



Operating Procedures

Region 2

Name and Purpose

The name of this organization shall be Region 2 of the Association of College Unions International. Region 2 shall consist of all Association member institutions in the state of New York (except Rockland and Westchester counties, New York City, Long Island), Quebec, and Eastern Ontario.

1. Region 2 of the Association shall be established by the virtue of the authority of the constitution of the Association and shall be subject to the authority of that constitution.
2. In accordance with the constitution of the Association, the responsibility and authority for the management and development of Region 2 shall be vested in the Regional Director. In certain areas, the Regional Director has delegated authority and responsibility to other regional officers.
3. The purposes of Region 2 of the association of the College Unions International are as follows:
 - a. To promote the College Union concept as a vital part of the processes of the higher education.
 - b. To assist in the development of management, leadership and advisory skills and procedures which will increase the efficiency and effectiveness of individual college unions.
 - c. To assist in the development of college union programs which will fulfill social, cultural, recreational and educational needs of the colleges and universities in the region.
 - d. To provide a medium of communication and sharing through which its members may cooperate in advancing their common interests.
 - e. To assist students in the development of leadership skills through opportunities for involvement and participation in the Association.
 - f. To create and maintain a network of shared resources for students and staff of the region.

Membership

Membership in the Association by an institution in the state of New York, (except Rockland and Westchester counties, New York City, Long Island) Quebec, and Eastern Ontario automatically denotes membership in Region 2.

Participation in Regional Activities

1. Institutions, which are not members of the Association, may send representatives to the annual Regional Conference and participants to Regional Recreation Tournaments and College Bowl Tournaments, and participate in other Regional programs.

2. Non-member institutions will be assessed a surcharge for such participation, as determined by the Regional Leadership Team.
3. If there is not a comparable activity or tournament hosted by the Region, joint arrangements will be made for participation in a bordering Region's event. The Regional Director from each Region shall approve all cross-regional activity.

The Regional Leadership Team (RLT)

1. The Region 2 Regional Leadership Team shall minimally consist of the Regional Director, the four Educational Council Educators (Facilities and Operations, Administration, Finance, and Management, Campus Life and Program Management, and Auxiliary Services), and the Regional Conference Chair.
2. The Regional 2 Leadership Team may consist of, but is not limited to, College Bowl Coordinator, Recreation Coordinator, Newsletter Editor, and various Project Coordinators.
3. Positions may be added and subtracted to meet the changing needs of the region.

Responsibilities of the Regional Leadership Team

1. Under the leadership of the ACUI Region 2 Regional Director the RLT will:
 - a. Set the goals and objectives for Region 2.
 - b. Provide conferences, workshops, tournaments and other meetings or functions held in the name of Region 2.
 - c. Communicate through appropriate mediums, such as newsletter, websites, e-mail, letters,
 - d. Give final approval over site selections for Regional Conferences, College Bowl, Recreation Tournaments and other regional activities, based upon recommendations from the appropriate Regional Leadership team members.
 - e. Oversee the fiscal activities of Region XI.

Selection, Length of Duty, and Removal

1. Appointments made by the Regional Director with review, when feasible, by the Regional Leadership Team.
2. Terms for all Regional Leadership Teams positions are two years, with one year approved extensions. The Regional Director shall recommend the extensions. The Regional Leadership Team shall review the recommendations.
3. If a member of the Regional Leadership Team is not fulfilling the stated responsibilities, under the advisement of the Regional Leadership team, the Regional Director shall ask the member to step down.
4. If a member wishes to resign from the Regional Leadership Team, it must be done so in writing and sent to the attention of the Regional Director.

Finances

1. Regional finances will be maintained by a Regional Treasurer (who sits on the RLT) or by the Regional Director in the absence of a treasurer.
2. The primary source of regional finances is the annual regional conference.
3. Entrepreneurial efforts are encouraged.

The Regional Director

Selection

Nominations will be solicited by the outgoing Regional Director prior to and during the Regional Conference beginning the RD's last year in office. Individual members of the Association will elect the Regional Director-Elect. Elections will be held by December 31st. The successful candidate will begin his/her term as Regional Director at the next regional conference with the intervening period serving as the transition.

Responsibilities

1. Serve as the chief administrator of the region for the Association, serving as a liaison among the Association offices, central office, regional members and Regional Leadership Team.
2. Responsible for all financial matters of the region and all reporting of financial activity to the Central Office.
3. Appoint all members of the Regional Leadership Team.
4. Prepare annual regional report as required by the Board of Trustees.
5. Advise and assist the regional council in planning all regional activities, keeping in mind the educational role, purpose and goals of the Association and the region.
6. Develop and orientation program and training procedures for the Regional Leadership Team, including necessary materials.
7. Coordinate communication within the region.
8. Provide leadership and assistance with the recruitment of new institutional and individual members.
9. Encourage all members of the region to participate in annual ACUI voting procedures and provide necessary information to the region as requested.
10. Maintain regional files including regional rosters, annual reports, minutes of meetings, and other appropriate material.
11. The regional director is expected to attend the following during their term:
 - a. Attend the annual conference of the Association.
 - b. Attend any pre-or post-annual conference meetings of the regional directors.
 - c. Access to web-based communication technology.
 - d. Attend the annual regional conference.
 - e. Attend all regional council meetings.
 - f. Attend annual regional functions where appropriate and possible.
 - g. Attend the annual summer meeting or similar meetings of the regional directors.

Term of Office

1. The Regional Director shall serve a three year term, with service of no more than two consecutive terms.
2. The Regional Director shall be selected from the current Regional Leadership Team.

Annual Regional Conference

1. Region 2 meets in conference annually in the fall at a place and time recommended by the Site Selection Coordinator and approved by the Director with review by the Leadership Team.
2. The Conference Program Committee consists of the Conference Coordinator (staff) and Host Director appointed by the Regional Director, and staff and students from member schools. The Regional Director is an ex-officio member of the Committee.
3. A budget for the Annual Regional Conference, including fees to be charged participants, must be submitted to the Regional Director for approval
4. at least six months prior to the Conference. The budget is reviewed by the Leadership Team.

Regional Recreation Tournament

1. Annually, Region 2 conducts a Recreation Tournament. The Regional Coordinator recommends a time and the Site Selection Coordinator recommends a place, to be approved by the Regional Director, with review by the Leadership Team.
 - a. If there is not a comparable activity or tournament hosted by the Region, joint arrangements will be made for participation in a bordering Region's event. The Regional Director from each Region shall approve all cross-regional activity.
2. The Regional Recreation Tournament is conducted according to the rules and guidelines established by the ACUI Recreation Committee and are under the general supervision of the Regional Recreation Coordinator. The Regional Recreation Coordinator appoints tournament Directors for each event. The Regional Recreation Coordinator serves as the Head Tournament Director.
3. A budget for the Regional Recreation Tournament, prepared by the Recreation Coordinator must be submitted to the Regional Director no later than the Fall Conference. The budget is reviewed by the Leadership Team.

Regional College Bowl Tournament

1. Annually, Region 2 conducts a College Bowl Tournament. The Regional Coordinator recommends a time and the Site Selection Coordinator recommends a place, to be approved by the Regional Director, with review by the Leadership Team.
2. The Regional College Bowl Tournament is conducted according the principles, rules and guidelines established by the ACUI College Bowl Committee and College Bowl, Inc. The Tournament Director is the Regional College Bowl Coordinator.
3. A budget for the Regional College Bowl Tournament, prepared by the College Bowl Coordinator must be submitted to the Regional Director no later than the Fall Conference. The budget is reviewed by the Leadership Team.

Annual Award and Scholarships Awards

Awards

1. Edgar A. Whiting Award (formerly the Hall of Fame Award) – awarded to an outstanding member of Region 2 who has consistently performed “above and beyond the call of duty.”
2. Audrey Hozack New Professional Award –awarded to an outstanding new professional who has demonstrated support to the region by involvement in the educational councils, leadership team, or by hosting regional events or tournaments.
3. Duncan MacLellan Outstanding Student Award – awarded to an outstanding student member of Region 2 who has demonstrated the Role of the College Union through their undergraduate or graduate work and commitment to the Region.
4. The Regional Director (or his/her designee) will accept nominations for these awards. The Regional Leadership Team shall decide on each award in time for it to be awarded at the annual Regional conference.

Scholarships

1. Monies raised through the silent auction or other allocated fundraising efforts will be used to support student attendance at the Regional or International conference.
2. A letter of request for funding must be submitted to the Regional Director. The Regional Leadership Team shall award up to 3 scholarships per conference, based on available funds and request letters

Changes to these operating procedures may be submitted by any member of the Regional Leadership Team and approved and amended at any Regional Leadership Team meeting.