

# AASFAA

50TH ANNIVERSARY 1968 - 2018

ARIZONA ASSOCIATION OF STUDENT FINANCIAL AID ADMINISTRATORS

## AASFAA

ARIZONA ASSOCIATION OF STUDENT FINANCIAL AID ADMINISTRATORS, INC.  
(an Arizona Non-Profit Corporation)

### POLICIES AND PROCEDURES MANUAL

TOC-1  
Revised December 20, 2022

**SECTION 1:  
PURPOSE**

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**1.1 AASFAA MISSION STATEMENT**

The mission of AASFAA is to provide our members with the highest quality of personal and professional growth opportunities. We do this by providing ongoing training and access to a broad network of financial aid professionals spanning all types of institutions.

AASFAA members value integrity, honesty, hard work and camaraderie. It is through our participation in AASFAA that we exhibit these characteristics and through our daily interactions that we live them.

**1.2 PURPOSE AND SCOPE OF THE AASFAA POLICIES AND PROCEDURES MANUAL**

This Policies and Procedures Manual is designed to be a basic guide to the operations and organizational structure of the Arizona Association of Student Financial Aid Administrators (AASFAA). It was assembled to provide general instruction on the features of the Association. This guide is in no way intended to be all-inclusive and can be updated at the discretion of the Board of Directors. This Manual is a living document and as such AASFAA welcomes creative ideas and solutions that may not be outlined in this document.

The first edition of the AASFAA Policies and Procedures Manual was adopted on the ninth day of March 1995. All revisions must be approved by the Board of Directors and recorded in Appendix D.

## ORGANIZATIONAL STRUCTURE

### 2.1 ARTICLES OF INCORPORATION

#### Article I

Name of Corporation. The name of this corporation is and shall be the ARIZONA ASSOCIATION OF STUDENT FINANCIAL AID ADMINISTRATORS, INC.

#### Article II

Principal Place of Business. The known place of business of this corporation shall initially be the same as the office of its statutory agent, until changed, but it may establish other principal places of business and other officers at such other places, either within or without the State of Arizona, as the Board of Directors may from time to time determine.

#### Article III

Purposes. This corporation is organized and shall be operated as a nonprofit corporation solely and exclusively for charitable, educational and scientific purposes, and specifically for educational purposes, within the meaning of S 501 of the Internal Revenue Code of 1986 as amended from time to time. Without limiting the generality of the foregoing or the character of the affairs to be conducted by the corporation in the future, the corporation initially shall conduct the following business:

- (1) To promote the professional preparation, effectiveness, recognition and association of student financial aid administrators and counselors in postsecondary educational institutions and others in public and private agencies concerned with the support and administration of student financial assistance;
- (2) To serve effectively the interests and needs of students, educational institutions, and public and private agencies, organizations, and individuals through the coordination of plans and programs pertinent to student financial aid;
- (3) To facilitate communication among student financial aid administrators, educational institutions, public and private agencies, organizations and individuals concerned with student financial aid administrators;
- (4) To assist educational institutions and public and private agencies, organizations and individuals to promote and develop effective programs of student financial aid; and
- (5) To stimulate, promote and conduct research, cooperative studies, conference, and workshops and other related activities as may be desirable or required to fulfill the purposes of the Association.

Consistent with the foregoing purposes and subject to all other limitations, restrictions and prohibitions set forth in these Articles, this corporation shall have all the powers specified in Section 10-1005 (A) of the Arizona Revised Statutes, as amended from time to time, and to do all and everything necessary, suitable and proper for the accomplishment of the purposes or attainment of the objects herein above set forth either alone or in association with other individuals, corporations or sponsorships including federal, state, county, and municipal bodies and authorities; and, in general, to do and perform such acts and transact such business in connection with the foregoing objects not inconsistent with law; provided, however, that the corporation shall not perform any act or transact any business that will jeopardize the tax exempt status of the corporation under Section 501 (c) (3) of the Internal Revenue Code and its regulations as such Section and regulations now exist or may hereafter be amended or under corresponding laws and regulations hereafter adopted.

#### **Article IV**

Limitation on Activities. No substantial part of the activities of the corporation shall be carrying on propaganda or otherwise attempting to influence legislation in the State of Arizona; nor shall the corporation participate in or intervene in (including the publishing or distributing of statements) any political campaign on behalf of or in opposition to any candidate for public office.

#### **Article V**

Additional Restrictions. The corporation shall be operated in a manner that prevents it from being a private foundation within the meaning of Section 509 of the Internal Revenue Code and its regulations as such Section and regulations now exist or may hereafter be amended or under corresponding laws and regulations hereafter adopted; provided, however, that in the event the objects, purposes and business of the corporation cannot be accomplished unless the corporation is operated as a private foundation, it shall not be operated in violation of the following limitations, restrictions and prohibitions:

- (a) The corporation shall distribute its income for each taxable year at such time and in such manner as not to become subject to the tax on undistributed income imposed by Section 4942 of the Internal Revenue Code of 1986 and its regulations as such Section and regulations now exist or may hereafter be amended, or under corresponding laws and regulations hereafter adopted;
- (b) The corporation shall not engage in any act of self-dealings as defined in Section 4941 (d) of the Internal Revenue Service Code of 1986 and its regulations as such Section and regulations now exist or may hereafter be amended, or under corresponding laws and regulations hereafter adopted;
- (c) The corporation shall not retain any excess business holdings as defined in Section 4943 (c) of the Internal Revenue Service Code of 1986 and its regulations as such Section and regulations now exist or may hereafter be amended, or under corresponding laws and regulations hereafter adopted;
- (d) The corporation shall not make any investments in such manner as to subject it to tax under Section 4944 of the Internal Revenue Code of 1986 and its regulations as such section and regulations now exist or may hereafter be amended, or under corresponding laws and regulations hereafter adopted; and
- (e) The corporation shall not make any taxable expenditure as defined in Section 4945 (d) of the Internal Revenue Service Code of 1986 and its regulations as such Section and regulations now exist or may hereafter be amended, or under corresponding laws and regulations hereafter adopted.

## **Article VI**

Term. The time for commencement of this corporation shall be the date of the filing of these Articles of Incorporation as required by law, and the term of its corporate existence shall be perpetual.

## **Article VII**

Distributions. This corporation shall be a nonprofit corporation and shall have no stock, and no dividends or pecuniary profits shall be declared or paid to the directors hereof or to any other private individual. All the earnings and property of the corporations shall be used to further the purposes and objects of the corporation as set forth in Article III. Nothing contained herein, however, shall prohibit payments by the corporation to directors or member as reasonable compensation for services rendered to the corporation.

## **Article VIII**

Limitations of Liability. The directors, officers, and members of the corporation shall not be individually liable for the corporation's debts or other liabilities. The private property of such individual shall be exempt from any corporate debts or liabilities. A director of the corporation shall not be personally liable to the corporation or its members, if any, for monetary damages for breach of fiduciary duty as a director, except for liability (i) for any breach of the director's duty of loyalty to the corporation or its members, if any, (ii) for acts of omissions not in good faith or which involve intentional misconduct or a knowing violation of law, (ii) under Section 10-1026 or Section 10-1097 of the Arizona Revised Statutes, or (iv) for any transaction from which the director derived any improper personal benefit. If the Arizona Revised Statutes are hereafter amended to authorize corporate action further eliminating or limiting the personal liability of directors, the liability of a director of the corporation shall be eliminated or limited to the fullest extent permitted by the Arizona Revised Statutes, as so amended. Any repeal or modification of this Article shall not adversely affect any right or protection of a director of the corporation existing at the time of such repeal or modification.

## **Article IX**

Board of Directors. The control and management of the affairs of the corporation shall be vested in a Board of Directors of not less than three (3), nor more than nine (9), persons. The Bylaws of the corporation shall prescribe the terms of office and manner of election of directors.

## **Article X**

Membership. The Board of Directors shall have the power to provide in the Bylaws of the corporation that the corporation shall or shall not have a membership. If a membership is provided for, the qualifications of the members, their manner of selection, and classes of membership, and the rights, duties and voting privileges of members shall be established in the Bylaws of the corporation.

## **Article XI**

Dissolution. No person shall possess any property rights in or to the property or assets of the corporation. Upon dissolution of this corporation as provided in the Bylaws, all assets remaining after payment of any outstanding liabilities shall be distributed exclusively to charitable, religious, educational or scientific organizations which would then qualify under the provisions of Section 501 (c) (3) of the Internal Revenue Service Code and its regulations as such section and regulations now exist or may hereafter be amended, or under corresponding laws and regulations hereafter adopted and which organizations have purposes and objects similar to those of the corporation, all determined in accordance with the Bylaws.

## **Article XII**

Amendments. These Articles of Incorporation may be amended as provided in the Bylaws of the corporation.

## **Article XIII**

Statutory Agent. This corporation hereby appoints CT Corporations Systems, 3225 N. Central Avenue, Phoenix, AZ, as its initial statutory agent. All notices and processes, including service of summons, may be served upon said statutory agent and, when so served, shall be lawful, personal service upon this corporation. The Board of Directors may, at any time, appoint another agent for such purpose, and filing of such other appointment shall revoke this or any other previous appointment of such agent.

## **2.2 BYLAWS**

### **Article I - Offices**

**Section 1 - Principal Offices.** The principal office of the corporation in the State of Arizona shall be located with the Statutory Agent: Arizona Registered Agent LLC, 1846 E Innovation Park Dr, Ste 100 Oro Valley, AZ 85755

**Section 2 - Other Offices.** The corporation may maintain other offices, whether within or without the State of Arizona, as determined by the Board of Directors, where all business of the corporation may be transacted.

**Section 3 - Known Place of Business.** The known place of business of the corporation, as required by A.R.S. Section 10-1008, to be maintained in the State of Arizona, may be, but need not be, identical with the principal office in the State of Arizona. The address of the known place of business may change from time to time by the Board of Directors.

### **Article II - MEMBERS**

**Section 1 - Classes of Members.** The corporation shall have four classes of Members. The designation of such classes and the qualifications and rights of the Members of such classes shall be as follows:

#### **A. Institutional Membership.**

Shall be limited to postsecondary higher education institutions. People representing and voting for the member institutions shall be financial aid, or other personnel who are responsible for duties in the direct administration of financial aid, including title IV, state aid, institutional aid and scholarships, to students at institutions of post-secondary education. All individuals under an active Institutional Membership shall be entitled to vote on all matters brought before the Association. Examples of office or institutions eligible for this membership may include financial aid, admissions, enrollment management, registrar and business offices. Individuals representing this class of member may hold any Board position.

#### **B. Associate Membership.**

Shall be available to non-postsecondary organizations whose purpose relates to the administration of Financial Aid and is consistent with the mission and purpose of the Association. People representing the associate members shall be entitled to attend all activities, have a voice in meetings and sit on committees and may vote as a member of the Association. All individuals under an active Associate Membership shall be entitled to vote on all matters brought before the Association. The Board of Directors shall have within its discretion to regulate Associate Membership. Examples of associate membership may include employees of banks, lenders, educational services vendors, financial aid consultants and employees of secondary schools and state agencies. Individuals representing this class of member may hold any Board positions except for President-Elect, President, and Vice-President.

#### **C. Individual Membership.**

Shall be available to individuals not meeting the definition of Institutional Membership or Associate Membership and whose purpose relates to the administration of Financial Aid and is consistent with the mission and purpose of the Association. Individual Members shall be entitled to attend all activities, have a voice in meetings and sit on committees, but may not vote as a Member of the

Association, unless they hold a voting position on the Board of Directors. The Board of Directors shall have within its discretion to regulate Individual Membership. Examples of individual membership may include employees whose institutions or associations do not have memberships, accountants, lawyers, consultants and other individuals whose profession is related in some way to financial aid. Individuals representing this class of member may hold any Board position except for President-Elect and President.

**D. Honorary Membership.**

Shall include individuals who have made an outstanding contribution to the Association or in the area of student financial aid and who are voted such by the Association. Honorary Membership includes all Association privileges except dues, holding office and voting.

**Section 2 - Application.** Application for Membership to the Association shall be made online (preferred) or paper check to the Treasurer for processing.

**Section 3 - Termination of Membership.** The Board of Directors, by affirmative vote of two-thirds of the members of the Board, may suspend or expel a Member for cause after an appropriate hearing, and may, by a majority vote of those present at any regularly constituted meeting, terminate the membership of any Member who becomes ineligible for membership, or suspend or expel any Member who shall be in default in payment of dues for the period fixed in Article XI of these Bylaws.

**Section 4 - Resignation.** Any Member or Member Institution may resign by filing a written resignation with the Secretary, but such resignation shall not relieve the Member so resigning of the obligation to pay any dues, assessments or other charges theretofore accrued and unpaid.

**Section 5 - Reinstatement.** Upon written request signed by a former member and filed with the Secretary, the Board of Directors may, by affirmative vote of two-thirds of the members of the Board, reinstate such former member to membership upon such terms as the Board of Directors may deem appropriate.

**Section 6 - Transfer of Membership.** Membership is not transferable or assignable.

**Section 7 - Membership Year.** The Membership year shall be from July 1 to June 30 with dues being due and payable to the Treasurer August 1.

**Article III - MEETINGS OF MEMBERS**

**Section 1 - Annual Meeting.** An annual meeting of the Members shall be held in each year, at a time and place designated pursuant to the terms of these Bylaws for the transaction of such business as may come before the Board. If the day fixed for the annual meeting shall be a legal holiday in the State of Arizona, such meeting shall be held on the next succeeding business day.

**Section 2 - Special Meetings.** Special meetings of the Members may be called by the President, the Board of Directors, or not less than one-tenth of the Members having voting rights.

**Section 3 - Place of Meeting.** The Board of Directors may designate any place, either in person or electronically, either within or without the State of Arizona, as the place for meeting for any meeting or for any special meeting called by the Board of Directors. If no designation is made or if a special meeting be otherwise called, the place of meeting shall be the principal office of the corporation in the State of Arizona; but if all of the Members shall meet at any time and place either within or without the State of Arizona, and consent to a holding of a meeting, such meeting shall be valid without call or notice, and at such meeting any corporate action may be taken.

**Section 4 - Notice of Meetings.** Unless waived, written notice stating the place, day and hour of any meeting of the Members shall be delivered, either personally, by electronic means, or by mail, to each Member entitled to vote at such meeting, not less than ten nor more than ninety days before the date of such meeting, by or at the direction of the President, or the Secretary, or the officers or persons calling the meeting. In case of a special meeting or when required by statute or by these Bylaws, the purpose or purposes for which the meeting is called shall be stated in the notice. If mailed, the notice of a meeting shall be deemed delivered when deposited in the United States and addressed to the Member at their address as it appears on the records of the corporation, with postage thereon pre-paid.

When a meeting is adjourned to another time or place, notice need not be given of the adjourned meeting if the time and place thereof are announced at the meeting at which the adjournment is taken. At the adjourned meeting the corporation may transact any business, which might have been transacted at the original meeting. If the adjournment is for more than thirty days or if after the adjournment a new record date is fixed for the adjourned meeting, a notice of the adjourned meeting shall be given to each Member entitled to vote at the meeting.

**Section 5 - Fixing Date for Determination of Voting Members.** In order that the corporation may determine the Members entitled to notice of or to vote at any meeting of Members or any adjournment thereof, or entitle to express consent or corporate action in writing without a meeting, the Board of Directors of the corporation may fix, in advance, a record date, which shall not be more than fifty (50) nor less than ten (10) days before the date of such meeting, nor more than fifty (50) days nor less than ten (10) days prior to any other action.

A determination of the Members entitled to notice of or to vote at a meeting of Members shall apply to an adjournment of the meeting; provided, however, that the Board of Directors may fix a new record date for the adjourned meeting and further provided that the adjournment or adjournments do not exceed thirty (30) days in aggregate.

**Section 6 - Action by Members without a Meeting.** Any action required or permitted to be taken at a meeting of the voting Members may be taken without a meeting if a consent in writing, setting forth the action so taken, is signed by a majority of the Members entitled to vote with respect to the subject matter thereof. Such consent shall have the same effect as the unanimous vote of the voting Members. An electronic vote requires that an Email with the proposal go out to all voting members and a timeline is given, enabling every voting member a chance to properly deliberate, to ensure the validity of the vote, every member must respond to the call for a vote by email and the vote must be unanimous. Email votes must include the members electronic signature (voice recording, symbol, or typewritten name). The documentation of the vote must be preserved and included in the next board meeting minutes.

**Section 7 - Quorum.** The Members holding one-tenth (1/10) of the votes which may be cast at any meeting shall constitute a quorum of such meeting. If a quorum is not present at any meeting of members, a majority of the members present adjourn the meeting from time to time without further notice. Electronic votes do not require the board to determine if a quorum exists as all voting members are required to participate in the vote.

**Section 8 - Proxies.** At any meeting of members, a member entitled to vote may vote by proxy executed in writing by the member or by their duly authorized attorney-in-fact. No proxy shall be valid after eleven months from the date of its execution, unless otherwise provided in the proxy.

**Section 9 - Manner of Acting.** A majority of the votes entitled to be cast on a matter to be voted upon by the members present or represented by proxy at a meeting at which a quorum is present shall be necessary for the adoption thereof unless a greater proportion is required by law or these by-laws.

**Section 10 - Voting by Mail.** Where Directors or officers are to be elected by members or any class or classes of members, such election may be conducted by mail in such manner as the Board of Directors shall determine. Any other action required to be taken by members, or any class or classes of members, may be conducted by mail.

**Section 11 – Voting on Virtual Platform**

Where Directors or officers are to be elected by members or any class or classes of members, such election

may be conducted by via the AASFAA website or e-mail in such manner as the Board of Directors shall determine. Any other action required to be taken by members, or any class or classes of members, may be conducted by links posted to the website or e-mail.

## Article IV - BOARD OF DIRECTORS

**Section 1 - Powers of Director.** The business and affairs of the corporation shall be managed by its Board of Directors.

**Section 2 - Number, Tenure and Qualifications.** The number of Directors shall be limited to 9. The Board of Directors shall be comprised of the incumbent officers and immediate Past President of the corporation. Each Director shall hold office until the end of the current membership year unless otherwise specified in Article V of these Bylaws. Each Directorship shall also be subject to those limitations set forth in Article V of these Bylaws as they relate to the specific and corresponding office of the corporation held by each Director.

**Section 3 - Regular Meetings.** A regular annual meeting of the Board of Directors shall be held without other notice than these bylaws, at the same place as the annual meeting of Members. The Board of Directors may provide by resolution the time and place, either within or without the State of Arizona, for the holding of additional regular meetings of the Board without other notice than such resolution.

**Section 4 - Special Meetings.** Special meetings of the Board of Directors may be called by or at the request of the President or any two Directors. The person or persons authorized to call special meetings of the Board may fix any place, either in person or electronically, either within or without the State of Arizona, as the place for holding any special meeting of the Board called by them.

**Section 5 - Notice.** Notice of any special meeting of the Board of Directors shall be given at least two days previously thereto by written notice delivered personally or sent by mail or e-mail to each Director or his address as shown by the records of the corporation. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail in a sealed envelope so addressed, with postage thereon prepaid. If notice is given by e-mail, such notice shall be deemed to be delivered when the e-mail is sent from the sender. Any Director may waive notice of any meeting. The attendance of a Director at any meeting shall constitute a waiver of notice of such meeting, except where a Director attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened. Neither the business to be transacted at, nor the purpose of, any regular or special meeting of the Board need be specified in the notice or waiver of notice of such meeting, unless specifically required by law or by these Bylaws.

**Section 6 - Quorum.** A majority of the number of Directors then serving shall constitute a quorum for the transaction of business at any meeting of the Board of Directors; but if less than such majority are present at a meeting, a majority of the Directors present may adjourn the meeting from time to time without further notice.

**Section 7 - Manner of Action.** The act of a majority of the Directors present at a meeting at which a quorum is present shall be the act of the Board of Directors, unless the act of a greater number is required by law or by these Bylaws.

**Section 8 - Vacancies.** Any vacancy occurring in the Board of Directors and any Directorship to be filled by reason of an increase in the number of Directors may be filled by the affirmative vote of a majority of the remaining Directors, though less than a quorum of the Board of Directors, consistent with the provision of these Bylaws as otherwise set forth below. A Director elected to fill a vacancy shall be elected for the unexpired term of his predecessor in office.

**Section 9 - Removal.** At a meeting of Members called expressly for that purpose and by a vote of a majority of the Members then entitled to vote at an election of the Directors, any Director or the entire Board of Directors may be removed, with or without cause.

**Section 10 - Informal Action by Directors.** Any action required by law to be taken at a meeting of Directors, or any action which may be taken at a meeting of Directors, may be taken without a meeting if a

consent in writing, setting forth the action so taken, shall be signed by all of the Directors. Such consent shall have the same effect as a unanimous vote.

**Section 11 - Presumption of Assent.** A Director of the corporation who is present at a meeting of the Board of Directors at which action on any corporate matter is taken shall be presumed to have assented to the action unless their dissent shall be entered in the minutes of the meeting or unless they shall file written dissent to such action with the Secretary of the meeting before the adjournment thereof or shall forward such dissent by e-mail to the Secretary of the corporation before 5:00 of the afternoon of the next day which is not a holiday or a Saturday after the adjournment of the meeting. Such right to dissent shall not apply to a Director who voted in favor of such action.

**Section 12 - Compensation.** Directors as such shall not receive any stated salaries for their services, but by resolution of the Board of Directors a fixed sum and expenses of attendance, if any, may be allowed for attendance at each regular or special meeting of the Board; but nothing herein contained shall be construed to preclude any Director from serving the corporation in any other capacity and receiving compensation therefore.

## **Article V - OFFICERS**

**Section 1 - Officers.** The officers of the corporation shall be a Past President, President-Elect, President, one or more Vice Presidents (the number thereof to be determined by the Board of Directors), Secretary, Treasurer and Treasurer-Elect. With the exception of the President-Elect and President, all officers must be employed as financial aid administrators at a school providing postsecondary education or representatives of other educational institutions, private or public agencies, organizations and individuals in Arizona concerned with/or engaged in the support and/or administration of student financial aid. The Board of Directors may elect or appoint such other officers, including one or more Assistant Secretaries and one or more Assistant Treasurers, as it shall deem desirable, such officers to have the authority and perform the duties prescribed, from time to time by the Board of Directors.

- A. Should the aforementioned officers not fully represent the recognized postsecondary education segments in Arizona (public four-year, public two-year, private and proprietary, or the no-postsecondary institutional agencies, organizations, and individuals in Arizona concerned with/or engaged in the support and/or administration of student financial aid), the Board of Directors shall either appoint or authorize a special ballot to the Members for the purposes of electing Representatives-at-Large with officer authority and with full voting privileges, to represent the under-represented postsecondary segment(s).

**Section 2 - Election and Term of Office.** The officers of the corporation shall be elected annually by the voting membership. An election of officers shall be held each year no later than April 15 under the supervision of a Nomination and Elections Committee appointed by the Board of Directors. If the election of Directors shall not be held on the day designated herein for any annual meeting, or at any adjournment thereof, the Board of Directors shall cause the election to be held at a special meeting of the Members as soon thereafter as conveniently may be, provided however that said election may be conducted by electronic vote pursuant to Section 11 below.

Each officer shall hold office until the end of his specified term, unless restrictions set forth in Section 4 of this Article apply, and until his successor shall have been duly elected and shall have qualified. All officers shall hold office for a term not to exceed one membership year as defined in Article II Section 7. Notwithstanding any provision to the contrary, the Board, at its earliest convenience, shall replace any officer whom, during the term of their office, ceases to be employed in a qualified sector of AASFSA, by regular or special meeting and in accordance with further restrictions set forth in Section 4 of this Article.

**Section 3 - Removal.** Any officer or agent may be removed by the Board of Directors whenever in its judgment the best interest of the corporation will be served thereby, but such removal shall be without

prejudice to the contract rights, if any, of the officer or agent so removed. Election or appointment of an officer or agent shall not of itself create contract rights.

**Section 4 - Vacancies.** A vacancy in any office because of death, resignation, removal or disqualification, or any other reason, may be filled by the Board of Directors for the unexpired portion of the term; with the exception of the office of President-Elect and Treasurer-Elect, which must be filled by an officer elected through a special election by the voting membership. In addition, a vacancy in the office of President shall be filled in accordance with the procedure set forth in Section 8 of this Article. Furthermore, in absence of the Past-President, the Board of Directors may appoint any person who has previously held the position of Past-President in a prior membership year.

**Section 5 - President-Elect.** The President-Elect shall observe the duties performed by the incumbent President and normal business transacted by the Board in preparation for their coming term as President and such other duties as may be prescribed by the Board of Directors from time to time. The President-Elect shall automatically assume the office of President during the subsequent membership year. They will serve on the Policies and Procedures Task Force.

**Section 6 - President.** The President shall be the principal executive officer of the corporation and, shall in general supervise and control all of the business and affairs of the corporation. They may sign, with the Secretary or any other proper officer of the corporation duly authorized by the Board of Directors, certificates of membership, deeds, mortgages, bonds, contracts, instruments of conveyance, checks, drafts, notes and other instruments which the Board of Directors has authorized to be executed, except in cases where the signing and execution thereof shall be otherwise expressly delegated by the Board of Directors, these Bylaws or law to some other officer or agent of the corporation. The President, in general, shall perform all duties incident to the office of President and such other duties as may be prescribed by the Board of Directors from time to time. The President shall automatically assume the office of Past-President upon successfully completing their term during the following membership year.

**Section 7 – Past-President.** The Past-President is an individual who successfully completed their term as President in a prior membership year. The Past-President shall advise the President on parliamentary procedures, articles of incorporation, bylaws, and other such duties as assigned by the President or Board of Directors from time to time.

**Section 8 - Vice President.** In absence of the President or in the event of their inability or refusal to act, the Vice President (or in the event there be more than one Vice President, the Vice-Presidents in the order designated at the time of their election, or in the absence of any designation, then in the order of their election) shall perform the duties and exercise the powers of the President until the President-Elect assumes the office of President at the beginning of the subsequent membership year. Any Vice President shall have such powers and perform such duties as may be delegated to him/her by the Board of Directors. The Vice President must be from a postsecondary institution to comply with additional duties that may occur if the President steps down. The Vice President shall bring to each meeting a copy of the updated copy of the By-laws and serve on the Policies and Procedures Task Force.

**Section 9 - Treasurer.** If required by the Board of Directors, the Treasurer shall give a bond for the faithful discharge of their duties in such sum and with such surety or sureties, as the Board of Directors shall determine. They shall have charge and custody of and be responsible for all funds and securities of the corporation; receive and give receipts for monies due and payable to the corporation from any source whatsoever, and deposit all such monies in the name of the corporation in such banks, trust companies or other depositories as shall be selected in accordance with the provision of Article VII of the Bylaws; ultimately responsible for the development of the Treasurer-Elect in all their duties, and perform all duties incident to the office of Treasurer and such other duties as from time to time may be assigned to him/her by the President or by the Board of Directors.

**Section 10 – Treasurer-Elect.** The Treasurer-Elect shall observe the duties performed by the incumbent Treasurer and normal business transacted by the Treasurer in preparation for their coming term as Treasurer and such other duties as may be prescribed by the Board of Directors from time to time. The Treasurer-Elect shall automatically assume the office of Treasurer during the subsequent membership year.

**Section 11 - Secretary.** Secretary shall: (a) keep the minutes of all meetings of the Board of Directors and Members; (b) see that all notices are duly given in accordance with the provisions of these Bylaws or as required by law; (c) have charge of all the corporate books, records and accounts and of the seal of the corporation is affixed to all documents the execution of which on behalf of the corporation under its seal is duly authorized; (d) keep register of the post office address of each Member which shall be furnished to the corporation by such Member; (e) sign with the President, or a Vice-President, certificates of Membership in the corporation; (f) have general charge of the books of the corporation; (g) in general perform all the duties incident to the office of Secretary, subject to the control of the Board of Directors; and, (h) update the Bylaws and Policy and Procedures Manual annually on all items approved by a vote of the Board and/or Voting Membership.

**Section 12 - Representative-at-Large.** Representatives-at-Large are expected to provide input to the Board representative of the interests and perspectives of the majority of members belonging to the particular sector which they represent. Any Representative-at-Large shall have such powers and perform such duties as may be delegated to him by the Board of Directors.

**Section 13 - Assistant Treasurers and Assistant Secretaries.** If required by the Board of Directors, the Assistance Treasurers shall give a bond for the faithful discharge of their duties in such sum and with such sureties as the Board of Directors shall determine. The Assistant Treasurers and Assistant Secretaries, in general, shall perform such duties as shall be assigned to them by the Treasurer or the Secretary or by the President or Board or Directors.

**Section 14 - Expenses.** By resolution of the Board of Directors, any officer and/or appropriate individual representing a member institution may be reimbursed by the corporation for any out-of-pocket expenses incurred by such officer and/or such persons in furtherance of the purposes of the corporation. The decision of the Board of Directors as to whether such out-of-pocket expenses were incurred in furtherance of the purposes of the corporation shall be conclusive.

**Section 15- Board Liaison:** is a non-voting position(s) that can be added to the Board at the pleasure of the President. The person(s) can be used as an advisor, historian, confidant, or an additional sector representative. Duties are to attend and participate in all Executive Board meetings and functions and to perform specific duties as assigned by the President.

## **Article VI**

**Section 1 - Committees of Directors.** The Board of Directors, by resolution adopted by a majority of the Directors in office, may designate and appoint one or more committees, each of which shall consist of two or more Members, which committees, to the extent provided in said resolution, shall have and exercise the authority of the Board of Directors in the management of the corporation, except that no such committee shall have the authority of the Board of Directors in reference to amending, altering or repealing the Bylaws; electing, appointing, or removing any Member of any such committee or any Director or officer of the corporation; amending the articles of incorporation; restating articles of incorporation; adopting a plan of merger or adopting a plan of consolidation with another corporation; authorizing the sale, lease, exchange or mortgage of all or substantially all of the property and assets of the corporation; authorizing the voluntary dissolution of the corporation or revoking proceedings therefore; adopting a plan for the distribution of assets of the corporation; or amending, altering or repealing any resolution of the Board of Directors which by its terms provides that it shall not be amended, altered or repealed by such committee. The designation and appointment of any such committee and the delegation thereto of authority shall not operate to relieve the Board of Directors, or any individual Director, of any responsibility imposed upon it or him/her by law.

**Section 2 - Other Committees.** Other committees not having and exercising the authority of the Board of Directors in the management of the corporation may be appointed in such manner as may be designated by a resolution adopted by a majority of the Directors present at a meeting at which a quorum

is present. Except as otherwise provided in such resolution, Members of each committee shall be Members of the corporation, and the President of the corporation shall appoint the Members thereof. Any Member thereof may be removed by the person or persons authorized to appoint such Member whenever in their judgment the best interests of the corporation shall be served by such removal.

**Section 3 - Term of Office.** Each Member of a committee shall continue as such until the Transition meeting or the end of the current membership year and until his successor is appointed, unless the committee shall be sooner terminated, or unless such Member be removed from such committee, or unless such Member cease to qualify as a Member thereof.

**Section 4 - Chairman.** One Member of each committee shall be appointed chairman by the person or persons authorized to appoint the Members thereof.

**Section 5 - Vacancies.** Vacancies in the Membership of any committee may be filled by appointments made in the same manner as provided in the case of the original appointments.

**Section 6 - Quorum.** Unless otherwise provided in the resolution of the Board of Directors designating a committee, a majority of the whole committee shall constitute a quorum and the act of a majority of the Members present at a meeting at which a quorum is present shall be the act of the committee.

**Section 7 - Rules.** Each committee may adopt rules for its own government not inconsistent with these Bylaws or with rules adopted by the Board of Directors.

## **Article VII - CONTRACTS, CHECKS, DEPOSITS AND FUNDS**

**Section 1 - Contract.** The Board of Directors may authorize any officer or officers, agent or agents, in addition to those officers so authorized by these Bylaws, to enter in to any contract or execute and deliver any instrument in the name of and on behalf of the corporation, and such authority may be general or confined to specific instances.

**Section 2 - Checks, Drafts, etc.** All checks, drafts or orders for the payment of money, notes or other evidence of indebtedness issued in the name of the corporation, shall be signed by such officer or officers, agent or agents of the corporation and in such manner as shall from time to time be determined by resolution of the Board of Directors. In the absence of such determination by the Board of Directors, such instruments shall be signed by the Treasurer, Treasurer-Elect and/or Assistant Treasurer and countersigned by the President or Vice President of the corporation.

**Section 3 - Deposits.** All funds of the corporation shall be deposited from time to time to the credit of the corporation in such banks, trust companies or other depositories as the Board of Directors may select.

**Section 4 - Gifts.** The Board of Directors may accept on behalf of the corporation any contribution, gift, bequest or device for the general purpose or for any special purpose of the corporation.

## **Article VIII - CERTIFICATES OF MEMBERSHIP**

**Section 1 - Certificates of Membership.** The Board of Directors may provide for the issuance of certificates evidencing Membership in the corporation, which shall be in such form as may be determined by the Board. Such certificates shall be signed by the President or a Vice President and by the Secretary or an Assistant Secretary and shall be sealed with the seal of the corporation. All certificates evidencing Membership of any class shall be consecutively numbered. The name and address of each Member and the date of issuance of the certificate shall be entered on the records of the corporation. If any certificate shall become lost, mutilated or destroyed, a new certificate may be issued therefore upon such terms and conditions as the Board of Directors determine.

**Section 2 - Issuance of Certificates.** When a member has been elected to Membership and has paid any initiation fees and dues that may then be required, a certificate of Membership may be issued in their name

and delivered to him/her by the Secretary, if the Board of Directors may have provided for the issuance of certificates of Membership under the provisions of Section 1 of this Article VIII.

**Section 3 - Dividends.** Membership in this corporation shall be non-dividend bearing.

#### **Article IX - BOOKS AND RECORDS**

The corporation shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of its Members, Board of Directors and committees having any of the authority of the Board of Directors, and shall keep at its registered or principal office a record giving the names and addresses of the Members entitled to vote. Any Member, or his agent or attorney may inspect all books and records of the corporation, for any proper purpose at any reasonable time.

#### **Article X - FISCAL YEAR**

The fiscal year of the corporation shall begin on the first day of January and end on the last day of December in each year.

#### **Article XI - DUES**

**Section 1 - Annual Dues.** The Board of Directors may determine from time to time the amount of initiation fee, if any, and annual dues payable to the corporation by Members of each class.

**Section 2 - Payment of Dues.** Dues shall be payable in advance of the first day of July in each fiscal year. Dues of the new member shall be the total annual amount set by the Board of Directors regardless of the point during the membership year that such new member applies for membership.

**Section 3 - Default and Termination of Membership.** When any Member of any class shall be in default in the payment of dues for a period of 6 months from the beginning of the fiscal year or periods for which such dues became payable, their Membership shall thereupon be terminated by the Board of Directors in the manner provided in Article III of the Bylaws.

**Section 4 -** The President of the Corporation will be enrolled as a Member of the Western Association of Student Financial Aid Administrators by the Treasurer with the dues being paid by the Corporation.

**Section 5 -** The Membership year shall be from July 1 to June 30 with dues being due and payable to the Treasurer August 1.

#### **Article XII - SEAL**

The Board of Directors shall provide a corporate seal, which shall be in the form of a circle and shall inscribed thereon the name of the corporation and the words "Corporate Seal".

#### **Article XIII - WAIVER OF NOTICE**

Whenever any notice is required to be given under the provisions of the Arizona Non-profit Corporation Act or under the provisions of the articles of incorporation of the Bylaws of the corporation, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the given of such notice.

#### **Article XIV - AMENDMENTS TO BYLAWS**

These Bylaws may be altered, amended or repealed and new Bylaws may be adopted by a majority of the voting members present at any regular meeting or at any special meeting, either in person, electronically or by mail, if at least two days' written notice is given of intention to alter, amend or repeal of to adopt new Bylaws at such meeting.

**SECTION 3:**  
**GENERAL POLICIES**

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**3.1 ALCOHOL POLICY**

AASFAA will not reimburse Members or individuals for alcoholic beverages in conjunction with Board of Directors Meetings, Business Meetings, Special Meetings and/or Committee Meetings. The Conference Committee Chair is authorized, at their discretion and with the Board of Directors approval, to include alcoholic beverages at meals and/or receptions which are part of a sponsored or sanctioned event in conjunction with either of the semi-annual conferences or the annual Transition Meeting.

**3.2 ANNUAL DUES**

Annual membership dues shall be collected on an institutional, associate or individual specific basis for \$75.00 per year. Dues shall be due by August 1 of the upcoming membership year and shall be requested through coordinated efforts between the Membership Committee and the Office of Treasurer.

**3.3 ASSOCIATION SEAL**

The corporate seal of the Association is retained by the Secretary who should ensure it is affixed to official association documents. Failure to affix the seal to corporate documents shall not affect or impact the validity of the documents.

**3.4 AUTHORITY NOT DESIGNATED IN ARTICLES OF INCORPORATION AND/OR BYLAWS**

All authority not specifically delegated within the Association's Articles of Incorporation and/or Bylaws (i.e. issues of sponsorship being comprehensively assigned to Fiscal Planning and Development), and not expressly delegated by the Association's Board of Directors and/or President, is comprehensively and completely reserved for, and empowered to the Board of Directors and can only be delegated in a manner consistent with the Articles of Incorporation and/or Bylaws or, when no direction is provided within said documents, only by a majority vote of a quorum of the Board of Directors.

**3.5 CODE OF CONDUCT**

All representatives of the Association, written or verbal, by any Member or individual, are to positively portray the Association, its members and activities in a manner of high integrity and professionalism and without consideration of personal and/or corporate gain.

In the event of any individual within AASFAA, whose conduct is determined to be unbecoming of the Association, after enacting the Disciplinary Review Process, they will be immediately removed from any position of authority within the Association, and may have their rights to participate within the Association revoked as governed within the Bylaws.

**3.6 CONTRACT SIGNING/NEGOTIATION POLICY**

Only the President, Treasurer or President's delegate(s) are approved to sign any contract(s), which subject AASFAA to liability and/or financially obligates AASFAA. All negotiated contract(s) will be forwarded to the Treasurer, and all impacted Committee Chairs, for review, and acceptance by each, as soon as available but not later than thirty (30) days prior to the deadline for signature as indicated by the proposed contracted party.

**3.7 DEPOSITORY AND ACCESS FOR ASSOCIATION FUNDS**

All funds of the Association shall be retained within accounts maintained by a Board approved financial

institution.. This shall include, but is not limited to, an operational account, appropriate investment vehicles as identified in the investment policy, and up to three

(3) credit cards to be held in tandem by each Office of President, Treasurer, and a Board Member of Committee Chair at the discretion of the President, along with the Association (both names to appear on each card). All reporting and reconciliation of such accounts shall be the responsibility of the Office of Treasurer.

### **3.8 DISCIPLINARY REVIEW PROCESS**

Upon receipt of a complaint from any individual against an individual within AASF AA or an individual acting on behalf of the Association, the Past President shall determine if the parties involved have exhausted all reasonable attempts to resolve their dispute. Should the Past-President determine the complaint is unresolved they shall initiate a fact-finding process to determine if this is a valid issue from which the Association's Code of Conduct could be or has been compromised. If the Past-President's fact-finding efforts affirm the need for the Association to become involved, a Disciplinary Review Process shall be initiated. This Review process shall proceed as follows:

1. A time and date shall be established when a quorum of the Board will be present and all involved parties shall be invited to attend:
  - a. This Review will proceed regardless of the ability/inability of any invited party to attend provided the Board quorum and the Past President are present.
2. Said session will be conducted as a closed meeting of the Board of Directors.
3. The complaint shall be reviewed by the Board of Directors along with the results of the fact-finding effort pursued by the Past President. Each party will be afforded the opportunity to make their comments and substantiate their position.
4. After hearing each position, the Board shall determine if any disciplinary action is appropriate and the extent of any such action (i.e. admonishment, public apology, loss of position, etc).
5. The decision of the Board will be final and not subject to appeal.

### **3.9 EDITORIAL POLICY**

#### **Advocate**

AASF AA welcomes expression of all views. Submissions to the AASF AA *Advocate* must be brief and are subject to condensation. The author(s) may request their names be withheld from printing however, their name(s), signature(s) and telephone number(s) must be included with their submission. Article submission does not guarantee publication. Opinion(s) expressed in the AASF AA *Advocate* are solely those of the author(s) and do not necessarily represent those of Association and/or the author(s)'s institution.

#### **Listserve**

Advertising on the AASFAA Listserve- general guidance:

1. Messages should be related to financial aid or concerns of the association.
2. Test messages are not permitted
3. Subscriptions for individuals whose e-mail is generating an “autoreply” indicating their absence should unsubscribe or suspend their subscriptions prior to their absence.
4. Posting shall not include cc’s or bcc’s .
5. Virus messages, email scams and the like are not permitted, individual institutions, organizations should have policies and virus software in place prior to utilizing the listserve.
6. Messages shall only be posted in plain text
7. No limits to length of posting
8. Members and/or non-members may post to the listserve
9. Associate members must not include logos or advertisements

### **3.10 VENDOR POLICY**

This policy will serve and assist the Association as well as its many sponsors and vendors. (Not all scenarios have been, or could be addressed in this policy. Hence, this policy is meant to be followed precisely when it applies and also to be flexible enough to consider variations receiving prior approval through the Fiscal Planning and Development Committee.) All sponsorships should be approved through the Fiscal Planning and Development Committee to insure quality control and an equal opportunity for all that wish to contribute. The policy has been developed with levels of contributions/sponsorship for various events/activities and can be found in Appendix F.

#### **Procedures**

All solicitation for sponsorship will be carried out by the Fiscal Planning and Development Committee chairs or their designees only. All vendors will be given the opportunity to indicate areas and extent of sponsorships at the beginning of each fiscal year. Each vendor will also be extended an opportunity to assist with other needs of the association as they are available throughout the fiscal year.

All items for sponsorship will be offered on a first come, first serve basis. Any agenda item listed at an event is considered to be organized by AASFAA as well as any promotional activities coordinated through the Association. Other items such as a hospitality suite or other functions that do not appear on the agenda are not governed by AASFAA or this Policy.

Raffles or drawings must be held in accordance with the following guidelines: Vendors/Exhibitors may have drawings at the vendor's location only. This should be coordinated with the Fiscal Planning and Development Committee contact person(s).

All brochures and promotional items to be distributed at a meal or a session must be distributed in the following manner: The materials must be in the room at each chair before the session begins or may be passed out at the conclusion of the event by a representative. Distribution would not be allowed, for example, while people are eating a meal.

### **3.11 GOVERNING LAW**

Governing law for all legal matters brought before, or against, the Association shall be the Arizona Revised Statutes.

### **3.12 INVESTMENT POLICY**

The funds of the Association may be invested from time to time in investment instruments that are marketed as being “conservative”. These instruments may include but are not limited to: equity, bonds, mutual funds, commodities or other interest bearing accounts. The operational account of the Association

must be maintained only in a 100% FDIC insured account.

### **3.13 LATE FEES**

AASF AA can charge those individuals and/or institutions a late fee if their registration fees are not paid on time (by the first day of the fall conference).

### **3.14 MEETINGS**

#### **3.14.1 Board of Directors**

Regular meetings of the Board of Directors shall convene no fewer than four (4) times each fiscal year. These meetings shall convene during the semi-annual meetings of the membership, an annual Transition Meeting, and at least one other time for the purpose of approving the Association's annual budget. These and other meetings of the Board of Directors may be convened, and proceed within the guidelines of the Articles and Bylaws.

#### **3.14.2 Business Meetings**

Business Meetings shall be convened at each semi-annual conference or as allowed within the Articles of Incorporation and/or Bylaws.

#### **3.14.3 Committee Meetings**

Committees shall convene as often as necessary to achieve the goals identified by the Board of Directors and within the Policies and Procedures Manual.

### **3.15 MEMBERSHIP LISTING ACCESS**

Access to a listing of AASF AA members shall be provided at no charge for activities related to AASF AA business. Member listing information shall be provided either through labels, paper listing, or electronic format utilizing the AASF AA program and layout - no programmed customization shall be provided. Requests for listings for activities unrelated to AASF AA sanctioned business, a charge of \$75.00 shall be charged to member institutions. For non-member requests, the \$75.00 membership fee shall be assessed in addition to the \$75.00 list access fee. The remittance of the membership fee shall afford the requesting organization and/or individual the full rights of membership for the balance of current year. No prorating of the membership fee shall be granted. The Membership Committee shall notify the Treasurer of any need to bill for payment of list/membership charges. List requests shall be directed to, and provided by, the Treasurer.

### **3.16 REFUND AND CANCELLATION POLICY**

#### **3.16.a Cancellation and Refund Policy for AASF AA EVENTS (Conferences, Trainings, etc.):**

The registration cancellation deadline for all AASF AA events will be 7 calendar days prior to the start date of the event. Full cancellation refunds will be processed automatically for registrations canceled by this deadline minus any membership fees, if applicable. All other requests for refunds received after the 7 calendar days prior to start of the event deadline must be submitted in writing. Members must include the name of the participant who is canceling, the reason for the request and the address to which a refund check, if the request is approved, should be mailed. Should the refund request be approved, an administrative fee of \$25 may be applied prior to the refund being processed. The request for refund must be sent to the AASF AA Treasurer at:

P. O. Box 55883, Phoenix, AZ 85078. Or email the current Treasurer at the email listed on <http://www.aasfaa.org/docs/committees/BoardDirectors/index.html>.

**3.16.b Vendor Support:**

AASFAA is able to provide many of its benefits to the Association membership in large part due to the generous support of the vending community. As a result, AASFAA requests that all vendor support payments be made in full within 30 days of generating an invoice. No refunds will be made after payment is received. If you feel you have an extenuating circumstance, you may submit a written request to the Treasurer for consideration to refund the fees. Please include the name of the vendor, the reason for the request and the contact person's information (name, email and phone number) to send the final decision to. Send your request to the AASFAA Treasurer at: P. O. Box 55883, Phoenix, AZ 85078. Or email the current Treasurer at the email listed on <http://www.aasfaa.org/docs/committees/BoardDirectors/index.html>.

**3.17 REIMBURSEMENT**

AASFAA shall reimburse any expenses directly incurred in the advancement of Association business and related to their official AASFAA responsibilities, up to the approved budgetary limitations and/or as approved within Article V, Section 14 of the Bylaws.

Reimbursements will be processed only upon receipt of an accurately completed Request for Reimbursement Form (Appendix A) with all appropriate documentation attached and approved signatures.

Receipts for expenses exceeding \$25.00 are required for any reimbursement to be processed.

Reimbursements shall not be available for participation at non-mandatory functions unless a potential reimbursement is approved in advance of the activity (i.e. any individual or Committee Chair who opts to attend a Board meeting at which their appearance was not mandatory).

Claims for reimbursement must be submitted within thirty (30) days of the incursion.

**3.18 RESERVE FUND POLICY**

AASFAA will maintain, and retain, an account separate from all other AASFAA accounts, in an interest bearing depository instrument insured against loss of corpus, selected at the Board of Directors' discretion, of not less than the amount necessary to fund six (6) months of AASFAA expenses plus any amount necessary to pay, in full, any outstanding instrument of indebtedness obligated to AASFAA. This fund shall be liquidated for only two (2) purposes:

- 1.) To fully honor/repay any outstanding indebted obligation of AASFAA in the event of AASFAA's dissolution; and,
- 2.) To fund all non-discretionary expenses which may arise and are associated with the dissolution of AASFAA for a period not to exceed six (6) months.

Any balance remaining in this Account after all AASFAA debts have been honored and non-discretionary operational expenses have been incurred and paid, one of the final acts of the Association shall be to disburse the remaining funds in a method consistent with that indicated in Article XI of the Arizona Association of Student Financial Aid Administrators, Inc., Articles of Incorporation.

**3.19 RETENTION OF RECORDS**

A copy of minutes, reports and/or records from any/all Association meetings (i.e. Board of Directors, Committees, Business, Special, etc.), shall be forwarded to, and permanently retained by the Archivist designated by the Board of Directors. Additionally, a copy of all materials produced (i.e. agendas,

videos, attendee lists, etc.) from any AASFAA activity (i.e. Conference, mailings, Seminars, etc.), shall also be so forwarded from the appropriate point of authority and retained by the Archivist.

**SECTION 4:**  
**ADMINISTRATION**

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**4.1 BOARD OF DIRECTORS**

**4.1.0 General**

**4.1.0.a Budgetary Responsibility**

The Board is responsible for establishing an annual budget from the requests submitted from each Committee/Task Force and the Board itself. The Board shall receive a compilation of budgetary recommendation for both expenditures and revenues from the Chair/Co-Chair of Fiscal Planning and Development. The Board of the Association is obligated to make a balanced budget within sixty (60) days from the start of each fiscal year.

**4.1.0.b Committee Liaison Responsibility**

Each Member of the Board of Directors will serve as Board Liaison to at least one of the Committees established by the President. The Liaison shall act as the Board's voice on the Committee and shall represent the Committee before the Board should the Chair/Co-Chair be unavailable. The Liaison shall ensure that all Committee activity is managed responsibly, in the best interest of the Committee, the Board of Directors, the Membership, and the Association.

**4.1.0.c Committee Task Force Designations**

The President shall disseminate General Committee policies and procedures to each selected Chair/Co-Chair along with their specific committee assignments sheets. In the event of new Committees being established, the President shall complete Appendix E for each new Committee/Task Force and ensure the information is updated, as required, in this Manual. All Board members shall review and approve all Committee/Task Force guidelines and adjustments.

**4.1.0.d Expense Reimbursement Approval**

In the case of a Member of the Board of Directors completing and submitting a Request for Reimbursement form, the reimbursement must meet the approved policy or the guidelines of Article V, Section 14 of the Bylaws. The Board Member's request must be approved by the signature of the President. In the case of the President, the request must be approved by the Vice President.

**4.1.0.e Fiduciary Responsibility**

Each member of the Board of Directors will ensure that any expense incurred through committee and/or Board action, in the furtherance of AASFAA business, be incurred

tax free to the extent allowed by law. This shall occur through the presentation to vendors/sponsors of documentation verifying AASF AA's tax exempt, non-profit status.

**4.1.0.f** Permission to Use Access

The Board of Directors shall be ultimately responsible to ensure appropriate submission of fees and permission to reproduce copy written material are facilitated. This shall include, but is not limited to, payment of fees to both national music copyright houses (BMI and ASCAP) and appropriate permission to reproduce written material(s) for any and all Association sanctioned activities and events.

**4.1.0.g** Record Retention and Facilitation

The Board of Directors shall be responsible for annually designating an Archivist for the collection and retention of all Association materials and errata. The Board shall notify all appointed and elected positions of the delivery point for archive material. Should the Board elect to change the Archivist and/or the location of material retention, the Board shall be solely responsible for the transfer of all archived material to the newly designated location.

**4.1.0.h** Responsibility for Financial Integrity

The Board of Directors shall have obligation, as a whole, to review at each scheduled meeting of the Board of Directors, prepared income and expense reports as prepared by the Treasurer.

**4.1.0.i** Responsibility of Office

Each member of the Board of Directors shall faithfully discharge all responsibilities associated with their elected/appointed post as stated in the Articles of Incorporation, the Bylaws and/or the Policies and Procedures.

**4.1.0.j** Sector Representation

Each member of the Board of Directors shall be the designated representative for the membership sector in which they are employed, and be the communication conduit to, and from, their respective sector.

**4.1.0.k** Tax Filing

The Board of Directors shall be responsible for ensuring the completion of all required tax filings, of any governmental sector, within any applicable timelines.

## 4.2 OFFICE DESCRIPTIONS

<b>OFFICE:</b>	President
<b>TERM:</b>	One year. Commencing at Transition Meeting or July 1, whichever comes first.
<b>FUNCTION:</b>	Serve as the Chief Executive Officer of the Association
<b>COMMITTEE LIAISON:</b>	Conference, Site Selection
<b>MEMBER ON:</b>	Nominations and Elections Committee
<b>RESPONSIBILITIES:</b>	<p>Provide leadership and direction to all activities of the Association, the Board of Directors and all committees and task forces.</p> <p>Serve as official representative of the Association and the Board of Directors.</p> <p>Appoint all Chairpersons of committees and task forces and serve as ex-officio member of all committees and task forces.</p> <p>Assign each Board Member to liaison a committee.</p> <p>Develop calendar of AASFAA and other related activities.</p> <p>Disseminate information promptly to the Membership.</p> <p>Disseminate to each Board member, at the annual Transition Meeting, the appropriate office description form, completed where necessary, delegating responsibility as they deems appropriate for their term of office.</p> <p>Submit an annual report to the Secretary and presents same to the Board of Directors.</p> <p>Submit all receipts for expenses applied to the AASFAA Credit Card to the Treasurer at the end of each month for reconciliation and payment.</p> <p>Serve as a member of the WASFAA Executive Council.</p>
<b>OTHER ASSIGNED DUTIES:</b>	Perform other duties as requested or delegated by the Board of Directors.

**OFFICE:** Past President

**TERM:** One year. Commencing at Transition Meeting or July 1, whichever comes first.

**FUNCTION:** Serve as member of the Board of Directors. Participate in the decision making process of the Board.

**COMMITTEE LIAISON:** Awards and Scholarships Committee

**MEMBER ON:** Nominations and Elections, Chair

**RESPONSIBILITIES:** Initiate Fact Finding efforts as determined necessary under the Code of Conduct and/or Disciplinary Review Process.

Provide historical perspective during meetings and discussion of the Board of Directors. Act as Parliamentarian at all scheduled AASFAA Business Meetings and meetings of the Board of Directors. Assist with parliamentary procedures in other Association meetings as requested.

**OTHER ASSIGNED DUTIES:** Perform other duties as assigned by the President or delegated by the Board of Directors.

**OFFICE:** President-Elect

**TERM:** One year. Commencing at Transition Meeting or July 1, whichever comes first.

**FUNCTION:** Serve as a member of the Board of Directors and participates in the decision making process of the Board. Learn duties required of the President and the organizational structure of the Association.

**COMMITTEE LIAISON:** Nominations and Elections

**MEMBER ON:** Nominations and Elections Committee  
Policies and Procedures Task Force

**RESPONSIBILITIES:** Assist in the financial audit of the Association which is to be conducted every year or every other year based on the discretion of the Board of Directors.  
Responsible for selection of an ad hoc committee to oversee this process.

Attend NASFAA Leadership Conference

Formulate strategy of goals to accomplish during their Presidency

Network with member institutions to assist in identify Committee Chairs and Representatives at Large positions during their Presidency.

**OTHER ASSIGNED DUTIES:** Perform other duties as assigned by the President or delegated by the Board of Directors.

**OFFICE:** Vice President

**TERM:** One year. Commencing at Transition Meeting or July 1, whichever comes first.

**FUNCTION:** Serve as a member of the Board of Directors and participates in the decision making process of the Board. Perform the duties of the President in the President's absence in accordance to the By-laws. Perform such duties as are assigned by the President or prescribed by the Board of Directors.

**COMMITTEE LIAISON:** Information and Technology, Site Selection

**MEMBER ON:** Policies and Procedures Task Force

**RESPONSIBILITIES:** Perform all duties of the President in the event of their absence and/or incapacity in accordance to the By-laws.

Maintain, update, clarify and provide historic perspective on all items addressed in the Policy and Procedure Manual.

Review financial statements, bank statements, and tax returns of the Association.

Signing authority for all activities and obligations of the Association included but not limited to: Conference sites and tax returns.

**OTHER ASSIGNED DUTIES:** Perform other duties as assigned by the President or delegated by the Board of Directors.

**OFFICE:** Treasurer

**TERM:** One year. Commencing at Transition Meeting or July 1, whichever comes first

**FUNCTION:** Serve as a member of the Board of Directors and participates in the decision making process of the Board. Perform duties associated with the payment of funds and related duties. Facilitates the training of the Treasurer Elect.

**COMMITTEE LIAISON:** Fiscal Planning and Development Committee

**MEMBER ON:** Fiscal Planning and Development Committee

**RESPONSIBILITIES:**

Disburse Association funds throughout the year and during any Association sponsored project/activity (i.e. conferences, functions, etc.).

Maintain adequate and appropriate records of all transactions including expense accounting for all committees and task forces.

Prepare the annual filing of tax records and either performs the filing or recommends to the Board an agency to produce the tax filing.

Assist the Executive Board with the formulation of an annual budget, recommending financial policies and fund raising strategies.

Process claims for reimbursements and verifies all required documentation and signatures are included prior to disbursal of reimbursement.

Provide, at least one (1) week prior to each Board meeting, monthly reports of all income and expenses, by committee, to each Board member and each Committee Chair/Co-Chair. Upon request, will provide such reports to any individual from a member institution.

Collect and reconcile credit card receipts from the President and President-Elect and any other Board Member or Committee Chair selected at the discretion of the President each month end and prepares a report of such expenditures, along with the monthly statements from Chase, Arizona, for submission to the Vice President for their review and confirmation.

Prepare an annual audit of all AASF AA records to be reviewed by the Vice President and the ad hoc committee chaired by the President Elect.

Maintain and retain, for a period of three (3) years, all invoices, reimbursement claim forms, cancelled checks, contracts, financial reports, tax returns, bank statements and other such documents pertaining to receipt and reimbursement of funds either by paper or electronic. At the end of the three-year period, the Treasurer shall forward all such records to the Archives Committee for historical retention.

Surrender such records as indicated above at the close of their term of office to the incoming elected Treasurer.

Utilize established software and formats for report presentation and tracking and advises Board on required updates to software and form recommendations.

Oversee the duties of the Treasurer-Elect and facilitates the training of the Treasurer-Elect so they can transcend into the Treasurer position after the completion of their one-year term.

**OTHER ASSIGNED DUTIES:** Perform other duties as assigned by the President or delegated by the Board of Directors.

**OFFICE:** Treasurer-Elect

**TERM:** Two year term (one year served as Treasurer-Elect and one year as Treasurer) Commencing at Transition Meeting or July 1, whichever comes first.

**FUNCTION:** Serve as a member of the Board of Directors and participates in the decision making process of the Board. Perform duties associated with the collection of funds and related duties. Learn all aspects of the position of Treasurer to enable them to assume the Treasurer position at the end of their term as Treasurer- Elect.

**COMMITTEE LIAISON:** Membership; Fiscal Planning and Development

**MEMBER ON:** Fiscal Planning and Development

**RESPONSIBILITIES:** Work in conjunction with the Treasurer to:

- Receive Association funds throughout the year and during any Association sponsored project/activity (i.e. conference, functions, etc.).
- Maintain adequate and appropriate records of all incoming transactions, including expense accounting for all committees and task forces.
- Review all financial statements for month end.
- Maintain membership records and coordinate with the Membership Committee to facilitate the annual collection of membership dues.
- Maintain sponsorship records and coordinates with Fiscal Planning and Development to facilitate the collection of sponsorship fees.
- Provide membership information to Association offices, committees and individual members free of charge.
- Assess a fee of \$75 for a label set or printout of Institutional Membership for business requests unrelated to AASFAA as they may determine.
- Perform the duties of the Treasurer in the Treasurer's absence.

**OTHER ASSIGNED DUTIES:** Performs other duties as assigned by the President, Treasurer, or delegated by the Board of Directors.

- OFFICE:** Secretary
- TERM:** One year. Commencing at Transition Meeting or July 1, whichever comes first.
- FUNCTION:** Serve as a member of the Board of Directors and participates in the decision making process of the Board. Acts as Recording Secretary for the Board of Directors and general Association meetings.
- COMMITTEE LIAISON:** Newsletter
- MEMBER ON:** Policies and Procedures Task Force
- RESPONSIBILITIES:** Record minutes of Board meetings and distributes to Board members within one month. Records minutes of all other AASF AA meetings and makes them available at the next conference or meeting.
- Attach any pertinent information to the minutes for distribution.
- Collect and forward pertinent information and correspondence to the AASF AA Archives Committee at the conclusion of the fiscal year.  
Prepare mailings to the Membership as directed.
- Retain the official seal of AASF AA Inc., and ensures to their best ability that it is affixed to official corporate documents.
- Maintain the AASF AA tape recorder for utilization at their discretion.
- OTHER ASSIGNED DUTIES:** Perform other duties as assigned by the President or delegated by the Board of Directors.

- OFFICE:** Representative-at-Large
- TERM:** One year. Commencing at Transition Meeting or July 1, whichever comes first.
- FUNCTION:** Serve as a representative of the general postsecondary and/or non-postsecondary membership to the Board of Directors. Participate in the decision making process of the Board.
- COMMITTEE LIAISON:** Awards and Scholarships; Awareness and Outreach; Diversity
- MEMBER ON:** Policies and Procedures Task Force
- RESPONSIBILITIES:** Provide input to the Board representative of the interests and perspectives of the majority of members belonging to the sector that is represented.
- OTHER ASSIGNED DUTIES:** Perform other duties as assigned by the President or delegate by the Board of Directors.

- OFFICE:** Board Liaison (s)
- TERM:** One year. Commencing at Transition Meeting or July 1, whichever comes first.
- FUNCTION:** Serve as an additional (non-voting) member of the Executive Board of Directors, and can be asked to fill the role of advisor, historian, confidant, or additional sector representative.
- COMMITTEE LIAISON:**
- MEMBER ON:** Policies and Procedures Task Force
- RESPONSIBILITIES:**
- OTHER ASSIGNED DUTIES:** Perform other duties as assigned by the President or delegated by the Board of Directors.

### 4.3 COMMITTEES

#### 4.3.0 Purpose

Committees established by the Board of Directors are initiated to achieve and advance the common goals of said Committee and/or the Association at large by performing the duties and responsibilities indicated below and/or other duties and responsibilities which may be approved and/or requested by the Board of Directors.

#### 4.3.1 General Committee Guidelines

##### 4.3.1.a Responsibilities of Chairs/Co-Chairs

###### 4.3.1.a.i Budget Preparation/Submission

Each Chair/Co-Chair, in conjunction with Committee Members and Liaison, will prepare a budget for submission to the Board of Directors. Forms for budget preparation are located in Appendix C and include the Committee Budget Request Form (one (1) per project) and the Income Statement when any income is anticipated. These are to be submitted to the Chair/Co-Chair of the Fiscal Planning and Development Committee by the deadline indicated. Committees not requesting funding shall submit the required forms so indicating.

Each Committee Chair/Co-Chair requesting funding will attend the Board of Director's meeting which is indicated to be established for the purpose of setting the annual budget and will be expected to expand upon their requests at the Board's desire.

###### 4.3.1.a.ii Fiduciary Responsibility

Each Committee Chair/Co-Chair will ensure that any expense incurred through committee action in the furtherance of AASF AA business be incurred tax free to the extent allowed by law. This shall occur through the presentation to vendors of documentation verifying AASF AA's tax exempt, non-profit status.

Each Committee Chair/Co-Chair is expected to conserve AASF AA's funds by keeping expenses to the minimal amount necessary to satisfactorily conduct AASF AA business and through efforts with the Fiscal Planning and Development Committee to identify other sources of revenue to cover expense whenever possible.

###### 4.3.1.a.iii Meeting Planning

Each Chair/Co-Chair will, for all Committee meetings, communicate with all members and the Committee Liaison providing sufficient notice for each member to attend.

###### 4.3.1.a.iv Newsletter Submissions

Each Chair/Co-Chair shall prepare, or ensure the preparation of, submission of a Committee update by the deadlines established by the Editor, prior to each production of the AASF AA *Advocate*, to the Editor of said publication as provided by these procedures.

#### 4.3.1.a.v Participant Submission to Awards and Scholarships Committee

Prior to Chair/Co-Chair transitioning responsibilities to the subsequent year's Chair/Co-Chair, a list of committee members will be submitted to the current Chair/Co-Chair of the Awards and Scholarship Committee. This list must be inclusive of all members and Chair(s), and be correctly spelled.

#### 4.3.1.a.vi Reporting

Each Committee Chair/Co-Chair shall ensure that minutes of each Committee meeting are taken and are available for submission to the Board upon their request. Further, these records, and all other Committee errata, shall be provided both to the incoming Committee Chair/Co-Chair for the subsequent year as well as a copy being submitted to the Archivist.

Each Chair/Co-Chair shall prepare an annual report and submit it within the time frame identified by the Board of Directors for each year and shall include said report in the materials forwarded to the incoming Committee Chair/Co-Chair and the Archivist.

Each Chair/Co-Chair will review the applicable committee section of the Policies & Procedures manual and make recommended updates as part of the annual report and submit to the designated person(s) and within the time frame identified by the Board of Directors.

Each Chair/Co-Chair shall be prepared to present updates at each Business Meeting of the Association and at each Board Meeting at which such report is requested. If unable to attend and present a report, the Chair/Co-Chair will brief their Board Liaison, in writing, prior to the identified meeting so they are able to present the necessary report on their behalf.

Each Committee Chair/Co-Chair will develop a calendar of activities, meetings and projects for use by each Committee Member and review of the Board upon request.

#### 4.3.1.a.vii Requests for Reimbursement

Each request for reimbursement by Committee members will be signed by the Committee Chair/Co-Chair prior to submission. In the event of the Chair/Co-Chair requesting reimbursement, the Board Liaison to the Committee shall sign these requests prior to submission to the Treasurer. The signature approving any expense reimbursement shall be accepted as verification that said reimbursement has been previously approved within the Committee's budget unless otherwise decided by the Board of Directors according to Article V, Section 14 of the Bylaws.

### **4.3.1.b Responsibilities of Committee Liaisons**

#### 4.3.1.b.i Committee Participation

Each Liaison is expected, to the extent possible, to attend each meeting of their respective Committee to act as the voice of the Board of Directors and the earpiece of the Board. The Liaison should be fully prepared to keep the Board advised of all activities of their respective Committee and, if necessary, provide a report to the Board or at the Business Meetings regarding all activities of their assigned Committee.

#### 4.3.1.b.ii Record Retention Responsibility

The Board Liaison to each committee shall ensure the maintenance of the archival efforts by notifying their respective committee of the location to forward archival material and confirming such action is taken with all committee materials and errata.

#### 4.3.1.b.iii Requests for Reimbursement

Any request for reimbursement of expense from a Committee shall be signed by that Committee's Chair, Co-Chair, or Board Liaison prior to submission for payment to the Treasurer. The signature approving any expense reimbursement shall be accepted as verification that said reimbursement has been previously approved within the Committee's budget unless otherwise decided by the Board of Directors according to Article V, Section 14 of the Bylaws.

#### **4.3.1.c** Selection of Committee Members

Each Committee shall be structured so as to include representation from no fewer than four of the five identified sectors within the Association unless otherwise directed, in writing by the President. Along with type of institution, factors such as race and gender should be considered so the Committee makeup, to the extent possible, reflects the makeup of the Association at large. Each Committee may be larger than this minimum as determined necessary by the Chair/Co-Chair to achieve the goals designated to that Committee by the President and/or the Board of Directors.

#### **4.3.1.d** Responsibilities of Committee Members

##### 4.3.1.d.i Committee Participation

Each individual agreeing to serve on an AASFAA Committee, is expected to fully participate in all activities of their Committee and attend each meeting established by the Chair/Co-Chair. If the Committee Member is unable to attend a meeting, they shall take it upon themselves to ensure they are brought current on the activities the Committee during the meeting at which they were not in attendance, prior to the next Committee meeting.

#### 4.3.1.d.ii Fiduciary Responsibility

Each Committee member is expected to conserve AASF AA's funds by keeping expenses to the minimal amount necessary to satisfactorily conduct AASF AA business and by identifying to the Chair/Co-Chair other sources of potential revenue, which they should explore in consultation with the Fiscal Planning and Development Committee.

#### 4.3.1.d.iii Requests for Reimbursement

Any expense for which the Committee Member anticipates requesting reimbursement will be provided to the Committee Chair/Co-Chair during the budget process so it may be included in expenditure determination. Requests not included in a Committee's budget must be approved as indicated in Article V, Section 14 of the Bylaws.

Requests for expense reimbursement from a Committee Member must be submitted on the approved Expense Reimbursement Form (Appendix A), must bear the signature of your Committee Chair/Co-Chair, and must include receipts for all items in excess of \$25.00 prior to submission to the Treasurer for payment.

### **4.3.2 Awards and Scholarships**

#### **4.3.2.a Function**

Promote the availability of, solicit the nominees for, and make selections and/or recommendations for recipients of the following:

AASF AA Student Scholarship(s) (if funded);  
John Medley Financial Aid Advocacy Award;  
Robert Thompson Memorial Leadership Award;  
WASF AA Conference Scholarship(s);  
WASF AA Summer Institute Scholarship(s) renamed WASF AA Sister Dale Brown Summer Institute Scholarship(s);  
WASF AA Jerry R. Sims Management & Leadership Institute Scholarship;  
AASF AA's Conference Scholarship(s);  
Federal Student Aid Conference Scholarship;  
NASF AA Conference Scholarship;  
AASF AA Association Leadership Award; and,  
Other awards and gifts as directed by the Board of Directors.

#### **4.3.2.b AASF AA Student Scholarship**

##### **4.3.2.b.i Purpose**

The AASF AA Student Scholarship is to promote the advancement of the financial assistance profession through the distribution of scholarships to students at Arizona's postsecondary institutions. Nominees are solicited from all regular members of the Association. Each AASF AA regular member institution may nominate a single individual to potentially receive one of the available scholarships. Scholarships are one time awards for no more than \$500.00. The Criteria to be nominated includes the following:

1. Attending an AASF AA Member postsecondary institution.
2. At least halftime attendance;

3. Has financial need as defined by the nominator; and,
4. Enrolled in a program leading to a degree or certificate.

Preference will be given to those individuals who demonstrate an interest in financial assistance as a profession (i.e. FWS students in the financial assistance office, financial assistance staff going to school). GPA will be considered, if necessary, in the selection process.

#### 4.3.2.b.ii Procedures

##### By mid-April

Begin all planning and preparations for nominee solicitation. This will include discussion and preparation of promotional materials, printing of materials, package preparation, delivery method and preparation, etc. All necessary criteria for nomination will be identified in these materials along with submission deadline, which shall be no later than June 15 each year in which funds are available.

##### By mid-May

One package of materials will be sent to the Director of Scholarships and/or Financial Aid in the case of postsecondary members and to the voting member in the case of non-postsecondary members.

##### By mid-June

Nomination period is closed and scholarship recipients are selected from the pool of submissions. Those demonstrating an interest in the financial aid profession shall be given first preference. Other submission criteria may be utilized to prioritize this pool and/or the remaining nominees if there are inadequate funds to award to all those who meet the preferred nomination and/or there are funds remaining after the preferred pool of nominees has been satisfied. Secondary preference may be given to either GPA or the demonstration of need as determined by the Committee members.

##### By Late June

Names of selected recipients will be forwarded to the Board of Directors, no later than the annual Transition Meeting. Each recipient shall be notified by mail and each recipient's school shall be copied. Each school shall be contacted to determine when funds should be disbursed to the school on behalf of the recipient. The Treasurer shall be provided with a list of recipients to disburse funds along with these dates. Finally, records of all transactions and letters shall be forwarded to the Archives Committee.

#### 4.3.2.c John Medley Financial Aid Advocacy Award

##### 4.3.2.c.i Purpose

To recognize a member of the financial aid community who has demonstrated student advocacy and is presently working to provide students with opportunities for education through the financial aid process.

This award was renamed the John Medley Financial Aid Advocacy Award in March 2000, in recognition of our dear friend and colleague who demonstrated enthusiasm and never ending support for the students we serve at every opportunity.

##### 4.3.2.c.ii Procedures

##### By mid-January

Begin all planning and preparations for nominee solicitation. This will include discussion and preparation of promotional materials, printing of materials, package preparation, delivery method and preparation, etc. All necessary criteria for nomination will be identified in these materials along with submission deadline which shall be no later than May 15 each year.

#### Spring Conference Handout

An announcement will be placed in the edition of the AASFAA *Advocate* immediately prior to nominee submission deadline notifying all members of their ability to nominate a member and, a targeted mailing will go to each Board Member and Committee Chair, requesting their participation by providing a nomination.

Nomination forms must include a one (1) paragraph prospectus on the nominee and the member's reasons for placing the nomination.

By mid-May Nomination period is closed.

The Committee shall review all nominated candidates to ensure all necessary information was submitted and select three (3) nominees to present at the next Board of Directors meeting (likely to be the Annual Transition Meeting), in priority order, for the Board's determination of a final recipient.

#### 4.3.2.c.iii John Medley Financial Aid Advocacy Award Recipients

A list of recipients can be found in Section 1 of this manual.

#### 4.3.2.d Robert Thompson Memorial Leadership Award

##### 4.3.2.d.i Purpose

The Robert Thompson Memorial Leadership Award was established in 1985 to honor a friend, colleague and mentor of the Association. This award is given to a member of the Association who has best demonstrated, during the member's financial aid career, leadership qualities such as training and mentoring other association members. These are some of the qualities that typify the standards set by Robert Thompson.

To place a member's name in nomination, the nominee must:

1. Be a current Active Member of the Association, as defined in Bylaws; and,
2. Have demonstrated a commitment to the profession versus the association through mentoring training and support of association members over a sustained period of time.

##### 4.3.2.d.ii Procedures

#### By January Notices in 2/1 and 5/1 Advocate

Begin all planning and preparations for nominee solicitation. This will include discussion and preparation of promotional materials, printing of materials, package preparation, delivery method and preparation, etc. All necessary criteria for nomination will be identified in these materials along with submission deadline, which shall be no later than May 15 each year.

#### By March

An announcement will be: 1) placed in the edition of the AASFAA *Advocate*; 2) made at the Spring Conference and immediately prior to nominee submission deadline notifying all members of their ability to nominate a

Member and, a targeted mailing will go out in the 5/1 *Advocate* to each voting member requesting their participation by providing a nomination.

Nomination forms must include a one (1) paragraph prospectus on the nominee and the member's reasons for the nomination.

By mid-May Nomination period is closed.

The Committee shall review all nominated candidates to ensure all necessary information was submitted and select three (3) nominees to present at the next Board of Director's meeting (likely to be the Annual Transition Meeting), in priority order, for the Board's determination of a final recipient.

4.3.2.d.iii Robert Thompson Memorial Leadership Award Recipients

A list of recipients can be found in Section 1 of this manual.

4.3.2.e WASFAA Conference Scholarships

4.3.2.e.i Purpose

To provide the opportunity for two (2) members of the Association, at least one being a member of minority affiliation, with less than four (4) years of financial aid experience, to attend the WASFAA Conference at AASFAA's expense.

4.3.2.e.ii Procedures

By mid-January

Begin all planning and preparations for nominee solicitation. This will include discussion and preparation of promotional materials, printing of materials, package preparation, delivery method and preparation, etc. All necessary criteria for nomination will be identified in these materials along with submission deadline, which shall be no later than March 15 each year.

Early February

The scholarship nomination packet will go out to each individual listed in the membership directory via Newsletter. The packets shall include all criteria to be eligible to receive the scholarship. Each nomination form must include an area for the voting member to approve the nomination thereby indicating the institution's approval of the nominee's ability to attend the Conference's should they be selected.

Early March Nomination period is closed.

The Committee shall review all nominated candidates to ensure all necessary information was submitted and select a recipient to attend the Conference.

By mid-March

The recipients and their schools shall be notified and the Conference Registration Forms shall be completed and submitted to the Treasurer for remittance of payment. Room reservations shall be made, if necessary, and appropriate travel arrangements shall be confirmed. The Treasurer shall be advised of all required dispensations of money and reimbursement requirements.

4.3.2.e.iii WASFAA Conference Scholarships Recipients

- 1991 Hellen Baker, Mesa Community College  
Nancy Long, Central Arizona College
- 1992 No recipients—No applications received
- 1993 Orlando Valenzuela, The University of Arizona

- 1995 Bobbie Barciz, Collins College  
Janice McClain, Gateway Comm. College  
Stanley Kinard, Mesa Community College
- 1996 Connie Cragg, The American Institute  
Rose Jenkins, Northern Arizona University
- 1997 Terri Eckel, Northern Arizona University  
Stephanie Foster, Carsten Institute

- 1998 Heather Miller, The University of Arizona  
Inez Moreno-Weinert, ASU West
- 1999 Jill Robertson, Northern Arizona University  
Bill Barquin, Grand Canyon University
- 2000 Jamie Poleviyuma, Hopi Tribe Grants & Scholarships  
Marilee Sullivan, Grand Canyon University
- 2001 Shirley Vaden, Prescott College  
Beverly Stallman, Arizona Western College
- 2002 Marilyn Singleton, Arizona State Univ.  
Gerry Covert, Eastern Arizona College
- 2003 Virginia Callahan, The University of Arizona  
Terri Eckel, Northern Arizona University  
Howard Fisher, Ottawa University  
Joni Grover, Mesa Community College  
Pete Leonard, Southwestern College  
Greg Mason, Central Arizona College  
Melba Moore, International Institute of the Americas  
Sheryl Robinson, Embry Riddle  
Shirley Vaden, Prescott College
- 2004 Luis Barajas, Arizona Western Community College  
Yolanda Bon, Glendale Community College  
Paula Cady, The Art Institute of Phoenix  
Regina Ceo, Gateway Community College  
Julio Durazo, Pima Community College  
Abigail Garcia, The Art Institute of Phoenix  
Anne Hatcher, Glendale Community College  
Bradley Honious, Gateway Community College  
Cheryl Kibarian, Thunderbird The Garvin School of International  
Management  
Shelley LaMoure, Ottawa University  
Michele Leon, International Academy of Hair  
Sharon Montoya, Eastern Arizona Community College  
Norma Navarro-Castellanos, The University of Arizona  
Natalie O'Connor, Midwestern University  
Omar Perez, Mesa Community College  
Laura Richman, Ottawa University  
Cameron Robb, The Art Institute of Phoenix  
Laurie Robbins, ITT Technical Institute  
Adrienne Sapper, Mesa Community College  
Beverly Stallman, Arizona Western Community College  
Leticia Villasenor, The University of Arizona  
Vita Allison, Northern Arizona University
- 2005 Edgardo Cornejo, Pima Community College  
Grace Nakaidinae, Dine' College  
Jennifer Frey, Northern Arizona University  
Ellen Neel, Glendale Community College  
Gerry Covert, Eastern Arizona College
- 2006 Karen Owens, Ottawa University  
Omar Perez, Mesa Community College  
Mary Ilosvay, Lamson College
- 2007 Ed Swierkos, Arizona Western College  
Linda Barker, Northern Arizona University  
Katharine Baggett, University of Arizona
- 2008 No recipient  
2009 No recipient  
2010 No recipient  
2011  
2012

2013  
2014  
2015  
2016  
2017  
2018

4.3.2.f WASFAA Summer Institute Scholarship4.3.2.f.i Purpose

To provide the opportunity for a member(s) of the Association, with less than four (4) years of financial aid experience, to attend the WASFAA Summer Institute at AASFAA's expense.

4.3.2.f.ii ProceduresMid-January

Begin all planning and preparations for nominee solicitation. This will include discussion and preparation of promotional materials, printing of materials, package preparation, delivery method and preparation, etc. All necessary criteria for nomination will be identified in these materials along with submission deadline, which shall be no later than April 15 each year.

Mid-February

The scholarship nomination packet will go out to each individual listed in the membership directory via Newsletter. The packets shall include all criteria to be eligible to receive the scholarship. Each nomination form must include an area for the Voting Member to approve the nomination thereby indicating the institution's approval of the nominee's ability to attend the Institute should they be selected.

Early/Mid-March Nomination period is closed.

The Committee shall review all nominated candidates to ensure all necessary information was submitted and select a recipient to attend the Summer Institute.

By Mid/Late March

The recipient and their school shall be notified and the Institute Registration Form shall be completed and submitted to the Treasurer for remittance of payment. Room reservations shall be made if necessary, and appropriate travel arrangements shall be confirmed. The Treasurer shall be advised of all required dispensations of money and reimbursement requirements.

4.3.2.f.iii Summer Institute Scholarship Recipients

1986	Ann Krispin, Universal Technical Institute
1988	Jean M VanNierop, Mohave Community College
1990	Greg Ramirez, Northern Arizona University
1993	Terri Sandoval, Rio Salado Community College
1995	Sheri Doerksen, Southwestern College
1996	Christy Gregory, Conservatory of Record Arts and Sciences
1997	Sharon Montoya, Eastern Arizona College
1998	Shirley Vaden, Prescott College
2000	Judy Haskell, Northern Arizona University Jennifer Janda, Collins College
2001	Iliand Garcia, Arizona State University Pete Leonard, Southwestern College
2002	Susan Young, University of Adv Comp Tech Kathaerine Ann Johnson, Arizona State University Katie Shock, Eastern Arizona College Katherine Proctor, Northern Arizona University

- 2003 Rosemary Cooke, Glendale Community College  
Carmen Montoya, Paradise Valley Community College
- 2004 Deanna Cluff, Eastern Arizona College  
Cheryl Hansen, Southwestern college  
Kassandra Mullan, Glendale Community College  
Katie Ontrey, Conservatory of Recording Arts & Sciences
- 2005 Devra Jeffers, Arizona School of Acupuncture  
Magda Janet Ortiz, Paradise Valley Community College  
Laura Kennedy, Northern Arizona University  
Andre Vander Vilden, Mohave Community College
- 2006 Katharine Baggett, The University of Arizona  
Erin Wilborn, Prescott College  
Lindsay Martin, Northern Arizona University  
April Darmiento, Mesa Community College  
Jan Findley, Pima Community College  
Yana Yakovcmenko, Rio Salado Community College
- 2007 Lorrie Hough, University of Arizona  
Elizabeth Hamm, Pima Medical Institute  
Teri Steenberg, Mohave Community College  
Chris Held, Northern Arizona University
- 2008 Roberta Lehman, University of Arizona  
Carla Avila, Mesa Community College
- 2009 Britney Corbitt, Gateway Community College/Maricopa Skill Center
- 2010 No recipient

4.3.2.g WASFAA Jerry R. Sims Management & Leadership Institute Scholarship

4.3.2.g.i Purpose

To provide the opportunity for a member(s) of the Association, with at least four (4) calendar years of full-time financial aid office experience, to attend the WASFAA Jerry R. Sims Management & Leadership Institute at AASFAA's expense.

4.3.2.g.ii Procedures

Mid-January

Begin all planning and preparations for nominee solicitation. This will include discussion and preparation of promotional materials, printing of materials, package preparation, delivery method and preparation, etc. All necessary criteria for nomination will be identified in these materials along with submission deadline, which shall be no later than April 15 each year.

Mid-February

The scholarship nomination packet will go out to each individual listed in the membership directory via Newsletter. The packets shall include all criteria to be eligible to receive the scholarship. Each nomination form must include an area for the Voting Member to approve the nomination thereby indicating the institution's approval of the nominee's ability to attend the Institute should they be selected.

Early/Mid-March Nomination period is closed.

The Committee shall review all nominated candidates to ensure all necessary information was submitted and select a recipient to attend the Summer Institute.

By Mid/Late March

The recipient and their school shall be notified and the Institute Registration Form shall be completed and submitted to the Treasurer for remittance of payment. Room reservations shall be made if necessary, and appropriate travel arrangements shall be confirmed. The Treasurer shall be advised of all required dispensations of money and reimbursement requirements.

4.3.2.g.iii Management & Leadership Institute Scholarship Recipients

2003	Cheryl Kibarian, Thunderbird-American Graduate School Virginia Callahan, The University of Arizona
2004	Jennifer Frey, Northern Arizona University Yolanda Bon, Glendale Community College
2005	Dorena Spitler, The Art Institute of Phoenix Kenneth Clarke, Paradise Valley Community College Nancy Killian, The University of Arizona
2006	Terri Eckel, Prescott College
2007	Kathryn Martin, University of Arizona
2008	
2009	
2010	
2011	
2012	
2013	
2014	
2015	
2016	
2017	

4.3.2.h AASF AA Conference Scholarships4.3.2.h.i Purpose

To provide the opportunity for a minimum of two (2) members of the Association per conference, with at least one (1) calendar year of full-time financial aid office experience to attend an AASF AA Conference at AASF AA's expense.

To place a member's name in nomination, the nominee must:

1. Be a current Active Member of the Association, as defined in the Bylaws; and,
2. Be employed at a postsecondary institution; and,
3. Must not have attended more than one AASFAA conference in the last two years.

4.3.2.h.ii      Procedures

Summer and Late Fall

Begin all planning and preparations for nominee solicitation. This will include discussion and preparation of promotional materials, printing of materials, package preparation, delivery method and preparation, etc. All necessary criteria for nomination will be identified in these materials along with submission deadline, which should be no later than September 20 and January 31 each year, respective to each conference.

August/Early January

The scholarship nomination packet will go out to each individual listed in the membership directory via Newsletter or the conference teaser. The packets shall include all criteria to be eligible to receive the scholarship. Each nomination form must include an area for the Voting Member to approve the nomination thereby indicating the institution's approval of the nominee's ability to attend the Conference should they be selected.

Late Sept & Jan Nomination period is closed.

The Committee shall review all nominated candidates to ensure all necessary information was submitted and select two (2) recipients to attend the Conference through random selection.

By Early October./Mid-February

The recipients and their schools shall be notified and the Conference Registration Forms shall be completed and submitted to the Treasurer for remittance of payment. Room reservations shall be made as necessary. The Treasurer shall be advised of all required dispensations of money and reimbursement requirements.

Scholarship award recipients will be assigned a 'host' from the Awards and Scholarships Committee who will make the necessary arrangements with the recipient and AASFAA to manage conference registration, hotel accommodations, the relevant payments for each, and coordinating transportation to and from the conference. Additionally, they will act as a 'mentor' or guide at the conference as needed.

Scholarship award recipients will be responsible for attending the conference business meeting (for purposes of introduction/recognition) and assisting at the registration table (to meet the membership prior to the beginning of the conference).

4.3.2.h.iii    AASFAA Conference Scholarships Recipients

Spring 1997	Kay Dotson, Collins College Cheryl Kibarian, Thunderbird, AGSIM
Spring 1999	Miranda Hildebrand, Grand Canyon University
Fall 1999	Amy Jo Carey, The University of Arizona Paula Glasser, Grand Canyon University
Spring 2000	Jill Kang, University of Adv Comp Tech Miguel A Muscoso, The University of Arizona
Fall 2000	Denise Bencenti, Navajo Nation FA & Scholarship Skye Long Bailey, Glendale Community College Gloria Candelaria, The University of Arizona Christy Chilton, Cons of Record Arts & Sciences
Spring 2001	Rebecca Rhodes, Grand Canyon University Nathaniel Numkena, Hopi Tribe Grant & Scholarship Sharon Montoya, Eastern Arizona College Lucy Sida, Pima Community College
Fall 2001	Donna Metzger, Thunderbird, AGSIM Cindy Barnes, Eastern Arizona College Barbara Harrington, Eastern Arizona College Edgardo Cornejo, The University of Arizona Joi Grace, Northern Arizona University Judy Haskell, Northern Arizona University
Spring 2002	Dawn Biles, Pima Medical Institute Suzanne Ringle, Gateway Community College Annemarie Valdez, Grand Canyon University Eva Batista, The University of Arizona Judith Kempf, The University of Arizona
Fall 2002	Brenda Burns, Yavapai College Kelley Stoneberger, Northern Arizona University Julie Weiner, The University of Arizona
Spring 2003	Jacqueline Fierro, Grand Canyon University Stephanie Jones, Collins College Inez Moreno-Weinert, South Mountain Community College Victoria Rupel, The University of Arizona
Fall 2003	Lambert Cruz, Southwestern College Robert Folger, Northern Arizona University Troy Hofheins, Glendale Community College Nancy Killian, The University of Arizona Sharron Perry, Prescott College
Spring 2004	Sponsoring WASFAA in May 2004 so will use funds for WASFAA scholarships.
Fall 2004	Stacie Young, The Art Institute of Phoenix Rick Gordon, Carsten Institute Dalmira Perez, Pima Community College Karla Gonzalez, Mesa Community College Kassandra Mullan, Glendale Community College Anne Hatcher, Glendale Community College Amber Spencer, Northern Arizona University Cece Alday, The University of Arizona Paul Gonzales, Estrella Mountain Community College
Spring 2005	Joseph McArthur, Northcentral University Theresa Toscano, Mesa Community College Deborah Coulter-Smith, International Institute of the Americas Andy Lahman, The Art Institute of Phoenix Linda Nilssen, Midwestern University

	Michael Bracken, Arizona Automotive Institute
	Anthony Morrone, Prescott College
Fall 2005	Jennifer McLaurin, Central Arizona College
	Nancy Taylor, Mohave Community College
	Sonia Terraza, Pima Community College
	Joy Miller, The University of Arizona
	Roland Thenot, Lamson College
	Alex Muro, Prescott College
Spring 2006	Jennifer Freyermuth, Central Arizona College
	Jackie James, ITT Technical Institute
Fall 2006	Lorrie Hough, The University of Arizona
	Christopher Morris, Prescott College
	Samantha Seago, Collins College
	Dave Weems, Grand Canyon University
	William Chandler, Gateway Community College
	Suzanne Lasich, Arizona Western College
Spring 2007	Shelley Semler, The University of Arizona
	Mykle Grant, Pima Community College
	Ed Swierkos, Arizona Western College
	Amber Krier, Collins College
Fall 2007	Brenda Wright, Thunderbird School of Global Business
	Katie Borjon, University of Arizona
	Kelly Walker, W.P. Carey School of Business at AZ State University
	Krystine "K" Grace, Conservatory of Recording Arts
	Carolina Ramirez, AZ Western College
	Anne Hatcher, Glendale Community College
Fall 2008	Nancy Killian, The Art Institute of Tucson
	Amanda Bowen, Northern Arizona University
	Kristin Wilde, Collins College
	Emily Nordstrom, University of Arizona
	Kelley Snead, Arizona Western College
2009	
2010	
2011	
2012	
2013	
2014	
2015	
2016	Tiffany Reed, Prescott College
	Caleb Williams, Northern Arizona University
2017	
2018	

#### 4.3.2.i. Federal Student Aid Conference Scholarship

##### 4.3.2.i.i Purpose

To provide the opportunity for a member(s) of the Association to attend the Federal Student Aid Conference (formerly known as the Electronic Access Conference, EAC) at AASFAA's expense. The Scholarship is a reimbursement award up to \$750 to cover documented travel (coach airfare) and lodging expenses at the conference or overflow hotel including all applicable taxes. Receipts for all expenses along with a completed expense report should be forwarded to the chair(s) of the Awards and Scholarship committee for processing, which will not be processed until AASFAA newsletter article is received.

##### 4.3.2.i.ii Procedures

###### Summer

Begin all planning and preparations for nominee solicitation. This will include discussion and preparation of promotional materials, printing of materials, package preparation, delivery method and preparation, etc. All necessary criteria for nomination will be identified in these materials along with submission deadline, which should be no later May 31 each year.

###### July

The scholarship nomination packet will be posted to AASFAA website and distributed via the listserv to all active members. The packets shall include all criteria to be eligible to receive the scholarship. Each nomination form must include an area for the Voting Member to approve the nomination thereby indicating the institution's approval of the nominee's ability to attend the Conference should they be selected.

###### Beginning September Nomination period is closed.

The Committee shall review all nominated candidates to ensure all necessary information was submitted and select recipient(s) to attend the Conference in Las Vegas, NV.

###### Late September

The recipient(s) and their school(s) shall be notified and the Conference Registration Forms shall be completed and submitted to the Treasurer for remittance of payment. Room reservations shall be the responsibility of the recipient(s). The Treasurer shall be advised of all required dispensations of money and reimbursement requirements.

Scholarship award recipients will be responsible for writing a short article (a couple of paragraphs) about their experience at the FSAC to be included in the AASFAA newsletter that should be emailed to chair(s) of Awards and Scholarship committee. Reimbursement request will not be processed until article has been received.

##### 4.3.2.i.iii Federal Student Aid Conference Scholarship Recipients

2006 Brenda Wright, Thunderbird, AGSIM  
Judith Smith, The University of Arizona  
Nadine Waldrop, American Indian College  
George West, Coconino Community College

2007	Erin Wilborn, Prescott College Tracy Martin, Arizona Western College Reyna Moreno-Parker, University of Arizona
2008	Rebekah Salcido, University of Arizona
2009	No recipient
2010	No recipient

#### 4.3.2.j. NASFAA Conference Scholarship

4.3.2.j.i. To place a member's name in nomination, the nominee must:

1. Be employed at a postsecondary institution that is a current member of AASFAA;
2. Have served on an AASFAA committee in the current year;
3. Not have attended a NASFAA conference within the last five years;
4. Have at least four years of financial aid office experience; and,
5. Permission from his or her supervisor to attend the conference.

#### 4.3.2.k. AASFAA Association Leadership Award

##### 4.3.2.k.i. Purpose

The AASFAA Association Leadership Award was established in 2000 to recognize and honor an Association colleague. This award is given annually to a member of the Association who has best demonstrated, during a sustained period of time, leadership and direction to the Association as well as contribution to its activities, either behind the scenes or in the forefront.

To place a member's name in nomination, the nominee must:

1. Be a current Active Member of the Association, as defined in the Bylaws;
2. Have demonstrated a long participation in the Association (i.e. committee participation, conference participation, officer, involved in training and/or other special projects of the Association);
3. Have supported the goals and objectives of AASFAA; and,
4. Have inspired and encouraged others to participate actively in professional development activities.

#### 4.3.2.l. Preparation of Certificates and Plaques

##### 4.3.2.l.i. Certificates

Prior to the end of Board transition each year, the Committee should request, if not previously submitted, a listing from each Committee Chair/Co-Chair of the members on their specific Committee. The submitter will ensure names are all spelled correctly and will include the Chair/Co-Chair. The Awards and Scholarships Committee will prepare certificates for each Committee member and turn the completed certificates over to the President for signature and delivery at the annual Fall Conference.

##### 4.3.2.l.ii. Plaques

At the request of the Board, this Committee shall obtain plaques as indicated. Plaques are awarded for both the Robert Thompson Memorial Leadership and the John Medley Financial Aid Advocacy Awards (if one is named). A gavel is also ordered for the President Elect at this time and retained by the sitting President to be delivered at the annual Transition Meeting. The

provider of plaque will be at the discretion of the Awards and Scholarship Committee.

### **4.3.3 Conference Committee**

#### **4.3.3.a Function**

Plan, organize, direct, control, and evaluate any conference or meeting that they are directed to facilitate by the Executive Board and supported by the Association, keeping in mind the different member sectors and pertinent issues of the times.

#### **4.3.3.b Agenda Approval**

The Board of Directors shall retain the authority to provide final approval of agendas for each Conference Committee coordinated event. The Chair/Co-Chair of the Conference Committee shall ensure a proposed final agenda is provided to the Board on the schedule indicated in the time line below so adequate ability for Board consideration is possible.

#### **4.3.3.c Alcohol**

The Conference Committee Chair is authorized, at their discretion with Board of Directors approval, to include alcoholic beverages at meals and/or receptions which are part of a sponsored or sanctioned event in conjunction with either of the semi-annual conferences or the annual Transition Meeting.

#### **4.3.3.d Evaluation Forms**

Evaluation forms shall be prepared and analyzed for each session and the event as a whole. Information may be collected as the Committee deems appropriate using guidance from prior year forms. Information from the evaluations will be cumulated and reported to the Board at the next established meeting and utilized by the Committee to develop and improve future events.

#### **4.3.3.e Event Responsibilities**

Facilitate all issues revolving around conference, round table, workshop, etc., dates and sites as established by the Board of Directors and in coordination with other Committees as required under the time table below. The bars on the timetable are a range within which identified activities should occur. The bars do not preclude you from initiating appropriate activities sooner, however, the end of each bar is the latest time frame within which any of the activities will be completed.

#### **4.3.3.f Negotiation and Payment of Conference Committee Activity**

The Chair/Co-Chair, in conjunction with the Treasurer shall negotiate final payment of all incurred expenses related to activities under their purview with the appropriate representative of the site. This shall include adjustment of billing for services not rendered or substandard by the mutual determination of the Chair/Co-Chair and Treasurer.

#### **4.3.3g Pre-Event Teasers**

Each teaser shall include the following at the minimum: event site, event dates, thematic information, room-booking deadlines (if applicable), and reservations information. Each teaser is mailed to every individual listed in the Membership Directory and other associated groups in the State as determined appropriate by the Committee.

**4.3.3.h Pre-Registration Materials**

Pre-Registration materials shall include, but are not limited to, demographic information requests, meal limitation requests, deadlines for registering to avoid fees, hotel booking information, current completed agenda, fee/payment information, and contact information for both registration material (to the Treasurer) and Conference Committee.

**4.3.3.i Registration Packets**

Registration packet materials shall include, but are not limited to, complete agenda/room location information, sponsorship information, complete attendee listing as of 14 days prior to event, name tags, conference (and session if appropriate) evaluation forms, business meetings minutes, and the Treasurer's report.

**4.3.3.j Required Membership**

Required membership of this committee shall include the Site Selection Chair.

**4.3.3.k Other Responsibilities**

1. Review and be familiar with conference contracts;
2. Develop creative approaches to meet professional development needs of membership at conferences;
3. Coordinate with the Membership Training and Site Selection/Coordination committees to collaborate on issues relating to training and site.

**CONFERENCE COMMITTEE EVENT TIME LINE**

	Prior	Conf. Meet.	90Days Prior	70Days Prior	60Days Prior	45Days Prior	30Days Prior	14Days Prior	Event Occurs
<p><b><u>Research Before First Committee Mtg:</u></b>                      Meet W/Last Year's Conference Chair /Co-Chr                      Meet With Site Selection Chair /Co-Chair                      Request Additional Info From Site                      Contact (i.e. maps, floor plans, menus, AV equipment, special costs)</p> <p><b><u>Initial Conference Tasks:</u></b>                      Select a Theme                      Select Topics                      Prepare Agenda/Obtain Board Approval                      Select/Contact Speakers                      Select Meals                      Plan Special Events/Social Activities                      Schedule/Assign Tasks (See Below)</p> <p><b><u>Subsequent Tasks:</u></b>                      Send out Teaser                      Confirmation Letters to Presenters                      Finalize Social Events                      Finalize Contests (if applicable)                      Finalize Auctions (if applicable)                      Negotiate /Sign Contracts                      Determine Audio Visual Needs                      Determine Room Set-Up Plans</p> <p><b><u>Send Final Agenda to FP&amp;D Chair</u></b></p> <p><b><u>Send Pre-Registration Materials:</u></b>                      (1 per member institution):</p> <p><b><u>Conference Registration Preparation:</u></b>                      Name Tags                      Evaluations                      Registration Packets                      Signs</p> <p><b><u>Provide Final Meal Counts to Hotel</u></b></p> <p><b><u>Remit Payment on All Billings</u></b></p>									

**Potential Tasks for Consideration:**

Publications and Correspondence  
 Pre-Registration Materials  
 Registration Materials  
 Evaluation Forms (session, general)  
 Theme(s)  
 Letters to Presenters (follow-up, thanks)  
 Mailing Lists (member, non-member, etc.)  
 Newsletter Articles

Session/Agenda  
 Topics  
 Keynote Speaker  
 Scheduling  
 Contacting Presenters  
 Equipment Needs  
 Room set-up; Hosting presenters

Registration Coordination  
 Liaison with Treasurer  
 Staffing  
 Forms Fair (?)  
 T-shirts (?)  
 Message Board  
 Name Tags

Finance Coordination  
 Liaison with FP&D  
 Vendor Relations  
 Accounting/Budgeting

Entertainment  
 Events  
 Contests  
 Auctions  
 Area Information  
 Contracts (BMI, ASCAP, etc.)

Site Arrangements  
 Site Contracts  
 Complimentary Rooms  
 Floor Plans  
 Meals (Menus, Costs)  
 Guest Room Accommodations

#### **4.3.4 Fiscal Planning and Development**

##### **4.3.4.a Function**

Develop proposed annual budget for Board of Directors approval and be the focal point for all fund raising/revenue-generating programs for both billing and promotional efforts within AASFAA.

##### **4.3.4.b Advancement of Tax Exempt Status**

Ensure that each sponsor/vendor is provided with documentation verifying AASFAA's tax exempt, non-profit status for the tax preparation/purposes of said sponsor/vendor. Such documentation shall include the amount of funding/support expended by each sponsor/vendor. For more information refer to Appendix F.

##### **4.3.4.c Budget Recommendation Preparation**

This Committee shall facilitate the completion and collection of budget and revenue request forms from each Committee Chair/Co-Chair immediately after the transition of each Board and utilizing the forms provided in the Appendix.

The Committee shall cumulate, review and make recommendations upon the requests in a format which will allow the Board to consider both the Committees' requests along with Fiscal Planning and Development recommendations.

This process will be completed and be prepared for Board approval no later than July 1 of each year. The Chair/Co-Chair shall attend the Board of Directors meeting established to formulate the budget.

Within 14 days after receiving the Board's directives, the Committee shall prepare the final documentation of the budget based upon these directives and forward a copy to each Board member and each Committee Chair for their specific committee budget detail.

##### **4.3.4.d Coordination of Sponsorship Opportunities**

By the end of each July, the Committee will have submitted a listing of all potential and anticipated sponsorship and vending opportunities to the vending list available through the Membership Committee. This listing shall include fees for each sponsorship level, and requirements (i.e. camera ready copy, deadlines, etc.), and procedures for specific items (i.e. ads or activities) in sponsorship packages. At a minimum this listing shall include information on event sponsorship policies, newsletter ad information, Membership Directory ad information, AASFAA web site sponsor recognition (including banner ads), and any other opportunities the Chair/Co-Chair may be aware of that will be available as part of sponsorship packages at the time of distribution of this material.

Notice of sponsorship opportunities will be made by email to sponsor contacts. The email will include a deadline for sponsors' responses and instructions for completion of the AASFAA Online Sponsorship Form.

The Committee will further develop non-traditional fundraising opportunities due to AASFAA's tax-exempt status. This includes other sponsorship and vending opportunities that become available throughout the fiscal year and are not included in the sponsorship packet. These will be handled in a fair and equitable manner, coordinated by the Fiscal Planning and Development Committee.

**4.3.4.e Partial Year Sponsorship**

An organization that wishes to become an Association sponsor after the initial sponsorship solicitation will be assessed the fee for a total year's sponsorship. The Association is not responsible for refunding fees for any unused benefit retroactive to the date an organization submitted the Online Sponsorship Form.

**4.3.4.f Coordination with Treasurer**

Additionally, this Committee shall centralize all revenue generating activities, and along with the Treasurer and Treasurer Elect of the Association will receive notice of all sponsorship submissions.

Direct remittance of sponsorship payments will be made to the Treasurer Elect of the Association. The Committee will be responsible for verifying with the Treasurer Elect that sponsor payments have been made before sponsors can take advantage of sponsorship benefits such as advertisements or conference vending.

**4.3.4.g Membership Dues**

Membership dues, in the amount of \$75.00 per membership, shall be tracked for documentation of income purposes only by Fiscal Planning and Development. (Actual collection of membership dues are made in coordination with the Membership Committee each fiscal year. Payment remittance shall be directed to the Treasurer Elect of the Association. There are no prorated membership dues for becoming a member later in the year, the fee would still be \$75.00).

**4.3.4.h Facilitation of Advertisement and Logo Collection**

The Committee will be responsible for contacting all sponsors regarding the submission of advertisements for the newsletter and Membership Directory, including the size and format of ads, to whom they should be submitted, and the deadlines for submission.

The Committee is also responsible for coordination with the Conference Committee and the Information and Technology Committee by collecting sponsor logos for the Conference Program, Conference Recognition signs, and AASFAA web pages, and by displaying signs for the sponsors of conference events as designated in the various sponsorship packages.

**4.3.4.i External Fund Raising**

All other fund raising/revenue generating activities shall be coordinated through this committee and shall be completed, to the extent possible, at least 30 days prior to the deadline established by the committee who will be impacted by the fund raising.

**4.3.4.j Sponsorship Policy**

This Committee shall ensure the maintenance of the Vendor Policy as stated in Section 3.10 of this Manual.

**4.3.4.k Mandatory Membership**

In addition to the requirement of Section 4.3.8.c of this Manual, the membership of this Committee will include the Treasurer and Treasurer Elect.

### **4.3.5 Diversity**

#### **4.3.5.a Function**

Identify and develop an understanding of diversity issues which will/should impact Association activities, and determine the best ways to disseminate that knowledge/information to the association. Groups include, but are not limited to the following: cultural, gender, age, color, race, and sexual preference.

#### **4.3.5.b Development Coordination**

Identify to the Chair/Co-Chair of the Conference Committee with topics regarding diversity issues and/or presentations which may, at the committees' discretion, be appropriately addressed at various Association functions in an effort to enhance attendee appreciation of said issues.

#### **4.3.5.c Strategy Development/Dissemination**

Identify methods to effectively manage issues related to diversity and disseminate this information, and their origins, to the Membership for their utilization.

#### **4.3.5.d Encourage and Promote**

Each member of the Committee shall directly pursue candidates they identified as qualified and capable to place their names in nomination for AASF AA and WASF AA offices.

#### **4.3.5.e Duties**

Work directly with other AASF AA committees, providing input on the impact of financial aid issues for a diverse population of students.

Develop and maintain effective communication links between AASF AA and its diverse population of members.

Be available to high school counselors, community educators, admissions officers, parents, students, as well as others, as needed, on matters of serving the state's diverse and multi-cultural populations and communicating their concerns to the Association.

Develop a liaison relationship between AASF AA and the WASF AA Ethnic Diversity Committee. (The AASF AA chair may be asked to sit on the WASF AA committee).

Encourage members of all groups to participate in AASF AA committees and to run for an AASF AA office.

### **4.3.6 Newsletter**

#### **4.3.6.a Function**

Produce an Association on-line newsletter updating members on committee and task force activities, conference activities, and regulatory information as appropriate. Further, pursue articles from Board members, Committee Chairs, the membership, affiliated agencies and from regional and national association liaisons and other appropriate items of interest.

**4.3.6.b Advertising**

The Editor shall provide the Chair/Co-Chair of the Fiscal Planning and Development Committee with the publication schedule (4.3.6.g) and all promotions regarding advertising shall be facilitated by the Fiscal Planning and Development Committee. The Fiscal Planning and Development Committee Chair/Co-Chair shall provide the Editor with a list of advertisers that have paid to submit an ad in the pending newsletter. The editor shall request, from those advertisers, all camera-ready artwork no less than thirty (30) days prior to each publication date for inclusion in the pending issue. The Chair/Co-Chair shall assist the Fiscal Planning and Development Chair/Co-Chair with advertising efforts as requested.

**4.3.6.c On-line publication**

Newsletters shall be published in a digital format to be made available to the membership on-line at [www.aasfaa.org](http://www.aasfaa.org)

**4.3.6.d Editorial Review Policy**

Each issue of the AASFAA *Advocate* will be reviewed and approved prior to final production by the current Newsletter Committee Board Liaison and the current AASFAA President.

**4.3.6.e Format**

Newsletter format should be maintained and produced utilizing a publishing software package compatible with the on-line requirements. The President's message should be printed on the front cover along with a table of contents if so desired. No other material should be produced on the cover with the exception of a listing of the current Board of Directors and their contact information. The publisher's box is to be located on the second page. Advertisements and articles are arranged throughout the publication at the discretion of the Committee.

**4.3.6. f Mandatory Inclusions**

Each issue of the AASFAA *Advocate* must include the Editorial Policy as well as advertising information and Newsletter Committee Membership listing along with assignments (if applicable).

**4.3.6.g Publication Schedule**

Date for each newsletter to be available on-line shall be no later than the following:

Issue On-line  
Fall 1  
Spring 1

Be certain to advise each Board Member and Committee Chair/Co-Chair of these dates as they are required to have reports (and/or additional time sensitive information) submitted no later than thirty (30) days prior to these dates.

Once the newsletter has been published online, the chair/co-chair shall send an email to the AASFAA listserv notifying the membership that the newsletter is online and available for viewing at [www.aasfaa.org](http://www.aasfaa.org).

**4.3.7 Nominations and Elections**

**4.3.7.a** Function

Administer the nominations and election process to ensure that the Association is managed by qualified financial aid personnel.

**4.3.7.b** Encourage and Promote

Each member of the Committee shall directly pursue candidates they identified as qualified and capable to place their names in nomination for AASF AA and WASF AA offices.

**4.3.7.c** Mandatory Membership

The membership of this Committee shall include at least the Past President (required Chair), President Elect and President.

**4.3.7.d** Notification of Membership

This Committee shall ensure that each individual member identified is an eligible member to participate, and is kept apprised of the process according to the following schedule:

- i. By February 1<sup>st</sup>  
Each member determined eligible shall be solicited for nominations through the most appropriate and timely avenue possible (*Newsletter or email*). This notification shall include descriptions of each office for which nomination(s) are being solicited, the qualifications to be nominated for each office, and appropriate deadlines.
- ii. By March 15<sup>th</sup>  
Nomination solicitation is closed and the board approves nominations.
- iii. By March 20<sup>th</sup>  
Ballots need to be distributed to the membership.
- iv. By April 15<sup>th</sup>  
Election results are delivered to the membership.

**4.3.8** Site Selection**4.3.8.a** Function

Examine, recommend and prepare detail for the Board's consideration for conference sites capable of handling the needs of AASF AA within each selected host area. Site Selection Chair shall serve as a member of the Conference Committee as Site Coordinator.

**4.3.8.b** Contract Negotiation

In conjunction with the Chair/Co-Chair of the Conference Committee, the Chair/Co-Chair of this Committee will negotiate the best possible contract with each Board approved site to obtain the most favorable financial arrangements for the Association and its membership. This will include, but is not limited to, per night room expense, meals expense, number of complimentary rooms, meeting room bookings, gratuity levels, vendor room, etc. Vice President will act as signing authority for all final contract negotiations.

**4.3.8.c** Required Participation

The Chair/Co-Chair of this Committee is a required member of the Conference Committee and shall provide direction on all issues regarding facilities. Further, ensure all meeting needs are addressed prior to and during each conference.

**4.3.8.d** Mandatory Membership

The membership of this committee shall include the Vice President.

**4.3.9** **Awareness and Outreach**

**4.3.9.a** Function

Develop, maintain and enhance new and existing liaison relationships with external professional organizations and agencies concerned with education.

**4.3.9.b** External Funds Coordination

Assist the Chair/Co-Chair of Fiscal Planning and Development to implement external (non-sponsor/vendor) funding plans to obtain financial support for AASFAA projects and the financial aid profession, in general, through AASFAA.

**4.3.9.c** Liaison Responsibilities

The Committee shall coordinate and act as liaison on awareness and outreach activities to the following organizations and other professional, civic and State agencies which may request information pertaining to student financial assistance and/or as directed by the Board of Directors:

Arizona Commission for Postsecondary Education  
Department of Economic Security  
Arizona High School/College Relations Council  
Arizona Association of College Recruitment Officers  
State Post-Secondary Review Entity

**4.3.9.d** Outreach

Utilize and expand on previously developed mediums to coordinate, through high school counselors, the notification and information of the availability of financial assistance and other funding options to high school students and their parents.

Plan and coordinate other identified activities related to external community outreach in the arena of financial aid awareness.

**4.3.10** **Membership**

**4.3.10.a** Function

Expand Association's membership and retain current Membership base.

**4.3.10.b** Collection of Dues

Facilitate with the Treasurer and Treasurer Elect and Information and Technology Chair, the timeline for posting the notice of renewal on the web for collection of annual dues online at [www.aasfaa.org](http://www.aasfaa.org).

Provide the Information and Technology Committee and AASFAA webmaster the membership fee amount and the remittance address for the Treasurer or Treasurer Elect. These are included in the invoice that is automatically generated as an e-mail to members upon completion of annual online membership renewal.

Prepare the notice of renewal to be e-mailed to all current members.

Prepare follow up e-mails to current members as well as e-mails to prospective member institutions and make phone calls to encourage renewal of membership before the established directory publication deadline.

#### **4.3.10.c Directory Development/Production Dissemination**

Produce the annual Membership Directory for distribution at AASFAA's Fall Conference. Provide directories to all institutions eligible to receive the directories and facilitate delivery of directories to those who were unable to attend the conference. Coordinate with the Information and Technology Committee to update AASFAA's online membership directory.

Coordinate with Fiscal Planning and Development to promote advertisement option to potential sponsors/vendors along with ad copy size information, bill remittance information, copy deadline date, etc.

Contact the designated printer to facilitate production and address issues regarding scheduling. Quotes should be obtained by three different printers to ensure the best in quality and price for production of the directory.

Prepare notice to sponsors' designated contact requesting camera-ready artwork (or format decided upon by the Membership Committee). Notice is to include ad size established for their sponsorship category; logos, if applicable; and deadline for receipt of ad from sponsors. Prepare follow-up notices and make phone calls as needed to collect ads by established deadline.

Establish a timeline to send e-mails and make follow up phone calls to the primary contacts for each paid member institution to encourage them to update institutional and staff information on the website before the established directory publication deadline.

Obtain institutional and individual member reports for paid members from the IT Committee and Webmaster. Use the reports to ensure membership is paid for the current year as updated membership information is prepared and provided to the printer for the directory.

Provide all advertisements and updated member information to the designated printer for initial draft.

Coordinate proofing and final preparations with printer to ensure on schedule to facilitate pick up and delivery of the directories for distribution at the Fall Conference.

Facilitate the delivery of the AASFAA Membership Directory to all member institutions attending the Fall Conference. Preparation includes creating a listing of paid members for tracking purposes; requesting a distribution location from the Conference or Site Committee at or near the conference registration table; and scheduling committee members to help with distribution.

#### **4.3.10.d Membership Promotion**

Update and revise the membership application/brochure as appropriately to most effectively solicit new institutional members to the Association.

Disseminate the updated application/brochure to all non-member institutions and agencies involved in the management and/or facilitation of the student assistance programs during the months of July.

**4.3.10.e** Ombudsman

Each member of the Committee shall act in a capacity of ombudsman at each Association activity at which they are in attendance, to any first time attendee or to any member desiring information or assistance regarding the Association.

**4.3.11** **Distance Learning**

**4.3.11.a** Function

Identify issues and maintain a comprehensive knowledge of all regulations, statutes and technology associated with distance learning.

**4.3.11.b** Duties

Identify methods to effectively manage issues relation to Distance Learning and disseminate these techniques to the Membership for their utilization. Provide to Membership Training opportunities associated with distance learning. Update the Board on technology associated with distance learning.

**4.3.12** **Information and Technology**

**4.3.12.a** Function

Support efficient means of communications and services for the Membership through the use of electronic media.

**4.3.12.b** Duties

Committee makes recommendations regarding enhanced electronic services and the most effective use of electronic services. Works with other AASF AA committees in an effort to maintain the AASF AA website and ensure that it is a useful means of communication for the Membership. Act as direct liaison with website hosting vendor. Oversight of AASF AA website projects. Maintain the AASF AA listserv.

**4.3.13** **Membership Training**

**4.3.13.a** Function

Fosters the development and coordination of comprehensive training activities for the Membership. Solicits input from the Membership regarding training needs and ensures that these needs are met.

**4.3.13.b** Strategy/Development

Coordinates and assists in facilitating training workshops for the Membership.

**4.3.13.c** Training Locations

The workshops are generally located across the state but special attention should be given to the needs of all regions of the state (south, north, and central) in terms of location.

#### **4.3.13.d** Training Facilitators

The committee is responsible for soliciting skilled trainers/presenters to participate in the workshops.

#### **4.3.13.e** Evaluation

The committee is responsible for evaluating all training activities so that recommendations can be made to the Board and future training needs can be addressed and met.

### **4.3.14 Federal and State Legislative Affairs Committee**

#### **4.3.14.a** Function

Disseminate information to the Membership regarding regulatory issues at both the state and federal level. This committee also serves as a means of educating our state legislators to insure continued and greater access, retention and completion of higher education for students attending postsecondary institutions in Arizona.

#### **4.3.14.b** Duties

Communicate with and alert the AASFAA Membership of late and breaking news through the AASFAA listserv.

Develop on-going collaborative relationships with Arizona legislators and their staff.

Work with the Conference Committee or Membership Training Committee to offer sessions relating to regulatory issues.

At the discretion of the Board of Directors, coordinate an event at the Arizona Capitol that would facilitate networking with our state legislators.

## **4.4 TASK FORCES**

Should the Board of Directors establish a Task Force its appointed Chair/Co-Chair and Committee members shall be obligated to the identical policies and procedures as for any other Committee. The President shall prepare a Task Force Assignment Responsibility Form from Appendix E. Each Task Force shall only be empowered during the term of Presidency under which they were appointed.

### **COMMITTEE/TASK FORCE ASSIGNMENT AND RESPONSIBILITY SHEET**

<b>COMMITTEE/TASK FORCE NAME:</b>	Policies and Procedures Task Force
<b>YEAR OF ACTIVATION:</b>	1998-99
<b>FUNCTION/PURPOSE:</b>	To update on an annual basis the approved Board changes in the Policies and Procedures Manual and make recommendations to the Board for changes.

**CHAIR:** Vice President

**CO-CHAIR** (if applicable):

**BOARD LIAISON:** Vice President

**REQUIRED MEMBERSHIP:** Representative-At-Large  
(Beyond Policy and Procedures President Elect  
Manual Requirements) Secretary

**DUTIES:**

Review minutes from Board Meetings (current and past years) to determine if changes need to be made in the manual.

Obtain information from past and current Board Members and committee chairs to determine if changes need to be made in the manual.

Review with the Board and make changes as directed.

Provide a final copy to the President-Elect prior to the Transition Meeting.

Other duties as directed by the Board of Directors.

**COMMITTEE/TASK FORCE ASSIGNMENT AND RESPONSIBILITY SHEET**

COMMITTEE/TASK FORCE NAME: Tribal FNA Process

YEAR OF ACTIVATION: 2002/2003

FUNCTION/PURPOSE: Investigate the possibility of AASF AA sponsoring a common electronic FNA that all Arizona tribes, schools and students can utilize. This task force will explore the possibility of AASF AA creating, supporting and hosting a common FNA both electronically on the AASF AA website as well as a paper process. AASF AA will also support the ability for this information to flow between all parties necessary to complete the application. If approved by the AASF AA executive Board, the committee will precede the implementation of this project by piloting it with a smaller population before providing it to all Arizona tribes and schools.

CHAIR:

CO-CHAIR (if applicable):

BOARD LIAISON: President

REQUIRED MEMBERSHIP: Any Tribal or Institutions that works with Native American Students and Tribal Funding regardless of membership in AASF AA.  
(beyond Policy and Procedure Manual Requirements)

DUTIES: Research need for a common electronic application process between tribal agencies and institutions that work with Native American students and Tribal Funding.

Develop the common process to be used by all institutions.

Determine interested institutions (tribal and schools) for pilot program.

Review with the Board and make changes as directed.

Provide final copy and get Board approval.

Implement pilot process for the 2003-2004 academic year. Open process to all tribal agencies and institutions for the 2004-2005 academic year.

Other duties as directed by the Board of Directors.

**APPENDIX A**

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**ARIZONA ASSOCIATION OF STUDENT FINANCIAL AID ADMINISTRATORS  
EXPENSE REIMBURSEMENT FORM**

Find the form online at: [http://www.aasfaa.org/docs/toc\\_onlineforms.html](http://www.aasfaa.org/docs/toc_onlineforms.html)

**APPENDIX B**

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**20 - 20 OFFICE DESCRIPTION**

OFFICE:

TERM:

FUNCTION:

COMMITTEE LIAISON:

CHAIR:

MEMBER ON:

RESPONSIBILITIES:

OTHER ASSIGNED DUTIES:

**APPENDIX C**

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**AASFAA COMMITTEE BUDGET REQUEST FORM**

Request from Chair of Fiscal Planning and Development Committee

**APPENDIX D**

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AASFAA INCOME/EXPENSE PROJECTION

Request from Chair of Fiscal Planning and Development Committee

**APPENDIX E**

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**COMMITTEE/TASK FORCE ASSIGNMENT AND RESPONSIBILITY SHEET**

COMMITTEE/TASK FORCE NAME: \_\_\_\_\_

YEAR OF ACTIVATION: \_\_\_\_\_

FUNCTION/PURPOSE: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

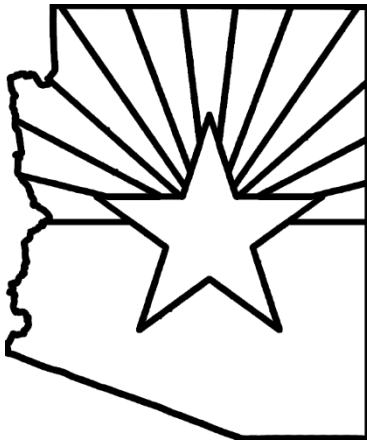
CHAIR: \_\_\_\_\_

CO-CHAIR (if applicable): \_\_\_\_\_

BOARD LIAISON: \_\_\_\_\_

REQUIRED MEMBERSHIP:  
(beyond Policy and Procedure  
Manual Requirements) \_\_\_\_\_  
\_\_\_\_\_

DUTIES: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# AASFAA

50TH ANNIVERSARY 1968 - 2018

ARIZONA ASSOCIATION OF STUDENT FINANCIAL AID ADMINISTRATORS

**Arizona Association of Student Financial Aid Administrators**

Federal Tax I.D. #86-0776710

## **APPENDIX F**

Request form chair of Vendor Relations

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**APPENDIX G**


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**POLICY AND PROCEDURES MANUAL UPDATES**

These pages reflect all Board of Directors approved alterations to the Policy and Procedures Manual along with the date each update was voted upon to be incorporated into the Manual.

<b>DATE</b>	<b>SECTION</b>	<b>CHANGE</b>
03/25/1998	Section 4, Sub-Section 4.2.	Added Policies & Procedures update responsibility to Vice-Presidency
12/03/1998	Section 2, Article V Section 4, Sub-Section 4.2 Section 4, Sub-Section 4.2	Added Treasurer-Elect to Officers Added Treasurer-Elect Office Description Added Treasurer-Elect to Treasurer Job Description
12/03/1999	Section 3, Subsection 3.13 Section 3, Subsection 3.16	Added Late Fees Policy Added Refund Policy
03/08/2000	Section 4, Sub-Section 4.3.7.d.iii.	Added Proxy Statement
03/08/2000	Section 4, Sub-Section 4.3.2.a.  Section 4, Sub-Section 4-3.2.c.	Award renamed to John Medley Financial Aid Advocacy Award  Award renamed to John Medley Financial Aid Advocacy Award
06/19/2000	Section 1, Article II, Sub-Section 1	Redefined Associate Member
11/15/2000	Section 4, Sub-Section 4.3.1.a.vi.	Added Chairs/Co-Chairs to recommend changes to P&P
11/15/2000	Section 4, Sub-Section 4.3.2.d.i	Defined Robert Thompson qualities
11/15/2000	Section 4, Sub-Section 4.3.2.h	Changed this section to NASFAA Scholarship
11/15/2000	Section 4, Sub-Section 4.3.2.i.	Added this section on Association Leadership Award
11/15/2000	Section 4, Sub-Section 4.3.2.j.	Added this section on Preparation of Certificate & Plaques
06/10/2002	Section 2, Subsection 2.2 Article I, Section 1 Article III, Section 1 Article III, Section 3  Article III, Section 4 Article IV, Section 4  Article V, Section 2  Article V, Section 4 Article V, Section 6  Article V, Section 7 Article V, Section 8 Article V, Section 9 Article V, Section 10 Article V, Section 11  Article V, Section 12 Article V, Section 13 Article V, Section 14	Changed the Bylaws per the approved vote of the Membership Changed the Address of the Association Changed the timing of the Annual Meeting Added Place of Meeting to include in person or electronic means  Added Notice of Meeting to include electronic means Added Special Meetings to include in person or electronic means  Changed the timing and purpose of Election and Term of Office  Added vacancy definition for Past President Added responsibility of President to assume role of Past President in the following membership year Added responsibilities for Past President Changed section number to allow for addition of Section 7 Changed section number to allow for addition of Section 7 Changed section number to allow for addition of Section 7 Changed section number to allow for addition of Section 7 and added responsibilities for Secretary Changed section number to allow for addition of Section 7 Changed section number to allow for addition of Section 7 Changed section number to allow for addition of Section 7 and to include representatives of a member institution

	Article VIII, Section 2 Article XIV	Changed Issuance of Certificates to “may” be issued, not shall Added Amendments to Bylaws to be adopted in person, electronically or by mail
04/28/03	Section I, Subsection 1.2  Section I, Subsection 1.3  Section I, Subsection 1.4 Section I, Subsection 1.5 Section I, Subsection 1.6	Grammatical changes made Changed spelling of Barberini in 10 <sup>th</sup> paragraph Added that number of conference scholarships was increased to the members and update to bylaws approved by membership Changed 02-03 school from Glendale CC to Mesa CC Added 2003-04 data Added 2001-02 recipient Added Mr. Moe Hernandez Added section of John Medley Financial Aid Advocacy
Award	Section 2.2, Article 10, Section 15 Section 3, Subsection 1	Added Board Liaison description Changed Professional Growth and Development to
Conference	Section 3, Subsection 2 Section 3, Subsection 7 Section 3, Subsection 10  Section 3, Subsection 13 Section 3, Subsection 15  Section 3, Subsection 17  Section 4, Subsection 4.1.0.d Section 4, Subsection 4.1.0.h Section 4, Subsection 4.2  Section 4, Subsection 4.2  Section 4, Subsection 4.2 Section 4, Subsection 4.3.1.a.v Section 4, Subsection 4.3.1.b.iii  Section 4, Subsection 4.3.1.d.iii  Section 4, Subsection 4.3.2  Section 4, Subsection 4.3.3 Section 4, Subsection 4.3.3.g  Section 4, Subsection 4.3.3.h Section 4, Subsection 4.3.3.i Section 4, Subsection 4.3.3.j Section 4, Subsection 4.3.3.k Section 4, Subsection 4.3.3.l Section 4, Subsection 4.3.4.b Section 4, Subsection 4.3.4.c	Updated Annual Dues Amendment to who holds AASFAA credit cards Changed Event Vendor Policy to Vendor Policy Amendments to Vendor Policy in general, and procedures Amendment to Late Fee Policy Updated Membership Listing Access in general, as well as the Committee notifying Treasurer, not Fiscal Planning and Development, in regards to bill payment. Updated Article V, Section 12 to read Article V, Section 14. Updated allowance of reimbursement without receipt from \$3.00 to \$25.00. Updated Article V, Section 12 to read Article V, Section 14. Revises who is assigned the AASFAA credit cards Revised Office Descriptions of Past President, President Elect, Vice President, Treasurer, Treasurer-Elect, and Secretary. Updated Representative at Large to include both postsecondary and non-postsecondary membership. Added Office of Board Liaison. Omitted date deadline of June 1 Grammatical changes made Updated Article V, Section 12 to read Article V, Section 14. Updated Article V, Section 12 to read Article V, Section 14. Updated allowance of reimbursement without receipt from \$3.00 to \$25.00. Updated Awards and Scholarships, in addition to including recipients. Updated function of Conference Committee Deleted Negotiation of Contract from Conference Committee (see Site Selection). Updated to read Subsection 4.3.3.g Updated to read Subsection 4.3.3.h Updated to read Subsection 4.3.3.i Updated to read Subsection 4.3.3.j Updated to read Subsection 4.3.3.k Included referral of Appendix F. Budget recommendations now require Board approval, rather than Board review.

Section 4, Subsection 4.3.4.d	Included statement regarding other sponsorship and vending opportunities that become available throughout the fiscal year.
Section 4, Subsection 4.3.4.f	Dues Billing heading changed to Membership Dues. Changed wording to read that dues shall be tracked for documentation of income purposes only by Fiscal Planning and Development. Changed wording to read that payment remittance shall be directed to the Treasurer Elect, rather than the Treasurer.
Section 4, Subsection 4.3.4.g	Included in Newsletter Advertisement, Postage for \$320.00
Section 4, Subsection 4.3.4.h	Maintenance of Sponsor/Vendor Policy to read only Vendor Policy. Section 4.16 updated to Section 3.10.
Section 4, Subsection 4.3.4.j	Membership List Serve Billing section deleted.
Section 4, Subsection 4.3.4.k	Newsletter/Membership Directory Advertising Copy section deleted.
Section 4, Subsection 4.3.4.l	Updated to read Subsection 4.3.4.j WASFAA Coordination changed to Joint Coordination. Revised who the Fiscal Planning and Development Committee is to coordinate with in avoiding solicitation conflicts.
Section 4, Subsection 4.3.4.m	Updated to read Section 4.3.4.k Included statement that Yearly Notification of Opportunity is stated in Section 3.10 of this manual.
Section 4, Subsection 4.3.5	Revised Committee name from Multi-Cultural to Diversity
Section 4, Subsection 4.3.5.a	Revised Function of Diversity
Section 4, Subsection 4.3.5.b	Revised wording of minority/cultural to diversity
Section 4, Subsection 4.3.5.c	Revised wording of minority/cultural to diversity
Section 4, Subsection 4.3.5.d	Added subsection to include Encourage and Promote
Section 4, Subsection 4.3.5.d	Updated to read Subsection 4.3.5.e Revised wording to include diverse populations rather than multi cultural
Section 4, Subsection 4.3.6.b	Revised how Newsletter chair receives a list of advertisers from Fiscal Planning and Development.
Section 4, Subsection 4.3.6.d	Revised Policy to read that Advocate will be reviewed and approved by the current Newsletter Committee Board Liaison and the President.
Section 4, Subsection 4.3.6.e	Revised Format processes in general
Section 4, Subsection 4.3.6.f	Deleted section of Liaison Responsibilities
Section 4, Subsection 4.3.6.g	Updated to read Subsection 4.3.6.f Revised how Newsletter is to be mailed to membership
Section 4, Subsection 4.3.6.h	Updated to read Subsection 4.3.6.g
Section 4, Subsection 4.3.6.i	Updated to read Subsection 4.3.6.h Revised Latest Mailing Dates of Newsletter Deleted sentence referring to President's message as we already include the President's message on the front page.
Section 4, Subsection 4.3.7.d	Updated notification to include that the committee verify that each member is eligible to participate, not necessarily be in the Membership Directory. Updated how members are solicited and how ballots are mailed.
Section 4, Subsection 4.3.8	Revised name of committee from Site Selection/Coordination to Site Selection.
Section 4, Subsection 4.3.8.a	Added statement that Site Selection Chair serves as a member of the Conference Committee as Site Coordinator.
Section 4, Subsection 4.3.8.b	Included vendor room within Contract Negotiation
Section 4, Subsection 4.3.10.b	Changed Office of Treasurer to Treasurer Elect

		Eliminated specific deadline dates
		Included function to include IT in coordinating the online membership directory.
	Section 4, Subsection 4.3.10.c	Changed Treasurer to Treasurer Elect
		Updated how Membership Directories are to be distributed
	Section 4, Subsection 4.3.10.c.i	Omitted July 15 deadline
		Updated function on making initial contacts with printers and recommendation on how quotes are to be best obtained.
	Section 4, Subsection 4.3.10.c.ii	Omitted August 15 deadline
		Revised how ad artwork is received from vendors
		Updated that Treasurer Elect shall provide listing of updated membership information
	Section 4, Subsection 4.3.10.c.iii	Omitted due to inclusion in Section 4, Subsection 4.3.10.c
	Section 4, Subsection 4.3.10.c.iv	Omitted due to inclusion in Section 4, Subsection 4.3.10.c
	Section 4, Subsection 4.3.10.d	Omitted as this is the purpose of the AASFAA List serve
	Section 4, Subsection 4.3.10.e	Updated to read Subsection 4.3.10.d
	Section 4, Subsection 4.3.10.f	Updated to read Subsection 4.3.10.e
	Section 4, Subsection 4.3.10.f	Omitted
	Section 4, Subsection 4.3.11	Added Distance Learning Committee
	Section 4, Subsection 4.3.12	Added Information and Technology Committee
	Section 4, Subsection 4.3.13	Added Membership Training Committee
	Section 4, Subsection 4.3.14	Added Regulatory Committee
	Section 4, Subsection 4	Update Policies and Procedures Task Force Function to update the Policies and Procedures on an annual basis
		Updated Required Membership to include the Secretary
		Updated Duties to include Board Members and Committee Chairs
		Update timeframe to provide a final copy to the President Elect prior to the Transition Meeting.
	Section 4, Subsection 4	Added Tribal Financial Needs Analysis Process to Committee/Task Force Assignment
	Appendix A	Updated to include current Expense Reimbursement Form
	Appendix C	Updated to include current Committee Budget Form
	Appendix D	Updated to include current Income Sheet
	Appendix E	Updated to include current Committee Task Force Assignment and Responsibility Sheet
	Appendix F	Added Sponsorship Opportunities packet
	Appendix G	Updated to include current changed to the Policies and Procedures
09/10/04	Section 1, Subsection 1.3	Added 2004-05 data
	Section 1, Subsection 1.4	Corrected 2001-02 data to reflect two recipients
		Added 2002-03 recipient
	Section 1, Subsection 1.6	Added two 2002-03 recipients
	Section 4, Subsection 4.3.2.g	Updated to read Subsection 4.3.2.h
	Section 4, Subsection 4.3.2.h	Updated to read Subsection 4.3.2.i
	Section 4, Subsection 4.3.2.i	Updated to read Subsection 4.3.2.j
	Section 4, Subsection 4.3.2.j	Updated to read Subsection 4.3.2.k
	Section 4, Subsection 4.3.2.g	Added WASFAA Jerry R. Sims Management & Leadership Institute Scholarship
	Section 4, Subsection 4.3.2.e.iii	Added 2003 recipients
		Added 2004 recipients
	Section 4, Subsection 4.3.2.f.iii	Added 2003 recipients
		Added 2004 recipients
	Section 4, Subsection 4.3.2.g.iii	Added 2003 recipients

	Section 4, Subsection 4.3.2.h.iii	Added Spring 2003 recipients Added Fall 2003 recipients
	Section 4, Subsection 4.3.14	Updated committee title
04/15/05	Section 3, Subsection 3.9 Section 4, Subsection 4.2	Updated Editorial Policy to include Listserve policy Updated Vice President description to reflect meeting responsibility to bring P and P and By-laws to each meeting
06/23/08	Section 1, Subsection 1.2 Section 1, Subsection 1.3 Section 1, Subsection 1.4 Section 1, Subsection 1.6 Section 1, Subsection 1.6 Section 3, Subsection 3.16 Section 3, Subsection 3.16a Section 3, Subsection 3.16b Section 4, Subsection 4.3.2.e.iii Section 4, Subsection 4.3.2.f.iii Section 4, Subsection 4.3.2.g.iii Section 4, Subsection 4.3.2.h.iii Section 4, Subsection 4.3.2.h.iii Section 4, Subsection 4.3.2.e.iii	Added Tribal FNA project and award Updated President for 2008-09 Updated Robert Thompson 2006-07 winner Updated John Medley 2006-07 to no winner Added award winner from 1997-98 Renamed policy to Refund and Cancellation policy Added new subsection for Refunds and Cancellations Added new subsection for Vendor refunds Updated WASFAA conference scholarships 2007 Updated WASFAA summer institute scholarships 2007 Updated Management Leadership scholarships 2007 Updated AASFAA conference scholarship for fall 2004 Updated AASFAA conference scholarships 2007 Updated FSA conference scholarships 2007
11/6/08	Section 1, Subsection 1.4 Section 1, Subsection 1.6	Updated Robert Thompson 2007-08 winners Updated John Medley 2007-08 to winner
5/26/09	Article II- Members Article VI, Term of Office	Updated per membership vote to include 4 classes of members Updated to include Transition meeting as time for leadership changeover
5/12/11	Section 1, Subsection 1.1 Section 1, Subsection 1.4 Section 1, Subsection 1.5  Section 1, Subsection 1.6  Section 1, Subsection 1.7  Section 3 Section 3, Subsection 3.2  Section 3, Subsection 3.13 Section 3, Subsection 3.15 Section 3, Subsection 3.16 Section 3, Subsection 3.16.b Section 3, Subsection 3.17  Section 4 Section 4, Subsection 4.1.0.h	Added AASFAA Mission Statement Added 2010-2011 President's information Added Douglas Bullock's full name Added 2008-09 recipient information Added 2009-10 recipient information Added 2010-11 recipient information Added information about deceased members Added Rhonda Neale and Gene Berg Added recipient information for 1991-92, 93-94, 95-96, 96-97, 2008-09, 09-10, 10-11. Added row for 2011-2012 Added rows to get section on next page Added "associate or individual" Changed \$50 to \$75 Deleted "institution per" Changed July to August Added "Fall" Changed \$50 to \$75 Changed mailing address of Treasurer Changed mailing address of Treasure Deleted "of the expense or by June 30 for all expenses incurred during the month of June" Fixed alignment and indents throughout whole section Deleted "as well as review and confirm expenses which have been paid through the AASFAA Credit Cards assigned to the President, Treasurer, and a Board Member or Committee Chair at the discretion of the President and bank statements which validated such expenses."

	Section 4, Subsection 4.2	Changed “One year commencing July 1” to “One year. Commencing at Transition Meeting or July 1, whichever comes first.”
	Section 4, Subsection 4.3.2.e.iii	Added recipient information for 2008, 2009, 2010
	Section 4, Subsection 4.3.2.f.iii	Added recipient information for 2008, 2009, 2010
	Section 4, Subsection 4.3.2.g.iii	Added recipient information for 2008, 2009, 2010
	Section 4, Subsection 4.3.2.h.iii	Added recipient information for 2008, 2009, 2010
	Section 4, Subsection 4.3.2.i.iii	Added recipient information for 2008, 2009, 2010
	Section 4, Subsection 4.3.4.g	Changed \$50 to \$75 in 2 places
	Appendix A	Deleted outdated screen shot of form and gave link to online forms
	Appendix C	Deleted outdated screen shot of form and gave FP&D information
	Appendix D	Deleted outdated screen shot of form and gave FP&D information
	Appendix F	Replaced 2007-2008 package information with 2010-2011
	Appendix G	Updated to include current changes to the Policies and Procedures
11/12/2015	Section 1, Subsection 1.4	Updated past president’s history information 2011-2012, 2012-2013, 2013-2014, 2014-2015 and 2015-2016
	Bylaws Article V, Section 8	Updated description to require Vice President having to be from a postsecondary institution per the approved vote of the Membership
2/20/2018	ByLaws Section 4.3.2.L.ii	Updated instructions for ordering plaques to no longer be limited to a single vendor in Tempe AZ
<b><u>10/25/2021</u></b>	Bylaws Section 2 Article 2 (A, B, and C).	Updated to change voting from institutions and associations reciving one vote to all individulas under active memberships being entitled to a vote. Voted on and passed by membership on June 10, 2020
	<b><u>OTHER:</u></b>	
1999	Expense Form Only	Changed mileage reimbursement rate to \$0.32.5 cents/mile
2018	Expense Form Online	Changed mileage reimbursement rate to \$0.54.5 cents/mile