

# **Texas Association of Student Financial Aid Administrators**



## **POLICIES AND PROCEDURES**

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## Section 1: INTRODUCTION

The Texas Association of Student Financial Aid Administrators (TASFAA) Policy and Procedures manual supplements the Constitution and Bylaws of the Association and is meant to provide an overview of the Association's structure, describe the responsibilities of the Board and committee chairs and provide guidance and reference to used to conduct Association activities.

### 1.1 TASFAA Mission Statement

The Texas Association of Student Financial Aid Administrators or "TASFAA" is a professional statewide organization with diverse membership that works towards the ultimate goal of providing students with the resources and choices necessary to access higher education opportunities.

Founded in 1969, TASFAA serves multiple roles including:

- promoting the effectiveness of student financial aid programs in postsecondary institutions throughout the state;
- facilitating communication and collaboration among its members; and
- sponsoring activities in the field to promote the professional development and competency of its membership.

### 1.2 Relationships with Other Associations

#### 1.2.1 Southwest Association of Student Financial Aid Administrators (SWASFAA)

- a. The TASFAA President in office on January 1 shall serve on the SWASFAA Board of Directors through the end of the SWASFAA fiscal year.
- b. TASFAA will provide the state banner for display at the annual SWASFAA conference as well as a door prize for the conference.
- c. TASFAA Awards Chair is to notify SWASFAA Awards Chair of the TASFAA Trailblazer Awardee. In addition, TASFAA will contribute \$250 for matching purposes of the Philo Brasher Emerging Leadership Award and scholarship.
- d. TASFAA will submit the list of its service awards for SWASFAA to use in determining its service awards.

#### 1.2.2 National Association of Student Financial Aid Administrators (NASFAA)

- a. Will participate in Leadership Conference by sending its President-Elect.
- b. Will participate in Decentralized training by sending trainers and conducting training.

### 1.3 Non-Discrimination Statement

TASFAA does not discriminate on the basis of race, color, sex, religion, national origin, age, disability or veteran status in its programs or activities.

### 1.4 Use of the Manual

At the beginning of each fiscal year, the President will distribute a copy of the TASFAA Policies and Procedures Manual to the Board of Directors [hereafter referred to as 'the Board' in this document] and Committee chairs. All members of the Board and committee chairs are responsible for using the manual to perform their duties

- 1.5 Updating the Manual  
It will be the responsibility of the Constitution and Bylaws Committee to review proposed revisions of the Manual for appropriateness as they govern the activities and needs of the Association. These changes will be submitted to the Board for approval and copies distributed accordingly. Existing policies and procedures can be changed and new ones can be adopted by a quorum of the Board.

## Section 2: ORGANIZATIONAL STRUCTURE

- 2.1 Board of Directors  
The Board of Directors will be the agency that carries out the general administrative and executive functions of the Association. Members of the Board of Directors will exercise reasonable judgment in carrying out the business of the Association and will act in the Association's best interest. The Board is responsible for the management of the property and assets of the Association. The Board shall consist of the following:
- President, President-Elect, Immediate Past President, and 8 members elected at large (including the Vice President). Treasurer, Treasurer-Elect and the Secretary are non-voting members.

- 2.2 Committees  
The President of the Association shall appoint *ad hoc* committees as deemed necessary to conduct the business of the Association. Unless otherwise specified by the Bylaws of the Association, the President-Elect shall designate the chair elect of each committee. Committees must be comprised of active members of the Association. Members of the committees are selected by the committee chairs and approved by the President.

It is the responsibility of current committee chairs to transfer all committee records and files related to the business of the committee to the succeeding chair before the commencement of the new chair's term of service.

- 2.3 Membership
- 2.3.1 Types of Membership  
The Association consists of three types of membership: voting, associate and individual.
- Any employee of a member institution is considered to be member of TASFAA.
  - Any employee of a member institution may attend TASFAA sponsored events at the regular registration fee rate.
  - Any person of a member institution may be listed in the TASFAA Directory.
  - The TASFAA Board of Directors may deny membership to any organization or member that does not comply with the NASFAA Statement of Ethical Practices as adopted by TASFAA, with generally accepted standards of propriety, and /or does not support the basic tenets of TASFAA and its activities.

### 2.3.2 Lifetime Membership

The Lifetime Membership category was created as a way to honor two groups of individual members: retirees and TASFAA Hall of Fame members. Lifetime members agree to keep their information up to date online. Lifetime membership for any individual can be revoked by the Board or the program changed by vote of the Board at anytime if it is in the best interest of TASFAA. Lifetime Membership information will be added to the TASFAA website and information disseminated on the listserv annually by the Membership Committee.

#### 2.3.2.1 Lifetime Membership Benefits

- Permanent Association membership
- Access to the TASFAA website and listserv
- A 50% discount on conference registration (waived if invited for a special recognition at the conference)

#### 2.3.2.2 Process for Awarding Lifetime Membership

- Hall of Fame Honorees: The Awards Committee forwards any honorees (with contact information) to the Membership Committee. The Membership Committee recommends approval and forwards to the Board for approval of enrollment.
- Financial Aid Retirees: The employee retiring after at least 15 years of service to the financial aid industry requests enrollment as a Lifetime member to the Membership Committee. The Membership Committee recommends approval and forwards to the Board for approval of enrollment.

### 2.4 Membership Eligibility

Membership shall be institutional rather than individual.

Active membership shall be on an annual basis. Applications for active membership shall be made to the treasurer, and with the membership chair, shall approve those who meet membership criteria. Applications of those who do not appear to meet the membership criteria shall be presented to the Board for approval or disapproval.

### 2.5 Member Rights

All active and Lifetime members are listed annually on the membership roster and provided access to TASFAA materials, training and listserv.

Active members from voting member institutions whose job duties are in support of or engaged in the administration of financial aid are eligible to:

- be elected or appointed to a leadership position;
- serve on Association committees (limited participation is allowed by associate members); and
- represent their institution to vote in the annual election of officers (one vote per member institution).

### Section 3: DUTIES AND RESPONSIBILITIES OF THE BOARD

#### 3.1 General Expectations of Board Members

It is expected that Board members will:

- a. Attend all Board meetings and remain until the end of the meeting. All Board members unable to attend should notify the President as soon as possible. Any elected board member who has been absent from two (2) consecutive regular meetings of the Board of Directors without just cause as determined by the Board shall automatically vacate the seat on the Board, and the vacancy shall be filled as provided by the Bylaws of the Association. However, the Board shall consider each absence as separate circumstances and may expressly waive such absence by a majority vote of the members present at that meeting.
- b. Serve as leaders in the financial aid profession and set an example for other members of the Association and for external constituencies.
- c. Recognize and uphold all fiduciary responsibility vested in the Board.
- d. Adhere to the policies and procedures adopted by the Association and provide suggestions for change when appropriate.
- e. Actively participant in decisions made by the Board on behalf of the members.

#### 3.2 President

The President acts as the chief executive officer of the association, present at all meetings of the association and chairing all meeting of the Board of Directors. In this capacity the President shall:

- a. Provide leadership and direction to all activities of the Association, the Board, and all committees and task forces of the association.
- b. Call as many Board meetings as needed to carry on the business of the Association.
- c. Make an effort to notify Board members of meetings at least one month in advance.
- d. Determine the need for additional *ad hoc* committees and appoint chairpersons to serve during the year.
- e. Prepare, in collaboration with the Finance Committee, the fiscal budget prior to the first Board meeting of the year.
- f. Make at least two written reports to the membership each year on the actions taken by the Board.
- g. Review bank activity on a monthly basis.
- h. Serve as the official representative of the association or delegate such responsibility to another officer or other member as may be deemed necessary for groups such as: TGSLC Lender/School Advisory Committee, Coordinating Board Financial Aid Advisory Committee, the Association of Texas Lenders Board meetings and any other group/organization as deemed in the interests of TASFAA.
- i. Represent the Association at Southwest Association of Student Financial Aid Administrators (SWASFAA) Board of Director's meetings.
- j. Approve expenditures and have authority to pay bills.

### 3.3 President-Elect

The President-Elect assists the President and prepares for his or her term of office. Additional responsibilities of the President-elect include:

- a. Appoint vice-chairpersons of Standing committees and any *Ad Hoc* committees which they determine will be on-going. The appointed vice-chairpersons will serve as chairs of their committees during the succeeding year when the President-Elect will serve as President.
- b. Serve as Chair of the Finance Committee.
- c. Provide assistance to the President in any areas as requested.

### 3.4 Immediate Past President

The immediate Past President assists the President and serves as the Parliamentarian of the Association. In this capacity the Past President will:

- a. Ensure that the Association's copy of *Robert's Rules of Order, Revised* will be passed each year to the Immediate Past President.
- b. Become familiar with *Robert's Rules of Order, Revised* to help the President preside over meetings in an orderly fashion.
- c. Approve expense vouchers in the absence of the President.
- d. Update TASFAA Time Capsule information for the year in which you served as TASFAA President. See [http://www.tasfaa.org/docs/toc\\_timecapsule.html](http://www.tasfaa.org/docs/toc_timecapsule.html).
- e. Serve on the President's Advisory Council.
- f. Coordinate the annual Financial Aid Summit.

### 3.5 Vice President

The Vice President is elected by the Board at its first meeting of the fiscal year. In this capacity, the Vice President will:

- a. Assist the President as needed.
- b. Serve as Acting President whenever the President is unable to perform the duties of the office.
- c. Collect and disseminate TASFAA volunteer forms and ensures that volunteers are notified if they are not chosen to serve.
- d. Coordinate all preparations for Board meetings. This includes requesting and collecting committee & partner reports & developing the board meeting agenda.

### 3.6 Secretary

The Secretary is a non-voting member of the Board and is elected by the voting membership for a two-year term. The Secretary also serves as the scribe for the Association and the Historian responsible for the Association archives. Duties include:

- a. Taking minutes of the annual meeting of the membership.
- b. Taking minutes of each Board meeting.
- c. Submitting minutes to each Board member for approval. Minutes of official meetings should be made available to the membership by being posted to the web within two weeks of the meeting.

### 3.7 Treasurer

The Treasurer is a non-voting member of the Board elected for a three-year term. The Treasurer oversees and manages the Association's financial matters. Duties include:

- a. Keeping the financial records of the Association by maintaining adequate and appropriate records of receipts and expenditures.
- b. Receiving all payments to the Association including meeting registrations, membership dues, and sponsorship payments.

- c. Making monthly reports to the Board (or Executive Committee or Financial Committee). Upon approval of these reports by a quorum of the Board, they will be distributed to the membership by posting to the TASFAA website.
- d. Opening and maintaining such commercial bank accounts in the name of the Association as deemed necessary by the Board. All disbursements of the Associations funds shall be made by check initiated and signed by the Treasurer upon approval from the President (or President-Elect).
- e. Obtaining credit for the Association as appropriate.
- f. Filing all required IRS forms for the fiscal year and all financial records in a proper and timely manner.
- g. Maintaining the records of the Association's corporate registration on file with the Texas Secretary of State. This includes updating the names of the corporate officers and the corporate address of the association at the start of each two year term or earlier if requested by the Secretary of State.
- h. Ensuring the financial records of the Association will be audited each year by a firm selected by the Board.
- i. Ensuring all bank and investment accounts are reviewed monthly and changes made as approved by a quorum of the Board.
- j. Paying the bills of the Association promptly.
- k. Processing expense vouchers promptly upon approval from the President and sign association checks for payment.
- l. Serving as an ex-officio member of the Finance Committee.

### 3.8 Representative at Large

- a. In addition to the duties listed in the Constitution and Bylaws, the representative at large will attend called meetings of the TASFAA Board to act on behalf of the Association.
- b. The Representative at Large will vote on Association matters and should solicit input from the membership at large where appropriate.

### 3.9 Public Policy

- a. The President, President-Elect, Immediate Past President or representatives of the Board of Directors shall serve the capacity of addressing public policy on behalf of TASFAA.

## **Section 4: DUTIES AND RESPONSIBILITIES OF COMMITTEES**

The committee chairs should work to select committee members considering experience, diversity and, sector interests. Accepting the appointment to chair a committee is a three year commitment as follows: first year as Vice-Chair, second year as Chair, and third year as Past-chair. Each committee shall:

- develop goals and objectives in keeping with committee charges, the Bylaws, the mission of the Association, and long-range plan;
- submit articles to the newsletter editor and submit updates of activities for publication on the TASFAA website;
- prepare and submit reports to the Vice President, make reports, and submit actions items at Board meetings;
- comply with budget parameters and approve expenditures and requests of reimbursement in accordance with Association guidelines; and

- forward to their successor all pertinent records and reports by November 1 and, in the event of a committee chair's resignation or removal from office, all records must be submitted to the successor or the Association President within 30 days.

#### 4.1 Committees

Committees, comprised of active members of the Association, are established to perform specific functions for the organization. These committees also may be structured to provide specific services to the membership of the Association. Specific committees continue on an ongoing basis as "Standing" committees of the Association, while other "Ad Hoc" committees may be established to accomplish special functions that may not continue from one administration to the next.

##### 4.1.1 Standing Committees

A Standing committee is one that the Board has recognized as essential to the function of the Association and is maintained from one administration to the next. Specific duties and responsibilities of each standing committee are outlined in following sections of this Manual. Standing committees include the following:

- Membership
- Nominations and Elections
- Fall Conference
- Training
- Finance

##### 4.1.2 Ad Hoc Committees

*Ad Hoc* committees are those that the Board recognizes as being necessary to fulfill distinct needs of the Association. However, the President has the discretion whether to activate these committees from one administration to the next. The President, with approval of the Board, may identify additional *Ad Hoc* committees or Task Forces as the needs of the Association warrant.

Such committees have the same general responsibilities to the Board and the membership of the Association as standing committees. Specific duties and responsibilities of discretionary committees are outlined in future sections of this Manual.

*Ad Hoc* committees generally include the following:

- Awards Committee
- Communication Network and Association Resources Committee
- Constitution and Bylaws Committee
- Early Awareness Committee
- Newsletter Committee
- President's Advisory Council
- Regional Training Committee
- Scholarship Committee
- Site Selection Committee

#### 4.2 Standing Committees Descriptions and Responsibilities

##### 4.2.1. Finance

The Finance Committee will be comprised of the President, President-Elect, Past President, Treasurer and one member at large. The chairperson will be the President-

Elect. The purpose of the committee is to oversee the financial position of the Association and make recommendations to insure its financial stability. To achieve this, the committee will:

- a. Monitor expenditures, analyze cash flow trends, and advise the Board regarding short-term and long-term investments in conjunction with the Association's financial advisor.
- b. Oversee the annual audit.
- c. Conduct reviews of cash balances and expenses and make appropriate recommendations to the Board.
- d. Ensure that all financial reports including tax returns are filed by established deadlines.

#### 4.2.2 Membership

The purpose of the Membership Committee is to maintain an accurate database listing of members and to increase the membership of the Association. To achieve this, the committee will:

- a. Review membership information, at the beginning of each fiscal year, on the website and information pieces designed to be sent to prospective members. Updated membership marketing proposals will be submitted to the Board for approval at the winter board meeting.
- b. Design and implement other actions necessary to encourage eligible institutions to join and remain members of the Association.
- c. Review annually the membership directory system on the website and ensure it is collecting the information necessary to meet the needs of the association membership and committees.

#### 4.2.3 Nominations and Elections

The Nominations and Elections Committee presents a slate of candidates who meet the criteria for elected office. To achieve this, the committee will:

- a. Solicit nominations for open positions from the membership through the TASFAA Newsletter, TASFAA Email, or the TASFAA website no later than May 1.
- b. Ensure there are a minimum of two candidates nominated for each office.
- c. Review nominations to ensure single voting institution representation, diverse school mix representation, and those President-Elect nominees have previously served on the Board of Directors or have board and/or committee experience.
- d. Oversee the annual elections.

#### 4.2.4 Fall Conference

The Fall Conference Committee plans the Association's annual conference that includes training, professional development and networking activities. To achieve these goals, the committee will:

- a. Prepare a budget for the annual conference which includes: 1) expenditures; 2) recommended on-time and late registration fees; 3) expected revenues from registration fees; and 4) vendor participation. The conference budget and fees must be approved by a quorum of the Board.
- b. Solicit proposals to develop general and interest sessions and secure speakers that appeal to the various sectors and experience levels of the membership.
- c. Review evaluations from the prior year conference to assess interest and need

- for appropriate adjustments for current conference plans.
- d. Coordinate conference activities with the sponsorship, training, and local arrangements committees as well as working closely with the site personnel to coordinate events.
- e. Secure volunteers to help perform the duties of the committees.
- f. Maintain all related correspondence and materials.
- g. Prepare a conference evaluation for use by the next conference chair.
- h. Provide new articles and promotional material for the newsletter and conference electronic announcements.
- i. Report on activities and progress of conference preparations to the Board.

#### 4.2.5 Training

The Training Committee is responsible for planning, developing and conducting training activities that contribute to the professional advancement of financial aid professionals. To accomplish its goals the committee will:

- a. Plan and conduct the annual New Aid Officers Workshop. The New Aid Officers Workshop is often planned in coordination with the national and regional offices of the U.S. Department of Education and the Texas Higher Education Coordinating Board.
- b. Plan and conduct the annual ABC Workshop held prior to the annual conference.
- c. Prepare budgets for any training activities under its charge. Budgets should include the following: 1) expenditures; 2) recommended on-time and late registration fees; and 3) expected revenues from registration fees. These budgets and fees must be approved by a quorum of the Board.

### 4.3 *Ad Hoc* Committee Descriptions and Responsibilities

#### 4.3.1 Association Activities and Resources Committee

In 2007-08 this committee was merged with the Communication Network and Association Resources Committee. These functions are now the responsibility of that committee. Effective 2010-11, the TRAINetwork has been dissolved.

The Association Activities and Resources Committee identifies and acknowledges the various outreach and early awareness efforts accomplished by the Associations' members and associates. To accomplish its goals the committee will:

- a. Maintain the Web-based tracking system entitled TASFAA Resources Activities Instructional Network (TRAINetwork) which lists all grade school events, high school nights, financial aid awareness events, parent nights, and other activities. The system allows all member institutions to view these activities by state territory, county, and zip code and provides a brief description of the events' purpose, audience, attendance, and participant feedback.
- b. Encourage TASFAA membership to document outreach activities.
- c. Provide information to the community and governmental entities in order to educate them about the associations' commitment to outreach and public awareness of student financial aid.
- d. Encourage the association membership to make use of and promote the TASFA TRAINetwork.

#### 4.3.2 Awards Committee

The Awards Committee facilitates the awarding of the TASFAA Service Awards, TASFAA Hall of Fame Awards, Trailblazer Award, and the Financial Aid Star Award. In order to accomplish its goals the committee will:

- a. Solicit nominations from the membership for all TASFAA awards.
- b. Present nominations and recommendations for all award categories to the Board.
- c. Provide service pins and appropriate plaques to be presented to the recipients at the annual conference.
- d. Ensure Hall of Fame Awardees are included in the permanent plaque at the TASFAA Archives and TASFAA website.

#### 4.3.3 Early Awareness Committee

The Early Awareness Committee facilitates a positive, cooperative relationship between the Association and Texas middle schools and high schools providing financial aid information. In order to accomplish its goals the committee will:

- a. Develop and update a common financial aid presentation for schools.
- b. Initiate contacts with other professional associations to provide financial aid programs for parents and counselors in Texas.
- c. Post completed presentations to the TASFAA website for use by members conducting early awareness activities.
- d. Provide financial aid training opportunities for Texas public and private high school counselors and other community partners.

In order to accomplish its goals the committee will: Coordinate annual training in all 20 regions of the state and annually update, produce and distribute comprehensive financial aid materials for training attendees.

#### 4.3.4 Constitution and Bylaws Committee

The Constitution and Bylaws Committee is responsible for reviewing the Constitution and Bylaws as well as the general policies and procedures manual of the association for appropriateness as they govern the activities and needs of the association. In order to accomplish its goals the committee will:

- a. Attend all Board meetings and review minutes after each meeting to incorporate all required changes per board actions.
- b. Review the governing documents for appropriateness and make recommendations for changes to the Board.

#### 4.3.5 High School Partnership Training Committee

In 2007-08 the High School Partnership Training Committee was merged with the Early Awareness Committee. Functions have been moved to that committee's responsibility.

#### 4.3.6 Legislative Issues Committee

In 2007-08, the Legislative Issues Committee was dissolved and its duties absorbed into the function of the Board of Directors.

In 2009-10, the Legislative Issues Committee was reinstated and became an active Committee of TASFAA.

The Legislative Issues Committee interacts with Congress, the Department of Education, the State legislature, the Texas Higher Education Coordinating Board and other lawmakers in order to relay the opinions of the Association on any relevant matters or legislation which affects the Association or profession. To accomplish its goals the committee will:

- a. Monitor financial aid legislative actions during the Texas Legislative session.
- b. Keep in close contact with Texas' 34 member congressional delegation briefing them and their staff on Texas' priority issues with respect to HEOA reauthorization.
- c. Provide updates to the Board on any matters regarding laws, regulations or proposed legislation related to financial aid.

#### 4.3.7 Mentoring, Leadership & Diversity Initiatives Committee

In 2007-08 this committee was merged into the Membership Committee and its functions became the responsibility of that committee.

In 2009-10, the Mentoring, Leadership & Diversity Initiatives Committee was reinstated and became an active Committee of TASFAA.

The Mentoring, Leadership & Diversity Initiatives committee's primary objective is to identify and introduce initiatives that will promote diversity within the membership. To accomplish its goals the committee will:

- a. Work to pair new financial aid professionals with industry veterans to develop effective partnerships.
- b. Update, produce, and distribute the Mentor/Protégé Guide to all TASFAA members. This guide includes strategies for effective mentoring, informational questions to facilitate the relationship and an activity log to encourage data sharing.

#### 4.3.8 Newsletter Committee

The Newsletter Committee is responsible for publishing the TASFAA Annual Report and the TASFAA Times.

- a. The TASFAA Annual Report is a publication that should summarize the activities and work of the association and be distributed after the conclusion of the year being reported on.
- b. The *TASFAA Times* is a publication that delivers timely information to the membership in a manner and on a schedule as determined by the TASFAA Board. To accomplish its goals the committee will:
  1. Solicit articles from the general membership on financial aid and professional development.
  2. Solicit articles from committee chairs to update the membership on association activities.

#### 4.3.9 President's Advisory Council

The President's Advisory Council is responsible for completing tasks as assigned by the current President.

The President's Advisory Council is responsible for evaluating the TASFAA Strategic Initiative and Goals for the Association with regard to meeting the objectives of the Association. To accomplish its goals the committee will:

- a. Make recommendations for improving the ability of the Association to effectively meet its goals.
- b. Coordinate TASFAA Past Presidents into an effective advisory group for the President and Board.
- c. Evaluate the needs of the Association as requested by the Board.
- d. Review the existing Strategic Plan document for recommendations to the Board for approval.
- e. Communicate regularly with Committee Chairs to remind them of their charge to TASFAA's goals.

#### 4.3.10 Public Relations Committee

In 2007-08 this committee was merged with the Newsletter Committee and its functions became the responsibility of that committee.

The Public Relations Committee helps promote a positive image of the Association to educational institutions, other professional associations, foundations, government agencies, students, parents, and the general public. To accomplish its goals the committee will:

- a. Develop, coordinate, and conduct strategic activities to promote financial aid awareness.
- b. Assist other TASFAA committees in promoting their respective programs.
- c. Ensure TASFAA banner is displayed at various Association events and conferences.
- d. Host a booth at the TASFAA conference and actively seek new volunteers while publicizing the work done by others throughout the association.
- e. Coordinate the publishing and distribution of the Association's Annual Report. Copies are to be presented to attendees of the New Aid Officer Workshop, training sessions of the Texas Legislature, and mailed to the presidents and chancellors of colleges and universities in Texas.
- f. Solicit and assist in the submission of applications for the NASFAA State Award competition.

#### 4.3.11 Regional Training Committee

The Regional Training Committee provides professional development training opportunities across geographically strategic areas of the state. To accomplish its goals the committee will:

- a. Develop a consistent training agenda each year for various locations as determined by the Board. Each year a theme will be generated based on current regulatory and/or professional development needs and used across all locations.
- b. Coordinate with host sites all information needed for training.
- c. Provide a team of trainers for each locale.

#### 4.3.12 Site Selection Committee

The Site Selection Committee evaluates and recommends locations and hotels for future annual conferences and New Aid Officers Workshops. To accomplish its goals the committee will:

- a. Visit viable sites and evaluate them for future events. The committee is to ensure that sufficient space is available for meeting, exhibit, dining and sleeping and ensure the any site considered has reasonable accessibility by major airlines.
- b. Provide to the Board a site report with a recommendation and tentative contract for a future site.
- c. Work to secure final contracts for the President's signature.

#### 4.3.13 Decentralized Training Committee

In 2007-08 this committee was merged with the Regional Training Committee and its functions became the responsibility of that committee.

The Fall Decentralized Training is responsible for presenting the NASFAA Fall Training Workshop materials throughout the state of Texas. To accomplish its goals the committee will:

- a. Ensure all committee members selected possess good training skills, be able to learn the training materials, and be available to present two to three workshops around the state.
- b. Ensure committee members attend the Training of the Trainers for NASFAA's Fall Workshop series.
- c. Coordinate with SWASFAA to present one session in Texas in partnership with SWASFAA. Coordinate and conduct workshops throughout the state.

#### 4.3.14 Communication Network and Association Resources Committee

The Communication Network and Association Resources Committee works with ATAC Corporation to explore ways to enhance the internal and external communication of the Association. To accomplish its goals the committee will:

- a. Issue the electronic newsletter.
- b. Keep the various committee sections up to date on the TASFAA website.
- c. Keep the sponsor' recognition and banners on the TASFAA homepage and newsletter current.
- d. Update officer, board member, and chair information.
- e. Utilize the electronic membership database.
- f. Work to improve the electronic voting capabilities.
- g. Manage the job listings displayed on the TASFAA website.
- h. Update various electronic forms and features.

##### 4.3.14.1 Listserv Policy

TASFAA listserv (TasfaaL) subscribers are asked to adhere to the following policies:

- a. Messages should be related to the administration of Financial Aid. Messages to TasfaaL are to be kept "on topic".
- b. TasfaaL is intended for official TASFAA business and information sharing among colleagues. Advertising is limited to TASFAA sponsored activities (except as in (f) below). For-profit, non-profit, and government entities are not permitted to use TasfaaL as a vehicle for advertising their products or services. This includes products and services for which there is no cost. Professional development workshops, service and operational

announcements by these entities can be made if they are open to all members of TASFAA. Exceptions to this policy can only be approved by the TASFAA Board.

- c. "Job Wanted" postings are not permitted. Rather, we suggest that you reflect your availability in signature area. For example: Advisor position sought: [www.myschool.edu-salls\\_resume.html](http://www.myschool.edu-salls_resume.html)
- d. "Position Available" postings are permitted. The emphasis should be on the open position not the institution or company. A TassfaaL notice is automatically generated when a position is posted and approved to the employment section of the TASFAA website.
- e. Virus messages, email scams, and the like are not permitted. In general, our individual organizations should have policies in place to deal with these threats (virus software, for example). TassfaaL doesn't need to be the vehicle for those types of announcements. NOTE: If your information regarding a threat has specific and direct bearing on the financial aid community, please contact [support@tasfaa.org](mailto:support@tasfaa.org) for clearance.
- f. Postings in excess of 200 lines are rejected. Shorten the message, or provide a URL in the body of the message to point to other relevant information.
- g. "Plain text" attachments are encouraged for the convenience of the readers.
- h. TEST messages are not permitted. If you have difficulty posting or are in need of further assistance, please contact [support@tasfaa.org](mailto:support@tasfaa.org).
- i. Bounced messages. Subscriptions for individuals whose email bounces for five days will be suspended. Since bouncing email is evidence of a problem somewhere, the only awareness you may have of the situation may be the absence of TassfaaL postings in your mailbox. Contact [support@tasfaa.org](mailto:support@tasfaa.org) if you feel you have been suspended.

#### 4.3.14.2 FaceBook Fan Page Policy

**PURPOSE:** The TASFAA Fan page would serve to provide real-time information on conference, training sessions, and other relevant goings on of TASFAA and its members. The page will also provide real-time information on legislative updates, opinions on current happenings in the industry, and an open forum for intelligent collaboration on topics facing the financial aid community in Texas. It is not intended to replace the functions of the TASFAA web-site and its historical significance in any way.

**ADMINISTRATION:** It is recommended that this FaceBook Fan Page be administered by the Communications Committee.

**SUGGESTED NAME:** TASFAA – Texas Association of Student Financial Aid Administrators

**POLICY:**

The TASFAA Fan page will provide a forum with TASFAA members for the sharing of real-time information on conference, training sessions, and other

relevant events to TASFAA and its members. The page will also provide real-time information on legislative updates, opinions on current happenings in the industry, and an open forum for intelligent collaboration on topics facing the financial aid community in Texas.

TASFAA welcomes constructive, civil debate and professional exchanges on Texas Association of Student Financial Aid Administrators (TASFAA) FaceBook page. Users are responsible for their online posts and activities; however, if a user works for a school, they must familiarize themselves with their institutional Internet usage policy. Violating some of the items below could result in disciplinary action or discharge at work.

Although Facebook has its own Statement of Rights and Responsibilities, TASFAA has adopted the policies below and may remove from this page any users whose posts violate these policies.

Users are personally responsible for their posts. What a user writes online will be available to anyone with Internet access, and for quite a long time. Please be mindful of what is posted. TASFAA is not responsible for a user's post.

- When posting comments on this Facebook page, the user acknowledges that they are speaking on their own behalf, rather than on behalf of TASFAA.
- Be respectful in all circumstances. Users should not criticize or respond to criticism with hostility. Be aware that personal attacks against another person's professional competence or character might amount to defamation and result in a lawsuit against the user personally.
- Don't post comments that are off-topic or needlessly inflammatory, seek to provoke an emotional reaction from others, attempt to disrupt and derail the discussion, or abuse evidence and reasoning to defend an unjustifiable conclusion.
- Don't use rude or insulting language. Posting sexually harassing, vulgar, lewd or obscene remarks or material is strictly prohibited and might result in a lawsuit against you personally, or disciplinary action if it affects your working relationships.
- Insulting or threatening others based on race, ethnicity, marital status, political beliefs or party, gender, religion, disability, sexual orientation, gender identity, military service or other personal qualities is strictly prohibited.
- If a user is a school employee, do not discuss any student by name. Moreover, do not discuss any student's educational record or confidential information. Users are individually responsible for not violating privacy laws.
- If a user is a school employee, do not discuss personal or work-related grievances. Also, don't critique your co-workers, administrators or Institutional Executive members.
- Please respect copyrighted material, including web pages. If it's not yours, cite it, and link to it if possible.
- Don't spread rumors. If the user cannot personally verify that something is factual, it should not be posted. Similarly, if something is confidential, please do not discuss it in a public forum such as FaceBook.

Users of the TASFAA FaceBook page are legally responsible for their commentary. If legal issues arise with a user's commentary or posts, TASFAA has no obligation to represent the user regarding those legal issues.

Thank you for joining us on FaceBook. TASFAA is delighted to share in this forum with you and recognizes that FaceBook is a powerful tool to collaborate, organize and generate feedback. We welcome and value your comments expressing varying points of views.

Should you have any feedback you would like to share with us outside of FaceBook, please contact us at: [support@tasfaa.org](mailto:support@tasfaa.org)

If TASFAA FaceBook Administrators, and/or its current Board Members have any concerns regarding the content of a user's commentary or posts, TASFAA reserves the right to remove any commentary or block the offending user from this page.

#### 4.3.15 Associate Member Relations Committee

In 2007-08 this committee was dissolved and its functions assigned to the Fall Conference Committee.

This committee will coordinate all exhibitor activity and facilitate a positive relationship between the Association and its Associate Members. To insure the quality and integrity of exhibits at events, a business, association or individual must meet one of the following criteria: TASFAA member, regional/state/national financial aid associations, guarantors, FFELP lenders, secondary markets, servicers, alternative loan providers, financial aid software/web-based providers, or government agencies.

Any business, association, or individual that does not meet these criteria will need the approval of the TASFAA Board of Directors. Board approval will be based on the degree to which the Board determines the entity meets the mission of TASFAA.

The conference committee coordinates all solicitations for exhibitor space at association sponsored events and activities and in selected publications of the Association. The committee will:

- a. Develop material and information for potential exhibitors.
- b. Encourage informational exhibits at TASFAA events.
- c. Arrange for exhibitor needs and effective use of exhibitor space.
- d. Recognize publicly the contributions of all exhibitors and send thank you letters to exhibitors for their participation in the event.
- e. Review and recommend exhibition booth rates as well as any discounts offered for different levels of exhibits.
- f. Review the policies affecting exhibitor space and make recommendations to the Board when appropriate.
- g. Contract with a drayage company and design an exhibitor floor plan for the annual conference.
- h. Provide input to the site selection committee concerning exhibitor needs.

#### 4.3.16 Scholarship Committee

The Scholarship Committee will coordinate and administer the TASFAA professional development scholarships (Mack Adams).

The Mack Adams Scholarship was created to assist financial aid professionals' financial participation in professional development opportunities. Mack Adams was instrumental in creating the Texas Association of Student Financial Administrators (TASFAA) and served as its first president from 1968 to 1969. He continued to serve the Association as a member until his retirement in July 1995.

##### 4.3.16.1 Availability of Scholarship Funds

The amount of funds available for scholarships will be determined annually by the Board in its budget approval process. The committee is not obligated to award all of the funds, if there are not candidates who meet the criteria. However, all funds can be awarded if enough applicants apply and meet the eligibility criteria. Funds will be budgeted to ensure availability for all sponsored events.

##### 4.3.16.2 NAOW Scholarship Criteria

- a. The applicant has not previously attended NAOW.
- b. The applicant's institution is a "current" paid member of TASFAA.
- c. The applicant has worked in financial aid less than two years, or the applicant's responsibilities have recently changed adding new responsibilities.

##### 4.3.16.3 Fall Conference Eligibility Criteria

- a. The applicant was not a recipient the previous year.
- b. The applicant's institution is a "current" paid member of TASFAA.
- c. Preference will be given to applicants demonstrating a special need for assistance to attend the annual conference as documented through the application process and determined by the Scholarship Committee.

#### 4.3.17 SWASF AA Relations

The elected Texas Delegate at Large on the SWASF AA Board of Directors represents TASFAA at SWASF AA regional and state meetings. The delegate will:

- a. Provide a Texas/TASFAA perspective to the SWASF AA development of their policies and procedures.
- b. Report SWASF AA activities to the TASFAA Board and provide pertinent current event articles for the newsletters of both organizations.

## Section 5: GIFTS AND AWARDS

### 5.1 Gifts and Amenities

The president shall have the discretion to present gifts and/or amenities to selected persons or groups to demonstrate the appreciation or gratitude of the Association.

### 5.2 Memorial Policy

Memorials and/or floral arrangements are appropriate for financial aid colleagues who have made significant contributions to the financial aid profession through commitment to the organization(s) TASFAA, SWASFAA, and NASFAA by holding office(s), committee involvements, or as an advocate for needy students. Authority to make such arrangements will be made by the President or their designee.

#### 5.2.1 Funerals

At the death of a financial aid colleague, as described above, it is appropriate to send a floral arrangement to their services on behalf of TASFAA. Floral arrangements should be limited to a reasonable amount. The suggested amount is \$50, unless the circumstances dictate more, in which case, it should not exceed \$100.

#### 5.2.2 Scholarship and/or Memorial Charitable Contributions

If the deceased or their families have requested a memorial contribution, or a donation to a TASFAA scholarship fund, contributions will be from \$50 to \$500 per event.

### 5.3 Recognition of Service to TASFAA

At the annual conference each year, recognition of service awards to TASFAA will be awarded.

#### 5.3.1 Outgoing President

A plaque suitably inscribed to recognize service will be presented to the outgoing President by the President-Elect.

#### 5.3.2 Board and Committee Service

Recognition of service will be given by the out-going President to each member of the Board and each Chairperson of the Standing and *Ad Hoc* Committees.

#### 5.3.3 Years of Service

Beginning with 10 years, and continuing with 5-year increments, pins will be given to individual TASFAA members recognizing their years of service within financial aid.

#### 5.3.4 TASFAA Hall of Fame

The TASFAA Hall of Fame is an honorary group of current or former financial aid administrators who have served in Texas and who have been designated by TASFAA as having been exceptional in their dedication and service to TASFAA and the students of Texas. No more than two awards will be granted annually.

- A plaque suitably inscribed will be presented to TASFAA Hall of Fame inductees
- Each new inductee name shall be inscribed and added to the list of previous inductees on the permanent plaque located in the TASFAA archives and listed in Association Directory as well as and posted on the TASFAA website
- Hall of Fame honorees will automatically be granted lifetime membership to TASFAA

#### 5.3.4.1 Hall of Fame Award Categories

- Service to TASFAA – Must currently be or was affiliated with a school and meet membership criteria
- Friend of TASFAA – Has demonstrated a commitment to TASFAA’s mission in the financial aid community, but is not from a school
- Unsung Hero of TASFAA – Recognizes a staff member that epitomizes TASFAA and the financial aid profession in their everyday work

#### 5.3.4.2 Hall of Fame Criteria

- a. Seniority: An inductee must have worked in financial aid administration for at least twenty years, a minimum of fifteen in Texas, for the benefit of Texas students.
- b. Membership: An inductee must have been a member of TASFAA for at least three years and have served (an officer or committee member) or any other ad hoc position formally created by the President of the Board. The Service to TASFAA category requires at least five years of service.
- c. Commitment: An inductee’s energy must have demonstrated an untiring commitment to encouraging qualified students to pursue a higher education to assisting them in obtaining the financial aid they need to achieve this goal.
- d. Integrity: An inductee’s behavior must have demonstrated a high standard of excellence when advising needy families, administering public funds, representing the school and working with colleagues.
- e. Practice: An inductee’s actions must have resulted in lasting improvements in the policies and procedures of financial aid administration.

#### 5.3.4.3 Nomination Procedures

- a. The sponsor should obtain the permission of the nominee prior to submitting the nomination. The sponsor will submit a biography of the nominee, a letter indicating the category and reasons for nomination of this honor, and letters of support. Nominations and documents must be sent to the Chair of the Awards Committee by May 30 each year.
- b. The Awards Committee will review nominations along with supporting documents and make its final recommendations to the Board of Directors at the July Board Meeting. Only those applications meeting the nomination criteria will be forwarded to the Board for consideration.

#### 5.3.5 Trailblazer Award

This award recognizes the “up and coming leader” of the association. It is to be selected annually by the TASFAA officers and Board. The Trailblazer must be a member of TASFAA and must have served TASFAA during the last three years, serving the higher education arena and students with creative energy, dedication, and commitment.

- a. A call for nominations for the Trailblazer award will be made to the TASFAA Board members in June with a deadline of July 1<sup>st</sup>.
- b. The TASFAA Trailblazer recipient will be recognized during the awards ceremony at the annual TASFAA conference. A plaque suitably inscribed to recognize service will be presented to the TASFAA Trailblazer. In addition a letter is to be prepared explaining the privileges of the award.
- c. TASFAA will pay travel, hotel and meal expenses (excluding alcoholic beverages) of the Trailblazer award winner to the annual SWASFAA Conference as well as the NASFAA

Leadership Conference. In addition TASFAA will contribute \$250 to SWAFAA to be matched by \$250 from SWASFAA for a total of \$500 in scholarship funds to award students at the Trailblazer's home school.

- d. TASFAA Awards Chair will notify SWASFAA Awards Chair of the TASFAA Trailblazer Awardee to be recognized as Texas' Philo Brasher Emerging Leadership Award recipient at the annual SWASFAA Conference.

#### 5.3.6 Financial Aid Star Award

This award is meant to recognize outstanding efforts in the area of advising students by an individual in a front line position in the financial aid office of a TASFAA member school. The emphasis of the counseling efforts should be the area of financial aid and budgeting. Other areas of counseling that would benefit students will also be considered.

- a. Nominees should exemplify professionalism, innovation in advising students, use a number of communication methods to counsel students, go above and beyond the normal duties, and have worked in the financial aid industry for at least two years.
- b. A letter nominating the advisor and two letters of recommendation are required. One letter of recommendation must be from a student. If the nominating letter was not written by the school, then the second recommendation letter must be written by a representative from the nominees' school.
- c. The TASFAA Financial Aid Star recipient will be recognized during the awards ceremony at the annual TASFAA conference. A plaque suitably inscribed to recognize service will be presented to the TASFAA Financial Aid Star.

### **Section 6: FINANCIAL**

Maintaining the financial stability of the Association is paramount to ensuring its continued viability and service to its membership. This section sets basic parameters for financial controls.

#### 6.1 Membership Dues

The Board reviews the annual dues to TASFAA each fiscal year. The membership rate is subject to change in accordance with provisions in the Constitution and Bylaws.

#### 6.2 Conference, Events, and Workshop Fees

Fees for the annual conference and other professional development activities shall be set on an annual basis by the Board upon the recommendation of the respective committee chairs.

##### 6.2.1 Conference Fee Waivers

TASFAA will waive conference registration fees of the Conference Chair and Local Arrangements Chair for the respective Conferences they are serving.

##### 6.2.2 Refund Policy

- a. All request for cancellations and refunds must be in writing and be submitted to the Treasurer.
- b. Refunds will be processed as follows:
  - 100% if request received at least 14 calendar days prior to the event
  - 75% if received at least 7 calendar days prior to the event
  - 25% if received up to 6 calendar days prior to the event
- c. Exceptions for extenuating circumstances to item b. above may be granted upon approval of the Treasurer and President. All requests must be received within 7 calendar days after the activity.

### 6.3 Investment Policy

The Treasurer will keep cash on hand in amount sufficient to meet expenses and to prevent overdrafts or service charges. Investments, stocks, bonds, and certificate of deposit amounts and distribution will be monitored by the Board.

### 6.4 Guidelines for Travel and Other Expenditures

- a. TASFAA covers expenses for Board members and committee members who attend called meetings of the respective committee or Board. Receipts for these expenses (except phone) must be submitted for reimbursement.
- b. Expenses for travel for board or committee members for travel other than called meetings must be approved by the appropriate committee chair and TASFAA President prior to the expenses being incurred.
- c. All significant expenses for the Association should be approved by the TASFAA Board prior to creating an obligation for the Association. Reimbursement of expenses incurred on behalf of TASFAA must be authorized by the Committee Chair, then the President and Treasurer before payment is made.
- d. The "TASFAA Expense Voucher" form shall be updated annually to include the current rate of reimbursement for mileage and describe in detail the "TASFAA Reimbursement Guidelines".

#### 6.4.1 Approved Expenses

##### 6.4.1.1 Meals (Excluding Alcohol)

Actual costs of meals up to \$35 per day will be reimbursed. Receipts must be attached for expenses above \$10. Reimbursements will not be made when meals are furnished by or through TASFAA.

##### 6.4.1.2 Transportation

When traveling by air, individuals shall travel air coach except in those cases when scheduling difficulties or other considerations make first-class travel desirable or necessary. Air fare must be itemized on the expense voucher and documented by attaching ticket information. If the use of a private car is authorized, reimbursement shall be at the State of Texas reimbursement mileage rate. Normally, this may not exceed the cost of air coach fare. In circumstances when use of a car is preferred for personal reasons, mileage shall be limited as above. Committee chairs will work closely with the President as well as individual committee members to utilize the most economical and feasible means of travel. Reimbursement of a rental vehicle is not allowed without prior written authorization from the President. A copy of the approval should be submitted with the reimbursement request.

##### 6.4.1.3 Lodging

Lodging paid by TASFAA outside scheduled event time must have written justification when submitted for payment. Actual hotel expenses (not including room service, movies, etc) will be reimbursed. Long Distance phone charges not to exceed \$5.00 per day will be covered.

#### 6.4.1.4 Taxi or Bus Service

Ground transportation to and from the meetings, lodging facilities, and airport will be approved provided these expenses are reasonable and were incurred in transportation to and from meetings, lodging, and the airport.

#### 6.1.4.5 Other Expenses

Any other expense deemed necessary and pre-authorized by the committee chair can include such things as printing, postage, and supplies.

#### 6.4.2 Signature Authority

Signature authority for contracts encumbering expenses of the Association for any of its activities (e.g., hotel for conferences, facilities for training, or other contractual services) is the President's or his/her designee.

#### 6.4.3 President's Expenses

TASFAA will pay travel, hotel, meal (excluding alcoholic beverages), and conference fee expenses of the President to attend the annual TASFAA conference, the annual SWASFAA conference, the annual NASFAA conference, and travel to other professional activities where the President is an invited guest representing the Association. President's travel expenses are approved by the immediate past President.

#### 6.4.4 President-Elect's Expenses

TASFAA will pay travel, hotel, meal (excluding alcoholic beverages), and conference fee expenses of the President-Elect to attend the annual TASFAA conference, the annual SWASFAA conference, the annual NASFAA conference, the annual NASFAA leadership conference, and travel to other professional activities where the President-Elect is an invited guest representing the Association.

#### 6.4.5 Immediate Past President's Expenses

TASFAA will pay travel, hotel, meal (excluding alcoholic beverages), and conference fee expenses of the Immediate Past President to attend the annual SWASFAA conference and travel to other professional activities where the Past President is an invited guest representing the Association.

#### 6.4.6 Treasurer's Expenses

TASFAA will pay travel, hotel and meal expenses (excluding alcoholic beverages) of the Treasurer to attend any meeting that is deemed necessary for the Treasurer to attend by the President or the Board. In addition, the Treasurer will be paid a monthly stipend as agreed upon by the Board.

#### 6.4.7 Treasurer-Elect's Expenses

During such years that a Treasurer Elect has been elected, TASFAA will pay travel, hotel, and meal expenses (excluding alcoholic beverages) of the Treasurer-Elect to attend any meeting that is deemed necessary by the President or the Board.

#### 6.4.8 Secretary's Expenses

TASFAA will pay travel, hotel, and meal expenses (excluding alcoholic beverages) of the Secretary to attend any meeting that is deemed necessary for the Secretary to attend by the President or the Board. In addition, the Secretary will be paid a monthly stipend as agreed upon by the Board.

#### 6.4.9 Representatives at Large Expenses

TASFAA will pay travel, hotel, and meal expenses (excluding alcoholic beverages) of each of the TASFAA Representatives at Large to attend all Board meetings not held during a regularly scheduled TASFAA Conference and any other meeting that is deemed necessary by the TASFAA President.

#### 6.4.10 Guest Speakers/Faculty Expenses

TASFAA will pay guest speakers/ faculty for contributions to conferences and/or training sessions as approved by vote of a quorum of the Board.

#### 6.4.11 Trailblazer Awardees Expenses

TASFAA will pay travel, hotel and meal expenses (excluding alcoholic beverages) of the Trailblazer award winner to the annual SWASFAA Conference as well as the NASFAA Leadership Conference.

### 6.5 Reimbursement Procedures

- a. Expense vouchers must be signed by the claimant, by the appropriate committee chair, and the President. Claimants should attach all itemized documentation to include airline ticket itineraries, hotel receipts, meal receipts over \$10, and parking receipts, etc. Documents may be faxed to the TASFAA Treasurer. Scanned and Emailed vouchers with documentation are also acceptable.
- b. Claimant as well as appropriate committee chair should keep copies of expense vouchers.
- c. Reimbursement of the President's expenses must be approved by the immediate past-president.
- d. If the appropriate committee chair and/or President have not signed the submitted voucher, the Treasurer must document approval via an e-mail from the appropriate people authorizing the requested reimbursement of the expenses.
- e. Completed expenses vouchers should be submitted within 30 days of the expense but in no case later than the end of the applicable fiscal year.

### 6.6 Credit Card Use

Credit cards are secured for the President, President-Elect, Past President, Treasurer, and Vice President to cover expenses associated with performing their duties.

- a. The Treasurer shall secure credit cards for official TASFAA business use by the specified officers.
- b. Credit lines will be established as deemed necessary for each holder of a card.
- c. All expenses charged to a credit card must be reported by the user and must correspond to a valid receipt.
- d. Charging personal expenses to the Association credit card is prohibited.
- e. Violation of card use policies may result in cancellation of credit card privileges.

### 6.7 Dissolution of Assets

Disposal or sale of any assets held by the Association shall be at the direction of the Board.

**Section 7: ASSOCIATION FORMS**

7.1 Expense Voucher

The most updated copy of the TASFAA Expense Voucher is located at:

<http://www.tasfaa.org/docs/forms/TASFAAExpenseVoucher.xls>

7.2 Mack Adams Scholarship Application

Mack Adams Scholarship Applications are posted annually at:

<http://www.tasfaa.org/docs/forms/MackAdamsSchlAppl09.pdf>

**Section 8: APPENDIX**

8.1 Appendix A – 2006-07 Changes to TASFAA Constitution and Bylaws

**CONSTITUTION:**

- Article III Section 1a  
Original: The voting officers of this Association shall be a President, President-Elect, Immediate Past President, and eleven (11) representatives at large. They will serve as members of the Board of Directors. These officers shall be representative of institutions in the State of Texas who hold voting memberships in the Association.....”  
Justification: Wording clarifies Board includes one elected Associate member.
- Article IV Section 4  
Original: Affiliate membership shall be open to public and private non-profit agencies and organizations concerned with or engaged in the support and/or administration of student financial aid.  
Justification: Deleted as Membership type not utilized
- Article VI Section 2  
Original: A summary report, in newsletter form or the information submitted and actions taken in meetings of the Association shall be recorded and transmitted to each person attending such meetings and to each member institution not represented at the meeting.  
Justification: The change reflects current practice
- Article VII Section 1  
Original: The Constitution and Bylaws may be amended by the affirmative vote of a majority of the voting members present at a scheduled meeting of the Association or by affirmative vote of a majority of the voting members voting by a mail, e-mail or online ballot, provided that the proposed amendment shall have been discussed at an Association meeting unless the Board declares that emergency action is required.
- Article VII Section 6  
Original: Votes for constitutional amendments shall be tabulated and recorded by the Constitution and Bylaws Committee. The counting of the votes will be private and will be supervised by the Constitution and Bylaws Committee Chairperson. The Constitution and Bylaws Committee Chair shall submit the results to the President. Results will be announced to the membership at the next business session of the Association by the President, and will be included in the official Association newsletter or posted to the website following the voting, by the chair of the Constitution and Bylaws Committee.  
Standing votes will be counted by the Constitution and Bylaws Committee Chair and the President or another representative appointed by the President. Results of the voting will be announced immediately and will be published in the first issue of the Association newsletter following the voting.

**BYLAWS:**

- 2; Section 5:  
Original: The Treasurer shall have the custody of all funds and other properties belonging to the Association. The position of Treasurer shall be bonded at the expense of the Association, the amount to be determined by the Board. He/she shall open and maintain such commercial bank accounts in the name of the Association as deemed necessary by the Board. All disbursements of the Associations funds shall be made by check initiated by the Treasurer and signed by two (2)

officers of the Association. He/she shall be responsible for fund-raising and for the receipt and disbursements of all Association funds and shall submit his/her records and final report for audit as the Board may direct. Association funds shall be used to defray the normal operation expenses of the Association including clerical expenses, postage, stationery and the collection and transcription of minutes of meetings. Other uses of such funds shall be made only in those cases where such expenditures clearly implement the general objectives of the Association and only with the approval of the Board. An audit shall be required annually. The Board shall approve the audit firm/person in advance of the audit. The Treasurer shall work with the Membership Committee Chairperson to publish a directory of the membership and mail such to all member institutions of the Association.

Justification: Reflects current practice and reflects stated Policy and Procedures. Removed some of the detail that is in the policy and procedures.

- 2; Section 6

Original: The Newsletter Editor appointed by the President shall cause to be prepared, mailed and posted to the website the Newsletter to the member institutions, including each representative attending the past meeting and to all other members of the Association. ....

Justification: Current practice

- 4; Section 9

Original: Votes will be tabulated and recorded by the Nominations and Elections Committee in the presences of the Treasurer or another representative appointed by the President. The counting of the votes will be private and will be supervised by the Nominations Committee Chairperson. The Nominations Committee Chairperson will submit written results to the President. Results of the election will be announced to the membership at a business session of the Association prior to the end of the annual meeting and will also be published in the first issue of the Association newsletter following the annual meeting.

Justification: Current practice

- 5; Section 3

Original: The following Standing Committees are established as permanent structures for the organization:

- Membership
- Nominations
- Fall Conference
- Training
- Finance
- Constitution and Bylaws

Justification: Correction to Nominations and Elections name and deletion of Constitution and Bylaws Committee as it is not an approved Standing Committee.

- 4; Section 2

**Current:** Annually, the Nominations Committee shall compile a list of candidates to fill expiring terms on the Board and a person or persons to fill the Office of the President-Elect.

**Proposed:** Annually, the Nominations and Elections Committee *will call for online nominations to* compile a list of candidates to fill expiring terms on the Board.....

**Justification:** Current practice

- 4(all sections)

Original: Committee referred to as Nominations Committee

Justification: Board approved name change

**A RESOLUTION  
of the  
Board of Directors of the Texas Association of Student Financial Aid Administrators (TASFAA)**

WHEREAS, we, as leadership of TASFAA and as individuals dedicated to the profession of student financial aid administration, commend the NASFAA Board of Directors for their diligent work in expanding upon NASFAA’s Statement of Ethical Principles in regard to members’ ethical behavior and potential conflicts of interest,

WHEREAS, we continue to strive to serve as an example of highest ethical standards in our state,

WHEREAS, we continue to affirm that our primary focus is providing accurate and timely information on the student aid process to our enrolled and prospective students as well as in the actual processing of that aid,

NOW, THEREFORE, BE IT RESOLVED that the TASFAA Board of Directors:

- Shall encourage all TASFAA members, as financial aid professionals, to become familiar with NASFAA’s *Statement of Ethical Principles and Code of Conduct for Institutional Financial Aid Professionals* and apply it as appropriate in accordance with their own employer’s conflict of interest policies;
- Shall offer sessions on ethics and the possible changing of office policies and procedures at future training venues;
- Shall review TASFAA policies related to sponsors and/or exhibitors and make recommendations for any changes at the October 2007 Board Meeting.

Unanimously adopted July 25, 2007

8.3 Appendix C – TASFAA Finance Calendar

TASFAA Finance Calendar.....Created August 2009

The purpose of this calendar is to serve as a tool to help identify association expenditures as well as to assure business forms and renewals are completed in a timely manner.

as of  
07/28/2009

**TASFAA Finance Calendar**

<u>Item</u>	<u>Amount</u>	<u>Timeframe</u>	
Commercial Liability Coverage	\$1,100 (approximately)	May	
Non-Profit Director Officer/Employment Practices & Crime Coverage	\$1,700 (approximately)	September	
1099-M Reports for Contract Labor		January	
Monthly Credit Card Usage Fees	Varies	Monthly	
Annual Audit Board Approves Audit Firm President Signs Annual Audit Engagement Letter  Audit Fee File 990 as part of the annual audit	\$2,000 (approximately)	October  November  December/January	
State Periodic Report for Non-Profit For 802 <i>In Policy and Procedures Manual</i>		Every 4 years	filed 2008
ATAC Services Contract  Review all outstanding conference contracts  ADA riders for adequate event liability coverage	\$335.00 Monthly	October  April and September	
Add and delete approved credit card holders  Send President Copy of Bank Statement		November  Monthly	
CD Maturity Dated and Amounts Bank/Maturity Date/Value Chase 10/27/09 \$15000 Chase 10/21/10 \$7990.60 Chase 01/27/10 \$10000 Chase 11/17/09 \$15000 Wells 04/19/10 \$15000			

## 8.4 Appendix D – 2008-09 Changes to TASFAA Constitution and Bylaws

### **CONSTITUTION**

- Article IV Section 3

Original: Associate membership shall be open to public and private agencies and organizations concerned with or engaged in the support and/or administration of student financial aid in that they depend on the financial aid function in whole or in part for financial support. Such agencies and organizations shall charge no fees other than those prescribed in federal regulations for information and assistance available from other sources at no cost. Associate members agencies and organizations in good standing shall be entitled to one voting representative who may vote for and elect one (1) Associate delegate to the Board. Associate members shall not be entitled to vote on general Association business nor hold any other office in the Association.

Proposed: Associate membership shall be open to public and private agencies and organizations concerned with or engaged in the support and/or administration of student financial aid to include representatives of government agencies (state and federal), foundations, banks and other financial institutions, guarantee agencies, organizations involved in providing services and products to postsecondary institutions, and private and community organizations interested in student financial aid matters. Associate member institutions play an active role in TASFAA activities, may serve as members of committees, and shall have all rights and privileges of membership except the right to vote, serve as a committee chair, or hold office on the Board.

Justification: This change will remove the associate member position from the board.

Approved by the membership.

### **BYLAWS**

- 1. Dues and Membership, Section 1

Original: There shall be no initiation fee charged for admission to the Association. Annual dues shall be: Voting and Affiliate membership \$40.00 1990-91, \$50.00 1991-92; Associate membership \$80.00 1990-91, \$100.00 1991-92; and Individual memberships \$15.00 1990-91, \$20.00 1991-92. Thereafter, annual dues shall be established by a majority vote of the Board.

Proposed: There shall be no initiation fee charged for admission to the Association. Thereafter, annual membership dues and due structure for voting membership, associate membership and individual membership will be established annually by a majority vote of the Board.

Justification: This change will allow the board to change both the amount of dues and the dues structure with a board vote instead of the constitutional amendment process.

Approved by the membership.

As a follow-up to the above approvals by the membership, the following items were edited in the TASFAA Constitution and Bylaws to reflect the removal of the Associate Member from the Board. (SC 7/1/2010)

**Constitution, Article III, Section 1a** currently reads:

“The voting officers of the Association shall be a President, President-Elect, Immediate Past President, and eleven (11) representatives at large. They shall serve as members of the Board of Directors and shall include representatives of institutions in the State of Texas who hold voting membership in the Association as well as one elected Associate member. The Board of Directors will hereafter be referred to as the Board in this document.”

Recommended Change:

“The voting officers of the Association shall be a President, President-Elect, Immediate Past President, and eleven (11) representatives at large. They shall serve as members of the Board of Directors and shall include representatives of institutions in the State of Texas who hold voting membership in the Association ~~as well as one elected Associate member~~. The Board of Directors will hereafter be referred to as the Board in this document.”

Justification:

Associate membership positions were removed from the Board. Passed by membership - July 2009. Language in Constitution needs to reflect the removal of this position.

**Constitution, Article III, Section 3** currently reads:

“Five members of the Board elected at large and the President-Elect shall be elected each year. One associate member delegate shall be elected every other year. Board members elected at large shall be elected for two year terms. The President-Elect shall be elected for a one year term as President-Elect and will automatically serve as President the following year and Immediate Past President the next following year.”

Recommended Change:

“Five members of the Board elected at large and the President-Elect shall be elected each year. ~~One associate member delegate shall be elected every other year~~. Board members elected at large shall be elected for two year terms. The President-Elect shall be elected for a one year term as President-Elect and will automatically serve as President the following year and Immediate Past President the next following year.”

Justification:

Associate membership positions were removed from the Board. Passed by membership - July 2009. Language in Constitution needs to reflect the removal of this position. (Made Change 10/29/2010 while reviewing the document) slc

**Constitution, Article VI, Section 1** currently reads:

“Any member institution of higher learning, associate member, affiliate member, or interested persons shall be entitled to send one or more representatives to Association meetings and workshops. Only one appointed representative of any given voting member institution shall be eligible to vote. Only one representative of any given voting member institution shall be eligible

to be elected to a voting office in the Association. Only one appointed representative of any given Associate member agency shall be eligible to vote for the Associate delegate to the Board.”

Recommended Change:

“Any member institution of higher learning, associate member, affiliate member, or interested persons shall be entitled to send one or more representatives to Association meetings and workshops. Only one appointed representative of any given voting member institution shall be eligible to vote. Only one representative of any given voting member institution shall be eligible to be elected to a voting office in the Association. ~~Only one appointed representative of any given Associate member agency shall be eligible to vote for the Associate delegate to the Board.”~~”

Justification:

Associate membership positions were removed from the Board. Passed by membership - July 2009. Language in Constitution needs to reflect the removal of this position.

### **Bylaws, 3. Vacancies in the Presidency and the Board of Directors, Section 2**

“In the case of other vacancies on the Board, where a member is unable to complete his/her term of office, resigns, or is no longer employed in the area of financial aid by a voting member institution, the person designated by the President as responsible for replacement of Board members shall have the power to fill that vacancy until the next election. In the case of a vacancy in the Associate delegate, the person designated by the President as responsible for replacement of Board members shall have the power to fill that vacancy until the next election.”

Recommended Change:

“In the case of other vacancies on the Board, where a member is unable to complete his/her term of office, resigns, or is no longer employed in the area of financial aid by a voting member institution, the person designated by the President as responsible for replacement of Board members shall have the power to fill that vacancy until the next election. ~~In the case of a vacancy in the Associate delegate, the person designated by the President as responsible for replacement of Board members shall have the power to fill that vacancy until the next election.”~~”

Justification:

Associate membership positions were removed from the Board. Passed by membership - July 2009. Language in Constitution needs to reflect the removal of this position.  
(Made Change 10/29/2010 while reviewing the document) slc

### **Bylaws, 4. Nominations and Elections, Section 6**

“Voting shall be by mail, Email, or on-line ballot. Ballots must be received by the Nominations and Elections Committee no later than fifteen (15) days prior to the annual meeting. The candidate for President-Elect receiving the highest number of votes shall be considered elected. The five (5) candidates receiving the highest number of votes shall be considered elected to the Board. A one-year vacancy on the Board will be filled by the person receiving the sixth (6<sup>th</sup>) highest number of votes. If there is a tie vote, a run-off election will be held before the annual meeting. The Associate delegate candidate receiving the highest number of votes shall be considered elected to the Board.”

Recommended Change:

“Voting shall be by mail, Email, or on-line ballot. Ballots must be received by the Nominations and Elections Committee no later than fifteen (15) days prior to the annual meeting. The candidate for President-Elect receiving the highest number of votes shall be considered elected. The five (5) candidates receiving the highest number of votes shall be considered elected to the Board. A one-year vacancy on the Board will be filled by the person receiving the sixth (6<sup>th</sup>) highest number of votes. If there is a tie vote, a run-off election will be held before the annual meeting. ~~The Associate delegate candidate receiving the highest number of votes shall be considered elected to the Board.~~”

Justification:

Associate membership positions were removed from the Board. Passed by membership - July 2009. Language in Constitution needs to reflect the removal of this position.

**Bylaws, 4. Nominations and Elections, Section 7**

“For voting purposes, the Treasurer shall provide a certified list of paid up voting members prior to the nomination and election. The Treasurer shall also provide a certified list of paid Associate members for the purpose of voting for the Associate delegate to the Board.”

Recommended Change:

“For voting purposes, the Treasurer shall provide a certified list of paid up voting members prior to the nomination and election. ~~The Treasurer shall also provide a certified list of paid Associate members for the purpose of voting for the Associate delegate to the Board.~~”

Justification:

Associate membership positions were removed from the Board. Passed by membership - July 2009. Language in Constitution needs to reflect the removal of this position.

## 8.5 Appendix E – 2009-10 Changes to TASFAA Constitution and Bylaws

### **Recommendation 1:**

Constitution, Article VII, Section 6 currently reads:

“The counting of votes for constitutional amendments will be private and be supervised by the Constitution and Bylaws Committee Chairperson. The Chairperson will submit the results to the President. The Chair will also ensure that results are announced to the membership at the next business session of the Association, included in the official Association minutes, published in the first issue of the Association newsletter and posted to the website following the voting.”

Recommended Change:

“The counting of votes for constitutional amendments will be private and supervised by the Secretary or another appropriate individual designated by the President. Results will be submitted to the President and announced to the membership at the next business session of the Association, included in the official Association minutes and published to the members through the website.”

Justification:

The Constitution should not reference an *ad hoc* committee that may or may not exist. It is inconsistent with the designation of Constitution and Bylaws as an ad-hoc committee. This committee should remain *ad hoc*.

Note: Based on Recommendation 5, the Secretary language may be changed to Secretary dependent upon membership vote.

Approved by membership at the October, 2010 TASFAA Business Meeting.

### **Recommendation 2:**

Constitution, Article III, Section 1A currently reads:

“The voting officers of the Association shall be a President, President-Elect, Immediate Past President, and eleven (11) representatives at large. They shall serve as members of the Board of Directors and shall include representatives of institutions in the State of Texas who hold voting membership in the Association. The Board of Directors will hereafter be referred to as the Board in this document.”

Recommended Change:

“The voting officers of the Association shall be a President, President-Elect, Immediate Past President, and eight (8) representatives at large. They shall serve as members of the Board of Directors and shall include representatives of institutions in the State of Texas who hold voting

membership in the Association. The Board of Directors will hereafter be referred to as the Board in this document.”

Justification:

One at-large member should have been removed last year when the Associate Member Board Position was removed accounting for ten (10 representatives at large). By reducing the number of at-large members from ten (10) to eight (8), the reduction would allow for budget savings for travel and board meetings.

Approved by membership at the October, 2010 TASFAA Business Meeting.

**Recommendation 3:**

Constitution, Article III, Section 2A currently reads:

“The Treasurer shall be a non-voting officer of the Board elected by the voting membership of the Association for a three-year term. A monthly stipend shall be paid to the Treasurer as agreed upon by the Board. A Treasurer-Elect shall be elected to serve during the last year of the Treasurer’s term. The Treasurer-Elect will automatically serve as the Treasurer the following year.”

Recommended Change:

“The Treasurer shall be a non-voting officer of the Board elected by the voting membership of the Association for a three-year term. A Treasurer-Elect shall be elected to serve during the last year of the Treasurer’s term. The Treasurer-Elect will automatically serve as the Treasurer the following year.”

Justification:

By removing the statement, “A monthly stipend shall be paid to the Treasurer as agreed upon by the Board”, the Board would be allowed to determine the stipend and future constitutional amendment votes would not be required.

Approved by membership at the October, 2010 TASFAA Business Meeting.

**Recommendation 4:**

Constitution, Article III, Section 2B currently reads:

“The Secretary/Historian shall be a non-voting officer of the Board elected by the voting membership of the Association for a two-year term. A stipend shall be paid to the Secretary/Historian as agreed upon by the Board.”

Recommended Change:

“The Secretary/Historian shall be a non-voting officer of the Board elected by the voting membership of the Association for a two-year term. “

Justification:

For consistency with Recommendation 3. By removing the statement, “A monthly stipend shall be paid to the Treasurer as agreed upon by the Board”, the Board would be allowed to determine the stipend and future constitutional amendment votes would not be required.

Approved by membership at the October, 2010 TASFAA Business Meeting.

**Recommendation 5:**

Constitution and Bylaws – All Articles and Sections affected.

Recommended Change:

All references to the position of secretary/historian, the designation of “/historian” be removed from title of this office.

Justification:

By removing the Historian component of the title would allow the option to assign duties to a committee to work on archives.

Approved by membership at the October, 2010 TASFAA Business Meeting.