

**NAFSA: Association of International Educators  
Region XII – California, Nevada, Hawaii & Pacific Islands**

**REGION XII OPERATING PROCEDURES**

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Region XII Operating Procedures  
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PROCEDURE I: NAME

The name of this organization shall be Region XII of NAFSA: Association of International Educators, hereinafter referred to as "Region XII" and "NAFSA" respectively. Region XII shall be established geographically in accordance with the governing documents of NAFSA and, until properly amended, shall consist of the following area: California, Hawaii, Nevada and U.S. affiliated Pacific Islands.

PROCEDURE II: MISSION

The mission of this Region shall be to generally advance NAFSA's mission and Strategic Plan within Region XII while responding to the needs of its members.

PROCEDURE III: MEMBERSHIP

All members of NAFSA who list their address as being within Region XII's designated geographic area shall be considered members of Region XII, and shall be voting or non-voting members, as provided by NAFSA's governing documents.

PROCEDURE IV: REGIONAL TEAM

Section A. Definitions

Region XII shall be led by a regional leadership team, which shall consist at a minimum of an elected Chair, Chair-Elect, Immediate Past Chair and a Treasurer, who can be elected or appointed at the Region's discretion. In addition to the above leaders prescribed in NAFSA's Bylaws, Region XII may create additional leadership positions, as needed by the Region.

Section B. Eligibility

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

Section C. Selection and Election of Team Positions

(1) Position Announcement

All open positions for the following year's leadership team shall be announced at the Region XII Update at the Annual Conference and posted in the Newsletter

(2) Application

All candidates must submit an online application for the position to which they are applying. Applications shall be made available to interested candidates and posted in the Newsletter during the summer prior to the start of the following term.

(3) Appointments

New members to the following year's leadership team shall be appointed by the Executive Committee (see Procedure V, Section G) and announced prior to the preceding year's Regional Conference.

(4) Chair Elect

If there is only one candidate for the Chair Elect position, the candidate will be reviewed and approved by the current Chair Stream. If there are multiple candidates for the Chair Elect position an election will be held and voting will take place via electronic ballot supplied by the NAFSA national office. The ballot is to be distributed to the Regional membership in advance of the Regional Conference through the Newsletter.

#### Section D. Terms Of Office

Terms of office, which officially begin and conclude at the start and end of the calendar year, are defined in the position description of each team position and detailed as follows:

- One-year term: Regional Chair, Chair-elect, Immediate Past Chair, Northern California, Southern California, Nevada and Hawaii/Pacific District Chairs;
- Two to five year term: Secretary, , Membership & Mentor Program Coordinator, Communications Coordinator, Education & Training Coordinator, Knowledge Community Representatives, Community Colleges Representative, Regulatory Ombudsmen, Advocacy Representative, Postdoc Representative, Archivist, K-12 Representative;
- Three-year term: Treasurer;
- Others: As appointed by the Chair

#### Section E. Vacancies

##### (1) 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.

##### (2) Chair-elect

A vacancy in the office of the Chair-elect shall be filled by special election of the Region XII membership.

##### (3) Immediate Past Chair

A vacancy in the office of the Immediate Past Chair shall not be filled. Members of the leadership team shall manage the responsibilities of the Immediate Past Chair role.

##### (4) Other Offices

Vacancies in all other offices shall be filled by the appointment from the Chair with consent of the Regional Team. The persons so selected must meet general eligibility requirements.

#### Section F. Removal of Team members

##### (1) Performance Improvement

Should any member of the leadership team's performance become an obstacle that hinders the team's ability to effectively perform its functions and duties, that team member shall meet with the chair stream to develop a targeted performance plan.

Should the team member not meet the expectations of the performance improvement plan within the designated timeframe outlined in the plan, they may then be subject to removal.

##### (2) Chair Stream

A member of the Chair Stream may be removed from office by the agreement of the other two members of the Chair Stream and a two-thirds (2/3) vote of the all team members at a meeting, in-person or remote, called for that purpose.

##### (3) Other Team Positions

Any appointed team member not serving on the Chair Stream may be removed by a proposal from the Chair and a two-thirds (2/3) vote of all Team members at a meeting, in-person or remote, called for that purpose.

#### Section G. Responsibility to NAFSA National

Regional leadership teams shall be accountable to the NAFSA National Board through the National Vice-President for Professional Development and Engagement.

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**Section A. Chair**

The Chair shall preside at all Regional meetings, and shall otherwise perform the normal duties of a Chair. The Chair may appoint Committee Chairs with the approval of the Regional Team.

**Section B. Chair-elect**

The Chair-elect shall preside in the absence of the Chair at any Regional or Team meeting; and shall perform such other duties as may be assigned by the Chair.

**Section C. Immediate Past Chair**

The Immediate Past Chair shall perform other duties as may be assigned by the Chair, represent this region in the Regional Affairs Committee of NAFSA, and may be appointed by the Chair to chair a committee, with the exception of the Nominating Committee.

**Section D. Secretary**

The Secretary shall keep minutes of all business meetings, and perform such other duties as defined in the position description and assigned by the Chair.

**Section E. Treasurer**

The Treasurer shall prepare an annual budget which shall be presented to the Regional Team for approval at the Team meeting held at the Annual National Conference. The Treasurer shall conduct the financial affairs of the Region as required by NAFSA and in accordance with Region XII's Financial Management Guidelines and also perform other duties as assigned by the Chair.

**Section F. Other Regional Team Members**

Other Region XII team members shall be responsible for the duties outlined in their position descriptions as well as other duties as assigned and deemed appropriate by the Chair.

**Section G. Executive Committee**

**(1) Composition**

The Executive Committee of the Regional Team shall consist of the Regional Chair, the Chair-elect, the Immediate Past Chair, and the Treasurer.

**(2) Duties**

The Executive Committee shall have general supervision of the affairs of the Region and shall make recommendations to the Team on all fiscal matters relating to the financial well-being of the Region.

**PROCEDURE VI MEETINGS**

**Section A. Regional Conference**

This Region XII Team shall schedule a Regional Conference annually, which shall include an annual Team Meeting to consider all matters appropriate for this meeting.

**Section B. Annual Conference and Spring Team Meetings**

The Region XII Team shall meet annually during the Annual Conference of NAFSA and at a spring team meeting for the purpose of planning annual activities.

**Section C. Other Meetings**

Workshops and inter-regional meetings of interest to Regional members may be arranged in consultation with the Regional Chair and with the approval of the Regional Team.

**PROCEDURE VII COMMUNICATIONS**

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

#### PROCEDURE VIII DISTRICT TEAMS

##### Section A: Structure

Region XII shall have four districts, Northern California, Southern California, Nevada and Hawaii/Pacific. The Southern California District includes the area of California between the Mexican border and just north San Luis Obispo and Bakersfield. The Northern California District includes north of San Luis Obispo and Bakersfield to the Oregon Coast and northern Nevada. The States of Nevada and Hawaii are separate districts. The Hawaii/Pacific District includes Hawaii and U.S.-affiliated Pacific Islands.

Each district shall be responsible for selecting a chair and the district team. The chair of each district shall serve on the Region XII Team.

##### Section B: Relationship to Region XII Leadership Team

Each District team maintains a Model 1 relationship with Region XII and with NAFSA as a whole. A Model 1 relationship stipulates that District activities are activities of the Region and of NAFSA as a whole.

The income and expense of the District team activities are managed entirely through the Region's Operating Account and subject to the same processes and procedures defined in the Region XII Financial Guidelines.

##### Section C: District Meetings and Events

Registration for District events must be managed through NAFSA's registration system to ensure accountability of all Regional funds. District events are covered by NAFSA's liability insurance and may employ NAFSA's name in their messaging.

#### PROCEDURE VIII QUORUM

At the annual Team Meeting, the number present shall constitute a quorum. In any mail ballots, the number of returned ballots shall constitute a quorum.

#### PROCEDURE IX PARLIAMENTARY AUTHORITY

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

#### PROCEDURE X AMENDMENTS

These Operating Procedures may be amended by a two-thirds majority vote of the members present and voting at the annual Team Meeting at the Regional Conference provided that each proposed amendment has been published in the Region XII Newsletter, or by special mailing, in advance of the meeting.

Adopted December 9, 1997

Amended November 12, 1998

Amended November 2, 1999

Amended October 25, 2002

Amended November 30, 2003

Amended November 2, 2006

Amended October 24, 2017