
 - vii. Grants from the Region shall also be made available when possible to help Region II members defray the cost of Academy participation.
 - viii. Additional grant programs may be developed by the Team, but must be approved by the membership at the Regional Update Meeting.
- n. Conference Attendee Lists: A check off box on the conference registration form will allow attendees to exempt themselves from any list given to vendors. Requests for this list are made to the Region II chair.
- o. Innovations to the Conference: At times, the Team may attempt to establish innovative additions to the Conference, such as the Senior Institutional Administrators' Institute offered from 2002-2004. Such innovations may require flexibility in policy application until established. Such innovations must become self-supporting as soon as possible.

VIII. Duties of the Conference Chair, the Conference Planner, and the LAC Chair

- a. The Chair will serve as Conference Chair and will be provide oversight on all aspects of conference planning, including:
 - i. Creating and monitoring the conference budget in consultation with the Treasurer, Conference Planner, LAC, and others as appropriate;
 - ii. Approving reimbursements for the conference and submitting payment requests to the Treasurer;
 - iii. Choosing and scheduling individual workshops and sessions for the conference;
 - iv. Completing, with input from the conference planner, the final conference report for submission to NAFSA by the posted deadline. Ensuring that the treasurer completes and submits the final conference budget report by the posted deadline;
 - v. Serving as primary NAFSA/Washington contact for the conference by acting as a liaison between the region and NAFSA and consulting with the conference chair as needed;
 - vi. Coordinating the call for session proposals
 - vii. Act as primary liaison for the session submission software and coordinate the creation of the conference program
 - viii. Acting as primary liaison with the conference hotel;

- ix. Submitting preliminary plans for the conference to the NAFSA/Washington office;
 - x. Ensuring that appropriate “Thank You” letters are sent immediately following the conference;
 - xi. Other duties as needed.
- b. The Conference Planner will be responsible for the tasks outlined in Section V.K., including:
- i. Soliciting one or more Local Arrangement Committee (LAC) Chairs from among members who live near the conference site. This task should be accomplished during the Planner-in-Training year;
 - ii. Clarifying the different/shared responsibilities of local arrangements, other committees, and the regional Team in executing the conference;
 - iii. In consultation with the Conference Chair, creating a planning calendar for the conference that will guide the LAC’s activities;
 - iv. In consultation with the Conference Chair and Treasurer, approving spending proposals and ensuring that receipts and requests for reimbursement are collected and forwarded to the Chair;
 - v. Coordinating all publicity, including registration materials, placement of information on the regional web site and social media, etc.
 - vi. Act as primary contact for the vendor supply the registration software.
 - vii. Making decisions about how conference evaluation forms will be developed for workshops, individual sessions, and the overall conference;
 - viii. Attending the conference and acting, along with the LAC Chair(s), as troubleshooter;
 - ix. Collecting reports from the LAC and others involved in planning and implementing the conference to update records for the next year;
 - x. Making decisions on the designation of rooms for workshops, sessions, meetings, etc.
 - xi. Other duties as needed.
- c. The LAC Chair(s) duties will include:
- i. Recruiting a team to oversee registration, special events, transportation, etc.;
 - ii. Receiving prior conference records, reviewing them with the Conference Planner, and making sure the chairs of the various LAC committees have the appropriate materials needed to set up and run the conference;
 - iii. Doing an inventory of materials left over from the previous year’s conference; making sure materials are purchased to run the on-site registration and conference office;
 - iv. Developing, in consultation with the Chair, Team, and Conference Planner, a conference logo, if applicable;
 - v. Getting printed materials such as session signs and/or posters, and other necessary document and contracting for a printing service during the conference;
 - vi. Gathering suggestions for special events, local sites and activities, etc. to provide to the Conference Planner and Chair;
 - vii. Attending the conference and acting, along with the Conference Planner, as troubleshooter;
 - viii. Providing a report on LAC duties to the Conference Planner at the end of the conference and ensuring that leftover materials are saved and forwarded to the next LAC Chair(s);
 - ix. Sending thank-you letters as appropriate;

- x. Other duties as needed.
- xi. The duties of the Local Arrangements Committee
 - 1. Duties are varied and critical to the success of the conference.
 - 2. Though the committee composition may vary from year to year, the duties that remain consistent are:
 - a. Registration – the volunteer designated Conference Registrar will coordinate with the Conference Planner, LAC Chair(s), and third-party conference Registration Company designated by NAFSA and conduct on-site registration;
 - b. Hospitality and entertainment;
 - c. Printing—signs, conference program, other materials;
 - d. Coordination of volunteers;
 - e. Special events;
 - f. Evaluations;

IX. Regional Business Meetings

- a. Regional meetings shall be held at the regional conference and at the NAFSA Annual Conference. The regional conference will include the official Annual Business meeting. The Annual Conference will include an update meeting to update/inform members.
- b. The agenda for the Business Meetings will be determined by the Chair in consultation with the Team and will include at least the following:
 - i. Call to Order
 - ii. Minutes of the Previous Meeting
 - iii. The Chair’s Report
 - iv. The Financial Report
 - v. Unfinished Business
 - vi. New Business
 - vii. Adjournment

X. Managing Regional Finances

- a. Bank Accounts/ Signatory Authority
 - i. NAFSA maintains a valid bank account kept in the region’s name.
 - ii. The Region II accounts will carry at least two authorized signatures:
 - 1. The Treasurer of the Region; and
 - 2. The Region II Chair, Chair Elect, or Past Chair.
 - 3. NAFSA also maintains a signatory in the event of regional leadership turnover.
 - iii. Cash is not to be kept except where needed during a conference.
- b. Administration of Funds
 - i. All regional funds will be administered by NAFSA via the Treasurer who will pay for or reimburse members for approved expenditures via Pn3 and be responsible for providing an annual report to the NAFSA Washington office.
 - ii. NAFSA National is responsible for keeping the accounting and financial records.
 - iii. The Chair will consult with the Team prior to executing agreements in connection with programs or projects funded by foundations, organizations, corporations, agencies, or other groups external to the Association and the Region.
- c. Budget Procedure
 - i. Team members and member institutions may be reimbursed for reasonable expenses incurred on behalf of the Region. Prior to expenditure of personal

- or institutional funds on behalf of the Region, members should consult with the Chair and/or Treasurer.
 - ii. Requests for expenditures related to the Annual Regional Conference will be submitted to the Conference Chair for approval.
 - iii. All expenses or payables should have a valid receipt (if a vendor) or an expense claim form (if an individual).
 - iv. All invoices and forms are signed by anyone from the current chair stream before payment is made.
 - v. The vendor or grantee submits a New Vendor form to be sent by the treasurer to NAFSA National to be entered into the Pn3 system prior to payment.
 - vi. The Treasurer prepares the payment in Pn3 and dispatches the payment to the Chair Stream for approval.
 - vii. Payment to the Treasurer may be approved by anyone from the current Chair stream with exception of the chair who submitted the expense report.
 - viii. NAFSA National issues approved payments.
 - ix. Checks and cash are sent directly to the Treasurer who will complete the check lock box form and submit to NAFSA National for deposit to regional account.
- d. Financial Report
 - i. The Treasurer will present a report of the fiscal condition of the Region at each meeting of the Team, and at the Regional Business Meeting at both the Region conference and National conference.
 - ii. Reports may be prepared for the Chairs on a quarterly basis or upon request.
 - iii. Accounts for the region are to be kept in the NAFSA National system Pn3.
- e. Investing Policy
 - i. The region will keep at least two years' operating expenses in a liquid checking account to run the region (\$70,000).
 - ii. The region will keep the remainder in reserves per year for operations, optimally, so that there is always 2 years of operational expenses on hand.
- f. Budgeting Policy
 - i. The region earns its funding from the regional conferences. Each year's operating fund is generally determined by 2-year's prior conference profit (e.g., 2009 budget is developed using funds generated from the 2007 conference)
 - ii. Monies earned above projected operating expenses for the following year will be put into a development fund, and made available in a manner determined by the executive team. The team is encouraged to use development funds for workshops and training to benefit international educators in the region.
- g. Annual Financial Audit
 - i. An audit of the Region's finances will be conducted each year by NAFSA National.
- h. Financial Relationship with States
 - i. No net revenue generated by the state activities will be remanded to the Region.
 - ii. Grants may be given by the Region to a state to conduct professional development opportunities.
- i. Regional Grants
 - i. Grants are awarded as described in Procedure VI.H.
 - ii. Amounts will not exceed \$1,000 per grantee.
 - iii. The number of awards will be based on funds available and upon

- consultation with the Executive Committee.
- iv. A line item indicating the total that shall be spent on awards will be included in the yearly regional budget.
- j. Regulatory Ombudsperson Support
 - i. Support will be given to Regulatory Ombudspersons appointed to the Regional Team to attend meetings as a part of their duties.

XI. **Regional Awards**

- a. The **Gene Smith Award** may be given when an individual member, institution, or organization deserves recognition for special distinguished service in the Region. It should reflect at least 20 years of service and contribution to the Region resulting in a significant impact on international education activities in the Region.
 - i. Procedure: Nominations must be submitted in writing to any member of the Team by the announced deadline. Nominations must include documentation of the years of service and special, distinguished nature of the service that results in significant impact on international education in the Region. The recipient will be selected by the Executive Committee and will receive the award at the Regional Conference.
 - ii. Award: Plaque; lifetime waiver of registration fee at the Annual Regional Conference starting with the following year's conference.
- b. The **Bruce Tracy Award** is presented annually to a Region II member whose professional and personal contributions to the field of international education go beyond the normal expectations of the job. It may be someone who gives a great deal of personal time to programs for education abroad or international students, provides significant leadership at the regional or national levels, or who simply reflects the ideals and goals of NAFSA through his/her professional commitment and dedication to the field.
 - i. Procedure: Nominations must be submitted in writing to any member of the Team by the announced deadline. Nominations must include documentation of the nominee's professional and personal contributions that go beyond the normal expectations. The award is given at the Annual Regional Conference.
 - ii. Award: Plaque; waiver of registration at the Annual Regional Conference immediately following announcement of the award, unless extenuating circumstances prevent attendance. Provision of the waiver may be deferred for one year.
- c. The **International Volunteer of the Year Award** is presented annually to the community volunteer whose work with international programs and activities merits special recognition. Likely recipients may include those whose efforts were responsible for the creation of permanent community or institutional programs, improved community awareness of international cultures, or some other equally meritorious contribution to international education. The recipient need not be a member of NAFSA: Association of International Educators.
 - i. Procedure: Nominations must be submitted in writing by the announced deadline to the Team and must include documentation of the meritorious efforts of the nominee. Selection will be by a vote of the Team. The award will be given at the Annual Regional Conference.
 - ii. Award: Plaque; \$100 travel grant; waiver of registration at the Annual Regional Conference immediately following announcement of award unless extenuating circumstances prevent attendance. Provision of the waiver may be deferred for one year.
- d. **Rising Star Young Leader Award** is presented annually in recognition of a

professional who has impacted the field of international education during the first five years of the recipient's area of work. The Rising Star will have demonstrated a commitment to internationalization and an ingenuity of thought that has the potential for having substantial and lasting influence upon global education.

- i. Procedure: Nominations should be submitted to the Region II Chair Elect. The application must include at least two nominators; a letter of support; and the individual's resume. The letter of support describes the rationale for nominating the individual.
- ii. The Awardee will then be Region II's nomination for the NAFSA national Rising Star Young Leader Award.

XII. Amendment of the Region II Administrative Guidelines

- a. Introduction or modification of the Administrative Guidelines may be accomplished by vote of the Region II Executive Team, either when meeting as a committee or, in an urgent situation, through electronic mail ballot. Suggestions for changes to the Administrative Guidelines may be formulated by the Region II Executive Team and approved as suggested changes when meeting as a committee.
- b. Proposed changes to the Administrative Guidelines should be promptly communicated to all members of the Region II team. Team members should be allowed to comment before a vote is taken to finalize changes.
- c. Adoption, modification, or revocation of an administrative guideline shall require a two-thirds vote of the Region II Team, who must register their votes within ten (10) business days of the call for a vote. If any member does not vote within that period, a vote of "abstain" shall be recorded. If two-thirds of the Team does not vote, the Executive Committee is allowed to settle the issue by taking into account the position of the majority of the members who voted.
- d. The most current version of the Administrative Guidelines must always be posted on the Region II website.
- e. The Administrative Guidelines should be reviewed on a regular basis by the Executive Committee and the Regional Team.

XIII. *Administrative guidelines approved at the Regional Team Meeting, October 26, 2009.*