

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

(Draft by Edwin Cahill, District Chair 2009)

PROCEDURE I. NAME

The name of this organization shall be Region XII NAFSA: Association of International Educators, Region XII Southern District, hereinafter referred to as "the Southern District". When the name "NAFSA" is used in this document, it means the national association. The Southern District shall be established geographically in accordance with the governing documents of NAFSA. The Southern District includes the area of California between the Mexican border and just north of Santa Barbara and southern Nevada, until properly amended.

The chair of the Southern District serves on the Regional Leadership Team.

PROCEDURE II. MISSION

The mission of the Southern District shall be to generally advance NAFSA's mission within its specific geographic area while responding to the needs of its members.

PROCEDURE III. MEMBERSHIP

Membership in this organization is open to all persons, institutions, and other organizations intentioned in the purposes this organization and located in the geographic area defined by Article I & IV, Section D of the NAFSA Region XII Operating Procedures.

PROCEDURE IV. DISTRICT TEAM

SECTION A. DEFINITIONS

The Southern District shall be led by a District 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 District's discretion. In addition to the above leaders prescribed in the NAFSA National Bylaws and Region XII Operating Procedures, the Southern District may create additional leadership positions, as needed by the Southern District.

SECTION B. ELIGIBILITY

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

SECTION C. NOMINATIONS AND ELECTION

(1) Nominating Committee

A nominating committee of no fewer than three members and no more than five, and including at least one of the elected members of the Team, shall be appointed by the Southern District Chair from the members of the Team, and shall be approved by the Team.

(2) Elections

The committee shall ensure that a ballot is distributed to the Southern District membership in advance of the Regional Conference. Elections shall be by written ballot via the Southern District Electronic Bulletin or a special mailing to the Southern District membership and shall take place thirty days prior to the Regional Conference.

SECTION D. TERMS OF OFFICE

Terms of office, which officially begin on January 1 of each year, are as follows:

One-year term: Regional Chair, Chair-elect, and Immediate Past Chair

Two-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.

(3) Immediate Past Chair

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

(4) Other Offices

The Chair, with consent of the Southern District Team, shall fill vacancies in all other offices. The persons so selected must meet general eligibility requirements.

SECTION F. Responsibility to Region XII

The Southern District Leadership Team shall be accountable to the Regional Leadership Team through the Chair of the Regional Leadership Team.

PROCEDURE V. DUTIES

SECTION A. CHAIR

The Chair shall conduct the business of the District, as well as be responsible for organizing annual programs and meetings. The Chair shall represent the District at Region XII Team meetings and conferences. The Chairperson shall serve as Past-Chair for one year following completion of term as Chair.

SECTION B. CHAIR-ELECT

The Chairperson-elect shall attend meetings one year before taking office in order to become familiar with the duties associated with serving as state Chairperson. The Chairperson-elect will also assist the current

Chairperson with appropriate duties, as determined by the Chair and the District Team. The Chair-elect shall preside in the absence of the Chair at any Regional or Southern District Team meeting.

SECTION C. IMMEDIATE PAST CHAIR

The Past Chair shall attend meetings one year after taking office in order to assist with the transition of leadership and to pass along District information and resources to the Chair and Chair-Elect. The Past Chair may be appointed by the Chair to chair a committee, with the exception of the Nominating Committee. The Past Chair will assist the current Chairperson with appropriate duties, as determined by the Chair and the District Team.

SECTION D. SECRETARY

The Secretary shall keep minutes of all business meetings, maintain a historical record, and perform such other duties as assigned by the Chair.

SECTION E. TREASURER

The Treasurer shall maintain the records of the District, shall provide a report of the financial status of the District at annual meetings and disburse funds with the approval of the Chairperson. The Treasurer shall conduct the financial affairs of the Southern District as required by 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

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

SECTION G. EXECUTIVE COMMITTEE

(1) Composition

The Executive Committee of the Southern District Team shall consist of the Southern District 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 Southern District and shall make recommendations to the Southern District Leadership Team on all fiscal matters relating to the financial well being of the Southern District.

PROCEDURE VI. MEETINGS

SECTION A. DEFINITION

Meetings shall be convened on such dates and in such places as the Southern District Team shall designate.

SECTION B. ANNUAL GENERAL MEETING

The Southern District Team shall meet at least once annually coincident with a general meeting of the organization and at least once in addition for purposes of planning annual activities, sufficiently prior to the annual business meeting of permit such planning.

SECTION C. ANNUAL BUSINESS MEETING

There shall be an annual business meeting of the organization coincident with the annual general meeting. The purpose of the annual business meeting shall be to conduct the public affair of the organization. Those members present at such a meeting shall be definition constitute a quorum. On all matters pertaining to this organization, all those present shall be deemed to have voting rights. On matters pertaining, in the opinion of the Chair, to NAFSA, or NAFSA Region XII only, exclusively those persons present who are also members in good standing of NAFSA shall have voting rights. In the event that the number of such persons present is too small to be representative in the opinion of the Chair, matters requiring a vote shall be published in the Southern District Electronic Bulletin, or by special mailing.

SECTION C. OTHER MEETINGS

Workshops and conferences of interest to Southern District members may be arranged in consultation with the Regional Chair and with the approval of the Southern District Team.

PROCEDURE VII. COMMUNICATIONS

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

PROCEDURE VIII. QUORUM

At the annual Business Meeting, the number present shall constitute a quorum. In any mail ballots, the number of returned ballots shall constitute a quorum. In any electronic ballots, the number of electronically 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 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 1. GENERAL

These Operating Procedures may be amended by a simple majority of all eligible voting members of the Southern District. Approval of any amendment(s) shall be conducted via the Southern District Electronic Bulletin or a special mailing to the Southern District membership.

SECTION 2. SOUTHERN DISTRICT LEADERSHIP APPROVAL

Amendments must be approved in advance by the Southern District Team to assure that they are harmonious with the Constitutions of the parent bodies.

SECTION 3. GENERAL MEMBERSHIP APPROVAL

Amendments must be brought to the attention of the general membership no less than thirty days prior to the conduct of the ballot, in advance of the meeting.

Adopted August 2, 2000

Amended June 25, 2009 (first draft)