

NAFSA Region VI Standing Procedures and Protocols

Section 1: Awards

Nominations for all awards are solicited via the Region VI Newsletter and listserv and sent to the coordinator of the selection process. The selection of awardees shall include input from past awardees. Deadline for the submissions is approximately one month prior to the Regional conference. Each award is presented annually at the Regional conference.

- A. **The Leo Dowling Award** for Compassion, Integrity and Leadership was established in 1987 and first awarded in 1988. Nominations are sent to off-Team coordinator for the selection process, which includes past awardees.
- B. **The George E. Hertrich Award** for Advocacy was established and first awarded in 1997. Nominations are sent to the respective State Representative. Nominations are forwarded to the current Past Chair, who selects the recipient in consultation with the Chair stream.
- C. **The Dorothy Brickman Award** for the Outstanding New Professional was established and first awarded in 2003. Nominations are sent to the current Past Chair, who selects the recipient in consultation with the Chair stream.

Section 2: Committees

The *Region VI Operating Procedures* provide provisions for three standing committees:

- A. **Executive Committee** is composed of the current chair stream plus the Treasurer and serves in a fiduciary capacity.
- B. **Finance Committee** is composed of the Executive Committee plus the Development Officer and oversees the budget and all financial concerns.
- C. **Nominating Committee** is chaired by the immediate Past Chair, comprised of no more than five members including the Chair-elect and a member of the current regional Team, and determines the election slate for the position of Incoming Chair-Elect.

Section 3: Electronic Communication

All electronic communication must adhere to the *Region VI Listserv Policy for Appropriate Use*. Any/all communication sent on behalf of NAFSA Region VI may not contain commercial advertisements, proselytizing, or profanity.

- A. **Region VI Team Listserv**. Team Members may communicate via the Team's listserv. Instructions on how to subscribe and unsubscribe are sent by the Chair to Team members as they join and depart the Team.
- B. **General Listservs**. There are two ways via e-mail to communicate with the Region VI members, knowledge communities, professional networks and groups within Region VI. Additionally, individual Team members may also keep e-mail distribution lists.
 1. **Region VI Listserv**. The regional listserv is open to both NAFSA members and non-members and is hosted through IUPUI. To subscribe, send a blank e-mail message to list@list.iupui.edu with the subject: SUBSCRIBE REGIONVI-L. To unsubscribe, send a blank e-mail message to the same address with the subject: UNSUBSCRIBE REGIONVI-L. To post to the list, send messages to regionvi-l@iupui.edu.
 2. **NAFSA National Membership Database**. With permission of the Chair, Team members may send messages to targeted groups within the NAFSA membership (e.g., Region VI RAP KC members). Send the message, along with a description of the intended audience, to the Chair who will approve the request before forwarding it to the appropriate NAFSA staff member who will execute the job order.

Section 4: Financial Policies for Region VI Conference, State Meetings & Workshops

- A. Workshops and conferences should be designed and budgeted so that they not only pay for themselves, but result in a surplus as well.
- B. Conference registration fees must be designed to cover the cost of hotel fees, coffee breaks, meals, materials, receptions, all-conference entertainment and transportation to the entertainment, audiovisual rentals, and other incidental costs plus a profit margin.
- C. Income from exhibitors, advertisers, and sponsors should not depend upon it to cover any shortfalls in revenue. Thus, when determining registration fees, income from these sources should be capped at 5% of the total registration income of the worst-scenario.
- D. Conference hotel bills should be approved by the Conference Chair before payment by the Region VI Treasurer.
- E. Complementary hotel rooms must be designated by the Conference Chair Stream only. It must be clear a week before the conference who is occupying what rooms and for how many days. Preference for complementary rooms is in the following order: guest plenary speakers, Region VI Chair (normally a suite provided for in the hotel contract), Conference Planner, Palisades Representative, Local Arrangements Chair, and national NAFSA visitors. Complimentary rooms would include any rooms available to the Region via the hotel contract as well as rooms to be paid for by the Region. When possible, the Conference Planner and LAC should share a room.
- F. Registration fees will be waived for the following individuals: Chair Elect, Chair, Past Chair, Conference Planner, and Registrar. Student registration fees will apply to the following: Development Officer, Publications Chair, and Conference Planner Apprentice.
- G. Registration fees may be waived for other selected people, but they must be designated in writing BEFORE the conference begins and given to the registration desk. Those receiving complementary registration should be officially informed in advance of the conference; otherwise they will be expected to pay registration, either for the entire conference, or for a single day.
- H. EducationUSA advisors should receive complimentary conference registration.
- I. Exhibitors should receive one complementary registration, which is factored into the cost of what we charge exhibitors. Additional representatives from exhibitor companies will need to purchase meal tickets if they wish to attend luncheons. No recognition will be given to exhibitors, advertisers, or sponsors until a check is received before the program is printed. All sponsorship agreements must be in writing.
- J. NAFSA National will be given one complimentary exhibit table.
- K. One NAFSA national officer and NAFSA staff member will be given one complementary registration each; any additional officers or staff will be expected to pay the conference registration and workshop fees just as any other conference participant does.
- L. It is common to have visitors at the luncheons each year. The Conference Chair should budget for a specific number of visitor lunches. Luncheon tickets may be created (format and design determined by the Conference Registrar working in conjunction with Palisades) as a method to certify lunch has been paid for or covered.
- M. Students and unpaid volunteers should be charged a registration fee to cover the cost of materials, coffee breaks, and lunches. The Region will absorb the difference between that and the full registration fee. The student/volunteer registration fee should always be lower than the one-day registration fee.
- N. Conference volunteers will have to pay registration fees if they wish to attend sessions or participate in meals. We are grateful for their services, but they incur expenses as any other attendee; thus, we expect them to register just as any other conference participant would. Special name tags will be provided for volunteers.
- O. An outside speaker who is not a NAFSA member but attends the conference just to make a session presentation may do so. They may not attend other sessions or participate in meals unless they pay the one-day registration fee. Session chairs can request that the

- Registrar prepare special guest name tags for these speakers. Special name tags will be provided for outside speakers.
- P. Refunds should be given only to those individuals who claim them by the stated time on the conference registration brochure, minus the published cancellation fee. We recognize that people have medical problems, deaths in the family, and crises in their lives; requests for refunds for exceptional circumstances must be submitted in writing to the Region VI Chair, who will make a determination in consultation with the Region VI Chair Stream as needed. Considering the fact that meals have already been ordered that will need to be paid for, and conference materials have been printed (etc), some portion, of the registration fee should be kept to cover these expenses if a refund is approved.
 - Q. Plenary speakers can receive complementary registration, lodging, and round trip transportation to the conference. They may also receive honoraria, if approved by the Executive Committee.
 - R. Individuals who arrive at the conference and indicate that payment “is in the mail” will be directed to the Palisades representative on site if applicable. The individual will proceed through registration at the point that the Palisade’s appointed NAFSA Region VI Case Manager approves the registration. If a Palisades representative is not on site, the Registrar will work with the off-site Palisades contact, and make decisions on a case-by-case basis. This policy should be printed on the registration materials annually.
 - S. Palisades, or any other company as designated by the national organization of NAFSA, shall receive all conference registrations and disseminate the funds and data in a timely manner to the Conference Registrar in whatever format agreed upon in advance.
 - T. Meeting Insights, or any other company as designated by the national organization of NAFSA, shall negotiate conference hotel contracts on behalf of the Chair Stream, and work with the hotel on any issues that impact signed contracts.
 - U. Exceptions to all of the above may be made only by the Executive Committee.

Section 5: Grants

- A. **Eligibility.** All individual recipients of Region VI grants must be a resident of, employed in, or a student at an institution in Indiana, Kentucky, or Ohio. The Past Chair coordinates the process for soliciting applications, selecting recipients, notification and follow through on payment processing of all grants. Current team members are not eligible for individual grants. *See Payment Policies section below for additional details.*
- B. **Reimbursement.** Travel Reimbursement Forms for all grants must be submitted within 60 days of the funded event. Requests for reimbursements after the 60-day time limit that are based on exceptional circumstances must be submitted in writing to the Region VI Chair, who will make a determination on payment in consultation with the Region VI Chair Stream as needed.
- C. **Individual Grants**
 - 1. **Advocacy Grant.** The Region budgets \$2,400 for three grants of up to \$800 each to enable one NAFSA member from each state to attend the annual Advocacy Day, hosted by NAFSA national. Team members may apply, but preference is given to non-team members. In the event that a state does not have a grant recipient, the team’s State Representative from said state will be awarded the grant to attend Advocacy Day. If the State Representative cannot attend, another team member from the same state can be asked to attend.
 - 2. **Newcomers Regional Conference Grant.** The Region budgets \$2,000 annually to fund newcomers’ grants to participate in the regional conference. Amounts awarded may vary depending upon the number of applications received and funds available, but should not be less than the conference registration rate (professional or student

rate, as appropriate). Recipients cannot receive a Newcomer Grant and a PDP Grant within the same year.

3. **Core Education Program (CEP) Grant.** The Region budgets five (5) grants at \$75 each to off-set the cost of attending a professional development workshop at the regional conference. Recipient may not receive a PDP Grant and a Newcomer Grant within the same year.
4. **Experienced Professional National Conference Grant.** The Region budgets two grants of \$250 each for experienced professionals to off-set costs for the annual NAFSA national conference. Registration receipt required.
5. **Experienced Professional Regional Conference Grant.** The Region budgets two grants of \$250 each to off-set costs of travel and lodging for regional conference participation. Registration receipt required.
6. **Student Presenter Grant.** The Region budgets five (5) grants in the amount of \$50 plus one-day or full-conference registration (as needed) to students who are session chairs and/or primary presenters.
7. **Newcomer National Travel Grant.** The Region budgets two (2) grants in the amount of \$250 to help fund newcomer participation in the national conference.

D. State and Group Grants

1. **State Destination Grants.** The Region offers seed funding for state initiatives (e.g., Destination Indiana) up to \$1,000 for the initial year and up to \$500 for the second year; thereafter, the initiative should have found alternative funding sources.
2. **Regional Highlight Grant.** The session(s) selected as the “Regional Highlight” for presentation at the national conference will be awarded \$1,000. The amount is capped at \$500 per person. The Region will fund up to two “Regional Highlight” sessions.
3. **Regional Development Grant.** At the Chair’s discretion, \$500 is available to fund special projects within the Region.

Section 6: Membership and Attendance Lists

Region VI will not provide or sell membership list labels or address lists, but will direct those requests to the national staff of NAFSA.

Section 7: Memorializing Past/Retiring NAFSAs

- A. A statement of recognition or brief memorial will be read into the minutes of the regional business meeting honoring retiring or recently passed-away Region VI members.
- B. Special individual recognition of NAFSA Region VI NAFSAs who have provided exemplary service may be determined on a case-by-case basis.

Section 8: NAFSA Annual Fund

An annual donation to the NAFSA Annual Fund has been recommended by the Finance Committee and approved during Team training. Normally, the amount is \$1,000. An amount other than \$1000 should be approved by the team.

Section 9: Nominations for Team Positions

- A. Nominations for Incoming Chair-Elect must be in writing and presented to the Immediate Past Chair who chairs the Nominating Committee.
- B. All other nominations for Team positions should be forwarded directly to the current Chair. Self-nominations are encouraged.

Section 10: Past Chairs Advisory Council

All Past Chairs of Region VI are invited to the Past Chairs Advisory Council meeting annually at the regional conference. This group may be asked for policy and strategic insight at any time.

Section 11: Payment Policies

A. Individual Grant Recipients

1. Each recipient must complete a Travel Reimbursement Form and submit it with all required receipts within 60 days of the funded event.
2. Treasurer prepares check for specified dollar amounts.
3. A waiver of full or partial portion of the registration fee may be included within the grant award.

B. Regional Highlight

1. Each recipient must complete a Travel Reimbursement Form and submit it with all required receipts within 60 days of the funded event.
2. Treasurer prepares and sends check for up to \$500 to each recipient.

C. Continuing Education Program (CEP) Workshops

1. Finance Committee has devised a simple workshop budget form that will include: travel, honoraria, AV-equipment, room rental, and mailings as expenses and workshop fee and estimate of attendance as income.
2. Workshop chair will prepare and send proposed budget to Finance Committee.
3. Region will pay one night hotel (shared) and up to two days per diem for workshop presenters and table monitors; there may not be more than one compensated assistant for each five paid participants. In situations where a presenter will incur expenses greater than the standard, the Past Chair may approve additional reimbursements so long as they are covered by the workshop income.
4. Region will pay one night hotel (shared) for Registrar for the evening before the workshops. For workshops not tied to regional conference, the number of days paid may exceed one, but must be stipulated in the budget.

D. Team Activities

1. Spring Team Meeting

- a. Travel. Mileage at the government rate reimbursed to those who drive. Drivers complete Travel Reimbursement Form; Treasurer prepares check. Airfare and other modes of transportation may be reimbursed if its cost is less than mileage.
- b. Hotel. Team members share double rooms. All rooms are billed to one account and paid on behalf of Team members.
- c. Food and Per Diem. Meals are provided at region expense. Per diem may be paid if arrival back home is later than dinner time.

2. National Conference Meeting

Typically no Team activities at the national conference are reimbursed by the region.

3. Fall Meeting after Regional Conference

- a. The Team meets after the regional conference.
- b. Should overnight stay be required, Team members share double rooms (covered by the Region) and per diem will be provided or reimbursed, as appropriate.

E. General

1. Changes in the amount of regional funds invested in TIAA-CREF Managed Allocation Funds are decided by the Finance Committee.
2. Budgeted expenses of \$1,000 or less may be paid by the Treasurer at the Treasurer's discretion but require a second signature from a member of the chair stream. Chair or Chair-Elect must approve expenses of \$1,000 or more.
3. Unbudgeted expenses of more than \$500 must be reviewed by the chair stream.

Section 12: Professional Practice Workshops

- A. The Immediate Past Chair shall provide oversight for the coordination of the Professional Practice Workshops offered within the region as stand-alone workshops or as part of the regional conference. This oversight shall include identification of workshop chairs.
- B. Stand-alone workshops, as well as all meetings conducted by Region VI (e.g., state meetings), are covered by the *Region VI Operating Procedures*. The Region budgets \$500 for each state meeting to off-set expenses. All workshops are required to break even financially.
- C. Support for putting on workshops will be provided by various Team members, including Conference Chair, Local Arrangements Chair and Registrar (at regional conferences) and State Representative and Registrar (in conjunction with state meetings), as appropriate.

Section 13: Team Members

- A. The *Region VI Operating Procedures* provide details of eligibility, composition, and terms of office.
- B. With the exception of the elected positions, Team members are appointed by the Chair with the approval of the Team.
- C. Job descriptions for team positions are reviewed and updated at least every two years.

Section 14: Related Region VI Documents

- A. *Region VI Operating Procedures*
- B. *Region VI Listserv Policy for Appropriate Use*
- C. PPW Workshop Sample Budget
- D. Travel Reimbursement Form
- E. Region VI Conference Budget Template
- F. All Region VI documents will be stored in the NAFSA Region VI Workspace