



**NAFSA: ASSOCIATION OF INTERNATIONAL EDUCATORS
REGION XII SOUTHERN CALIFORNIA DISTRICT OPERATING PROCEDURES**

PROCEDURE I. NAME

The name of this organization shall be NAFSA: Association of International Educators, Region XII Southern California District, hereinafter referred to as the "Southern California District." When "NAFSA" is used in this document, it means the national association. When "Region" is used in this document it means Region XII.

PROCEDURE II. Geographic area

The Southern California District is established in accordance with the Region XII Operating Procedures. The Southern California District includes the area of California between the Mexican border and just north of Santa Barbara.

PROCEDURE III. MISSION

The Southern California District mission is:

- To recognize and support those in the Southern California District who are engaged or interested in the international educational exchange of students and scholars;
- To collect and disseminate relevant information for the Southern California District membership;
- To provide opportunities for professional development specific to the needs of the Southern California District membership; and,
- To provide outreach to underrepresented institutions and non-NAFSA colleagues and affiliates within the Southern California District to foster professional enrichment opportunities in international education.

PROCEDURE IV. MEMBERSHIP

Membership is open to anyone who supports the mission of the Southern California District and is located in the geographic area.

PROCEDURE V. SOUTHERN CALIFORNIA DISTRICT LEADERSHIP TEAM

SECTION A. DEFINITIONS

The Southern California District Leadership Team, hereinafter referred to as the "Team," shall lead the Southern California District. The Team shall consist at a minimum of an elected Chair, Chair-Elect, Immediate Past Chair. Other positions may be created or appointed at the discretion of the Team.

SECTION B. ELIGIBILITY

Any member from within the Southern California District shall be eligible for election or appointment to the Team. The Chair-Elect shall have served at least one year on the Team or Regional Team prior to taking office, or must have proven leadership experience in the field of international education. Those appointed or elected to the Team must remain members of the Southern California District to remain on the Team.



**NAFSA: ASSOCIATION OF INTERNATIONAL EDUCATORS
REGION XII SOUTHERN CALIFORNIA DISTRICT OPERATING PROCEDURES**

SECTION C. ELECTIONS

(1) Election Committee

The Chair shall appoint an Election Committee, hereinafter referred to as the "Committee." The Committee shall consist of at least two members of the Team. The Chair shall not serve on the Committee.

(2) Elections

The Committee shall ensure that a nomination form is distributed to the Southern California District membership prior to the Regional Conference, with the election cycle to conclude within 30 days. Ballots may be distributed electronically or by mail. All of the members of the Southern California District are eligible to vote. Team positions shall be filled by a simple majority of the votes cast. The Committee will confirm the election results and will communicate the results to the membership.

(3) Special Elections

A special election shall be conducted to fill a vacancy in the positions of Chair-Elect. The committee shall distribute ballots, electronically or by mail, immediately following notification of the vacancy to the Team.

SECTION D. TERMS OF OFFICE

Terms of office, which officially begin on January 1 of each year, are as follows: One-year term: Chair, Chair-Elect, and Immediate Past Chair

Two-year term: All other positions

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. In case of unsuccessful special election, Team may choose to appoint the position.

(3) Immediate Past Chair

A vacancy in the office of the Immediate Past Chair shall not be filled.

(4) Other Positions

The Chair, with majority consent of the Team, may fill vacancies in all other positions. The persons so selected must meet general eligibility requirements.



**NAFSA: ASSOCIATION OF INTERNATIONAL EDUCATORS
REGION XII SOUTHERN CALIFORNIA DISTRICT OPERATING PROCEDURES**

SECTION F. DUTIES

(1) Chair

The Chair shall conduct the business of the Southern California District, as well as be responsible for organizing annual programs and meetings. The Chair shall serve on the Regional Leadership Team. The Chair shall serve as Immediate Past-Chair for one year following completion of term as Chair.

(2) Chair-Elect

The Chair-Elect shall conduct the business of the Southern California District at Team meetings when the Chair is not present. The Chair-Elect shall attend Regional Leadership Team meetings when the Chair is unable to attend. The Chair-Elect will assist the Chair with appropriate duties, as determined by the Chair and the Team.

(3) Immediate Past Chair

The Immediate Past Chair shall assist with the transition of leadership and pass along Southern California District information and resources to the Chair and Chair-Elect. The Immediate Past Chair will assist the Chair with appropriate duties, as determined by the Chair and the Team.

(4) Treasurer

The Treasurer shall maintain the financial records of the Southern California District and shall provide a report at Team meetings. The Treasurer shall work with the Regional Treasurer to disburse funds with the approval of the Chair. The Treasurer shall perform other duties as assigned by the Chair.

(5) Other Positions

The Chair may assign such duties as are appropriate.

SECTION G. REMOVAL FROM OFFICE

If a Team member is inappropriately obstructive or disruptive, or if a team member engages in unethical behavior, s/he may be removed from the Team. The Chair shall discuss the problem with the Team member and if a resolution cannot be agreed upon, the Chair shall convene a meeting of the other Team members to discuss the Team member's removal. The Team member shall be removed if all the other Team members are in agreement.



**NAFSA: ASSOCIATION OF INTERNATIONAL EDUCATORS
REGION XII SOUTHERN CALIFORNIA DISTRICT OPERATING PROCEDURES**

PROCEDURE VI. MEETINGS

SECTION A. ANNUAL TEAM MEETING

The Team shall meet at least once a year for purposes of planning annual activities and general business.

SECTION B. ANNUAL MEMBERSHIP MEETING

There shall be an annual membership meeting coincident with the Regional Conference for the purposes of conducting the Southern California District's public affairs. All members present shall have voting rights. The Team shall attend the annual membership meeting, when possible.

SECTION C. OTHER MEETINGS

Workshops, conferences, and other meetings of interest to the members may be arranged in consultation with the Regional Chair and with the approval of the Team.

PROCEDURE VII. COMMUNICATIONS

Any communications or public representations from the Southern California District shall be clearly identified as such.

PROCEDURE VIII. QUORUM

At the annual membership meeting, the number of members present shall constitute a quorum. In any mail or electronic 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 Southern California District in all matters to which they are applicable and in which they are not in conflict with these Operation Procedures or any of the governing documents of NAFSA.

PROCEDURE X. AMENDMENTS

SECTION A. GENERAL

These Operating Procedures may be amended by a simple majority vote of all voting members present at the annual membership meeting. Each proposed amendment shall be communicated to the members at least 30 days in advance of the meeting.

SECTION B. TEAM APPROVAL

Proposed amendments must be submitted to the Team 60 days before the Regional Conference. The Team must evaluate the proposed amendments to ensure that they are consistent with the NAFSA Bylaws and Regional Operating Procedures. The Team must approve the proposed amendments before communicating them to the membership.



**NAFSA: ASSOCIATION OF INTERNATIONAL EDUCATORS
REGION XII SOUTHERN CALIFORNIA DISTRICT OPERATING PROCEDURES**

SECTION C. OPERATION PROCEDURE REVIEW

These Operating Procedures shall be reviewed at least once every three years

Current Version: Amended and Approved October 2018

Past Versions:

Approved March 20, 2014

Amended May 1, 2013 (second draft)

Amended April 22, 2013 (first draft)

Approved October 24, 2012

Amended September 17, 2009

Amended July 31, 2009 (second draft)

Amended June 25, 2009 (first draft)

Adopted August 2, 2000