IACBE

International Accreditation Council for Business Education

Regional Assembly Conference Handbook

For Officers and Members of
IACBE Regional Assemblies

International Accreditation Council for Business Education

11960 Quivira Road, Suite 300

Overland Park, Kansas 66213, USA

IACBE

PREFACE

The International Accreditation Council for Business Education (IACBE) was founded in 1997 in response to the expressed needs of presidents, chief academic officers, and business deans, chairs, and heads of departments who wanted an accreditation process that was mission-driven and outcomes-based. The IACBE provides specialized accreditation for the business programs of hundreds of institutions of higher education throughout the world whose primary purpose is excellence in teaching and learning. The IACBE's innovative approach to the accreditation of business programs is based on the assessment of educational outcomes and the characteristics of excellence in business education.

This handbook was developed for both officers and members of the Regional Assemblies of the IACBE, and contains guidelines and regulations for the functioning of the assemblies.

The Board of Directors and the President of the IACBE wish to thank the members of the Regional Assemblies for all that they do for the IACBE and for their commitment to the cause of excellence in business education.

TABLE OF CONTENTS

INTRODUCTION

The Regional Assemblies of the IACBE are critically important to the overall success and effectiveness of the organization. All members of the IACBE are strongly encouraged to attend their respective Regional Assembly Conferences each year for the purposes of professional development, professional networking, sharing best practices in business education, educational collaboration, and fostering the overall growth and development of the IACBE.

This handbook (i) describes the structure and functioning of the IACBE's Regional Assemblies, (ii) specifies the duties and responsibilities of regional officers, (iii) outlines requirements pertaining to the finances of the Regional Assemblies, and (iv) provides guidelines for planning, organizing, and conducting annual Regional Assembly Conferences.

ESTABLISHMENT OF REGIONAL ASSEMBLIES

The mission of the IACBE is to promote and recognize excellence in business education in institutions of higher education worldwide, at both the undergraduate and graduate levels, through specialized accreditation of business programs.

In order to advance this mission and its associated broad-based goals, the IACBE has established Regional Assemblies, which operate under the authority of the Board of Directors of the IACBE and in accordance with the Bylaws of the IACBE. The Board of Directors, in consultation with the President, has defined the number of regions and their geographic boundaries as set forth below.

Region Number	Region Name	Composition
1	New England Regional Assembly	Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont
2	Middle States Regional Assembly	Delaware, District of Columbia, Maryland, New Jersey, New York, Pennsylvania, Virginia
3	Southern Regional Assembly	Alabama, Florida, Georgia, Mississippi, North Carolina, South Carolina, Tennessee
4	Great Lakes Regional Assembly	Illinois, Indiana, Kentucky, Michigan, Ohio, West Virginia, Wisconsin
5	North Central Regional Assembly	Colorado, Iowa, Kansas, Minnesota, Missouri, Nebraska, North Dakota, South Dakota
6	South Central Regional Assembly	Arkansas, Louisiana, New Mexico, Oklahoma, Texas
7	Northwest Regional Assembly	Alaska, Idaho, Montana, Oregon, Washington, Wyoming
8	Western Regional Assembly	American Samoa, Arizona, California, Commonwealth of the Northern Marianas, Guam, Hawaii, Nevada, Trust Territory of the Pacific Islands, Utah

Region Number	Region Name	Composition
9	European Regional Assembly	Western, Central, and Eastern Europe
10	Asian Regional Assembly	Asia, India, Middle East
11	Latin American Regional Assembly	Caribbean, Central America, Mexico, South America
12	African Regional Assembly	Africa

The Board of Directors of the IACBE shall include an elected director from each of the Regional Assemblies as identified above.

MEMBERSHIP IN REGIONAL ASSEMBLIES

1. The membership of the Regional Assemblies is composed of the academic business unit members of the IACBE that are located within the regions and geographic boundaries as defined by the Board of Directors of the IACBE.

2. Voting delegates of each of the Regional Assemblies must be members of the academic business units located in those regions.

PURPOSES OF REGIONAL ASSEMBLIES

The purposes of the Regional Assemblies of the IACBE are to:

1. Provide a forum for fostering a better understanding of developments in business and business education

2. Provide opportunities for academic business units to exchange ideas pertaining to business programs, curricula, staffing, collaboration among members, and other aspects of their operations and activities

3. Assist members in developing and implementing outcomes assessment processes for the purposes of continuous improvement in their business programs and operational effectiveness, and in obtaining and maintaining specialized, programmatic accreditation

4. Provide the Board of Directors of the IACBE with ideas and recommendations regarding the ways in which the Assembly can better serve its membership

5. Work with the Board of Directors, President, and staff of the IACBE to accomplish the mission and broad-based goals of the Assembly

6. Provide opportunities to focus on IACBE membership expansion and member services.

REGIONAL OFFICERS AND THEIR DUTIES

1. Each Regional Assembly of the IACBE will elect at least three officers: a president, a vice president, and a secretary/treasurer. If a Regional Assembly so chooses, it may elect both a secretary and a treasurer.

2. In the event that the position of vice president, secretary, treasurer, or secretary/treasurer becomes vacant, the President of the IACBE, in consultation with the remaining officers of the Regional Assembly, has the power to appoint a replacement from the academic business unit members located in that region to fill the position until the next scheduled business meeting of the Regional Assembly. The vice president shall assume the duties of the president in the event that the office of president of the Regional Assembly becomes vacant during the year.

3. **President**: The president of a Regional Assembly shall be the presiding officer at business meetings of the assembly. In the event that the president is unable to preside at a Regional Assembly Conference business meeting, the vice president of the assembly shall preside. In addition, the president of each of the Regional Assemblies is also responsible for working with and assisting the President of the IACBE in membership development in that region. The Regional Assembly's president may appoint committee members and designate the chair of each committee.

   The president of a Regional Assembly serves a two-year term.

4. **Vice President**: The vice president of a Regional Assembly is responsible for planning and organizing the annual Regional Assembly Conferences (RAC) for that region. In this capacity, the vice president is responsible for working with the regional officer team, the host institution/hotel, and the IACBE staff to (i) select the locations for the Regional Assembly Conferences, (ii) determine conference themes, (iii) develop conference agendas, and (iv) prepare proposed budgets for the conferences. In addition, the vice president is responsible for submitting to IACBE headquarters the following conference documents: (i) conference planning form, (ii) save-the-date flyers, and (iii) call-for-proposals (if applicable).

   The vice president of a Regional Assembly serves a two-year term. After a president completes his/her term of office, the vice president becomes the next president of the Regional Assembly and serves a two-year term.

5. **Secretary**: The secretary of a Regional Assembly is responsible for taking the minutes of business meetings of the Regional Assembly Conferences. Other duties of the secretary include, but are not limited to, working with and assisting the vice president of the Regional Assembly in planning and organizing the annual Regional Assembly Conferences (RAC) for that region, and submitting the minutes of all business meetings to IACBE headquarters within thirty (30) days of the conclusion of the conferences.

   The secretary serves a two-year term and may be elected to serve a second term.

6. **Treasurer**: The treasurer of a Regional Assembly is responsible for the proper stewardship of the Regional Assembly's funds. Other duties of the treasurer include, but are not limited to, working with and assisting the vice president of the Regional Assembly in the development of Regional

Assembly Conference budgets, and submitting all expense reports and itemized receipts within thirty (30) days of the conclusion of the conferences.

The treasurer serves a two-year term and may be elected to serve a second term.
7. **Secretary/Treasurer**: At the discretion of the Regional Assembly, the positions and duties of the secretary and the treasurer may be combined.

ELECTION OF REGIONAL OFFICERS AND VOTING AT BUSINESS MEETINGS

1. Elections of regional officers will normally occur at the business meetings of Regional Assembly Conferences. These may be scheduled at the convenience of the members. Terms of the newly-elected regional officers shall begin immediately after their election.

2. Inasmuch as the vice president succeeds the president, the election of a president, under normal circumstances, will not be necessary. However, in the event that the office of vice-president is vacant or has been filled by a temporary appointment by the President of the IACBE, elections for both president and vice president may be necessary.

3. Regional officers shall be elected by a majority vote of the representatives present at the annual business meetings of each Regional Assembly Conference. Elections may be conducted electronically if necessary. Each academic business unit is permitted one vote on each voting issue at Regional Assembly business meetings. Each Regional Assembly should choose the procedure it deems appropriate for the election of its officers.

4. Voting delegates of each of the Regional Assemblies must be faculty members, administrators, or staff members of the institutions located in that region.

5. Candidates running for open roles must be from institutions in Good Standing within their region.

COMMITTEES IN REGIONAL ASSEMBLIES

1. Each Regional Assembly may establish such standing and ad hoc committees as deemed appropriate to carry out the purposes of the assembly.

2. The Regional Assembly's president may appoint committee members and designate the chair of each committee.

PLANNING AND ORGANIZING REGIONAL ASSEMBLY CONFERENCES

Each Regional Assembly will hold at least one Regional Assembly Conference per year during which it will conduct the business of its respective region. In addition to a business meeting and election of officers, the Regional Assembly Conference may include programs of interest to the regional members and discussions regarding the recruitment of new members.

Example of a Regional Assembly Conference Agenda*
Day One of Conference
1. Registration, Continental Breakfast, and Networking
2. Welcome and Introductions
3. Conference Program**
Day One of Conference
4. Catered Lunch and Optional Guest Speaker
5. Update from IACBE Headquarters
6. Business Meeting
7. Adjournment
8. Optional Dinner and/or Cultural Activity
Day Two of Conference
Optional Accreditation Workshop (by special request)
1. Developing a Comprehensive Outcomes Assessment Plan
2. Preparing an Effective Self-Study
3. Site-Visit Peer Reviewer Training
4. Other

*Days one and two of the conference may be reversed according to the preferences of regional members (i.e., the optional accreditation workshops may be held on day one rather than day two).

**Conference programs may include, but are not limited to: (i) a speaker/keynote address on a topic of interest to the regional members, (ii) faculty research and presentations, (iii) panel presentations and discussions, (iv) roundtable discussions, (v) case-study competitions, (vi) poster presentations, and/or (vii) tours of business and industry.

Example of a Business Meeting Agenda

1. **Call to Order**: The president of the Regional Assembly, or his/her designee, calls the business meeting to order.

2. **Recording of Attendance**: The secretary of the Regional Assembly records attendance (e.g. officers that are present/absent, and members and guests present). A sign-in sheet should be used to record attendance accurately and should be included with the minutes.

3. **Agenda**: The president presents the agenda. The attendees should review the agenda and make any additions or deletions. After the changes (if any) are made, a vote is taken on the adoption of the agenda.

4. **Secretary's Report**: The secretary summarizes the minutes of the previous year's meeting and calls for any revisions. After the changes (if any) are made, a vote is taken on the approval of the minutes.

5. **Treasurer's Report**: The treasurer of the Regional Assembly provides a report on the Regional Assembly's finances.

6. **Discussion of Membership Development Activities**: The president of the Regional Assembly opens a discussion of membership development opportunities from the previous year and reports on development activities for the coming year.

7. **Election of Regional Officers (where needed)**: Since regional officers serve two-year terms, it may not be necessary to hold elections every year, unless an officer cannot complete his/her term for some reason. If elections are necessary, the president coordinates the election process.

8. **Discussion of Next Year's Regional Assembly Conference**: The vice president of the Regional Assembly leads a discussion regarding the Regional Assembly Conference for the next year. The attendees provide input on a conference location, date, time, theme, optional workshop (if desired), and program. A recommendation pertaining to these conference details will be made and voted on by the eligible attendees in order to enable the regional officer team to begin planning for the next year's Regional Assembly Conference.

9. **Questions**: Normally, a staff member from the IACBE headquarters will be present at the business meeting to answer any questions.

10. **Old Business (if any)**

11. **New Business**

12. **Adjournment**

	Regional Assembly Conference Planning Cycle		
Date	**Person(s) Responsible**	**Action**	**Details**
October	Regional Officers	Hold Regional Assembly Conferences	VP, officers, and attendees discuss date, location, theme, and optional workshop (if desired) for the next Regional Assembly Conference during business meeting.
November	Secretary	Submit business meeting minutes to IACBE headquarters via email: iacbe@iacbe.org	Within 30 days after conclusion of Regional Assembly Conference
November	Treasurer	Submit Regional Assembly Conference expense report and itemized receipts to the IACBE Director of Finance	Within 30 days after conclusion of Regional Assembly Conference
November	IACBE Staff	Update IACBE website	Updates include changes to regional officer team and date and location of next year's Regional Assembly Conference if available.
March	IACBE Director of Finance	Send Regional Assembly financial report to regional officer team.	
April	**Regional Officers**	**Finalize Regional Assembly Conference date and location.**	Topic covered at Regional meeting at ACAM.
May	IACBE Staff	Conference planning tools sent to regional officer team and host institution.	Planning tools include templates for (i) agenda, (ii) budget, (iii) call-for-proposals, (iv) save-the-date flyer, and (v) conference planning form, are sent electronically to the regional officer team and host institution.
June 1	Vice President	Return conference planning forms back to IACBE	Regional vice president works with the regional officer team and host institution to determine details.
June 15	IACBE Staff	Review and approve conference planning forms. RFIs sent (if applicable).	Forms due include: agenda, budget, call-for-proposals, save-the-date, and conference planning form.

July 1	Regional Officers & IACBE Staff	Finalize all required documents	All forms must be received and approved by IACBE staff by this date.
July	IACBE Staff	Build Regional Assembly Conference websites	
August 1	IACBE Staff	Go live with Regional Assembly Conference websites go live	

FINANCES OF REGIONAL ASSEMBLIES

1. Conferences of the Regional Assemblies shall be self-supporting. The treasurer or secretary/treasurer of each Regional Assembly, in consultation with the other regional officers, shall prepare a proposed budget for the annual Regional Assembly Conference and submit it to IACBE headquarters for approval prior to the conference. For each Regional Assembly, funds collected from the Regional Assembly Conferences in excess of actual expenses will be held in a separately-funded regional treasury account for use by the Regional Assembly for IACBE-related activities.

2. The registration fee for each Regional Assembly Conference must be sufficient to cover all estimated conference expenses. If, after the conference has concluded, actual expenses exceed actual revenues, then the excess of expenses over revenues will be deducted from the regional treasury (if less than or equal to 25% of the treasury balance). However, if the regional treasury balance is not sufficient to cover this excess or if the excess is greater than 25% of the regional treasury balance, then the difference must be added to the subsequent year's conference budget as a fixed cost that, along with other expenses, must be covered by the registration fee for that year's conference.

3. The host institution of each Regional Assembly Conference will receive two (2) complimentary conference registrations. The individual responsible for planning the conference will receive a complimentary conference registration.

4. Itemized receipts for Regional Assembly Conference expenses must be submitted to IACBE headquarters within thirty (30) days of the conclusion of the conference.

5. The Director of Finance of the IACBE will process payment of Regional Assembly Conference expenses within thirty (30) days of receipt of itemized receipts.

6. An annual financial report for each Regional Assembly will be prepared by IACBE headquarters. The report will include figures for the previous calendar year for the Regional Assembly's beginning account balance, revenues collected during the year, expenditures made during the year, and ending account balance. The financial report shall be distributed to the regional officer team by February 28 of each year.

7. In the event of dissolution of a Regional Assembly, any funds remaining in its regional account, after settling all debts, shall become property of the IACBE.