

Revised: November 22, 2011

## **POLICIES AND PROCEDURES**

### **1. INTRODUCTION**

#### **1.1 PURPOSE**

The RMASFAA Policies and Procedures Manual (PPM) is designed to provide members guidance, reference and historical continuity. This document is stored on computer disk for ease in updating and transfer among its members. The manual is updated as needed for distribution to new Board members and committee chairs. The document is also available on the RMASFAA sponsored website, [WWW.RMASFAA.ORG](http://WWW.RMASFAA.ORG)

Each member of the Board of Directors and the Committee Chairs is responsible for knowing the content of the RMASFAA Policies and Procedures Manual and recommending changes and updates. It is the responsibility of all to bring the PPM to all meetings.

#### **1.2 CONTENT**

The PPM supplements the Articles of Incorporation and Bylaws by:

- Providing an overview of the Association's structure.
- Describing the responsibilities of members in leadership positions.
- Presenting the Association's approved operating policies and procedures.

### **2. ASSOCIATION MEMBERSHIP STRUCTURE**

Membership in the Association is considered a privilege, not a right. All members must be approved by the Board of Directors and are expected to uphold the NASFAA Statement of Ethical Principles, which is endorsed by the Association Board of Directors.

#### **2.1 MEMBERSHIP YEAR**

The Association membership year is January 1 through December 31.

#### **2.2 TYPES OF MEMBERSHIP**

##### **2.2.1 Institutional Membership**

Institutional membership is open to institutions of postsecondary education accredited by an authorized accrediting agency or association and to any institution licensed or certified by a state to engage in the education or training of students at the postsecondary level. Institutional membership is open only to such institutions located in one of the member states comprising the Rocky Mountain Association. An institution with its own Federal School Code must apply for its own RMASFAA membership.

##### **2.2.2 Associate Membership**

Associate membership is open to public and private agencies and organizations concerned with or engaged in the support and/or administration of student financial aid. Associate membership is open to any accredited, licensed, or certified institutions as defined in Section 2.2.1 located in a state outside the Rocky Mountain Association.

- 2.2.2.1 Category I (one membership fee paid for the entire organization)

- One vote per member institution
- Single address listed in the directory
- Multiple individuals may be listed with various phone numbers

- 2.2.2.2 Category II (membership fee paid for each location)

- One vote per location
- Each address listed in directory

#### **2.3 MEMBERSHIP DUES**

Membership dues are established annually by the Board of Directors and are due February 1 of each membership year. Any proposed change must be communicated in writing or by electronic means to the members at least 30 days before the vote is cast by the Board of Directors.

#### **2.4 MEMBERSHIP PRIVILEGES**

##### **2.4.1 Member in good standing (Annual membership dues received by the Treasurer on or before March 15)**

- Has right to vote in Association elections
- Has right to participate in all annual functions and activities of the Association by paying the membership rate for those functions and activities

#### **2.4.2 Late Membership (Annual membership dues received after March 15)**

- Not eligible to vote in Association elections
- Required to pay non-membership rates for functions held prior to the Association's receipt of membership dues and the Board's approval of that membership
- If membership dues are paid and the Board approves the institution's membership, voting rights are then reinstated and remaining Association functions for that year may be attended at the member rate.

#### **2.4.3 Past Association Members**

Past association members that do not renew their membership for an entire year must again be approved for membership by the Board of Directors.

### **3. ASSOCIATION MEETINGS**

#### **3.1 ANNUAL BUSINESS MEETING**

The annual business meeting of the membership is held at the annual conference.

The agenda of the meeting may include:

- Approval of the minutes of the prior meeting(s)
- Officer and committee reports
- Voting on any business requiring the approval of the membership

#### **3.2 OTHER MEETINGS**

The Association President, Board of Directors, or 10% of the voting membership representing no less than half of the member states, as defined by the Bylaws, may call other meetings of the whole.

#### **3.3 NOTIFICATIONS**

See Bylaws, Article IV, Section 6, for required notice of meetings to the membership.

### **4. STRUCTURE OF ASSOCIATION LEADERSHIP**

#### **4.1 BOARD OF DIRECTORS**

The Board of Directors is composed of the Executive Council and the State Delegates. All are voting members of the Board.

##### **4.1.1 Composition**

- The Executive Council

The elected officers of the Association

- o President
- o President-Elect
- o Vice President
- o Treasurer
- o Secretary
- o Associate Member Delegate
- o Immediate Past President
- The State Delegates

The President of each member state association

##### **4.1.2 Membership Eligibility**

With the exception of the Associate Member Delegate, each Board member must be a representative of a regular RMASFAA institution that is in good standing as defined in the RMASFAA Bylaws. The Associate Member Delegate must be an Associate Member in good standing.

##### **4.1.3 Entitlement to Information**

Each member of the Board is entitled to a copy of the Bylaws, the Policies and Procedures Manual, the mission statement, the Association goals and all publications and mailings made to members.

##### **4.1.4 Primary Responsibilities of the RMASFAA Board of Directors**

The fundamental responsibility of the Board is to create and communicate to the membership the mission of the Association. The mission statement articulate desired outcomes and primary constituents served. This statement serves as a guide for organizational planning, decision-making and priority setting, and development of a long-range strategic plan. The Board approves the mission and long-range strategic plan.

- Determine the mission of the Association

- Support and advise the Association Officers
- Ensure effective planning
- Ensure adequate resources
- Manage resources wisely
- Determine and monitor programs and services
- Enhance the Association's public image
- Develop leaders
- Serve as a Panel of Appeals
- Assess its own performance
- Ensure that fiscal and legal obligations are met
- Approve or disapprove membership

#### **4.1.5 Individual Board Member's Responsibilities**

- Know the association's mission, purpose, goals, policies, programs, services, strengths and needs
- Undertake special assignments when asked
- Prepare for and participate in Board meetings
- Maintain the confidentiality of executive sessions
- Follow trends in the professional field
- Speak for the Board only if so authorized
- Suggest agenda items to ensure matters of policy are addressed
- Serve the association as a whole rather than one special interest group
- Avoid any conflict of interest or the appearance thereof, on any Board topic
- Read and understand the financial statements and otherwise help the Board fulfill its fiduciary responsibilities
- Assist all committees by identifying unsolicited entities and encouraging support

#### **4.1.6 Attrition**

Individuals holding office are to be actively involved in the administration of financial aid. In some circumstances, should an officer leave the profession but remain at an eligible institution during the term of his or her appointment, the Board of Directors may deem it in the best interest of the Association to allow that individual to complete his/her term.

#### **4.1.7 Board of Directors Meetings**

##### **4.1.7.1 Attendees**

Generally, all members of the Board of Directors are expected to attend meetings of the Board. Committee chairs and vice chairs generally attend Board of Directors meetings at the invitation of the President.

##### **4.1.7.2 Quorum for Board of Directors**

One half of the members of the Board of Directors shall constitute a quorum, except that no less than one half of the State Delegates must be present to conduct business at any meeting of the Board of Directors.

##### **4.1.7.3 Regular Meetings**

The Board will meet, at a minimum, twice annually. One of the meetings will be held in conjunction with the annual conference of the Association. Notification of meetings is provided to all Board members at least thirty (30) days before the meeting.

##### **4.1.7.4 Other Meetings**

The President or two other members of the Board may convene other meetings of the Board. Meetings may be conducted in person, by e-mail or through other means of telecommunication.

##### **4.1.7.5 Executive Council Meetings**

The Executive Council has the authority to act on behalf of the Board of Directors between meetings of the Board.

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- Decisions made at a meeting of the Executive Council will be communicated to the membership through available means, such as the RMAFSA website, the RMAFSA list serve or state association list serves. If states do not have a list serve, State Delegates are responsible for informing the members in their states about the actions taken at the meeting.

#### 4.1.7.6 Meeting Conduct

All meetings are conducted according to Robert's Rules of Order.

#### 4.1.7.7 Meeting Agenda

Meeting agendas are prepared and distributed at least two weeks in advance of each meeting. Formal reports are to be made by the members of the Executive Council and State Delegates. A report from each committee chair should be submitted.

#### 4.1.7.7 Minutes and Reporting of Other Meetings of the Board of Directors and Executive Council

- The Secretary will record official minutes, which will include but not be limited to a summary of the issue(s) under consideration and any discussion(s), any vote taken and the result. Such minutes will be presented for approval at the next regularly scheduled meeting of the Board and will be included as an addendum to the minutes of that regularly scheduled meeting.
- Any decisions made at such a meeting will be communicated to the membership, as appropriate, through any available means, such as the RMASFAA web site, list serve, state association list serves, etc. If a state does not have a list serve, the state delegate will be responsible for informing the members in their state about the actions taken at the meeting.
- The outgoing Board will review minutes of the fall meeting for accuracy and recommend corrections, as needed, to incoming Board. The incoming Board will vote to approve or reject the minutes.
- The Secretary will distribute unofficial minutes to the Board members within four weeks of .any meeting. Members of the Board will review and make necessary corrections to the minutes and the corrected minutes will be made available to the membership within 8 weeks.

#### 4.1.7.8 Meeting Locations

The President determines locations of the Board meetings not held in conjunction with the annual conference.

### 4.1.8

### 4.1.9

## 4.2 OFFICERS

With the exception of the President and the President-Elect, an elected officer may be a candidate for a successive term in the same office.

### 4.2.1 President

The President acts as the chief executive officer of the Association, presiding at all meetings of the Board of Directors, Executive Council and all Business Meetings of the Association.

#### 4.2.1.1 Duties and Responsibilities

- Review the General Policies in Section 6.
- Preside at all meetings of the Association and the Board of Directors.
- Provide leadership and direction to all activities of the Association, the Board of Directors, and all standing and ad hoc committees.
- Serve as the official representative of the Association and the Board of Directors, or delegate the responsibility to another Board member.
- Serve as an ex officio member of all Association committees.
- Serve on the NASFAA Board of Directors as a voting member at the Winter, Spring and Summer meetings. For a given NASFAA year of service (beginning July 1 and ending June 30), RMASFAA has designated that whoever is Regional President on July of that given NASFAA year of service will be on NASFAA's Executive Committee through June 30 of the following year. If that person resigns from the Board, or some other unforeseen incident occurs which prevents that person from participating, the region will appoint a replacement, as appropriate. Approved March 19-20, 2010 Board meeting.
- Represent RMASFAA at member state conferences.
- Represent RMASFAA and NASFAA during the NASFAA inter-regional visit. (See Section 6.15)
- Develop a budget to support presidential activities.
- Compile a calendar and biographical listing of the officers, Board of Directors, and committee chairs for distribution to NASFAA and publication on the Association website.
- Outline the procedures for conference selection and direct the state rotation for hosting the conferences with the Board of Directors.
- Provide regular reports and submit a formal annual report to the Association members.

- Select the Distinguished Service Award recipient(s), President's Special Award, and lead the Board in selecting the Hall of Fame and other special awards for recognition and presentation at the Annual Conference.

- Appoint a Parliamentarian, usually the Vice President.

#### 4.2.1.2. Term of Office

The President takes office for one year commencing with the installation at the Annual Business Meeting.

#### **4.2.2 President-Elect**

The President-Elect is an officer of the Association and shall perform the duties of the President in the temporary absence of the President to serve and shall perform such duties as assigned by the President or prescribed by the Board of Directors.

##### 4.2.2.1 Duties and Responsibilities

**Incoming President-Elect** – (After the election but prior to the start of the term as President-Elect)

- Review the General Policies in Section 6.

- Confer with the current President-Elect and committee chairs to select new vice chairs after the election and before the Association's Annual Conference. For guidance on selecting committee leaders, see Section 5.1.4.

- Confer with the President-Elect and the outgoing committee chairs to establish preliminary committee goals and objectives consistent with the long-range plan.

#### **President-Elect**

- Review the General Policies in Section 6.

- Attend and participate in all Board meetings and the Association's Annual Business Meeting.

- Chair the Nominations and Elections Committee and conduct the election of new officers for the upcoming year. (See Nominations and Election Calendar and Guidelines, Section 6.18.2).

- Establish goals for incoming Board and each committee through a planning meeting or other means that are consistent with the strategic long-range plan.

- Define expectations for officers and committee chairs for your year as President.

- Select the committee memberships for the following year with the assistance of the vice chairs.

These appointments are announced at the Annual Conference.

- Attend the fall, spring and summer (usually November, April, and July) NASFAA Board of Directors meetings as a non-voting observer. The President-Elect becomes a voting member of the NASFAA Board at the close of the summer Board meeting.

- Represent RNASFAA on inter-regional visits (see Section 6.15).

- Solicit nominations for the Oscar R. 'Jack' Hendrix award.

- Serve as a member of the RNASFAA Association Governance Committee.

- Arrange for the President's plaque, which is presented at the RNASFAA Annual Conference.

- Retain the RNASFAA digital camera and make it available for Association business needs as appropriate. Maintain oversight on the whereabouts of the RNASFAA camera, including passing it to the SI Chair and the Conference Chair during the respective Board meetings.

- Provide assistance to the President as requested.

##### 4.2.2.2 Term of Office

The President-Elect shall serve for one year at the conclusion of the Annual Business Meeting.

The President-Elect automatically becomes President one year later.

#### **4.2.3 Vice President**

The Vice President is an officer of the Association and shall perform the duties of the President in the temporary absence of both the President and the President-Elect and shall perform such duties as assigned by the President or prescribed by the Board of Directors.

##### 4.2.3.1 Duties and Responsibilities

- Review the General Policies in Section 6.

- Attend and participate in all Board meetings and the Association's Annual Business Meeting.

- Serve as a member of the Association Governance Committee.

- Serve as the Parliamentarian when appointed by the President

- Serve as the Archivist (see Section 6.3 Archives).

- Report to the Board of Directors during the fall Board meeting what was placed in the Archives during the year.

#### 4.2.3.2 Term of Office

The Vice President shall serve for one year commencing at the conclusion of the Annual Business Meeting.

#### **4.2.4 Secretary**

The secretary is an officer of the Association and is responsible for recording, distributing, and maintaining the records of the Association, the Board of Directors and Executive Council.

##### 4.2.4.1 Duties and Responsibilities

- Review the General Policies in Section 6.
- Attend and participate in all Board meetings and the Association's Annual Business Meeting.
- Record and distribute Board meeting minutes to the Board of Directors, Committee Chairs, and other designated Association members within an eight (8)-week time period following any meeting of the Board or Association. (See Section 4.1.7 for details)
- Coordinate printing and distribution of stationery for the Association.
- Collect and forward all correspondence of the Board of Directors to the Association Archivist.
- Deliver to the incoming secretary the Association equipment and records.
- Perform other functions as assigned by the President or prescribed by the Board of Directors.

##### 4.2.4.2 Term of Office

The Secretary shall serve for one year commencing at the conclusion of the Annual Business Meeting.

#### **4.2.5 Treasurer**

The Treasurer is an officer of the Association and is responsible for maintaining the financial records of the Association and performing transactions as directed by the Chair of Finance and audit and approved by the Board. The Treasurer is under bond as determined by the Board of Directors.

##### 4.2.5.1 Duties and Responsibilities

- Review the General Policies in Section 6 and 7.
- Attend and participate in all Board meetings and the Association's Annual Business Meeting and present a fiscal report at each.
- Receive and disburse funds of the Association in accordance with the authority provided by the Board of Directors.
- Maintain adequate and appropriate records of all transactions.
- Reconcile funds on a timely basis.
- At least quarterly provide to the Chair of Finance and Audit a copy of the bank statement and the monthly reconciliation of all accounts.
- File all reports in a proper and timely manner, including all necessary tax returns and audits and payment of licensing fees.
- Bill for all outstanding amounts owed the Association.
- Serve as an ex-officio member of the Summer Institute Committee.
- Retain the Association's banner, corporate seal and any other official items and make them available for Association business needs as appropriate.
- Arrange for Association credit cards for RMA SFAA officials designated by the Board of Directors, coordinate all agreements and communications with the card provider, and assure all outstanding balances are paid in full each month.
- Recommend an auditor to the Finance and Audit Committee and cooperate with an auditor in completing the annual audit. (See Finance and Audit Committee, Section 5.8).

- Forward all retired financial records of the Association to the Association's Vice President to be placed in the Archives.
- Deliver to the incoming Treasurer Association equipment and records.
- Newly elected Treasurer should begin training with the current Treasurer as soon as possible to insure the transition is as smooth as possible.
- Perform other functions as assigned by the President or the Board of Directors.

#### 4.2.5.2 Term of Office

The Treasurer shall serve for two years commencing at the conclusion of the Annual Business Meeting following his/her election.

#### **4.2.6 Immediate Past President**

The Immediate Past President is an officer of the Association, shall serve as a member of the Board of Directors, and shall perform such duties as assigned by the President or prescribed by the Board of Directors.

##### 4.2.6.1 Duties and Responsibilities

- Review the General Policies in Section 6.
- Attend and participate in all Board meetings and the Association's Annual Business Meeting.
- Contribute to the formulation of policies and practices of the Association.
- Serve as Chair of the Association Governance Committee.
- Determine eligible new members of the Quarter Century Club (See Section 8 – Awards) and update the list in the RMASFAA Policies and Procedures Manual.
- Oversee updates to the RMASFAA Policies and Procedures Manual and RMASFAA Bylaws.
- Attend the November, April and July meetings of the National Association of Student Financial Aid Administrators Board of Directors as a voting representative of RMASFAA.
- Perform the duties of the President in the permanent absence of the President for the balance of the term.

##### 4.2.6.2 Term of Office

The Immediate Past President shall serve for one year commencing at the conclusion of the Annual Business Meeting.

#### **4.2.7. Associate Member Delegate**

The Associate Member Delegate shall serve as a voting Board member representing the interests of the associate membership. This delegate serves as the communication link from the Association to the associate members and participates fully in the functions of the Board of Directors.

##### 4.2.7.1 Duties and Responsibilities

- Review the General Policies in Section 6.
  - Attend and participate in all Board meetings and the Association's Annual Business Meeting.
  - Represent the interests and perspective of the Associate membership to the Board.
  - Communicate Association plans and activities to the associate members.
  - Serve as a contact person for Associate member issues
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- Inform the President of Associate membership actions or decisions that may impact the Association.
  - Contribute reports describing Associate membership activities to the *Rocky Mountain Exchange* and/or other electronic media.
  - Serve as a member of the current Conference Planning and Evaluation Committee as a liaison between the planning and evaluation committee and the Board of Directors.
  - Perform other duties as assigned by the President or prescribed by the Board of Directors.

##### 4.2.7.2 Term of Office

The Associate Member Delegate shall assume office for one year commencing at the conclusion of the Annual Business Meeting.

#### **4.2.8. State Association Delegate**

The State Association Delegates serve as voting Board members representing the interests of their respective member State Associations and the Association as a whole. They must be the presidents of their state associations and employed by an Association member institution as defined in the RMASFAA Bylaws.

##### 4.2.8.1 Duties and Responsibilities

- Review the General Policies in Section 6.
- Attend and participate in all Board meetings and the Association's Annual Business Meeting.
  - o If the State Association Delegate is unable to attend, the state association may appoint a proxy from a RMASFAA member institution within the state as the voting representative.
  - o The State Association Delegate must inform the Association President of the proxy appointment in writing prior to the meeting.

- Serve as a member of the Nominations and Elections Committee.
- Communicate Association plans and activities to the state.
- Serve as a liaison between the state association and the regional Association.
- Present a written state report at the Board meetings.
- Contribute reports of state activities to the *Rocky Mountain Exchange*, as requested.
- Recommend the Annual Conference site and Annual Conference chair to the Board of Directors according to the state rotation table in Section 5.4.5 – Annual Conference State Rotation.
- Present the Conference Committee's written evaluation of any annual conference held in the State Delegate's state. The evaluation, including the formal Statistical Summary Chart that is printed in the Conference Planning Manual, must be presented at the next Board meeting following the fall conference.
- Perform other duties as assigned by the President or prescribed by the Board of Directors.

#### 4.2.8.2 Term of Office

The State Delegate shall serve for one year commencing at the conclusion of the Annual Business Meeting.

### 4.2.9 Vacancies in Office

#### 4.2.9.1 President

If the President dies, resigns, or otherwise permanently vacates the presidency prior to the end of the regular term, the most recent available Past President shall perform the duties of the President for the balance of the term. The President-Elect shall perform the duties of the President in the temporary absence of the President.

#### 4.2.9.2 Immediate Past President

If the Immediate Past President dies, resigns, assumes the Presidency in the permanent absence of the former President, or otherwise permanently vacates the office of Immediate Past President prior to the end of the regular term, the next most recent available Past President shall perform the duties of the Immediate Past President for the balance of the term.

#### 4.2.9.3 State Association Delegate

A vacancy in the office of State Association Delegate must be filled by an eligible person from an institution holding an eligible membership in RMASFAA, to be appointed by the State Association that the Delegate will represent. Such appointment will be on an interim basis until the next RMASFAA Annual Meeting.

#### 4.2.9.4 President-Elect, Vice President, Secretary, Treasurer, and Associate Member Delegate

A vacancy in any office other than that of President, Immediate Past President, or State Association Delegate will be filled by an eligible person from an institution holding an eligible membership in the Association, to be appointed by a majority vote of the Board of Directors from nominations presented by the President. Such appointment is on an interim basis until the next general election of officers, and shall not prejudice the election of the incumbent to a regular term.

## 5. COMMITTEES OF THE ASSOCIATION

### 5.1 COMMITTEE STRUCTURE

#### 5.1.1 Standing Committees

- Association Governance
- Association News
- Conference Planning and Evaluation
- Corporate Development
- Diversity and Multicultural Initiatives
- Electronic Initiatives
- Finance and Audit
  - Leadership Pipeline
- Membership
- Nominations and Elections
- Summer Institute
- Training

#### 5.1.2 Ad Hoc Committees

- The President, with Board approval, is authorized to form ad hoc committees to address specific needs that do not fall under the auspices of a standing committee.
- With Board approval, the President will appoint a chair, and, if desired, a vice chair.
- An ad hoc committee is limited to two years' duration, unless stated otherwise.
- There is no limit to the number of ad hoc committees that are in existence at the same time, nor is there a limit to the number of times an ad hoc committee can be reauthorized.

### **5.1.3 Committee Membership**

- Committee members may be institutional or associate members of the Association.
- The President-Elect, with the assistance of the committee chair, will solicit names of potential committee members from State Delegates, the Associate Member Delegate, and the Volunteer Form.
- A member may serve on more than one committee during the same year, although it is recommended that as many members as possible be included on committees.
- To the extent possible, committee members will represent the diversity of the Association membership, with regard to state affiliation, institution size, institution type, gender, and multicultural characteristics.
- Travel and other expenses incurred by committee members attending committee meetings and performing authorized committee activities will be covered according to the policies of the Association. However, travel expenses for meetings held in conjunction with the Annual Conference will not be reimbursed.

### **5.1.4 Committee Leadership**

#### 5.1.4.1 Committee leadership structure

- The Association News, Corporate Development, Diversity and Multicultural Affairs, Electronic Initiatives, Finance and Audit, Leadership Pipeline, Membership, Summer Institute, and Training Committees will have a chair and a vice chair. (For Association Governance, Conference Planning, and Nominations & Elections, see individual committee sections.) The vice chair succeeds the chair.

- The current President-Elect, with the assistance of the incoming President-Elect, appoints the vice chairs. Committee chairs and vice chairs should include strong representation from the institutional membership to assist in developing potential Association leaders. To the extent possible, committee chairs and vice chairs will represent the diversity of the Association membership, with regard to state affiliation, institution size, institution type, gender, and multicultural characteristics.
- Committee chairs and vice chairs may be removed by the President for cause.
- The President will appoint replacements for vacated chairs and the President-Elect will replace vacated vice chairs.

#### 5.1.4.2 Committee Chair Responsibilities

- Develop and implement goals, objectives, and activities that support the mission and long-range plan of the Association.
- Develop and manage a budget that stays within the limits approved by the Board, to support the activities of the committee.
- Assist the President-Elect with committee selection, if requested.
- Hold an organizational meeting during the Annual Conference. Review and update the committee calendar, discuss plans, and make assignments.
- Call committee meetings. Develop an agenda and distribute it to the committee members and President at least two weeks prior to the meeting.
- Oversee the meeting arrangements.
- Preside at committee meetings. Minutes must be taken and copies sent to the President, President-Elect, and committee members.
- Notify Treasurer of the meeting. Distribute, collect, and sign Reimbursement Forms and submit them to the Treasurer after the meeting.
- Attend Board of Directors meetings, if invited by the President.
- Provide guidance to committee members and monitor committee activities.
- Coordinate committee activities with similar state and national association committees.
- Prepare written reports for Board of Directors meetings.

- Report to the membership during the year through appropriate publications.
- Prepare a final evaluation and report for the membership.
- Maintain a notebook of committee activities, timeline, and historical date to be passed on to the incoming chair.
- Perform other duties as assigned by the President and Board of Directors.

#### 5.1.4.3 Committee Vice Chair Responsibilities

- Assist with Committee Chair responsibilities.
- Prepare to assume committee leadership.
- Attend Board of Directors meetings if invited by the President.

#### 5.1.4.4 Length of Appointment

- The length of appointment for Committee chairs and members is one year unless otherwise noted. The vice chair serves one year and then becomes the chair the following year.
- Consecutive appointments to the same committee are allowed.

## 5.2 ASSOCIATION GOVERNANCE COMMITTEE

### 5.2.1 Purpose

The purpose of the Association Governance Committee is to annually review and recommend to the Board of Directors changes to the Association Bylaws, Strategic Long Range Plan and Policies and Procedures Manual to ensure the Association's written statements are consistent with the manner in which it conducts business. This committee also serves the Board regarding the Association's long-range plans, operation, structure and service to members.

### 5.2.2 Duties

- Review the General Policies in Section 6.
- Hold an organizational meeting to plan its strategy for fulfilling the purposes of the committee. During this organizational meeting, review and update the calendar of committee activities.
- Develop and manage a budget, which stays within the limits approved by the Board, to support the activities of the committee.
- Analyze and develop needed changes to the Bylaws of the Association and ensure that proper procedures are followed in these document changes. Once proposed, the Committee shall:
  - o Draft language for proposed changes
  - o Obtain a membership roster of institutional members in good standing from the Membership Chair
  - o Inform the membership of the current Bylaws section, the proposed change, and the rationale for the change
  - o Prepare a ballot on the proposed change. According to the Bylaws, no vote will be taken until at least thirty (30) days after copies of the proposed amendment(s) have been provided to the members. The ballots may be mailed with the proposed amendments, provided the members have at least thirty days to return them. Approval of amendment(s) requires a 2/3 vote of the institutional voting representatives in good standing and actually voting on the proposed amendment(s). Because the ballots are only provided to voting representatives in good standing, a copy of the membership roster should be retained for use in verification of the ballots. The committee chair tallies the ballots and prepares a voting summary for the membership. The vote results may be announced in the *Rocky Mountain Exchange* and/or other communications media. Ballots are retained until the Board of Directors can review them and approve their destruction.
- Review and recommend changes to the Association's Policies and Procedures Manual. Draft the language for proposed changes; inform the Board of Directors of the proposed change(s) and rationale for the change(s); present proposed changes to the Board of Directors for approval. The Board of Directors can vote via mail ballot or at the next scheduled Board meeting.
- Provide revisions of the Policies and Procedures Manual, Strategic Long-Range Plan, and Bylaws, as necessary, to the Chair of EIC with directions to update the website.
- Annually discuss alternatives and make long-range recommendations regarding RMAFAA's mission, strategic long range plan, operation, structure and service to members.
  - Oversee compliance with the goals as stated in the approved Strategic Long-Range Plan.
- Oversee the development and maintenance of the Association's archives including selection of material to be archived, the format in which the documents will be retained, and the annual maintenance and updating of the archived materials (see 6.3 Archives).
- Perform other duties as directed by the President or the Board of Directors.

### **5.2.3 Committee Membership**

The Immediate Past President serves as Chair of this committee. The current President, President-Elect, Vice President, and Immediate Past President, plus the four most recent Past Presidents form the balance of the committee. Other members may be recommended by the President and approved by the Board of Directors.

## **5.3 ASSOCIATION NEWS COMMITTEE**

### **5.3.1 Purpose**

The purpose of the Association News Committee is to coordinate the preparation and presentation of Association news.

### **5.3.2 Duties**

- Review the General Policies in Section 6.
- Hold an organizational meeting to plan the strategy for fulfilling the purposes of the committee and to establish specific deadlines for submission of articles and establish presentation deadlines. During the organizational meeting, review and update the calendar of committee activities.
- Develop and manage a budget, which stays within the limits approved by the Board, to support the activities of the committee.
- Solicit articles, photographs, and informational items; prepare and edit the newsletter and other publications; and make these publications available to the membership in the most appropriate format.
- Designate the editor of the *Rocky Mountain Exchange*. The chair appoints the editor with the approval of the President and is responsible for the oversight of the newsletter production. The chair will also coordinate with the Electronic Initiatives Committee for the electronic publication of the newsletter.
- Receive, review, select and prepare material to be published in the newsletter. Articles may include, but are not limited to:
  - o Board of Directors' meeting highlights
  - o Message from the President
  - o Treasurer's Report
  - o State Reports
  - o Associate Member Delegate Report
  - o RMAFSA Updates
  - o Quarterly calendar of events
- Work with the Corporate Development Committee chair to propose advertising rates to the Board of Directors for approval.
- Publish the *Rocky Mountain Exchange* generally four times a year but more frequently as news and activities warrant and as budget allows.
- Determine what additional activities are appropriate for the Committee to pursue for the year (e.g. *Reflections*, RMAFSA Calendar, monographs, etc.)
- Perform other duties as assigned by the President or the Board of Directors.

### **5.3.3 Committee Membership**

Membership consists of the chair and vice chair plus representatives from each member state.

## **5.4 CONFERENCE PLANNING AND EVALUATION COMMITTEE**

### **5.4.1 Purpose**

This committee is charged with planning, conducting, and evaluating the Annual Conference to accommodate the needs of the various components of the membership. (See RMAFSA Conference Planning Manual.)

### **5.4.2 Duties**

- Review the General Policies in Section 6.
- Attend (the chair only) the Board Meetings during the year of the conference for which the chair is responsible, and, if invited by the President, the year preceding the year of that conference.
- Hold an organizational meeting to plan its strategy for fulfilling the purposes of the committee. During the organizational meeting, review and update the calendar for committee activities.
- Develop and manage a budget, which stays within the limits approved by the Board, to support the activities of the committee.

- Coordinate publicity, registration, materials, trainers, curriculum, entertainment, and site arrangements.
- Provide to the State Delegate for the state hosting the conference information to prepare a written evaluation of the conference for the Board of Directors at the next Board meeting following the fall conference.

#### **5.4.3 Committee Membership**

Membership consists of a chair (an institutional member) and a vice chair (either institutional or associate) who are appointed by the current RMASFAA President upon the recommendation of the host State Delegate, and such other members as are required. These individuals, as well as upcoming committees, may need to be assigned three years or more in advance of the conference. The Associate Member Delegate serves as a member of this committee. The Program Subcommittee will consist of representatives from each of the RMASFAA member states. The remaining committee membership shall consist of as many members as necessary to adequately plan and conduct the conference. The immediate past chair of the most recent Conference Planning and Evaluation Committee should sit on the committee as an advisor. The Chair from the upcoming committee also is to be included.

#### **5.4.4. Tenure**

This is a multi-year commitment.

#### **5.4.5 Annual Conference State Rotation**

##### **State**

##### **Conference Year**

##### **Site/Budget Proposal due to the Board**

North Dakota

2010

October 2007

Montana

2011

October 2008

Nebraska

2012

October 2009

Wyoming

2013

October 2010

Utah

2014

October 2011

Colorado 2015

October 2012

South Dakota 2016

October 2013

Kansas 2017

October 2014

### **5.5 CORPORATE DEVELOPMENT COMMITTEE**

#### **5.5.1 Purpose**

The purpose of this committee is to solicit funds for general corporate support, advertising and exhibition fees from organizations that support the mission of the Association, and to insure recognition of corporate support.

#### **5.5.2 Duties**

- Review the General Policies in Section 6.
- Hold an organizational meeting to plan its strategy for fulfilling the purposes of the committee. During the organizational meeting, review and update calendar of committee activities.
- Develop and manage a budget, which stays within the limits approved by the Board, to support the activities of the committee.
- Work with all Association committees to secure corporate support and advertising dollars.
- Administer and monitor Corporate Support Policies (see Section 6.13)

- Consult the Finance and Audit Committee concerning the Associations' overall necessary level of corporate support in developing the Association budget.
- Record corporate support of all Association activities, reporting such to the specific committees and the Board of Directors.
- Coordinate the billing of corporate support funds with the Treasurer.
- Collect appropriate electronic logos annually to forward to EIC
- Collect appropriate advertisements annually to forward to The Association News Committee.
- Compile data concerning the Annual Corporate Support (See Section 6.14.2). Provide this data to the Conference Planning & Evaluation Committee for production of an appropriate display piece to recognize supporters.

### **5.5.3 Committee Membership**

Membership consists of a chair and vice chair, plus at least two other members.

## **5.6 DIVERSITY AND MULTICULTURAL INITIATIVES COMMITTEE**

### **5.6.1 Purpose**

This committee examines issues of importance to the multicultural community and addresses the needs of our diverse membership.

### **5.6.2 Duties**

- Review the General Policies in Section 6.
- Hold an organizational meeting to plan its strategy for fulfilling the purposes of the committee. During the organizational meeting, review and update the calendar of committee activities.
- Develop and manage a budget, which stays within the limits approved by the Board, to support the activities of the committee.
- Enhance awareness of Association members about diversity and multicultural issues.
- Work with other RMASFAA committees to provide input on the impact of financial aid issues on under-represented population members.
- Improve communication links between the Association and its under-represented population members.
- Encourage members of diverse backgrounds to participate in RMASFAA committees, activities and leadership positions.
- Select recipients for diversity scholarships to attend the RMASFAA Summer Institute, the RMASFAA Annual Conference, or to participate in the Leadership Pipeline..
- Perform other duties as requested by the President and the Board of Directors.

### **5.6.3 Committee Membership**

Membership consists of a chair and vice chair and at least four (4) additional members with the majority representing the Association's underrepresented membership.

## **5.7 ELECTRONIC INITIATIVES COMMITTEE**

### **5.7.1 Purpose**

The Electronic Initiatives Committee is responsible for managing electronic communications among Association members and for making recommendations to the Board and membership regarding enhanced electronic services. The Committee will also make recommendations to the Board regarding the most effective use of electronic communications.

### **5.7.2 Duties**

- Review the General Policies in Section 6.
- Develop and manage a budget, which stays within the limits approved by the Board, to support the activities of the committee.
- Manage [WWW.RMASFAA.ORG](http://WWW.RMASFAA.ORG), the association's website, by serving as liaison between the website provider and the Board and committee chairs.
- Manage RMASFAA-L, the Association e-mail list, in conjunction with the Membership Committee.
- Examine the feasibility and mechanisms for delivering selected services electronically.
- Assess the training needs for implementing a new electronic service, when necessary.
- Post a calendar of events on the website and update it as required.
- Serve as a liaison with other state, regional and national electronic initiatives committees, when necessary.

### **5.7.3 Committee Membership**

Membership consists minimally of a chair and vice chair. The chair should act as the main liaison with the website provider and with the lists provider. At any given time, the positions of chair and vice chair shall be filled by at least one institutional member.

#### **R5.7.4 Electronic Services Providers Move section 5.7.4 to EIC manual**

- Current website provider:

ATAC Corporation  
Fairpoint Road  
RR#2 Box 93-B  
Mill Hall PA 17751  
800-200-0429

[www.ataccorp.com](http://www.ataccorp.com)

Contact: Paula Gordon ([pgordon@ataccorp.com](mailto:pgordon@ataccorp.com))

- Current email lists provider:

North Dakota HECN

<http://listserv.nodak.edu/scripts/wa.exe>

Set-up parameters/submitted changes:

[LISTSERV@LISTSERV.NODAK.EDU](mailto:LISTSERV@LISTSERV.NODAK.EDU)

Technical support: [POSTMASTER@LISTSERVE.NODAK.EDU](mailto:POSTMASTER@LISTSERVE.NODAK.EDU)

### **5.8 FINANCE AND AUDIT COMMITTEE**

#### **5.8.1 Purpose**

The Finance and Audit Committee is responsible for developing and maintaining proper fiscal controls for the Association. The committee works closely with the leadership and all committees in planning an annual budget, which enables each entity to achieve its goals and objectives. The Finance and Audit Committee continually monitors the Association's fiscal activities.

#### **5.8.2 Duties**

- Review the General Policies in Section 6 and 7.
- Hold an organizational meeting to plan its strategy for fulfilling the purposes of the committee. During the organizational meeting, review and update the calendar of committee activities.
- Develop and manage a budget, which stays within the limits approved by the Board, to support the activities of the committee.
- Develop, review and present the annual budget of the Association to the Board of Directors.
- Monitor income and expenses throughout the year.
- Assist the RMASFAA Treasurer with policy issues pertaining to accounting procedures, budget and audit issues.
- Make recommendations to the Board of Directors regarding Association fiscal matters.
- Investment decisions of the Association will be made by the Chair of Finance and Audit in consultation with the Treasurer.
- Schedule, review, and present to the Board the Association's annual external audit.
- Review and act upon all write-offs recommended by the Treasurer.
- Monitor the incorporated and tax exempt status for the Association, which includes proper filing of tax forms and proof of continued existence as required in the state of North Dakota.
- Maintain and annually verify list of RMASFAA owned equipment.
  - The Vice Chair, as well as the Chair, will attend all Finance and Audit and RMASFAA meetings at the expense of the Association.

#### **5.8.3 Committee Membership**

Membership consists of a chair and vice chair, plus two other members.

### **5.9 LEADERSHIP PIPELINE**

#### **5.9.1 Purpose**

The Leadership Pipeline Committee is responsible for the development of leadership skills and abilities to support individual growth and to bring forward future leaders for RMASFAA and state associations.

#### **5.9.2 Duties**

- Plan and administer a structured mentoring program to train future leaders.
- Define the curriculum and application process for mentors and mentees.

- Plan and conduct Leadership Pipeline functions in conjunction with the Annual Conference and Summer Institute.
- Develop and manage a budget, which stays within the limits approved by the Board, to support the activities of the committee.
- Refer to the RMASFAA Leadership Pipeline notebook for functional details.

### **5.9.3 Committee Membership**

Membership consists of the chair, vice chair, and past chair plus representatives from each member state. Beginning with the 2008-2009 committee term, the chair will be an institutional member.

## **5.10 MEMBERSHIP COMMITTEE**

### **5.10.1 Purpose**

The Membership Committee will recruit and retain members by promoting the benefits of RMASFAA membership to institutions and agencies in its member states. The committee will maintain accurate records of membership and provide membership data to other committees as requested.

### **5.10.2 Duties**

- Review the General Policies in Section 6.
  - Hold a yearly organizational meeting, usually at the Annual Conference, to plan its strategy for fulfilling the purposes of the committee. During the meeting, review and update the calendar of committee activities.
  - Develop and manage a budget, which stays within the limits approved by the Board, to support the activities of the committee.
  - Develop brochures, applications, and other material for member recruitment and retention, and make them available on-line and/or at Association-sponsored activities during the year.
  - Lead the membership renewal process.
    - o Distribute renewal applications to member institutions each December.
    - o Send at least one reminder by mid-January.
    - o Send a paper invoice and reminder via U.S. mail by mid-February requesting payment by March 15.
    - o Send a final reminder by March 15.
  - Recruit new members
    - o Identify potential members using available resources.
      - Federal School Code List
      - Membership rosters from member state associations
      - Non-members who attend the Annual Conference, Summer Institute, and other Association-sponsored activities
    - o Coordinate with state delegates and the Associate Member Delegate to promote membership in the Association and identify potential members.
    - o Provide state associations with membership information and materials.
    - o Mail applications to potential new members in November, or upon request.
  - Manage and maintain on-line membership database
- Distribute applications for new members to appropriate Board members for approval.

### **5.10.3 Committee Membership**

This committee shall consist of a chair and vice chair and a member from each state.

## **5.11 NOMINATIONS AND ELECTIONS COMMITTEE**

(also review Nominations and Elections Guidelines – Section 6.18)

### **5.10.1 Purpose**

This committee encourages RMASFAA members to assume positions of leadership and to participate on committees; prepares a slate of candidates for officer positions and carries out the election of new officers; and encourages RMASFAA members to run for national office and fully participate in the NASFAA election process.

### **5.11.2 Duties**

- Review the General Policies in Section 6.
- Review and follow – Nominations and Elections Guidelines – Section 6.18
- Hold an organizational meeting to:

- o Plan its strategy for fulfilling the purposes of the committee.
- o Review and update the calendar of committee activities found in –Elections Calendar & Guidelines – Section 6.18.2
- o Review and update the Nomination form on RMASFAA's web site.
- Develop and manage a budget, which stays within the limits approved by the Board, to support the activities of the committee.
- Schedule and supervise the RMASFAA election process:
  - o Solicit nominations for available positions on the Board.
  - o Count ballots and report the results to the President, the nominees and RMASFAA's membership.
  - o Move, at the Board meeting prior to the Annual Conference, to officially accept the election results and destroy the ballots.
- Monitor and provide guidance and oversight of the election process as outlined in Section 6.18
- Work with RMASFAA's representative on the NASFAA Nominations and Elections Committee to encourage and support RMASFAA members to run for elected NASFAA offices and participate fully in the NASFAA election process.
- Solicit volunteers for committee membership in the coming year using the *Rocky Mountain Exchange* or other communication media.

### **5.11.3 Committee Membership**

The President-Elect chairs this committee. Other members are the State Delegates, the Associate Member Delegate and RMASFAA's member of the NASFAA Nominations and Elections Committee.

## **5.12 SUMMER INSTITUTE COMMITTEE**

### **5.12.1 Purpose**

The Summer Institute Committee plans, develops, directs, and evaluates the Summer Institute and promotes the event nationally.

### **5.12.2 Duties**

- Review the General Policies in Section 6.
- Hold an organizational meeting, usually at the Annual Conference, to plan its strategy for fulfilling the purposes of the committee. During the meeting, review and update the calendar of committee activities.
- Plan, develop, direct, and evaluate the RMASFAA Summer Institute.
- Develop and manage a budget, which stays within the limits approved by the Board, to support the activities of the committee.
- Coordinate publicity, registration, materials, trainers, curriculum, entertainment, and site arrangements.
- Refer to and update Summer Institute Planning Manual.
- Perform other duties as requested by the President and Board of Directors.

### **5.12.3 Committee Membership**

Membership consists of the chair, the vice chair, the immediate past chair, and at least one representative from each member state.

## **5.13 TRAINING COMMITTEE**

### **5.13.1 Purpose**

The purpose of the committee is to plan and arrange for all regional training activities, with the exception of training activities associated with the Annual Conference and with the Summer Institute. The committee develops an annual calendar of training activities and promotes this calendar on a nationwide basis. The committee serves as the liaison for the NASFAA training activities that require involvement of the Association.

### **5.13.2 Duties**

- Review the General Policies in Section 6.
- Hold an organizational meeting to plan strategy to fulfill the purposes of the committee.
- Review and update calendar of committee activities.
- Plan, coordinate, supervise, direct, and evaluate all Association training activities within the region, with the exception of those associated with the Annual Conference and the Summer Institute.

- Develop and manage a budget, which stays within the limits approved by the Board, to support the activities of the committee.
- Communicate training activities to the U.S. Department of Education Regional Offices VII and VIII.
- Provide the President and Association News Committee with a schedule of training activities available to the membership.
- Provide assistance, as requested, to the Conference Planning and Evaluation Committee concerning special interest sessions.
- Plan and carry out all functions necessary to provide creative and successful training activities (e.g. the RMAFSA Road Rally and NASFAA decentralized training opportunities).
- Recommend to the Board fees for training activities based on historical data. (see Section 7.3)
- Make recommendations to the Board on the training needs of the membership.
- Investigate and make recommendations to the Board regarding the offering of NASFAA Decentralized Training in the RMAFSA region. (See Training Manual)
  - o Recommend, prepare, print and mail registration materials.
  - o In conjunction with states recommend, coordinate and select sites and dates.
  - o Coordinate registration.
  - o Coordinate materials.
  - o Coordinate trainers.
  - o Publicize the event as a RMAFSA-subsidized training activity.
- Perform other duties as requested by the President and the Board of Directors.

### **5.13.3 Committee Membership**

Membership consists of a chair and vice chair plus representation from each member state.

## **6. GENERAL POLICIES**

### **6.1 ADVERTISING**

- Corporate entities serving the aid profession will be actively invited to advertise products and services on the RMAFSA web site and in any printed publications except programs for the Annual Conference and Summer Institute.
- Paid advertising is not permitted in the Annual Conference Agenda/Program or the Summer Institute Agenda/Program.
- Advertising/corporate support/exhibitor information will be available to the membership during December of each year.
- The Association News Chair, the Corporate Development Chair, and the Electronic Initiatives Chair, with the final approval of the Board, will establish rates and benefits.
- Any advertisement must be approved by the chair of the relevant committee prior to publication.
- Each chair reserves the right to authorize a refund for any money paid and to reject any offer to advertise if the advertisement is inappropriate or inconsistent with the Association's mission, or if RMAFSA is unable to accommodate it.
- RMAFSA does not accept paid advertising of business opportunities, job openings, or other employment related information.
- Advertising may be considered unrelated business income to the association, and, as such, may be subject to corporate income tax.

#### **6.1.1 Web Advertising**

- Web advertisements for a portion of the calendar year will not be pro-rated.
- Different costs and benefits will be established for web advertising to allow access for both large and small advertisers.
- Web advertising will be for the calendar year, and payment is due by February 1 of that year.
- Any changes to the initial ad will be at the expense of the advertiser.
- New web advertisements will not be posted until paid in full.
- Renewal advertisers who have not renewed their ads and paid for the new year's ad by February 15 will have their ads removed from the web site as of February 15.

**6.1.2 Association Publications.** The goal for allowing advertising in **association publications** is to provide an opportunity for corporate support without overwhelming the publications with ads.

## **6.2 ALCOHOL**

Association funds must not be used to purchase any alcoholic beverages.

## **6.3 ARCHIVES**

- The Association Vice President serves as the Archivist.
- The Association Governance Committee and the Vice President are responsible for the selection of documents to be archived, the format in which the documents will be retained, and annual updates.
- Selected documents will be perpetually retained in the Association's archives at Student Loans of North Dakota.
- A catalogue of the archived materials will be maintained on the Association web site.
- Reproductions of the archived material are available to the membership for a nominal fee that covers the cost of reproduction, shipping, and handling.
- Original documents cannot be removed without permission of the President.

• The following historical documents will be perpetually retained in the Association's archives at Student Loans of North Dakota and made available to the general membership

o Articles of Incorporation

o Bylaws

o Policies and Procedures Manual

o Annual list of RMASFAA officers

o Annual financial statements and audit reports

o Minutes of the Board or Directors meetings

o Minutes of the Business meetings

o Insurance policies and bonding agreements

o Contracts

o Federal and state income tax returns

o *The Rocky Mountain Exchange*- Printed hard copy

o *Reflections* magazine

o Conference programs

o Membership directories (as of November 30<sup>th</sup> of each year)

o Photographs

o Update NASFAA Leadership Award, Hall of Fame, President's Special Award, Distinguished Service Award, Oscar R. "Jack" Hendrix Award, Committee of the Year, Ron Smout Award for Teaching and Mentoring, Quarter Century Club, RMASFAA Presidents, Past Conference Sites, and Summer Institutes

o RMASFAA Printed Calendar

o Mission Statement

o Strategic Long Range Plan

o Our Beginnings

## **6.4 COMMITMENTS AND CONTRACTS**

"Contract" in this section includes letters of intent or similar documents as well as formal contracts.

### **6.4.1 Required Signatures**

- Contracts valued at less than \$2,500 must be approved by the appropriate Committee Chair and must be signed by the Committee chair or the President.
- Contracts valued at \$2,500-\$4,999 must be approved by the President and must be signed by the President or his/her designee. The designee must be an officer of the Association.
- Contracts valued at \$5,000 or greater must be approved by the Board of Directors and must be signed by the President or his/her designee. The designee must be an officer of the Association.

### **6.4.2 Documentation**

Commitments or contracts greater than \$1,000 require a written contract. A copy of all written contracts must be filed with the Treasurer.

## **6.5 CONDOLENCES**

From time to time it may be appropriate for the Association to express condolences upon the death of a RMASFAA member. These guidelines are provided as a suggested response. At the discretion of the President, alternative expressions may be approved.

- In remembrance of a Past President or current board member, a donation of \$100 is suggested.
- In remembrance of a former board member, a donation of \$75 is suggested.
- In remembrance of a financial aid professional at a RMASFAA institution, a donation of \$50 is suggested.
- In remembrance of a family member (spouse, parent, or child) of a financial aid professional at a RMASFAA member institution, a sympathy card is suggested.

#### **6.6 EQUIPMENT (OWNED BY RMASFAA)**

- Any equipment owned by the Association is tagged as such.
- An officer of the Board or Committee Chair with RMASFAA equipment is responsible for annually reviewing that equipment and software and making recommendations to the Board of Directors.
- The user of Association equipment shall recommend to the Board of Directors appropriate disposal options (other than selling for a profit).
- Finance and Audit will maintain a list and annually verify the existence of such equipment.

#### **6.7 EXHIBITORS**

- Exhibitors serving the aid profession will be invited to display their product/service.
- The Association shall provide a designated exhibit display area at the Annual Conference. Exhibits must be displayed in the designated area.
- The Association will charge each exhibitor an amount that covers, at a minimum, all costs incurred for the exhibit.
- The distribution of any promotional material by an approved exhibitor will take place only in the area designated for exhibitor displays.
- There will be no promotional material distributed by any unapproved exhibitor.
- Each exhibitor will receive credit for his/her participation in the conference program.
- Neither exhibit nor registration fees for exhibitors will be waived.

#### **6.8 LABELS**

All requests for RMASFAA membership labels will be made to the Membership Committee Chair who has the authority to approve or disapprove requests and who will coordinate all orders.

- For commercial purposes, the cost of any label set is the greater of \$100.00 or the actual cost. The cost of any roster is the greater of \$50.00 or the actual cost.
- Labels and rosters for dissertations, publication work of students and researchers, and requests by RMASFAA members on behalf of their institutions to announce job vacancies/openings will be provided at cost.
- Labels for all RMASFAA and NASFAA purposes will be provided at no cost.
- The Board of Directors may reduce or waive label and/or roster charges in special circumstances.

#### **6.9 LICENSES AND FEES**

The Association will pay for all licensing fees related to Association activities.

Committee Chairs must be aware of the need for the payment of required licenses and fees. They must work with the Treasurer to have fees paid or to obtain any licenses.

#### **6.10 LOGOS**

The RMASFAA Board and Summer Institute logos are registered logos. The RMASFAA logos shall not be used other than for RMASFAA business by the committees and Board of RMASFAA without expressed written permission of the RMASFAA Board. No individual member or outside entity has permission to use the logo in its original or altered state without permission.

Conference logos are not registered but may be created for the conference only. Use of any conference logo requires the expressed written permission of the RMASFAA Annual Conference chair.

#### **6.11 PROGRAM PRESENTERS AND GUESTS**

- Room policies, See Section 6.13

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- Waivers, See Section 7.3.5
- Honoraria, See Section 6.12

#### **6.12 HONORARIA**

- **RMASFAA Members**

No RMASFAA member will be paid an honorarium by the Association for presenting at a RMASFAA activity.

Annual Conference: RMASFAA members are normally expected to attend the Annual Conference. Therefore, those serving as conference presenters may not be reimbursed for any personal expenses related to the conference (i.e. registration, transportation, room and board, etc.). This general policy also applies to individuals who work for agencies whose business is financial aid.

The Conference Chair and President may make an exception to this policy for those members who are non-practicing financial aid administrators who would otherwise not receive reimbursement for their expenses.

Other activities: RMASFAA members who serve as presenters, trainers, or instructors for activities other than the Annual Conference may be reimbursed for their actual expenses associated with the activity, upon approval of the activity chair.

• **Non-RMASFAA Members**

The committee chair may authorize reimbursement/payment of travel expenses, lodging, and meals, for appropriate time periods, for non-member presenters at RMASFAA activities.

The committee chair shall ask each non-member presenter if he/she charges any additional fees (e.g. honorarium, stipend, set up, etc.). It is suggested that \$200 is a reasonable guideline for interest session presenters. Approval of the committee chair is needed before any final commitment is made to a presenter. Any required payment of \$1000 or more requires a written contract (see Section 6.4 – Commitments and Contracts).

**6.13 ROOM POLICIES**

Contracts with meeting sites/hotels will, to the extent possible, provide for the following:

Board Meetings

- All rooms provided by RMASFAA, are standard double rooms with the exception of the President who will be provided a standard private room. If a member of the Board of Directors chooses to have a single room, the member is responsible for paying half of the total cost.
- State Delegates-elect and/or their home state associations are responsible for the cost of the hotel room for State Delegates-elect.
- A standard private room is provided by RMASFAA for the NASFAA President or designee, National Chair, National Chair-Elect, and/or visiting representative of another financial aid region designated by NASFAA to participate in an inter-regional visit.

Annual Conference

RMASFAA shall provide the following rooms

- Suites
  - o One suite for the RMASFAA President
- Standard Rooms
  - o Guest Speakers (for appropriate period)
  - o NASFAA National Chair
  - o NASFAA President

Summer Institute

A standard private room is provided by RMASFAA for the RMASFAA President (if in attendance), each member of the Summer Institute Committee in attendance, and each faculty in attendance.

Committee Meetings

A single standard room is provided by RMASFAA for the RMASFAA President (if in attendance). All rooms, with the exception of the President's (if in attendance), will be standard double rooms provided by RMASFAA. If a committee member chooses to have a single room, the member is responsible for paying half of the total cost.

**6.14 ASSOCIATION FINANCIAL CORPORATE SUPPORT POLICIES**

- Corporate Support is defined as cash contributed to the Association to help underwrite direct operating expenses included in the Association budget (e.g., the Annual Conference, training activities)
- The Association encourages corporate support by outside organizations that would help underwrite expenses included in the Association budget. (See definition, Section 6.14.1)
- No organization will be linked as corporate support for a particular aspect or event within a conference other Association activity.

- Corporate Support will be solicited to underwrite direct budgeted expense items except food service and/or other activities, which may involve alcohol.
- Corporate Supporters will receive visibility only through Association channels or by direct Association approval. Corporate Supporters are recognized for their support in the conference program and by appropriate recognition, during the Annual Conference.
- Corporate Supporters for events such as the Summer Institute and Decentralized Training will be recognized at those individual events.
- Registration for corporate supporters will not be waived.

#### **6.14.1 Annual Donations**

##### A La Carte

- \$1,000 Conference Booth
- \$1,000 Blog Post
- \$750 Banner Ad
- \$ \_\_\_ General Support (any amount may be given)

##### Package Opportunities

- Pikes Peak \$1,500- Includes a RMASFAA Exchange blog post, RMASFAA Website banner ad and a web link to their Corporate web site on the Recognized Supporters' Page
- Black Hills \$1,500- Includes a conference booth, a RMASFAA website banner ad and a web link to their Corporate web site on the Recognized Supporters' Page
- Bridger Range \$1,750- Includes a conference booth, a RMASFAA Exchange blog post and a web link to their Corporate web site on the Recognized Supporters' Page
- Grand Tetons \$2,250- Includes a conference booth, RMASFAA Exchange blog post, RMASFAA website banner ad and a web link to their Corporate web site on the Recognized Supporters' Page

#### **6.15 TRAVEL POLICIES**

##### **• Board of Directors Meetings**

All officers, state delegates, and invited committee chairs and committee vice chairs that attend the Board of Directors meetings will have all reasonable travel, lodging, and meals expenses reimbursed when attending RMASFAA Board meetings not associated with the Annual Conference.

Room and board (not transportation) will be paid by the Association for meetings occurring immediately before or after the annual conference. It is not the intent of the Board to pay for expenses incurred for attendance at the Annual Conference.

Generally expenses are not reimbursed for a Board meeting held during the Annual Conference; these expenses are the responsibility of the individual and his/her institution. However upon petition to and approval by the President, RMASFAA may pay reasonable travel, lodging, meals and registration expenses of any RMASFAA officer, state delegate, committee chair, or committee vice chair whose institution is unable to pay the expenses for that individual to attend the RMASFAA Board meeting associated with the Annual Conference.

State delegates-elect are encouraged to attend Board of Directors meetings. Their expenses incurred in attending these meetings are the responsibility of the state associations that they represent.

##### **• Annual Conference**

RMASFAA officers are expected to attend the Annual Conference. Upon petition to and approval by the President, the Association may pay reasonable travel, lodging, meals and registration expenses of any RMASFAA officer whose institution is unable to pay the expenses for that individual to attend the RMASFAA annual conference.

##### **• Committee Meetings**

The Association will pay all reasonable travel, lodging, and meal expenses of any member of a RMASFAA committee to attend a meeting or conduct business of a committee of which he/she is a member.

- **State Conferences**

The Association will pay all reasonable travel expenses of the President or his/her designee to attend one state conference per state per year, when invited by the state association. Each state association is expected to waive or pay the registration fee and conference meal costs of the President or designee to attend their state conference. If a complimentary room is not available and the state is unable to pay for the president's room, then RMASFAA will incur the cost of the president's guest room.

- **NASFAA Activities**

The President, Immediate Past-President, and President-Elect are expected to attend meetings of the NASFAA Board of Directors. The President and Immediate Past President's expenses associated with NASFAA Board meetings, other than the Board meeting associated with the national conference, are paid by NASFAA. The Association will pay all reasonable travel, lodging, and meal expenses of the President-Elect when attending NASFAA Board meetings.

The Association will pay all reasonable travel, lodging, meals and registration expenses of the President, Immediate Past-President, and President-Elect not covered by NASFAA to attend the NASFAA national conference and the NASFAA Board of Directors meeting.

- **Inter-regional Visits**

The Association will waive conference fees (see Section 7.3.5) and cover private standard room charges (see Section 6.13) for up to two NASFAA Board members on authorized NASFAA inter-regional visits per year. Visitors may be attending a Board meeting and/or the Annual Conference.

The Association will waive conference fees (see Section 7.3.5) and cover private standard room charges (see Section 6.13) for one inter-regional visit per year by a President-Elect of another NASFAA region.

The Association will cover all reasonable travel expenses of the President-Elect to attend one board meeting or regional conference of another NASFAA Region. The region visited is expected to waive any registration fee and provide a complimentary single standard room.

## **6.16 TRAVEL EXPENSE REIMBURSEMENT PROCEDURE**

The Association's President must authorize all Association travel, either in writing or verbally, before travel costs are incurred. Approved budget line items do not need prior approval.

Two copies of the RMASFAA Travel Expense Claim form and the required receipts must be submitted to the Treasurer for reimbursement of travel expenses. Reimbursement will be made in accordance with the following guidelines:

- **Commercial Transportation**

Individuals flying on Association business shall travel by coach class; the President must approve any exception in advance. Commercial air transportation will be reimbursed at actual cost. A receipt is required. Air travel reservations should be made as early as possible in order to obtain the lowest rates.

- **Private Vehicle**

Privately owned vehicle transportation costs are reimbursed at the current IRS-approved mileage rate. Reimbursement for such use cannot exceed the cost of commercial airfare unless approved by the President.

- **Rental Vehicle**

The President must approve the use of a rental vehicle in advance.

- **Limousine, Cab, Parking and Other Fares**

Ground transportation to and from meeting/lodging facilities are reimbursed provided they are reasonable and do not include transportation for activities of personal choice. Actual costs up to a maximum of \$10.00 per fare or fee will be reimbursed without receipts. A receipt must accompany any request for reimbursement in excess of \$10.00.

- **Lodging**

Reasonable and prudent expenses for lodging is reimbursed at actual cost. Personal phone calls billed to the room are the responsibility of the individual. Whenever possible, RMASFAA members are asked to share a double room with another RMASFAA member. A receipt is required.

- **Meals**

Meals, including taxes and tips, are reimbursed at the rate of \$40.00 per full day. A rate of \$55.00 per full day is permitted for travel outside the RMAFSA region or to other locations as approved by the President prior to the expense. Meal receipts are not required. Per meal reimbursement will be made for partial travel days according to the following limits:

Meal

In-region up to a maximum of

Out of region up to a maximum of

Breakfast

\$9.00

\$12.00

Lunch

\$11.00

\$13.00

Dinner

\$20.00

\$30.00

o When meals are provided as part of the function for which the individual is traveling, reimbursement will not be provided for meals eaten elsewhere. Reimbursement will not be made for alcoholic beverages.

## **6.17 ELECTRONIC COMMUNICATIONS**

### **6.17.1 Electronic Mail Distribution Lists**

**RMAFSAxx-OFFICERS, RMAFSAxx-COMMITTEE, RMAFSAxx-STATE, RMAFSAxx-BOARD (Note the xx in the electronic mail list address is designated year of the distribution list):**

- Once a new Board has been finalized, the names and email addresses of Board members should be organized by sub-lists and sent to the EIC chair to coordinate the creation of new Board lists for that year.
- The new Board lists should become active three months prior to when the new Board is seated.
- The prior-year Board lists should remain active until the Immediate Past President asks that they be deactivated or for one additional year, whichever occurs first.
- Voting members of the Board may conduct business using these lists.
- There is currently no hosting cost to the association for these lists.

### **6.17.2 RMAFSA-L List serve**

- When a new member is entered into the membership database, the chair of the Membership Committee should subscribe the member or forward that name and email address to the EIC chair for subscription to the list.
- There is currently no hosting cost to the association for this list.

### **6.17.3 Website WWW.RMAFSA.ORG**

- The EIC manages the costs associated with publishing Association web pages.
- The EIC chair determines and requests the annual budget for electronic communications using the association's website.
- A cost and usage analysis of website activities, organized by committee, is maintained on a monthly basis for presentation to officers and committee chairs at Board meetings.
- o Usage statistics are provided by the website provider.
- o The monthly invoice is provided by the website provider to the EIC chair and the Treasurer.
  - The invoice is used to determine what costs are to be assigned (for EIC budget purposes) to a particular committee.
  - Monthly maintenance costs are always listed as an EIC expense.
- o The EIC maintains an annual calendar of key website publication activities, by committee, to assist committee chairs in planning upcoming website publication dates.
- Web site content:

Although the committee serves as the manager of the website and may make suggestions to the Board regarding look or content of the website or serve as consultant to committee chairs regarding the look or content of individual web pages, the EIC is ultimately **not** responsible for website content. Occasionally, the website provider and/or the EIC chair may have to make layout decisions to allow successful publication of a particular document or graphic. The website

provider and/or EIC chair may also correct misspellings. The committee chair responsible for the document or graphic will be notified if any changes or corrections need to be made.

o Election

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o

o

o Membership

Newsletter

Inside RMAFSA

Summer Institute

Annual Conference

Domain:

The website provider will be responsible for renewals on domain. The fee will be added to our invoice when renewed.

## **6.18 NOMINATIONS AND ELECTIONS GUIDELINES**

(see Nominations and Elections Committee information – Section 5.10)

The Nominations and Elections Committee (NEC) is responsible for determining the procedures, the conduct and the oversight of nominations and elections process.

### **6.18.1 Campaign Guidelines**

The following guidelines are designed to maintain consistency and avoid the potential for negative reaction to campaign practices:

- Candidates must be RMAFSA members.
- Candidates shall provide a resume and photograph to be used in the election process.
- Candidates for President-Elect shall provide a statement of candidacy of not more than one page.
- Candidates shall refrain from distributing promotional campaign materials that result in a direct expenditure of funds to the candidate, their institution, or state association, or other groups or individuals on their behalf.
- Individual conversation, endorsements, or encouragement for one candidate or another among RMAFSA members should be considered wholesome and within good practice.
- Candidates should be prepared to discuss their views, if asked by other members of RMAFSA.

### **6.18.2 Election Calendar and Guidelines**

- By February 1 - Information Dissemination

RMAFSA is committed to strive for the widest participation possible by all members of the Association. In order to achieve this objective, the Committee shall:

o Review and update the Nominations form to be used by both members and associate members – Work with the Electronic Initiatives Chair to ensure the electronic version is correct, easy to submit and deliverable to the NEC Chair.

o Develop and submit election information to the Association News Committee Chair for inclusion in the *Rocky Mountain Exchange* or other communications media. To include:

- the nomination form,
- information about the positions sought,
- nominating procedures,
- election procedures,
- and the requirement that the person nominated must hold membership in the Association

o Solicit nominations from state delegates, the Associate Member Delegate as well as the general membership through available means (Board meetings, RMAFSA-L, etc.).

o Continue to solicit nominations and correspond with the committee to assess progress of election process.

- By March 15 – Submission of Nominations Completed

All nominations should be received by this date.

The Associate members may use the same nomination form to nominate associate members to represent them on the Board.

Although the formal nomination form is recommended, the NEC can accept nominations submitted through alternate means.

The Chair shall certify that the nominees are RMASFAA members and shall share the information received on nominees with NEC members in a timely manner.

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• By April 1 – Develop the Slate of Candidates

o The NEC will meet or participate in a conference call to develop a final slate of candidates.

To achieve broad and equitable balance in selecting the candidates for each office, the NEC will study the qualifications of individuals and representation by types of institutions, states, race, and sex and will select the most qualified individuals.

To the extent possible, the slate should:

◇

◇

◇

Contain the names of no less than two candidates per office.

Reflect the diversity of our membership.

Contain one nominee from each state.

o The NEC may seek additional candidates, provided the meeting or conference call determines the need to recruit them.

o Candidates may be selected from among those names submitted by others or from names that the NEC has recruited.

o Selections are to be approved by the committee before a final slate is named.

o The Chair shall contact each candidate to assure his/her willingness to run for RMASFAA office. (Allow sufficient time for this phase.)

o The Chair must secure:

Photos (preferably digital) from all candidates nominated.

A resume of not more than one page for each candidate.

o The chair must notify each candidate of the Campaign Guidelines.

• By April 15 – Prepare the Mechanics of the Election

The NEC Chair must:

o Contact the Chair of the Electronics Initiative Committee to:

Review and re-establish with the Service Provider the mechanical procedures for the election.

Contact the Chair of the Membership committee requesting a list of eligible voting members for the Service Provider to establish the usernames and passwords.

o Submit collected photos, résumés and statements of candidacy to the Chair of the Electronic Initiatives Committee for use in creating the electronic ballot.

o Notify potential voters, through RMASFAA-L or similar means:

of the upcoming election and notification of election procedures.

of the availability of paper ballots for any eligible voter unable to vote electronically, who requests them.

• By May 1 – Election Procedures

Ballots (prepared above) are made available electronically through email notification to the voting member of their usernames and passwords as well as the voting instructions and the deadline date clearly indicated.

o Members should be allowed at least 30 days to respond.

o Ballots shall have a space provided for the write-in of candidates.

o A separate ballot and accompanying material should be prepared for the Associate membership to elect their delegate to the Board.

o Prepare special mailing packet to contain a ballot, résumés and statements of candidacy for anyone unable to vote electronically.

A pre-addressed envelope is enclosed with the voting material.

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• By June 1 – Election Closes

Electronic voting should be disabled and final ballots received.

• By June 15 – Counting of Ballots

- o The NEC Chair is responsible for verifying and tabulating the results of the election. At least one other RMASFAA member should verify the tabulated results.
- o For any position covered by these Guidelines, the number of votes required to win an election is a majority of the votes cast. In the case of a tie vote, the chair of the Nominations and Elections Committee, in the presence of two other RMASFAA members, shall flip a coin to determine the winner.
- o The NEC chair shall tabulate all ballots and notify candidates of the results of the election.
- o The NEC chair shall announce the results via the *Rocky Mountain Exchange* and all other communication media available.
- At the Board meeting prior to the Annual Conference
- o The NEC Chair shall move to officially accept the election results and destroy the ballots.

## **7. FINANCIAL POLICIES**

### **7.1 ACCOUNTS RECEIVABLE**

- The Treasurer will collect accounts that remain outstanding to RMASFAA at the conclusion of an activity.
- The Treasurer will follow up on all receivables monthly.
- The Treasurer must bring any debt older than 180 days before the Finance and Audit Committee for resolution.
- The Treasurer must have approval of the Finance and Audit Committee before writing off an uncorrectable bad debt.
- The Treasurer shall not write any checks for cash or to bearer.

### **7.2 ASSOCIATION CREDIT CARDS**

Corporate credit cards under the name of RMASFAA are available for use by the President, President-Elect, Past President, Treasurer, current Conference Planning Chair and the Chair of the Summer Institute Committee.

- The Treasurer shall arrange with the card provider for the issuance of a corporate credit card to each authorized individual for use at the beginning of that individual's term of office.
- Credit card users shall promptly submit all charge slips to the Treasurer with an explanation of the charges. The monthly credit card bill will be sent to and paid by the Treasurer. All bills will be paid in full each month.
- The corporate credit card must be returned to the Treasurer and canceled by the Treasurer no later than two months following the end of the term of service of the cardholder.

### **7.3 ACTIVITY FEES**

Fees for individual functions are recommended by the appropriate committee chair and approved by the Board of Directors.

#### **7.3.1 Setting Activity Fees**

Generally, fees are set by the Board of Directors as part of the adoption of the annual budget or a budget variance. Spring training, if offered by RMASFAA, will be a single fee structure and not a "per module" structure.

#### **7.3.2 Late Fees**

Members and non-members of RMASFAA are subject to a late fee. The committee that is responsible for the Association function shall determine the effective date for the late fee. The committee may determine that a late registration period is not warranted either based on the timing of the function or the cost of the function being offered. On an individual basis, the Chair of the RMASFAA committee hosting the function can waive the late fee if it is due to extenuating circumstances.

- Annual Conference and Summer Institute

The late registration fee for the RMASFAA Annual Conference and RMASFAA Summer Institute is set at \$100.00 in addition to all other function fees, and membership or non-membership fees being paid.

- All other functions

The late registration fee for all other functions provided by RMASFAA is recommended by the Committee Chair responsible for the function and requires approval by the RMASFAA Board of Directors.

#### **7.3.3 Non-member Fees**

Non-members who wish to attend an Association function must pay a RMASFAA non-member fee in addition to the registration fee of the function. The non-member fee is the current annual membership fee plus fifteen dollars (\$15.00). In cases where time does not allow for the Board to approve or disapprove new members, non-membership fees is charged on an individual attendance basis.

A member from the previous calendar year delinquent in payment of annual dues will be allowed to pay their annual dues prior to paying the function fees. In cases where the membership cannot be determined, it is recommended by the RMASFAA Board of Directors to err in favor of the institution.

#### **7.3.4 Refunds or Transfers of Fees**

All requests for refunds are in writing and sent to the Treasurer for approval.

- A 100% refund is granted if the request is received at least 15 calendar days prior to the start of the activity. The Treasurer will confirm that the fee was received, issue the refund, and notify the Committee Chair.
- For requests not received in the timeframe listed above a request for a refund, upon approval of the Treasurer and the President may be granted if extenuating circumstances prevent a member from attending an Association function. Requests must be received no later than 15 days after the activity. The Executive Council with the Event Chair may take into consideration requests that are delayed due to extreme circumstances.
- Registration fees may be transferred to another individual as follows:
  - o RMASFAA member registration fees to another RMASFAA member.
  - o Non-RMASFAA member registration fees to any individual.
  - o RMASFAA member registration fees may be transferred to a non-member when accompanied by the additional non-member fee.

#### **7.3.5 Waivers of Fees**

All persons attending RMASFAA-sponsored activities are expected to pay the registration fee. This includes exhibitors, site coordinators, and committee members. The following exceptions are authorized:

- Registration fees for the RMASFAA President are waived for all activities, including the Annual Conference, Summer Institute, and Decentralized Training.
- Registration fees for the Annual Conference are waived for the NASFAA National President and the NASFAA National Chair (or their designees) and for NASFAA Board members who are completing authorized NASFAA inter-regional visits as NASFAA Regional Representatives or Representatives at Large.
- Registration fees for the Summer Institute are waived for members of the Summer Institute Committee and the Neophyte Section instructors.
- Registration fees for Decentralized Training are waived for trainers.
- One registration fee per year is waived for one other region's President-Elect who is attending an inter-regional visit.
- The President may waive registration fees for any retired RMASFAA member.

#### **7.4 AUDITS**

As approved by the Board of Directors, an external auditor will perform an annual review of the financial records of the Association annually. In addition, an external audit will be performed for a year in which the Office of Treasurer changes occupants or once every four years, whichever comes first.

#### **7.5 INSURANCE**

The Association will purchase two types of insurance in order to safeguard the corporation and its members.

##### **• General Liability**

The General Liability Insurance Policy is to protect the Association with regard to personal property, valuable paper, income loss, money coverage, fire, medical product, property damage, advertising liability, error and omissions, host liquor, personal injury, hire and non-owned automobile and blanket contractual.

##### **• Bonding**

A Blanket Dishonesty Bond of \$100,000 shall cover all officers of the Association.

#### **7.6 INVESTMENTS**

The primary purpose of an investment policy is to safeguard the funds of the Association. A secondary purpose is to produce as high a return as possible. The Chair of Finance and Audit in consultation with the Treasurer is authorized to invest RMASFAA funds as directed by the Board of Directors. The Finance and Audit Committee will perform a review of investments annually, or more often if deemed necessary because of economic conditions or the needs of the Association.

- The General Fund and the Reserve fund will be invested.
- The Treasurer is authorized to use an investment broker to assist in the management of the funds.

### **7.7 RESERVE FUND POLICY**

The Reserve Fund has been established by the Association to set aside funds not normally required for operation of the Association.

- The Reserve Fund shall consist of two parts:

- o Restricted Reserve

Except in the event of a financial exigency, the minimum amount maintained in the Restricted Reserve must equal at least thirty percent (30%) of the Association's annual operating budget. Funds in the Restricted Reserve are to be invested in long-term securities and considered a capital reserve. Any transfer from the Restricted Reserve is defined as a capital liquidation and should only be made after consultation with the President and the Finance and Audit Committee Chair and with approval of the Executive Council.

- o Unrestricted Reserve

An annual deposit to the Unrestricted Reserve will be considered at the winter Board of Directors meeting. With Board approval any amount that exceeds the minimum daily balance in the Association's operating account during the prior fiscal year by more than \$10,000 will be transferred to the Unrestricted Reserve. Funds in the Unrestricted Reserve will be invested in short-term investments.

Funds may be transferred from the Unrestricted Reserve to the Association's operating account to cover projects, activities, or services for which there is no provision in the annual operating budget, or to meet any deficit in the annual operating budget. Transfers must be made with the approval of the President and the Finance and Audit Committee Chair.

- Interest earned by investment of the Reserve Fund is placed in the Unrestricted Reserve.
- Any Treasurer's Report shall provide separate details for the Restricted Reserve and for the Unrestricted Reserve.

### **7.8 REVENUE AND EXPENDITURES**

The Treasurer is responsible for management of all Association funds. All income must be deposited into a RMASFAA account and all expenses paid from the same account. Maintaining one account will expedite the filing of the IRS tax return and the annual audit, facilitate cash flow, and maximize interest income.

- The Treasurer has sole responsibility for Association's financial transactions including:

- o Writing checks

- o Issuing refunds

- o Paying expenses

- o Receiving and depositing income

- o Reconciling bank statements

- The Association will have only **one** checking account

- o This account will be an interest-bearing account

- o Signatories are limited to the Treasurer, President, and President-Elect

- o All RMASFAA checks written for \$5,000.00 or more must be signed by two authorized signatories (see above).

- o The address of the Treasurer shall appear on the account.

- o All RMASFAA income and expenses shall pass through this account.

- o All deposits will be made in a timely fashion.

- o Accounts payable should be paid within 30 days.

- o The Treasurer is not authorized to cash personal checks.

- o A purchase order does not constitute payment for any Association activity.

- o All receivables for conferences, workshops, activities, and dues are to be made payable to RMAFSA and directed to the Treasurer within seven (7) working days for deposit to the RMAFSA Checking Account.
- o Under no circumstances will an agency/institution be allowed to receive and hold RMAFSA funds, deduct RMAFSA expenses, and remit the excess income to RMAFSA.
- o All activity expenses are paid from the RMAFSA checking account.
- o Completed, signed, and dated reimbursement forms are attached to all invoices, contracts, etc., and submitted promptly to the Treasurer for payment.
- o New and renewal membership forms and payments are sent to the Treasurer. The Treasurer will deposit the funds and forward the forms to the Membership Committee chair.
- o No representative of a member institution will be paid for services to the Association and should avoid any appearance of a conflict of interest. **7.9 – STALE CHECKS** All RMAFSA checks will be marked "VOID after 90 days." If a check becomes void, it is the payee's responsibility to request in writing that a duplicate be issued. Such requests are sent to the Treasurer. If no request is received, the check is declared "stale." NOTE: By declaring a check stale, RMAFSA is not relinquishing its obligation to the payee. A stale check that is later reissued will be charged to the same account from which it was originally issued if the fiscal year records are still open. When a stale check from a closed fiscal year is re-issued in the current year it will be posted as 'Prior year(s) expenditures.' An on-going "Stale Check Record" will be maintained as a part of RMAFSA's permanent financial records. It will not be openly publicized to the membership but a copy will be made available upon request to any RMAFSA member.

**8.0-AWARDS** RMAFSA recognizes individuals who have provided voluntary service or made significant contributions toward the aims and ideals of the financial aid profession in the RMAFSA region. Any member of the Association may make nominations for awards. Awards are presented at the Annual Conference and the President selects appropriate mementos and/or certificates. **8.1 RECOGNITION OF BOARD MEMBERS AND COMMITTEE CHAIRS** The President at his or her option will prepare and present gifts of appreciation to recognize efforts throughout the previous year. The President's budget may include a line item for these recognition gifts. The President may use any company he/she chooses for plaques, awards, and/or pins. The following company currently has all templates for the various RMAFSA awards: Center Trophy Company 5435 Center Street Omaha, NE 68106 402/558-4331 402/558-9289 (FAX)

**8.2 COMMITTEE OF THE YEAR** This award is decided by the Board of Directors in executive session and presented at the Annual Conference. It is awarded to the committee that demonstrates exemplary qualities of leadership and work. Generally one award per year is granted. It is not necessary that this award be presented annually. A certificate is presented to each member of the committee. **8.3 PRESIDENT'S PLAQUE** The President-Elect obtains the "President's Plaque" that is presented to the out-going President at the Annual Conference. **8.4 NASFAA'S LEADERSHIP AWARD** Annually NASFAA seeks nominations for its "Leadership Award". Forms and information are provided to the President prior to the winter RMAFSA Board meeting. The President solicits nominees from the Board to submit to NASFAA. The Board of Directors votes by secret ballot to recommend a nominee to the President for submission to the NASFAA Awards Committee. The announcement of the recipient is made at the NASFAA Annual Conference and a plaque presented to the recipient at the next RMAFSA Annual Conference, following the NASFAA Conference. It should be noted that the RMAFSA Board of Directors' nomination carries no more weight than that of an individual RMAFSA member. **8.5 QUARTER CENTURY CLUB** (formerly TWENTY-FIVE YEAR SERVICE RECOGNITION) The Quarter Century Club membership pin is presented to any current member of RMAFSA who has been employed in the financial aid profession for twenty-five (25) years or more. The recognition is automatic, but carries a level of high importance due to the value placed on longevity in the profession. The Immediate Past-President is responsible for determining eligible members and updating the list in the RMAFSA PPM. The presentation shall take place at the Annual Conference.

**8.6 DISTINGUISHED SERVICE AWARD** This award is presented to recognize the outstanding contribution of an individual to the field of financial aid through contributions to RMAFSA's activities. It is not intended to recognize the efforts of officers of RMAFSA for those efforts alone. However, they may be selected for exceptional service beyond their normal duties. There

is no restriction as to the number of awards given annually. The President selects this award and presents the plaque at the Annual Conference. **8.7 HALL OF FAME** This is the highest award made by RMASFAA. This award can be given to any person who has contributed significantly to the financial aid profession over a sustained period of years. The Board should seek to select someone from within the region, but it is not restricted to the region. The Board of Directors selects the recipient via secret ballot at the Winter Board meeting, and the recipient is announced and given a plaque at the following Annual Conference. The decision of the Board is to remain a secret until the Annual Meeting. Generally, only one person is selected each year. It is not necessary that this award be given annually. **8.8 OSCAR R. "JACK" HENDRIX AWARD** (formerly ROOKIE-OF-THE-YEAR AWARD) This award is to be presented to an individual who is a RMASFAA member who, within the last year, made a significant "first contribution" to the Association. This award recognition can be for either an important single contribution or significant multiple contributions. The purpose of this award is to encourage members to become involved in carrying out the mission of the Association and to encourage continued individual support to the financial aid profession. This is an annual award. The President-Elect solicits statements of nomination and provides them to the Board of Directors for discussion and vote at the Fall Board meeting. The award is announced by the President at the Annual Conference and the trophy is presented at the recipient's next state conference. The award is affectionately known as "RMASFAA's Oscar" after Dr. Hendrix. **8.9 PRESIDENT'S SPECIAL AWARD** From time to time, an individual or organization dynamically impacts RMASFAA or the financial aid profession due to a specific contribution or series of contributions. Though one of the standard RMASFAA awards may not be appropriate, the President has the authority to present a Special President's Award to the individual or organization. This should be an award given only occasionally and for exceptional contributions. **8.10 RON SMOUT AWARD FOR TEACHING AND MENTORING** This award is presented from time to time to an individual who, over a sustained period of years, has provided mentoring and encouragement to a number of financial aid professionals in the RMASFAA region. This person's guidance often is provided in a quiet, unofficial, and unobtrusive manner, designed solely as a means of teaching and developing leaders among the Association's members. The Board of Directors selects a recipient via secret ballot at the Winter Board meeting, and the recipient is announced and given a plaque at the following Annual Conference

#### **9.0 Registered Office and Agent**

**As outlined in the By-Laws, the Registered Office address of the Association is: SLND-Bank of North Dakota, P.O. Box 5509, Bismarck, ND 58506-5509. The registered agent is specified and updated in the Policy and Procedures manual. The registered agent is generally an employee of SLND and is required to be a RMASFAA member. The name of the current registered agent at the registered address is Wally Erhardt.**

#### **10.0 APPENDICES A1 Conducting Successful Meetings A2 Parliamentary Procedures**

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**APPENDIX A1 Conducting Successful Meetings** According to a booklet by the American Society of Association Executives, entitled "So you're on a Committee," success as a Committee chair will largely depend on the chair's ability to preside and guide committee meetings to a definite conclusion. While it may not always be possible to meet face to face with each committee member or even the entire committee, those meetings which are held can only be effective if the chair's leadership is to be effective. General guidelines to provide some assistance follow: Always start the meeting on time and with a definite agenda. The whole purpose of an agenda is to save time and keep the meeting on course. Don't waste time by digressing from it without good and sufficient reason. Keep the meeting moving; interest lags when action lags. Get as much participation as you can. Keep responses short; get to the point. Speak clearly. If you can't be heard, you can't exercise control. If you have a low speaking voice, rap for silence before you speak. Insist on order. When general simultaneous discussions ensue, no one can be heard, and nothing can be accomplished. Talk to the group, not individuals; side conversations are rude, disrupt a meeting, and accomplish nothing. Make sure each individual who takes the floor talks clearly and audibly. If you suspect that some may not have heard a

comment, interrupt the speaker and ask that the information be repeated. Summarize what the speaker has said and obtain a decision. Retain control, but don't stifle free comment. Invite constructive criticism and even disagreement. Ask for support. Clarify issues by obtaining a consensus; then move on. Don't argue with the individual who has the floor. Ask questions if you disagree, but remember that as the presiding officer you are to be neutral. If you have a comment, ask for the floor as a participant. Make sure adequate minutes are kept of each meeting and subsequently distributed to all committee members. Check at the end of the meeting to see if members feel that particular subjects have been properly covered.

**APPENDIX A2 Review of Parliamentary Procedures** The Board of Directors is composed of the elected officers of the association (which make up the Executive Board) and the State Delegates (who are the presidents of the state associations). Executive Board Eligible to Vote/Make a Motion President Yes President-Elect Yes Past President Yes Vice-President Yes Treasurer Yes Secretary Yes Associate Member Delegate Yes State Delegates Colorado Yes Kansas Yes Montana Yes Nebraska Yes North Dakota Yes South Dakota Yes Utah Yes Wyoming Yes All of the above individuals are voting members of the Board of Directors. Committee Chairs and Vice-Chairs who are in attendance at the meeting may participate in discussion, but cannot make motions or vote. **Quorum for Board of Directors Meetings** One-half of the members of the Board of Directors shall constitute a quorum, except that no less than one-half of the recognized state association delegates must be represented to conduct business at any Board of Directors meeting.

**WHY PARLIAMENTARY PROCEDURE?** Parliamentary law (procedure) provides the means by which group decisions are made; it is designed to promote, preserve, and defend the ideals of a free democratic society. Each member of the board should understand the basic principles of parliamentary procedure which are the "golden rules" based on the democratic process: 1. Justice and Fairness for All Respect for everyone's right to participate. 2. One Item of Business at a Time This avoids confusion. 3. Right of Minority to be Heard This is vital in a democratic organization. 4. Right of Majority to Prevail Rule by majority is insured. **THE RULES AT A GLANCE** The **MAIN MOTION**, **SUBSIDIARY MOTIONS**, and **PRIVILEGED MOTIONS** are listed in order of priority. Generally a motion is in order even if a motion below it is pending; and when any motion is made, those motions listed below it are out of order. The **MAIN MOTION** is the lowest ranking motion. It can be made only when no other business is pending. An original main motion introduces new business; an incidental main motion relates to business of the assembly, its past or future action. **SUBSIDIARY MOTIONS** are motions to alter, perfect, dispose of, or settle a main motion or certain other motions. Amend Commit or Refer Postpone to a Certain Time or Definitely Previous Question **PRIVILEGED MOTIONS** are the highest in rank. They are motions that, while having no relation to the pending question, are of such urgency that they take priority over all other matters. Recess Adjourn **INCIDENTAL MOTIONS** are motions that have no rank but which arise out of main motions and other pending questions. Immediate consideration is required before pending questions or other business is taken up. Amend Something Previously Adopted Rescind Reconsider

**THE MOTION** The motion is the basis of all action taken at a meeting. Without a motion no new business can be introduced, altered, or disposed of by the members. Introducing Motions -- A member secures recognition from the chair by rising and addressing the presiding chairperson. May say Madam President. Main Motion -- A motion presenting a subject to the members for discussion and decision. Use wording such as I move that (state action) or I move to (state action). Seconding Motions -- A main motion to be discussed by the entire group must be seconded. A member may second a motion without receiving recognition from the chair. If no second is made the chair may ask for a second. "Is there a second to the motion?" If no second, the motion is lost for the lack of a second. Discussing Motions -- When a motion is moved and seconded the chairperson opens the floor for discussion. Before a debate begins any member may rephrase a motion for clarity, if it has the ok by the originator of the motion. If a change is made it should be seconded again. Amendment -- When the form in which a motion is stated is not satisfactory. The motion may be changed but must be closely related to the subject of the motion. It must be specific as to what part of the motion it applies. Discussion is limited to the amendment portion only. Wording: I move to amend the motion by (state change). Just as a

motion may be amended (primary amendment), and amendment may also be changed the same way (secondary amendment). The amendment to the amendment must relate to the motion and the amendment. I move to amend the amendment by (state change). Debate must be limited to the subject covered by the amendment to the amendment. In voting, the amendment is voted on first, then the motion is voted on as amended or as originally stated if the amendment(s) is lost. Lay on Table -- Permits a meeting to lay aside a pending (motion) temporarily so that it can be taken up later in the same meeting or at the next meeting. Allows for more urgent business to be considered. It should not be used to kill a motion. Wording: I move to lay the motion on the table. Take from Table -- Brings back for consideration any question temporarily set aside. Discussion resumes on the motion at the point where it left off when the motion was placed on the table. Wording: I move that we take from the table the motion to (state motion tabled). Withdraw a Motion -- This allows the maker of a motion to withdraw the motion without permission if it has not been stated by the Chair. After the Chair states the motion, the maker of the motion must ask permission of the group to withdraw the motion. The Chair placed the request before the members. Wording: I request permission to withdraw my motion.

**HANDLING A MOTION** 1. Member asks for recognition (raise hand, stand, etc.) 2. Chair recognizes member. 3. After identifying self, member makes motion prefaced by wording "I move that..." A brief introductory statement may be made before the motion. Also, if desired, the maker of the motion has the privilege of being the first to speak to it. The maker must speak only in favor of the motion but can vote for or against it. If the motion is lengthy give a written copy of it to the Chair and the Secretary. 4. Motion seconded by another member. The "second" means only that at least one other member believes the business should come before the group. The seconder can speak and/or vote for or against the motion. A second is not required when the Secretary presents and moves a recommendation from the Board of Directors, or when a committee chair presents a recommendation as part of a committee report. A recommendation from a committee of one requires a second. 5. Chair states the motion. Motion now belongs to the group. If the member then wishes to withdraw or change the motion, it can be done only by requesting permission of the group. 6. Chair calls for discussion, alternating members= debate for and against the motion. 7. When discussion is completed, Chair puts motion to a vote - normally voice vote, show of hands, or standing. Affirmative vote first, then negative vote (negative vote must be taken even when affirmative vote appears conclusive). 8. Chair announces results or outcome of vote, any action to be taken, and introduces next item of business. NOTE: Members address the Chair by the Chair=s highest title - Mr. or Madam President or Mr. or Madam Chairman. On a parliamentary motion that can neither be debated nor amended, the Chair proceeds from #5 directly to #7 indicated above, and puts the motion to a vote immediately after stating it. Declaration of the outcome of a vote would be that the motion is adopted or **lost**.