

Region VI Operating Procedures
NAFSA: Association of International Educators

Procedure 1 – Name and Geographic Area of the Region

The name of this organization shall be Region VI, NAFSA: Association of International Educators (hereinafter referred to as “Region” and “NAFSA,” respectively). The Region shall be established geographically in accordance with the governing documents of NAFSA, and, until properly amended, shall consist of the following area: Indiana, Kentucky and Ohio.

Procedure 2 – Purpose

The purpose of the region shall be to advance NAFSA’s mission within its specific geographic area while responding to the needs of its members.

Procedure 3 – Membership and Membership Voting Status

All members of NAFSA within the designated regional area shall be considered members of the Region and shall be voting or non-voting members, as provided by NAFSA’s governing documents.

Procedure 4 – Regional Team

Section A. Definition

The management of the Region shall be vested in a Regional Team consisting of the Chair, Chair-Elect, Incoming Chair-Elect, Secretary/Membership Chair, Treasurer, a Governmental Regulatory Representative, and a Representative of each State in the Region. Other members as deemed necessary by the team may be appointed by the Chair.

With the exception of the elected positions, the above shall be appointed by the Chair with the approval of the Team.

Section B. Eligibility

Any voting member of NAFSA from within this Region shall be eligible for election or appointment to the Regional Team prior to taking office, except the Incoming Chair-Elect shall have served at least one year on a Regional Team prior to taking office.

Section C. Nominations and Elections

1. Nominating Committee: A Nominating Committee for the slate of Incoming Chair-Elect shall consist of no more than five members, including the immediate Past Chair, the Chair-Elect, and a member of the regional team.
2. Election: Election of the Incoming Chair-Elect shall be conducted by electronic ballot prior to the Regional business meeting at the regional conference, and shall be by a majority of the votes cast.

Section D. Terms of Office

The Incoming Chair-Elect shall serve in this role upon election through the remainder of the fiscal year and shall serve successively for one year in each of the three positions, Chair-Elect, Chair, and Immediate Past Chair beginning on the first day of the fiscal year (January 1) following election.

The term of appointed regional team members shall be two years unless a different term is approved or deemed necessary by the Executive Committee.

Section E. Vacancies

1. Chair: A vacancy in the office of Chair shall be filled by the immediate Past Chair, who shall serve as Chair for the remainder of the unexpired term, in addition to serving as the Past Chair. If the immediate Past Chair is unable or unwilling to serve as Chair for the unexpired term, then a previous Past Chair shall be asked by the Executive Committee to serve in the position of Chair.
2. Chair-Elect: A vacancy in the office of Chair-Elect shall be filled by either (a) by the Incoming Chair-Elect, who shall move up in the chair stream and serve for the remainder of the unexpired term, if this is acceptable to the current Incoming Chair-Elect. (The vacancy created in the position of Incoming Chair-Elect as a result of the move shall be filled as outlined below.) OR (b) by special appointment of a previous Chair. The Executive Committee will make this appointment, with the approval of the Regional Team.
3. Incoming Chair-Elect: A vacancy in the office of Incoming Chair Elect shall be filled by special election among the membership.
4. Immediate Past Chair: In the event of a vacancy in the Immediate Past Chair position, a former Past Chair shall be asked to serve for the remainder of the unexpired term.
5. Other offices: Vacancies in all other offices shall be filled by the Chair with the consent of the Regional Team. The person so selected must meet general eligibility requirements.

Section F: Standing Committees

1. The Executive Committee
The Executive Committee shall be comprised of the current Chair-Stream plus the Treasurer, and will serve in a fiduciary capacity.
2. The Finance Committee
The Finance Committee shall be comprised of the Executive Committee plus the Development Officer, and will oversee the budget and all financial concerns.
3. The Nominating Committee
The Nominating Committee shall be comprised of no more than five members, including the immediate Past Chair, Chair-Elect, a member of the current regional team, and will determine the slate for Incoming Chair-Elect.

Procedure 5 – Duties of Regional Leaders

Section A: Chair

The Chair shall preside at all Regional meetings, shall represent this Region to NAFSA, and shall otherwise perform the normal duties of a Chair. The Chair may appoint committee Chairs with the approval of the Regional Team. The Chair shall serve as Conference Chair.

Section B: *Chair Elect*

The Chair-Elect shall preside, in the absences of the Chair, at any Regional or Team meeting and shall perform the normal duties of a Chair.

Section C. *Immediate Past Chair*

The Immediate Past Chair shall chair the Nominating Committee, serve as Historian, represent the Region in the Regional Affairs Committee of NAFSA and shall perform such other duties as may be assigned by the Chair, with the approval of the Team.

Section D. *Secretary/Membership Chair*

The Secretary/Membership Chair shall keep minutes of all business meetings, oversee the membership of the region, and perform such other duties as assigned by the Chair.

Section E. *Treasurer*

The Treasurer shall through consultation with the Executive Committee prepare an annual budget to present to the Team for adoption by the Business Meeting at the National Conference. Any unbudgeted expenditure of more than \$500 shall require approval by the Executive Committee. The Treasurer shall also perform such other duties as assigned by the Chair.

Section F. *Other Team Members*

The Chair may assign such duties as are appropriate to other members of the Regional Team.

Procedure 6 – Meetings**Section A. *Annual Regional Conference***

This Region shall schedule an annual Regional Conference, which shall include a Regional Business Meeting.

Section B. *Other Meetings*

A second Business Meeting (also known as a “regional update”) shall take place at the NAFSA Annual Conference. Workshops, inter-regional meetings, and other meetings of interest to Regional members may be arranged in consultation with the Chair and the approval of the Team.

Procedure 7 – Procedures for Managing Regional Business**Section A. *Regional Financial Authority***

The Financial Authority of the Region shall be vested in the Finance Committee. The Region shall manage its funds prudently, maintain appropriate financial records, submit annual financial reports to NAFSA, and be subject to audit in a manner prescribed by the Treasurer of NAFSA.

Section B. *Regional Conference Registration*

The Region shall use a third-party conference registration company, chosen by NAFSA Vice President for Member Relations, to process pre-conference fee collections and, if desired, to process on-site registrations.

Section C. *Regional Hotel Site Selection Contractor*

The Region shall use a third-party hotel contractor, chosen by NAFSA Vice President for Member Relations, to select and contract for hotels and conference centers for regional conferences.

Section D. *Regional Fundraising*

Any fundraising by the Region shall conform to NAFSA’ “Guidelines for Fundraising.”

Section E. *Regional Communications*

Any communications or public representations emanating from the Region shall be clearly identified as such.

Procedure 8 – Voting Quorum

At either Business Meeting of this Region, the number of members present shall constitute a quorum. In any electronic or mail ballots, the number of returned ballots shall constitute a quorum.

Procedure 9 – Parliamentary Authority

The rules contained in the most recent edition of A. Sturgis, *Code of Parliamentary Procedure*, shall govern the Region in all manners to which they are applicable and in which they are not in conflict with any governing document of NAFSA or these Operating Procedures.

Procedure 10 – Amendments

These Operating Procedures may be amended by a two-third majority vote of the members present and voting at either Regional Business Meeting, provided that each proposed amendment has been published in the Regional Newsletter or distributed by special mailing or electronic notification to the membership, at least thirty (30) days in advance of the Meeting.