

Wisconsin Association of Student Financial Aid Administrators



Handbook

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The WASFAA Handbook

Origination of the document

The material contained in this document is a compilation of WASFAA operational information, policies and procedures which have been reviewed and approved by the WASFAA Executive Committee or have been established as working procedures. This information was originally compiled in document form by the WASFAA Research Committee in 1991. The Handbook is reviewed/updated annually under the coordination of the Past-President with the participation of the President-Elect and the President. The Handbook is posted on the WASFAA web page.

Purpose and use of the document

The main purpose of the WASFAA Handbook is to provide a guideline for operation of the organization. The Handbook also explains the role and activities of WASFAA and its relationship to other organizations.

Due to the limited term-of-office of WASFAA Executive Committee members and the limited meeting schedule throughout the year, this document is intended to help orient new WASFAA leaders to the organization and describe their responsibilities. The Handbook is not meant to be a set of rigid regulations (we get enough of that at work) to which exceptions cannot be made, or the answer to all situations encountered by WASFAA. Instead, the document should be used as the basis to determine current operating policy/procedure, to provide guidance, answer questions, and provide consistency in the operation of the organization. Members may gain access to and print copies of the handbook from the WASFAA web page at wasfaa.net

Maintenance of the document

Changes or additions to the Handbook by WASFAA members can be proposed and approved through the WASFAA Executive Committee. The President, President-Elect, and Past President are responsible for an annual review of the document, and they are encouraged to make recommendations for change to the Executive Committee. Any necessary additions and updates should be approved through the WASFAA Executive Committee and be included in the document during the year as the need arises.

The WASFAA Past-President has the ultimate responsibility for coordinating the annual review and update of the document, through the WASFAA Executive Committee. The WASFAA Secretary is responsible for the maintenance and storage of the official WASFAA Handbook.

Articles of Association/Policies and Procedures/Amendments of the Association

Standing Rules or Policies and Procedures of the Association may be adopted or amended by the Association or the Executive Committee by a majority of those voting at any official meeting of either body, providing a quorum is present. Amendments to these Articles of the Association may be initiated by any two active Regular Members in good standing. Said Amendments must be presented, in writing, to the Secretary in order that they may be distributed to the Membership no less than fifteen days prior to the date of the Annual Meeting. A two-thirds majority of the active Regular Members present and voting shall be required for the adoption of Amendments to the Articles. Unless otherwise specified, Amendments become effective immediately following adoption.

Appendix A: Articles of Association

Wisconsin Association of Student Financial Aid Administrators

Note: This section of the Articles of Association includes appropriate procedures (Indicated by italics) that are not actually part of the Articles. See Appendix D for the text of the Articles of Association without the procedures.

MISSION STATEMENT

To promote and provide quality administration of financial aid programs in Wisconsin's post-secondary institutions, and to ensure the availability of an ethical, equitable, and accessible financial aid delivery system for students attending Wisconsin's post-secondary institutions.

PREAMBLE

The Financial Aid Community consists of persons representing a variety of post-secondary institutions and agencies with each mixing its unique contribution to the total student population. Members of the Wisconsin Association of Student Financial Aid Administrators recognize the need for the use of constructive and ethical practices in the performance of their respective roles. In view of these facts and in order to more fully perform our function as a responsible and active segment of post-secondary education in Wisconsin we hereby subscribe to the following Articles of Association.

Article I - NAME

The name of this organization shall be the Wisconsin Association of Student Financial Aid Administrators herein designated as "The Association".

Article II - PURPOSE

The purpose of the Association shall be as follows:

- A. To improve the quality of financial aid programs, with foremost concern being given to the needs of all students.
- B. To furnish a forum for the exchange of information and ideas among professional persons engaged in financial aid administration.
- C. To promote among post-secondary educational administrators, at all levels, a better understanding of the significance and impact of student financial aid upon the overall operation of post-secondary educational institutions.
- D. To relate to, coordinate with, and provide avenues of communication and education with secondary schools and regional, national, and other state agencies and organizations concerned with financial aid programs and their administration.
- E. To provide for secondary and post-secondary inter-institutional cooperation on financial aid matters on behalf of students.
- F. To foster and promote the highest ethical and professional standards for the financial aid profession.
- G. To encourage and provide an opportunity for the professional development, growth, and training of members of the Wisconsin financial aid community.

Article III – MEMBERSHIP

A. Types of Membership: There shall be three categories of individual membership as follows:

1. Regular Membership: Regular Membership shall be limited to persons who are on a daily basis actively engaged in the administration of student financial aid in: (1) Wisconsin post-secondary institutions or (2) Any Wisconsin State agency that is legally charged with responsibility for any phase of student aid programs including WEOP/DPI educational counselors. Each Regular Member shall be entitled to vote as a member of the Association to hold office in the Association, and shall be urged to attend all meetings of the Association and all other conventions and meetings pertinent to student financial aid.

2. Associate Membership: Associate Membership is available to individuals representing agencies and organizations concerned with or engaged in the general support and/or administration of student financial aid. This category includes, but is not necessarily limited to, members or representatives of participating lenders under the Stafford Loan Program; financial aid service organizations; the Board of Regents and administrators of the University of Wisconsin System; and the State Board of Vocational, Technical, and Adult Education and its administrators. Associate members are invited to attend all meetings of the Association with full floor privileges but may neither vote, hold office, nor chair standing committees of the Association, except for the Associate Concerns Committee.

3. Retired Membership: Retired Membership is available to individuals who have served a significant number of years as a member of a financial aid office or in a position eligible for membership in WASFAA. Individuals must have retired from the financial aid profession due to reasons of health or age. Retired members are invited to attend all meetings of the Association with full floor privileges, but may neither vote, hold office, nor chair standing committees of the Association.

B. Determination of Membership: The WASFAA Chairperson of the Membership Committee shall have the responsibility for determining the type of membership an individual holds. Appeals will be brought before the Executive Committee whose decision will be final. The WASFAA Membership Directory shall indicate each individual's membership designation.

POLICY AND PROCEDURES:

Membership Plan:

1. *Annually distribute membership applications to all post-secondary schools in the State of Wisconsin and other potential members*
2. *Send a special invitation to the Presidents and Financial Aid Officers of (non-member schools) as the need dictates*
3. *Provide new members with a membership packet which consists of WASFAA nametag, constitution, brochure, welcome letter from the Executive Committee and a list of opportunities for involvement which may include a survey of talents and background*
4. *Recruit veteran members to welcome and orient new members to the association*
5. *Write thank you notes to new members who volunteer for committees, etc.*
6. *Mark nametags of members when they attend their first WASFAA Conference*
7. *Membership fees not paid by the Fall Conference will be reported by the Treasurer to the Executive Committee which will then appropriately pursue the matter*
8. *Membership fees will be refunded in part (50%) if written notice of cancellation is received by October 1*
9. *Membership fees received after April 1 shall be considered as membership for the remainder of the current year and for the following year*
10. *Membership is not transferable from one person to another*

11. Deadline for receipt of membership applications is August 1 (late applicants may not be listed in the Directory nor receive membership packets until the Winter Conference)
12. Replacement charges for WASFAA nametags are at cost which is \$4.00
13. Persons who change their names or change their place of employment, will be charged \$4.00 for replacement nametags
14. Replacement nametags will be provided free of charge to members from institutions which have a name change
15. Membership applications will be distributed to the Treasurer, Membership Chair, Data Base Manager, Directory Editor, and Webmaster. The application is also on the WASFAA web page.
16. An exhibitor or vendor must maintain a WASFAA associate membership.

Solicitation of membership

The Membership Committee regularly contacts all Wisconsin post-secondary institutions and lenders to solicit WASFAA membership. WASFAA membership is encouraged when a member has the opportunity to be in contact with non-member institutions or agencies. Reminder letters are sent annually to encourage membership renewal.

Article IV - MEETINGS

- A. There shall be no less than two meetings of the Association each fiscal year (July 1 through June 30) one of which will be designated the Annual Meeting with additional meetings to be called at the discretion of the Executive Committee, herein after described.
- B. The Annual Meeting shall be held in the spring but no later than June 30 of each year.
- C. Thirty days notice shall be afforded the membership prior to the date of any meeting.

Article V - OFFICERS OF THE ASSOCIATION AND TERMS OF OFFICE

A. Officers

There shall be six officers; a President, President-Elect, Past President, Secretary, Treasurer; and Treasurer-Elect; elected from among the active Regular Membership by plurality vote of the members except that the President-Elect shall automatically succeed the President, and the Treasurer-Elect shall automatically succeed the Treasurer at the end of the fiscal year.

B. Terms of Office

1. **The President, President-Elect, and Past President** shall serve for a period of one year immediately following election at the conclusion of the Annual Meeting through the conclusion of the annual meeting.
2. The **Treasurer and Treasurer-Elect** shall each serve for a period of one year following the end of the fiscal year.

POLICY AND PROCEDURE: *The Treasurer shall be custodian of all financial reports of the Association. The Treasurer shall collect dues, deposit and transfer funds, maintain adequate records of receipts and disbursements, receive and record membership dues, present financial reports to the membership at each meeting, prepare all year-end reports and tax returns, maintain and utilize the WASFAA computer for records, maintain the records of incorporation, develop the annual budget, and prepare a duly audited Annual Report at the conclusion of the fiscal year. The Treasurer shall be bonded. Additionally the Treasurer shall serve as Chairperson of the Finance Committee. The Treasurer-Elect shall receive all bills and issue checks, maintain records of all financial transactions, assist with the audit, and reconcile monthly bank statements.*

3. The **Secretary** shall serve a two-year term beginning with the conclusion of the Annual Meeting at which elected. The Secretary shall be elected in EVEN numbered years. **POLICY AND PROCEDURE:** *The Secretary shall be custodian of all records of the Association. The Secretary shall keep and promulgate the Minutes of all meetings of the Association and of the Executive Committee and all Standing Rules and shall accomplish all official correspondences of the Association. The Secretary shall also serve as a member of the Membership Committee.*

Article VI - ELECTION OF OFFICERS AND AT-LARGE MEMBERS OF THE EXECUTIVE COMMITTEE, AND THE FILLING OF VACANCIES

A. Elections

1. The Executive Committee shall appoint a Nominations Committee; which shall be charged with presenting nominations of candidates for officer positions for consideration by the Membership. The Report of the Nominations Committee shall include no less than one nominee each for the Officer positions.
2. In addition the Nominations Committee shall nominate no less than six nominees for four At-Large positions on the Executive Committee for consideration by the Membership. The term of the four At-Large members shall be two years, with two members to be elected each year.
3. The general election shall be held by mail or electronic ballot. This ballot will allow for write-in candidates. The results of such election shall be announced during that Annual Meeting.

B. Vacancies In Office:

A vacancy created by the death or resignation of the President shall be filled by the President-Elect. A President-Elect succeeding to the Office of the President through such a vacancy shall serve the full one-year term as President in addition to serving the unexpired term of the deceased or resigned President.

C. Secretary

The Secretary shall be custodian of all records of the Association. The Secretary shall keep and promulgate the Minutes of all meetings of the Association and of the Executive Committee and all Standing Rules and shall accomplish all official correspondences of the Association. The Secretary shall also serve as a member of the Membership Committee.

D. Treasurer and Treasurer-Elect

The Treasurer shall be custodian of all financial reports of the Association. The Treasurer shall collect dues, deposit and transfer funds, maintain adequate records of receipts and disbursements, receive and record membership dues, present financial reports to the membership at each meeting, prepare all year-end reports and tax returns, maintain and utilize the WASFAA computer for records, maintain the records of incorporation, develop the annual budget, and prepare a duly audited Annual Report at the conclusion of the fiscal year. The Treasurer shall be bonded. Additionally the Treasurer shall serve as Chairperson of the Finance Committee. The Treasurer-Elect shall receive all bills and issue checks, maintain records of all financial transactions, assist with the audit, and reconcile monthly bank statements.

POLICY AND PROCEDURES FOR NOMINATIONS AND ELECTIONS:

Nominations:

- WASFAA officers and members-at-large to the Executive Committee are nominated by the Nominations Committee. (HEAB's Council on Aid members are appointed directly

by HEAB's Executive Secretary and are no longer elected by the WASFAA membership.)

- Nominations are solicited from the total WASFAA membership. Nomination forms should be distributed to the membership to allow enough time (6 to 8 weeks recommended) for a nomination response from the membership, construction of a slate of officers, publication of the election ballot, and election response from the membership.
- All nominees should be contacted for their approval prior to being placed on the election ballot. Potential nominees should be given a position description to insure they fully understand the duties and commitment involved in the position. Potential nominees should also be instructed to discuss travel reimbursement, insurance, and release-time issues with their school administration.
- Only Regular WASFAA members are eligible to hold office or chair committees. Efforts should be made by the Nominations Committee to consider nominees from all sizes and types of institutions.

Elections

WASFAA elections are coordinated by the Past-President, who chairs the Nominations Committee. WASFAA officers and members-at-large to the Executive Committee are nominated by the Nominations Committee, according to Article VI of the WASFAA by-laws.

Election ballots:

- are sent only to regular WASFAA members. An official list of regular members in good standing should be obtained from the WASFAA Data Base Manager.
- should be distributed to the membership to allow two weeks for a response from the membership prior to the announcement.
- should contain a list of the current officers and their terms along with a biographical statement about each nominee.
- must allow for write-in candidates, to avoid the need for nominations from the floor.
- must be signed or e-signed by the voting member.

Election results are presented to the Executive Committee and the WASFAA membership by the Past-President, or her/his designee. The results of the election are announced during the annual meeting, via a mailing, an email announcement to the membership, or at another conference if a special election is required .

Vacancy of other offices: If a member of the Executive Committee needs to be replaced other than the president, the Executive Committee will seek nominations from the membership and nominate those members at an Executive Committee meeting. The Executive Committee will cast their vote for the candidate by secret ballot.

Article VII - STANDING COMMITTEES

The Association shall have the following Standing Committees, which shall perform the functions herein after described and any other functions that may, from time to time, be prescribed by the Association and/or the Executive Committee.

A. Executive Committee

1. There shall be ten members of the Executive Committee. They are the Officers and four Members-At-Large.

2. The Web Editor shall be an ex-officio members of the Executive Committee (without vote).
3. The Executive Committee shall be responsible for conducting the business of the Association between meetings but may not rescind or modify any official action taken by the membership. Business of the Association may be handled by email with a majority vote of the Executive Committee needed to pass a motion.
4. The Executive Committee may invite such individuals or groups as it desires to have represented to itself in an advisory capacity, but without voting privileges.
5. The Executive Committee shall be responsible for initiating and/or receiving from members, drafting, and disseminating to the Membership for approval all official Resolutions of the Association. The Executive Committee will disseminate all drafts of Resolutions 15 days, if possible, prior to the meeting at which such Resolutions are to be considered.
6. The Executive Committee shall determine the composition and appoint members to all other Standing Committees and additionally create such suitable ad-hoc committees as is deemed necessary to address specific problems or issues as they arise and shall appoint members to those committees. Such specific issues may include but are not necessarily limited to Need Analysis, Budgets, Special Problems of the Disadvantaged, Packaging, and Processing.
7. The Executive Committee shall determine the composition and appoint members to all other Standing Committees and additionally create such suitable ad-hoc committees as is deemed necessary to address specific problems or issues as they arise and shall appoint members to those committees. Such specific issues may include but are not necessarily limited to Need Analysis, Budgets, Special Problems of the Disadvantaged, Packaging and Processing

B. Nominations Committee

As heretofore described in Article VI, A, 1-3, the Nominations Committee is charged with presenting to the membership nominations of candidates for both Officers and At-Large Member positions. **Policy and Procedure:** *Chaired by Past-President.*

C. Awards Committee

The Awards Committee shall select members for suitable recognition for outstanding service to both the Association and the Financial Aid Community at large; such Awards to be bestowed at the Annual Meeting. **Policy and Procedure:** *Chaired by Recipient of the most recent WASFAA Outstanding Service Award.*

D. Finance Committee

Under the Chair of the Treasurer, the Finance Committee shall deal with all matters concerning recommendations to the Executive Committee of the dues structure and the reimbursement policy for any necessary expenses incurred by the Association Membership on official Association business.

POLICY AND PROCEDURE:

*Finance Committee membership consists of:
Treasurer, (Chair)*

*Treasurer-Elect
Past Treasurer, one year only
President
President-Elect
Past President, one year only
Corporate Support Chair
Two members-at-large:*

- *Following each election, one of the WASFAA elected members-at-large will be appointed by the President to the Finance Committee*
- *At-large members shall serve for a two-year term, corresponding with their two-year term as a WASFAA member-at-large*
- *At-large members may be reappointed, however, no member shall serve for more than six consecutive years as a member-at-large*

Only "regular" WASFAA members may serve on the Finance Committee

E. Professional Development Committee

The Professional Development Committee shall be responsible for planning, conducting, and supervising those professional advancement and training activities such as workshops, programs and seminars which contribute to the status, competency, and image of the membership and for the development of any Association certification policy as may be desired by the Membership.

POLICY AND PROCEDURE:

Professional Development Committee membership consists of:

The appointed Chair (three-year term)

One Executive Committee Member-at-Large

Any other members appointed by the Committee Chair (including, but not limited to, trained NASFAA session leaders).

F. Research Committee

The Research Committee shall be charged with providing a vehicle for research activity by both identifying on its own initiative, and/or receiving from the membership, topics for research of importance to the Association.

G. Federal Issues Committee

The Federal Issues Committee shall be responsible for keeping the Membership abreast of all Federal legislation and regulations germane to financial aid, from inception through passage or finalization, and for the interpretation of such to the Membership.

H. Membership Committee

The President shall appoint the Chairperson of the Membership Committee. The Membership Committee shall deal with all matters concerning the recruitment and retention of members. The Chairperson of the Membership Committee or a designee will serve as the Editor of the Membership Directory.

POLICY AND PROCEDURE:

Policy Standing Committees:

The following committees and positions have been established to serve the Association and the Chairs are appointed by the WASFAA President at the point of taking office for a one year term:

- Associate Member Concerns Committee (*Chaired by an Associate Member. This is the only committee an associate member can chair.*)
- Association Governance & Planning Committee (*Chaired by Past-President*)
- Conference (Site and Program) Committees
- WASFAA Site Coordinator (*Chair serves three year term*)
- Corporate Support Committee (*Chair serves two year term*)
- Data Base Manager (*Serves a three year term*)
- Early Awareness and Outreach Committee (*3 chairs*)
- Loan Concerns Committee
- Innovations Committee
- One member of the Finance Committee
- Parliamentarian
- Personal Information Coordinator
- Photographer
- Pre-Collegiate School Relations Committee (*Chair serves a three year term*)
- State Issues Committee
- Student Employment Committee
- WebEditor (*three year term*)
- All Ad Hoc Committees

Article VIII - DUES

- A. Annual dues shall be decided by the Executive Committee.
- B. The payment of dues is required for membership in good standing.

Policy and Procedure:

- 1) WASFAA membership year shall run from July 1 - June 30
- 2) The annual membership fee is \$35.00. (*Note: membership fee was increased from \$15 to \$20 for 1991-92 and from \$20 to \$35 in 2002-03.*)

Article IX - PROCEDURES

- A. A quorum is required for the conduct of all official business during meetings of the Association and shall consist of one-third the number of regular members in good standing. The conference registrations of regular members shall constitute the official role call for quorum purposes.
- B. A majority of the members of the Executive Committee shall constitute a quorum for its meetings.
- C. Robert's Rule of Order, Revised (Henry Martin Robert) shall govern all proceedings during meetings of the Association except when superseded by these Articles. In line with this provision, the President shall appoint a Parliamentarian who will become familiar with Robert's Rules, must be present at all meetings of the Association and will rule upon all procedural questions. Such rulings will be regarded as final.
- D. The President shall appoint an Association Archivist/Historian who, in cooperation with the Secretary, shall develop and maintain a history of the Association.

Article X - STANDING RULES

- A. Standing Rules may be adopted or amended by the Association or the Executive Committee by a majority of those voting at any official meeting of either body, providing a quorum is present.
- B. A record of any such Standing Rules adopted shall be kept by the Secretary and shall be made available upon request to any member of the Association.

Article XI - AMENDMENTS

Amendments to these Articles may be initiated by any two active Regular Members in good standing. Said Amendments must be presented, in writing, to the Secretary in order that they may be distributed to the Membership no less than fifteen days prior to the date of the Annual Meeting. A two-thirds majority of the active Regular Members present and voting shall be required for the adoption of Amendments to the Articles. Unless otherwise specified, Amendments become effective immediately following adoption. Policies and procedures can be adopted, changed, or revised by majority vote of the Executive Committee.

POLICY AND PROCEDURE

NASFAA LEADERSHIP TRAINING

First preference for members of the Executive Committee to attend the annual NASFAA Leadership Training will be given to the newly elected President-elect and Treasurer-elect. If for some reason either of them cannot attend, the Executive Committee may choose an alternative to attend.

THE WASFAA ORGANIZATION:

Goals Of The Association

- A. Annual goals are established by the Executive Committee and the WASFAA committee chairs at the beginning of the year are assessed at the close of the year.
- B. Committee goals are established by WASFAA committee chairs and committee members.
- C. Long-range goals are established by the WASFAA Executive Committee and are reviewed annually by the Association Governance & Planning Committee for validity and for progress in meeting these goals.

Activities of WASFAA

WASFAA gives special attention to the unique concerns of agencies and offices which work closely with the Financial Aid community in the administration of their assistance programs. Pro-active efforts are made to foster good relationships with these agencies.

WASFAA sponsors training sessions for financial aid administrators, high school counselors, and support staff. These provide opportunities to stay up-to-date on application forms and formula changes, and to learn about future changes being proposed.

The service of education provided by WASFAA is available to persons who are not necessarily WASFAA members, such as support staff and high school counselors. Conference attendance is not limited to WASFAA members only. To limit costs, WASFAA mailings are limited to members and selected non-members only.

The Association holds Conferences at least two times annually (prior to 1993, usually three conferences were held). Conference activities may include:

- Updates on developments or changes in governmental programs
- Reports on studies or research
- Development of positions on pertinent issues and expression of views to academic, legislative, and governmental agencies
- Networking and exchanging ideas and information with colleagues
- Opportunity for professional growth and development
- Discussion of technology relating to financial aid processing
- Sharing of financial aid processing theories, policies, and procedures
- Speakers are often asked to present information of particular or current interest to the membership. The guest speakers may be, for example: the Department of Education, an outside agency which interfaces with financial aid administration, an educator, a fellow financial aid administrator with special expertise, or a legislator. The information presented at the conferences may involve regulation interpretation, professional development, technical policy and procedures, or legislative updates.

Pre-Designated or Ex-Officio Positions

The chairs of the following committees are not appointed; rather they are designated as committee chairs due to their position in the organization or receipt of the Outstanding Service award.

Association Governance & Planning — chaired by the Past-President

Awards Committee — chaired by the recipient of the most recent
'Outstanding Service' Award

Conference Site Selection Committee — chaired by the President-Elect

Executive Committee — chaired by the President

Finance Committee — chaired by the Treasurer

Nominations Committee — chaired by the Past-President

Ad Hoc Committees: Temporary committees (or task forces) may be established by the Executive Committee for short-term purposes and/or projects.

Advisory Councils: WASFAA may be asked to provide committee members to outside agencies.

New committees may be developed, obsolete committees disbanded, and/or status revised by the President through the Executive Committee.

Position Descriptions

See Appendix B for a complete listing and descriptions of WASFAA Positions and Committees.

Committee Goals and Objectives

A written list of committee goals should be submitted to the Executive Committee for review at the first Executive Committee meeting of the WASFAA year, typically at the WASFAA President's Retreat in June.

Conference Committee membership consists of: the President-Elect; conference committees from previous and future conferences; any other members appointed by the President-Elect.

Committee Membership

- Associate members may serve as committee members
- Associate members may not chair committees, however they may act as a co-chair or chair ad-hoc committees.
- Committee size is left to the discretion of the Chair.
- Efforts should be made to seek out members who have not volunteered to serve in an attempt to involve them in the organization. Committee chairs will be notified by the membership committee when a member indicates interest in serving on their committee.
- Efforts should be made to ensure that all sizes and types of institutions are represented on committees.
- A list of committee members should be submitted to the Executive Committee for review at its first meeting of the WASFAA year, typically at the President's Retreat in June.

Committee Responsibilities

- Committees are expected to be active and meet routinely during the year. It is suggested that committee meetings be held sometime during each of the WASFAA Conferences.
- Attendance by Committee Chair at the Executive Committee meetings is at the will of the WASFAA President. Attendance at the Executive Committee meeting is a function of

whether the committee needs feedback from the Executive Committee or to seek approval for funding. Routine committee reports should be submitted to the President for distribution at the meetings.

- Special projects, such as mailings, workshops, etc., are encouraged. Any such event offered as part of WASFAA must be approved in advance by the Executive Committee, whether or not any expense to the Association will be incurred.
- The President and Executive Committee may charge the committee with additional activities as they see fit.
- WASFAA members should be informed of committee activities through the WASFAA website or announcements at the business meeting at the conferences or through the WASFAA Listserv.

Appendix B: WASFAA Position Descriptions

The following position descriptions have been developed to inform members of the duties expected and the time commitment involved with the position. These descriptions should be used by the Nominations Committee to inform prospective nominees regarding the scope of the position and by the President in selecting and training new committee chairs.

Title: **Past-President**

Selection: Elected two years prior, to the President-elect position by WASFAA's regular membership as President

Length of term: One calendar year immediately following election at the conclusion of the annual meeting.

Specific Work Tasks and Duties	Time Commitment
1. Attend each WASFAA Executive Committee meeting per year, each Finance Committee, and each WASFAA Business meeting. Executive Committee meetings are held at each conference and between conferences, typically at the next conference site	9 or more days
2. Participate in Executive Committee meetings, provide input and opinions, offer ideas, etc.	24 hours per year
3. Coordinate the annual review and update of the WASFAA Handbook	15 hours per year
4. Assist in establishing goals for the Association at the President's Retreat,	8 hours per year plus 1-2 days travel
5. Prepare a year-end report at the conclusion of term	8 hours per year
6. Chair the WASFAA Nominations Committee and coordinate the duties of the Nominations Committee	Refer to the specific Committee description
7. Serve as MASFAA representative until the October following your term as President.	Attend last MASFAA Executive Council meeting for prior year
8. Chair the Association Governance and Planning Committee	Refer to the specific committee description

Appendix B: WASFAA Position Descriptions

Title: **President**

Selection: Elected the prior year, to the President-Elect position by WASFAA's regular members.

Length of term: One calendar year immediately following the conclusion of the annual meeting.

Specific Work Tasks and Duties	Time Commitment
1. Attend and preside at each WASFAA Executive Committee and Business meeting. Executive Committee meetings are held at each conference and between conferences, typically at the next conference site	9 or more days per year Travel commitment; WASFAA conference hotel room paid by the Association
2. Organize and announce each WASFAA Executive Committee meeting and Business meeting. Submit agendas to the Executive Committee members three weeks prior to each meeting	5 hours per meeting
3. Take responsibility for all representative actions taken as an association	5 hours per month
4. Represent WASFAA on the Executive Council of MASFAA effective at the start of the annual MASFAA Conference commitment that follows the start of office. Four meetings per year. If unable to attend, designate another WASFAA member to attend.	16 days per year Travel commitment Meeting not held at the annual conference are paid by MASFAA
5. Appoint Archivist, Web Editor, Corporate Support Chairs, Parliamentarian, Personal Information Coordinator, Photographer, one member to the Finance Committee, and chairs for certain committees	25 hours per year
6. Orient and train chairs, new officers, and new appointees	3 hours per year
7. Establish goals for the association; coordinate execution of goals; monitor completion of goals	15 hours per year
8. Serve as a member of the Finance Committee	1-5 hours per meeting
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President - Specific Work Tasks and Duties - Continued	Time Commitment
9. Appoint NASFAA Trainers for fall training	2 hours per year
10. Participate in the review and update of WASFAA Handbook	8 hours per year
11. Provide information for the WASFAA website when necessary and for MASFAA.	1-2 hours per issue
12. Correspond and respond to issues of concern to the membership	30 hours per month
13. Attend the national NASFAA Conference which is paid by the WASFAA Association	3 days
14. Provide announcements and notices to the membership via Listserv.	12 hours per year
15. Store and make available WASFAA banners (WASFAA logo and NASFAA award)	On-going
16. Prepare and distribute a year-end report at the conclusion of term	8 hours per year
17. Serve as official NASFAA & MASFAA contacts	8 hours per year
18. Serve as an ad hoc member on all WASFAA committees, except Nominations	Variable and On-going
19. Handle all official correspondence for the Association	Variable
20. Attend (or appoint a designee) one state conference from a MASFAA member state. This is the MASFAA State Exchange Program. Partial conference costs are paid by MASFAA, remainder paid by WASFAA. Conference location is determined by MASFAA.	4 days per year

Appendix B: WASFAA Position Descriptions

Title: **President-Elect**

Selection: Elected by the regular members of WASFAA.

Length of Term: One calendar year immediately following the conclusion of the annual meeting. Following that year, the President-Elect assumes the position of President for one calendar year and the role of past-president for one year.

Specific Work Tasks and Duties	Time Commitment
1. Attend each WASFAA Executive Committee meeting, and each WASFAA Business meeting. Executive Committee meetings are held at each conference and between conferences, typically at the next conference site	9 or more days per year Travel commitment
2. Participate in Executive Committee meetings, provide input and opinions, offer ideas, vote on issues, etc.	Varies
3. Review and become familiar with the WASFAA Handbook	4 hours per year
4. Assist in establishing goals for the association at the President's Retreat.	8 hour plus 1-2 days travel
5. Assist the President in the discharge of duties and assume the responsibilities of the President in the event of absence or incapacity of the President	Varies
6. Serve on the Pre-Collegiate School Relations Committee	Varies
7. Appoint Chair of the Conference Committee (Refer to specific Committee description)	10 hours per year
8. Arrange upcoming year's Committees and Chairs	20 hours per year
9. Plan annual President's Retreat, for year of Presidency, to plan for the future of the Association. Typical attendance is the Executive Committee and Committee Chairs.	15 -20 hours per year
10. Serve as a member of the Finance Committee	1-5 hours/meeting
11. Attend NASFAA's Leadership Training held in Washington D.C., in spring, paid for by WASFAA	4 days

Appendix B: WASFAA Position Descriptions

Title: **Secretary**

Selection: Elected by the regular members of WASFAA.

Length of term: Two years beginning immediately following the conclusion of the annual meeting.

Specific Work Tasks and Duties	Time Commitment
1. Attend each WASFAA Executive Committee meeting and each WASFAA Business meeting. Business meetings are held at each conference. Executive Committee meetings are held at each conference and between conferences, typically at the next conference site	9 or more days per year Travel commitment
2. Participate in Executive Committee meetings, provide input and opinions, offer ideas, vote on issues, etc.	See Item #1
3. Record proceedings at all Executive Committee meetings and WASFAA business meetings	See Item #1
4. Prepare and make available Executive Committee and WASFAA business meeting minutes to committee members and attendees; provide minutes for the WASFAA website	3 hours per month
5. Maintain all official records, other than financial; record any Standing Rules adopted by the association;	2 hours per month
6. Assist in establishing goals for the association at the President's Retreat.	8 hours per year plus 1-2 days travel
7. Participate in the annual review and update of the WASFAA Handbook. Update handbook after executive and business meetings if changes are reflected in the minutes.	5 hours per year
8. Provide copy of all minutes to the Archivist.	2 hours per year

Appendix B: WASFAA Position Descriptions

Title: **Treasurer**

Selection: Elected the prior year, to the Treasurer-Elect position by WASFAA's regular members.

Length of term: One calendar year beginning July 1

Specific Work Tasks and Duties	Time Commitment
1. Attend each WASFAA Executive Committee meeting and each WASFAA Business meeting. Executive Committee meetings are held at each conference and between conferences, typically at the next conference site	9 or more days per year Travel commitment
2. Participate in Executive Committee meetings, provide input and opinions, offer ideas, vote on issues, etc.	5 hours per meeting
3. Participate in the annual review and update of the WASFAA Handbook	4 hours per year
4. Assist in establishing the goals for the association at the President's Retreat.	8 hours per year plus 1-2 days travel
5. Maintain adequate and appropriate records of all financial transactions for the association	On-going
6. Receive, deposit and record all receipts	2 hours per month
7. Coordinate audit of treasury records	4 hours per year
8. Prepare treasurer's report for each WASFAA meeting	1 hour per meeting
9. Serve as Chair of Finance Committee (Refer to specific committee description for duties)	2 hours per meeting
10. Work with Finance Committee to develop annual budget	4 hours per year
11. In conjunction with Treasurer-Elect prepare a year-end report at the conclusion of term & forward to Archives Committee	8 hours per year
12. Maintain and utilize WASFAA computer for records	On-going
13. File tax returns and maintain records on incorporation	10 hours

Appendix B: WASFAA Position Descriptions

Title: **Treasurer-Elect**

Selection: Elected by the regular members of WASFAA.

Length of term: One calendar year beginning July 1 following the annual meeting. Following that year, the Treasurer-Elect assumes the position of Treasurer for one calendar year.

Specific Work Tasks and Duties	Time Commitment
1. Attend each WASFAA Executive Committee meeting and each WASFAA Business meeting. Executive Committee meetings are held at each conference and between conferences, typically at the next conference site	9 or more days per year Travel commitment
2. Participate in Executive Committee meetings, provide input and opinions, offer ideas, vote on issues, etc.	5 hours per meeting
3. Participate in the annual review and update of the WASFAA Handbook	4 hours per year
4. Assist in establishing goals for the association at President's Retreat	8 hours per year plus 1-2 days travel
5. Maintain adequate and appropriate records of all financial transactions for the association	On-going
6. Pay bills	1 hour per month
7. Maintain checkbook	1 hour per month
8. Serve as member of Finance Committee (Refer to specific committee description for duties)	5 hours per meeting
9. Update reimbursement form as needed.	30 minutes
10. In conjunction with Treasurer-Elect Prepare a year-end report at the conclusion of term & forward to Archives Committee	8 hours per year
11. Attend NASFAA's Leadership Training in Washington D.C. paid for by WASFAA	4 days

Appendix B: WASFAA Position Descriptions

Title: **Member-at-Large** (WASFAA Executive Committee)

Selection: Elected by the regular members of WASFAA.

Length of term: Two calendar years beginning immediately following the annual meeting.

Specific Work Tasks and Duties	Time Commitment
1. Attend each WASFAA Executive Committee meeting and each WASFAA Business meeting. Executive Committee meetings are held at each conference and between conferences, typically at the next conference site	9 or more days per year Travel commitment
2. Participate in Executive Committee meetings, provide input and opinions, offer ideas, vote on issues, etc.	5 hours per meeting
3. Participate in the annual review and update of the WASFAA Handbook	4 hours per year
4. Assist in establishing goals for the association at President's Retreat	8 hours per year plus 1-2 days travel
5. Serve as a member of at least one WASFAA committee in addition to Executive Committee.	10 hours per year
6. Serve as the eyes and ears of the membership and report concerns to the Executive Committee	10 hours
7. Assist the President or Executive Committee as duties "as assigned" (such as Parliamentarian)	Varies

Appendix B: WASFAA Position Descriptions

Title: **Committee Chair**

Selection: May be appointed by the WASFAA President, or may be designated due to an elected position held or award received.

Length of term: One-year term corresponding to the President's term of office except as otherwise specified.

Special Work Tasks and Duties	Time Commitment
1. Attend Executive Committee meetings when available.	Variable
2. Develop annual committee goals and objectives to be presented to the Executive Committee.	2 hours per year
3. Coordinate and monitor committee cost reimbursement through the WASFAA Treasurer. Request special project and/or additional funding through the Executive Committee.	2 hours per year
4. Solicit committee members, attempting to provide representation from all sectors. Present membership list to the Executive Committee.	4 hours per year
5. Prepare for and hold periodic committee meetings throughout the year, preferably in conjunction with WASFAA conferences.	15 hours per year
6. Submit information for the WASFAA website to update membership regarding committee activities.	3 hours per year
7. Submit an annual report to the Executive Committee prior to or at Annual Meeting.	3 hours per year
8. Perform committee functions as outlined in the WASFAA Handbook (Refer to the specific Committee Description).	Variable
9. Perform additional committee functions as desired and approved and/or funded by the Executive Committee (Refer to the specific Committee Description).	Variable
10. Keep Executive Committee informed of activities throughout the year through periodic written committee reports.	6 hours per year
11. Include President as an ad hoc member of the committee, except Nominations.	
12. Participate in the annual update and review of committee description for the Handbook.	1 hour per year
13. Participate in the annual development of the WASFAA budget line for the respective committee.	3 hours per year

Appendix B: WASFAA Position Descriptions

Title: **Parliamentarian**

Selection: Appointed by the WASFAA President (May be At-Large Executive Committee member)

Length of term: Three-year term

Specific Work Tasks and Duties	Time Commitment
1. Study and review Rules of Order.	10-12 hours per year
2. Study Articles of Association and their corresponding effect with Rules of Order.	10-12 hours per year
3. Attend each WASFAA Executive Committee meeting and each WASFAA Business meeting. Executive Committee meetings are held at each conference and between conferences, typically at the next conference site.	9 or more days/year Travel commitment
4. Issue rulings regarding interpretation of Rules of Order.	Variable

Appendix B: WASFAA Position Descriptions

Title: **WASFAA Web Editor**

Selection: Appointed by the WASFAA President

Length of term: Three year term.

Specific Work Tasks and Duties	Time Commitment
1. When available attend each WASFAA Executive Committee meeting and each WASFAA Business meeting.	9 or more days/year Travel commitment
2. Participate in the annual review and update of the update of the WASFAA Handbook; recommend any necessary revisions to the publications policies.	4 hours per year
3. Assist in establishing goals for the association at the President's Retreat.	8 hours per year 1-2 days travel
4. Acts as a liaison between WASFAA Webmaster and Executive Council and/or WASFAA Committees to provide/update content for the website.	10 hours per year
5. Makes recommendations regarding the website's development including structure, content, design, guidelines, etc. This may include, but is not limited to Association information (by-laws, committees, etc.) member information, committee information, conference and training opportunities and links to other sties	10 hours per year
6. Promotes the website to WASFAA members	2 hours per year

Appendix B: WASFAA Position Descriptions

Title: **Corporate Support Chair**

Selection: Appointed by the WASFAA president, with approval by a majority vote of the WASFAA Executive Committee.

Length of term: The duration of this position is for no less than two years.

Purpose: To coordinate all exhibitor and sponsorship activities between the WASFAA Conference Chairs, Treasurer, all vendors and sponsors for support of WASFAA activities.

Specific Work Tasks and Duties	Time Commitment
1. Contact all potential conference exhibitors and sponsors annually (early in July) to invite them to exhibit at both WASFAA conferences and solicit sponsorship for the fiscal year.	20 hours per year
2. Collect exhibitor and sponsorship fees, evaluate potential revenues and provide a report to the WASFAA Executive Committee.	20 hours per year
3. Assist the Conference Committee in making arrangements for exhibiting space, tables, and make sure all exhibitors' needs are met.	10hours per year
4. Serve as a liaison for the Conference Committee, Conference Site Chair, and hotel marketing staff to make sure all exhibitors'/sponsors' needs are met, including details for shipping.	20 hours per year
5. Provide names to conference committee so they may develop a separate list for conference folders of all exhibitors and sponsors for each conference.	2 hours per year
6. Create sponsorship boards	2 hours per year
7. Attend WASFAA Executive Committee meetings and participate in dialogue concerning vendor exhibiting, vendor sponsorship, conference costs, conference revenues, and vendor/WASFAA relations.	20 hours per year
8. Report to and participate in WASFAA finance committee meetings concerning all vendor exhibiting/sponsorship activities.	15 hours per year
9. Sends updated sponsorship data to web editor for WASFAA website.	2 hours per year
10. Work with committee chairs for sponsorship at WASFAA events based on tiers.	8 hours per year

Appendix B: WASFAA Position Descriptions

Title: **Conference Program Chair**

Selection: Appointed by WASFAA President-Elect

Length of term: Varies depending on the length of time involved in planning, producing, and wrapping up the assigned conference.

Specific Work Tasks and Duties	Time Commitment
1. With the Site Chair, select a committee; delegate duties to committee members; supervise committee members.	8 hours per conference
2. Plan and coordinate the conference program (Refer to planning suggestions in the Conference Handbook).	8 hours per conference
3. Contact and schedule speakers; arrange travel, lodging and honorariums.	2 hours per conference
4. Arrange interest sessions.	4 hours per conference
5. Arrange sector meeting times.	1 hour per conference
6. Schedule committee meetings.	1 hour per conference
7. Arrange social events.	4 hours per conference
8. Arrange for updates from HEAB, Guarantors and the US Dept. of ED.	2 hours per conference
9. 10. Solicit presenter needs.	2 hours per conference
11. Work with the Awards Committee. (Spring conference only)	1 hour for Spring Conference
12. Prepare tentative agenda for conference mailing and a final agenda for the conference packet.	4 hours per conference
Continued on next page...	

Appendix B: WASFAA Position Descriptions

Conference Program Chair - Specific Work Tasks and Duties - Continued	Time Commitment
13. Work with the Site Chair to arrange lodging for speakers, rooms and equipment for sessions, and social events.	8 hours per conference
14. Assign and communicate head table seating arrangements.	1 hour per conference
15. Work with the Exhibitor/Sponsorship Liaison regarding vendors and sponsors.	20 hours per year
16. Present program plans to the Executive Committee at the two Executive Committee meetings prior to the conference, or earlier if desired.	1 hour per conference
17. With the Conference Site Chair, submit information regarding conference plans for the Web, published prior to the conference.	1 hour per conference
18. Coordinate and monitor conference cost reimbursement through the WASFAA Treasurer; request special project and/or additional funding through the Executive Committee.	4 hours per conference
19. Arrange for WASFAA photographer and request photos.	1 hour per conference
20. Prepare conference folders.	2 hours per conference
21. Develop nametags for guests.	1 hour per conference
22. Work with the Site Chair and Treasurer to arrange registration area and staff; assist with registration.	3 hours per conference
23. Work with the Site Chair to send thank-you notes to conference participants.	2 hours per conference
24. Work with the Site Chair on evaluation; gather and tabulate evaluation forms and report results to the Executive Committee.	3 hours per conference
25. Work as a team on the Conference Committee so future Chairs can learn from past conferences.	4 meetings per year
26. Document, and pass the Conference Handbook on to the Executive Committee and to the next conference program chair	3 hours per conference
27. Make annual recommendations for updating this position description.	2 hours per conference

Appendix B: WASFAA Position Descriptions

Title: **Conference Site Chair**

Selection: Appointed by WASFAA President-Elect

Length of term: Varies depending on the length of time involved in planning, producing, and wrapping up the assigned conference.

Specific Work Tasks and Duties	Time Commitment
1. With the Program Chair, select a committee; delegate duties to committee members; supervise progress of committee members.	8 hours per conference
2. Work with the Awards Committee (spring conference only).	1 hour for Spring Conference
3. Present program plans to the Executive Committee at the Executive Committee meeting at the site prior to the conference, or earlier if desired.	1 hour per conference
4. Coordinate and monitor conference cost reimbursement through the WASFAA Treasurer; request special project and/or additional funding through the Executive Committee.	4 hours per conference
5. Coordinate the conference mailings.	8 hours per conference
6. Develop signs for appropriate conference needs.	1 hour per conference
7. Be available during the conference to facilitate coordination between the site and the conference needs.	3 days per conference
8. Work with the Program Chair to send thank-you notes to conference participants.	2 hours per conference
9. Work with Program Chair on evaluation, gather and tabulate evaluation forms and report those results to the Executive Committee	3 hours per conference
10. Assist as needed to help future Conference Site Chairs become oriented to their assigned responsibilities.	1 hour
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Appendix B: WASFAA Position Descriptions

Conference Site - Specific Work Tasks and Duties - Continued	Time Commitment
11. Arrange for special needs of members, speakers, and guests (such as hearing impaired equipment, rooms for speakers at WASFAA expense, unique dietary situations); might have to be mentioned in contract. Work with Site Coordinator to implement.	2 hours per conference
12. Arrange meals for the conference (work with Program and Site Chairs regarding special seating and head table arrangements); these details more than likely will need to be mentioned in the contract.	2 hours per conference

Appendix B: WASFAA Position Descriptions

Title: **WASFAA Site Coordinator**

Selection: Appointed by WASFAA President; may be associate member

Length of term: Three years (renewable)

Chief Objective: Provide long range plan for future conferences, keep conference statistics, provide expert contract negotiation for sites, and assist Site Chair in understanding her/his responsibilities

Specific Work Tasks and Duties	Time Commitment
1. Work with President-Elect and Professional Development committee to arrange lodging, meals & vending area for all events at the site and dates mutually agreed upon. <ul style="list-style-type: none"> •Fall & Spring Conference (Pres-Elect) •President's Retreat (Pres-Elect) •Leadership Retreat (Prof. Dev.) •Office Professional's Retreat (Prof. Dev.) 	4 hours per event
2. Estimate number of participants and negotiate prices for lodging, meals, meeting rooms, registration area, and AV equipment.	2 hours per conference
3. Insure adequate provision for at least 35 exhibitors.	1 hour per conference
4. Arrange for signing of contracts by the President.	1 hour per conference
5. Be available during the conference to facilitate coordination between the site and the conference needs (work with Site Chair in these matters)	3 conference days
6. Keep in contact with the Conference Chair on problems, concerns, or questions that relate to the conference and to report on the progress being made in planning.	1 hour
7. Be available during event planning and events for concerns or problems that arise. Keep Conference Program and Site Chairs apprised of situation(s).	3 conference days

Appendix B: WASFAA Position Descriptions

Title: **Database Manager**

Selection: Appointed by the WASFAA President

Length of term: Three calendar years, July 1 to June 30

Overall Responsibility: Maintains database(s) for WASFAA

Specific Work Tasks and Duties	Time Commitment
1. Adds new and deletes old members to database.	10 hours per year
2. Secures membership information and emails renewal applications to membership.	5 hours per year
3. Run reports as needed by committees of WASFAA.	10 hours per year
4. Coordinates membership information and conference registration with the site chair.	5 hours per year
5. Position will be bonded.	
6. Collect membership dues and send to Treasurer.	Varies
7. Maintain Awards Database	1 hour per year

Appendix B: WASFAA Position Descriptions

Title: **Personal Information Coordinator**

Selection: Appointed by the WASFAA President

Overall Responsibility: Offer services for members who have experienced life changes (births, hospitalizations, promotions, moves, or death of family member)

Specific Work Tasks and Duties	Time Commitment
1. Be the WASFAA contact for member situations which call for a response by the organization (births, hospitalizations, promotions, moves, deaths)	Variable
2. Devise an appropriate response from WASFAA for the situation that arises (greeting card, flowers, gift, or contribution) and make this response on behalf of WASFAA in a timely manner. A \$50 contribution has been suggested from WASFAA to a cause or organization identified by the family in the case of the death of an immediate family member.	Variable
3. If appropriate, notify members (all, Executive Committee, or just the President) of the situation that requires attention. This may be done on the WASFAA web site, by direct e-mail to appropriate individuals, or by other means.	Variable
4. If appropriate, notify MASFAA and NASFAA officials (usually only if requested by the family).	Variable

Appendix C: WASFAA Committee Descriptions

The following Committee Descriptions explain the purpose and duties of each WASFAA committee. The Committee Descriptions should be used together with the Position Description for Committee Chairs as a guide for committee activities throughout the year.

Title:	Association Governance and Planning Committee
Type of Committee:	Policy Standing Committee
Chair:	Past-President of WASFAA
Chief Objectives:	<ol style="list-style-type: none"> 1. To advise the President and Executive Committee about abiding by the WASFAA Articles of Association and its Policies and Procedures. 2. To recommend improvements and amendments to the above documents as dictated by the needs of the membership. 3. To construct a strategic plan based on WASFAA's Mission Statement, and on its basic tenets of Advocacy, Communication, Collaboration, Ethics, and Training. 4. Committee is comprised of past presidents.

Appendix C: WASFAA Committee Descriptions

Specific Work Tasks and Duties	Time Commitment
1. Work with the President to accomplish activities as directed by the Executive Committee.	10 hours per year
2. Review alternatives and long-term recommendations regarding WASFAA's mission, structure, operation, and service to members	10 hours per year
3. Monitor and recommend changes to WASFAA's strategic and long-range plans.	8 hours per year
4. Advise the President and Executive Committee to abide by WASFAA's Articles of Association	6 hours per year
5. Meet as a Committee, preferably with those who have served in a recently-elected leadership capacity	5 hours per year

Appendix C: WASFAA Committee Descriptions

Title:	Awards Committee
Type of Committee:	Constitutional Standing Committee
Chair:	Recipient of the most recent WASFAA Outstanding Service Award
Chief Objectives:	<ol style="list-style-type: none"> 1. To select the Outstanding Service Award recipient 2. To select a Special Recognition Award recipient (optional) 3. To award length of service certificates 4. To recognize retirees 5. To coordinate with current President on Committee of the Year Award.

Specific Work Tasks and Duties	Time Commitment
1. Prepare and distribute materials to explain award criteria and solicit award nominations.	2 hours per year
2. Update years-of-service records and identify members eligible for years-of-service awards.	6 hours per year
3. Identify outstanding service and special recognition awards recipients.	3 hours per year
4. Coordinate award banquet time and set-up with the Spring Conference Chair.	1 hour per year
5. Prepare an awards banquet program.	2 hours per year
6. Order plaques for all awards (may also be involved in ordering a plaque for the WASFAA President leaving office).	4 hours per year
7. Present awards at the annual Awards Banquet.	2 hours per year
8. Update and maintain a database of WASFAA Awards recipients	1 hour per year
9. Share Awards Banquet Program with Archives Committee.	1 hour per year

Appendix C: WASFAA Committee Descriptions

Title:	College Goal Sunday Committee
Type of Committee:	Constitutional Standing Committee
Chair:	Appointed by WASFAA President (3 year term; renewable)
Co-Chair:	The chair has the option of naming a co-chair, who may be a regular or associate member.
Committee Structure:	No more than fifteen members will serve on the committee. The State Site Coordinator and State Coordinator will be selected by the committee.
Additional Committee Members	The committee should have at least one representative from HEAB, DPI WEOP, the WASFAA Executive Committee, and from each school sector. Due to the outreach nature of College Goal Sunday, the committee chair may ask for representation from the following: TRIO members, business/community leaders, high school counselors, and non-profit organizations. Each new member will serve a minimum of 3 years, if possible. Committee membership will be established during the WASFAA spring membership drive so a list can be presented to the Executive Committee in June.
Chief Objectives:	To coordinate the statewide College Goal Sunday event.

Specific Work Tasks and Duties	Time Commitment
1. Coordinate College Goal Sunday.	10-12 hours per month including attending a monthly planning meeting
2. Determine sites	
3. Recruit individual site coordinators and presenters	
4. Promote the event statewide	
5. Maintain CGS website	
6. Provide statewide publicity and organize grassroots campaign	
Continued on next page...	

Appendix C: WASFAA Committee Descriptions

Continued College Goal Sunday Specific Work Tasks and Duties	Time Commitment
7. Recruit volunteers	
8. Pursue grants to keep CGS operating	
9. Determine sites	

Appendix C: WASFAA Committee Descriptions

Title: **Conference Committee**

Type of Committee: Policy Standing Committee

Chair: Site & Program Chairs Appointed by WASFAA President-Elect

Chief Objectives: Plan biannual conference that meets the professional development needs of the Association.

Specific Work Tasks and Duties	Time Commitment
1. Meet regularly to plan and coordinate conference.	20 hours per year
2. Work with Corporate Support Chair regarding vendors and sponsors.	1 hour per year
3. Work as team so future chairs can learn from past conferences	4 meetings per year
4. Document the conference	3 hours per conference

Appendix C: WASFAA Committee Descriptions

Title:	Early Awareness and Outreach Committee
Type of Committee:	Policy Standing Committee
Chair:	Appointed by WASFAA President <ul style="list-style-type: none"> •Three individuals appointed by the President to oversee tasks 1, 3, & 4 listed below.
Committee Members:	Members should represent both the state and sector diversity. Chair is encouraged to invite a member of WEOP to participate.
Chief Objectives:	<ol style="list-style-type: none"> 1. To examine issues related to and promote access to socio- and economically underrepresented students. 2. To identify and establish partnerships with outside organizations and agencies that work closely with the financial aid community to provide access to higher education.

Specific Work Tasks and Duties	Time Commitment
1. Develop strategy and program(s) designed to promote early awareness of aid opportunities to socio-economically underrepresented students.	20 hours per year
2. Conduct early awareness and outreach activities throughout the state. Includes serving as Wisconsin Educational Fair (WEF) representative, Milwaukee College Fair representative and Wisconsin Admission Counselor representative.	50-60 hours per
3. Maintain exchange of information between WASFAA and outside organizations. Historically these organizations have included county, state and federal departments of Health and Social Services, the Division of Vocational Rehabilitation, the Bureau of Indian Affairs.	20 hours per year
4. Maintain exchange of information between WASFAA and WEOP Offices/TRIO programs state-wide through presentations and updates.	24 hours per year

Appendix C: WASFAA Committee Descriptions

Title: **Executive Committee**

Type of Committee: Constitutional Standing Committee

Chair: WASFAA President

Chief Objectives:

1. To administer the day-to-day business of the association.
2. To establish policies, procedures, and guidelines for the administration of the association.
3. To recommend changes to the constitution when warranted.
4. To plan and establish short- and long-term goals of the Association

Specific Work Tasks and Duties	Time Commitment
1. Participate in all Executive Committee meetings and President's Retreat.	5-7 days per year Travel commitment
2. Develop annual goals for each year.	Varies
3. Consider requests, appeals, etc., as members or committees request.	Varies
4. Perform committee and/or elected position duties as described in the constitution and/or the position description.	Varies
5. Address issues that require the committee's attention.	Varies

Appendix C: WASFAA Committee Descriptions

- Title: **Federal Issues Committee**
- Type of Committee: Constitutional Standing Committee
- Chair: Appointed by WASFAA President
- Chief Objectives:
3. To develop a strategy addressing legislative concerns per category, i.e.;
 - a) Congressional issues i.e., reauthorization, appropriations, etc.
 - b) Regulatory Issues
 - c) Department of Education
 4. To report legislative concerns and address responses to the membership.
 5. Serve as resource to legislators.

Specific Work Tasks and Duties	Time Commitment
1. Evaluate and respond to Proposed Rules.	10 hours per year
2. Evaluate and respond to Department of Education's Directives.	10 hours per year
3. Evaluate and respond to Congressional and Legislative work: <ol style="list-style-type: none"> a) Reauthorization b) Congressional Budget c) Congressional Appropriations 	10 hours per year

Appendix C: WASFAA Committee Descriptions

Title:	Finance Committee
Type of Committee:	Constitutional Standing Committee
Chair:	WASFAA Treasurer
Chief Objectives:	To monitor the revenues and expenses of the organization and inform the Executive Committee and membership as appropriate.

Finance Committee membership consists of:

Treasurer, (Chair)

Treasurer-Elect

Past Treasurer, one year only

President

President-Elect

Past President, one year only

Corporate Support Chair

Two members-at-large:

- *Following each election, one of the WASFAA elected members-at-large will be appointed by the President to the Finance Committee*
- *At-large members shall serve for a two-year term, corresponding with their two-year term as a WASFAA member-at-large*
- *At-large members may be reappointed, however, no member shall serve for more than six consecutive years as a member-at-large*

Only "regular" WASFAA members may serve on the Finance Committee

Specific Work Tasks and Duties	Time Commitment
1. Develop an annual budget.	6 hours per year
2. Recommend membership and conference dues structure on an annual basis.	3 hours per year
3. Develop revenue alternatives.	Varies
4. Recommend policies on reimbursement of expenses incurred by membership while on Association business.	3 hours per year
5. Serve as a sounding board for questions, problems, and concerns of the Association.	5 hours per year
6. Formulate policies to deal with recognition of donors and sponsor recruitment.	3 hours per year
7. Assure financial safeguards of WASFAA.	3 hours per year
8. Monitor WASFAA investments and other resources; maintain WASFAA's investment rationale, policy, and plan of action.	3 hours per year

Appendix C: WASFAA Committee Descriptions

Title:	Innovation Committee
Type of Committee:	Policy Standing Committee
Chair:	Appointed by WASFAA President
Chief Objectives:	<ol style="list-style-type: none"> 1. Provide information regarding to the availability and uses of innovation as it relates to the administration of financial aid. 2. Provide the WASFAA membership with an educational forum regarding innovation as it relates to the administration of financial aid.

Specific Work Tasks and Duties	Time Commitment
<ol style="list-style-type: none"> 1. Training: <ol style="list-style-type: none"> a. Work with WASFAA Conference chairs regarding sessions on innovation, creativity and leadership. 	10 hours
<ol style="list-style-type: none"> 2. Research: <ol style="list-style-type: none"> a. Survey schools to determine what is the most helpful and innovative or creative initiative they have undertaken in the past year. Sharing the results will help the entire WASFAA community. 	10 hours
<ol style="list-style-type: none"> 3. Expand WASFAA technology capabilities: <ol style="list-style-type: none"> a. Promote and manage the WASFAA List-serve as a communication tool of the association. 	10 hours
<ol style="list-style-type: none"> 4. Work with Web Editor to: <ol style="list-style-type: none"> a. Expand web offerings to assure usefulness to students, guidance counselors, and WASFAA members. b. Promote the use of innovative and creative solutions to improve daily processes in financial aid offices. 	5 hours

Appendix C: WASFAA Committee Descriptions

Title: **Loan Concerns Committee**
Type of Committee: Policy Standing Committee
Chair: Appointed by WASFAA President
Chief Objectives: To provide an opportunity for associate and regular members to work cooperatively in monitoring changes and trends in the student loan programs

Specific Work Tasks and Duties	Time Commitment
1. Prepare for and attend committee meetings and WASFAA Executive Committee meetings.	12-15 hours per year
2. Prepare interest sessions.	20-30 hours per year
3. Identify regulatory changes that affect student loans and to update the membership of these changes.	5 hours per year
4. Prepare and update materials on loan related issues for WASFAA membership.	10 hours per year
5. Prepare materials and reports for committee and WASFAA.	10-15 hours per year

Appendix C: WASFAA Committee Descriptions

Title:	Membership Committee
Type of Committee:	Constitutional Standing Committee
Chair:	Appointed by WASFAA President
Chief Objectives:	To encourage active participation among all members through committee work, special events, and other professional-related functions.

Specific Work Tasks and Duties	Time Commitment
1. Represent WASFAA at Midwest and national levels by providing MASFAA with regular and associate membership rosters and NASFAA with institutional and constituent membership listings.	2 hours per year
2. To serve as a mentor group by informing new members of the Association's offerings.	Variable
3. Prepare an annual membership report.	3 hours per year
4. Organize biannual social receptions to recognize sponsors and new members.	20 hours per year
5. Send notices to new members informing them of receptions.	10 hours per year
6. Assure adherence to the WASFAA membership policy; review membership policy on an annual basis and recommend any changes to the Executive Committee.	4 hours per year
7. Working with Data Base Manager to the WASFAA Membership	20 hours per year
8. Maintain supply of membership materials for new members and for replacements upon request (at current agreed price).	10 hours per year
9. Notify committee chairs of members interested in joining committees.	5 hours per year

Appendix C: WASFAA Committee Descriptions

Title: **Nominations Committee**

Type of Committee: Constitutional Standing Committee

Chair: WASFAA Past-President

Chief Objectives:

1. To solicit nominations for Executive Committee members
2. To develop a ballot and conduct the election
3. To report the election results

Specific Work Tasks and Duties	Time Commitment
1. Form a committee to solicit nominations for positions to be filled.	1 hour per year
2. Send out nomination forms to the full membership in October.	2 hours per year
3. Conduct meeting of committee to determine slate of candidates.	2 hours per year
4. Contact nominees to explain position and ensure their willingness to run and serve if elected.	3 hours per year
5. Provide ballots to regular members in the fall.	2 hours per year
6. Count ballots with Committee members to determine winners.	1 hour per year
7. Report results of election to the membership.	1 hour per year
8. Coordinate any necessary special elections.	variable
9. Properly dispose of ballots.	5 minutes

Appendix C: WASFAA Committee Descriptions

Title: **Pre-Collegiate School Relations Committee**

Type of Committee: Policy Standing Committee

Chair: Appointed by WASFAA President (3 year term; renewable)

Administrative Support: Sought from Wisconsin Higher Educational Aids Board (HEAB), Wisconsin Department of Public Instruction (DPI), and other WASFAA regular members

Additional Committee Members: 1 HEAB member, 1 DPI member, at least 2 continuing WASFAA regular members

Chief Objectives: To educate students, parents, teachers, and High School counselors about the availability of financial aid and the aid application process.

Specific Work Tasks and Duties	Time Commitment
<p>1. Coordinate Drive-in Workshops for high school counselors; set up workshops; line up sites and presenters; work with committee to develop program content; utilize, HEAB and DPI resources for creation of workshop materials and mailing to counselors.*</p> <p>*Note: HEAB and DPI will provide administrative support for these activities as part of their commitment to provide outreach training services to the public.</p>	<p>30 hours per year</p>

Appendix C: WASFAA Committee Descriptions

Title: **Professional Development and Training Committee**

Type of Committee: Constitutional Standing Committee

Chair: Appointed by WASFAA President (3 year term; renewable)
 •Three individuals appointed by the president to oversee tasks 1, 2 & 4 listed below.

Chief Objectives: To provide continuing education for experienced aid officers and office professionals.

Specific Work Tasks and Duties	Time Commitment
1. NASFAA Training: determine type (centralized or decentralized) according to content, and coordinate statewide training: arrange for trainers, site, and materials; coordinate registration.	20 hours per year
2. Coordinate Office Professional Staff Workshops; determine site, select program chair, assist with program development and help administer workshop; make appropriate budget request to Executive Committee. Conduct these workshops every other year	20 hours per year
3. Announce to membership all training opportunities.	20 hours per year
4. Coordinate Leadership Retreat; determine site, make appropriate budget request to Executive Committee. Conduct retreat every other year	20 hours per year

Appendix C: WASFAA Committee Descriptions

Title: **Research Committee**

Type of Committee: Constitutional Standing Committee

Chair: Appointed by WASFAA President

Chief Objectives: To provide a vehicle for research activity by identifying its own initiatives and/or receiving research topics from the membership. At President's Retreat, Executive Committee will determine one area of research for the year.

Specific Work Tasks and Duties	Time Commitment
1. Survey membership or use other means to identify research topics.	3 hours per year
2. Form subcommittees and task forces to study topics.	6 hours per year
3. Perform research and analysis.	Variable
4. Prepare and distribute reports to membership.	3 hours per year

Appendix C: WASFAA Committee Descriptions

Title: **State Issues Committee**

Type of Committee: Policy Standing Committee

Chair: Appointed by WASFAA President

Chief Objectives: To provide input to HEAB members, legislators, and WASFAA membership regarding Wisconsin higher education aid programs.

Specific Work Tasks and Duties	Time Commitment
1. Provide insight, gather data, develop ideas for HEAB members to bring to HEAB Board meetings.	20 hours per year
2. Meet prior to HEAB Board meetings, typically in November, February, April, and June.	4 hours per year May involve travel commitments
3. Investigate state aid programs in other states that may be used in Wisconsin colleges.	10 hours per year
4. Educate legislators	10 hours per year
5. To encourage the committee to be sector-diversified and to strongly recommend WASFAA members on the HEAB Board to be part of the committee membership.	2 hours per year
6. Attend HEAB Board Meetings	4 days per year
7. To serve as the gathering body for ideas and suggestions by WASFAA colleagues when HEAB presents them for discussion	5 hours per year

Appendix C: WASFAA Committee Descriptions

- Title: **Student Employment Committee**
- Type of Committee: Policy Standing Committee
- Chair: Appointed by WASFAA President
- Chief Objectives:
1. To promote Student Employment and provide an awareness of the benefits which can be derived from this program, both for the student and the institution.
 2. To maintain an awareness of current issues/changes in Student Employment, and update the membership (more specifically, the Student Employment Coordinators in Wisconsin)
 3. To present selected topics of interest at WASFAA Conferences.

Specific Work Tasks and Duties	Time Commitment
1. Plan interest sessions for conferences.	6 hours per year

APPENDIX D: Other Policy and Procedures Necessary To Conduct Business within WASFAA.

I. WASFAA Publications

1. The Web Editor may be asked to coordinate other publications in order to provide consistency and to facilitate coordination with the website.
2. The Web Editor will coordinate information on the WASFAA website to update the membership regarding WASFAA business, committee activities, upcoming workshops and conferences, general financial aid issues, and member updates.
3. WASFAA Directory (responsibility of the Membership Committee)
 - a. The WASFAA Directory is an organization reference book, which includes the names, addresses, phone and fax numbers, and e-mail addresses of WASFAA members.
 - b. The WASFAA Directory may also include conference dates and locations; publication deadlines; membership and office terms of the Executive Committee, HEAB Council on Aid, and the Great Lakes Advisory Committee; Chairs and their committees; frequently-called agency numbers; types of membership and years of service; institutions; a Legislative Directory; and the WASFAA Articles of Association.
 - c. The WASFAA directory will be posted on the wasfaa.net website.

II. Publication Policies

1. Funding for WASFAA publications must be approved through the Executive Committee, either as a part of the annual budget preparation or through a special project request.
2. In regard to organization liability, it is recommended that any publication or handout developed by the Association which serves to interpret or advise financial aid regulation, contain a disclaimer which instructs the reader to reference regulations directly.
3. Publications from outside agencies may be distributed through the Association. Outside agencies may ask for WASFAA's assistance in developing publications.
4. WASFAA publications should be dated to provide documentation and reference.
5. Any use of the WASFAA logo as an endorsement must be approved by the Executive Committee.
6. The WASFAA logo should be used as letterhead for all committee correspondence and official communications.

III. Advertising Policy

This is determined by the Corporate Support Sponsorship Tier Approach.

IV. WASFAA ASSETS AND INVENTORY

Purpose	Equipment	Custodian
Financial record keeping	Personal Computer	WASFAA Treasurer
Maintain WASFAA minutes	Personal Computer	WASFAA Secretary
Maintain WASFAA website	Personal Computer	WASFAA Web Publisher
Given to each new WASFAA member. May be purchased by continuing members for \$4.00.	WASFAA Nametags	WASFAA Membership Committee Chair
	Certificate of Deposit	WASFAA Treasurer
No charge for WASFAA related business \$5.00/set to WASFAA member schools \$20.00/set to others	Database mailing labels	Data Base Manager
Made in 2003	New Banner	President
	Gavel	President

WASFAA Awards

Each year WASFAA makes awards to persons who have served the profession, the Association, and/or needy students in various capacities. Nominations for the following awards are solicited from the membership each year.

<p>1. Outstanding Service Award</p> <ul style="list-style-type: none"> a. Regular or Associate membership in WASFAA; b. Leadership activities within the field of education and/or the financial aid profession, which have been exemplary; and c. A career in financial aid or a financial aid-related profession which has been marked by service to fellow professionals, students, and those other publics served by the financial aid profession.
<p>2. Special Recognition Awards</p> <ul style="list-style-type: none"> a. Nominees may be a financial aid administrator or someone from a related field, not necessarily a WASFAA member, who merits special consideration based upon leadership, work on special projects, or significant contributions to the profession, association(s), or education. b. This award is optional.
<p>3. Recognition of Retirement Awards</p> <p>Nominees must be retiring from financial aid work due to reasons of health or age. The person must have served a significant number of years as a member of a financial aid office or in a position eligible for membership in WASFAA.</p>
<p>4. Length of Service Awards</p> <p>Given to members who have served as a member of a financial aid office or in a position eligible for membership in WASFAA for 15, 20, or 25 years. The years of service for members are self-declared on the WASFAA membership application and are monitored for award eligibility by the Awards Committee.</p>

VI. WASFAA Conference Development

1. Program

- a. The goal of the program chair is to carefully develop an agenda to produce an effective and interesting conference, and to meet the needs and desires of committees and sectors. Consideration should be given to timeliness of theme and topics, and to strike a balance between ideas or problems that are important with traditional problems that must be discussed.
- b. The conference planning committee receives guidance from the Executive Committee, but it is important that Program Committee members generate the specific flavor and style of the meeting and tap the ideas and imagination of Association members.
- c. Refer to the position description for Conference Program Chairs.

2. Site

- a. The conference site is determined by the Executive Committee upon the recommendation of the Site Coordinator according to a two-year plan. The President-Elect assists the Site Coordinator in choosing a site for an add-on year to the plan each year.
- b. The role of the Site Chair is to work with the Corporate Support Chair in regard to sponsorship of events and food arrangement, to determine the logistics of meeting rooms in reference to the agenda, to coordinate room reservation arrangements, to arrange for presenters needs and supplies, and to handle the many miscellaneous items that will occur.
- c. The role of the Site Coordinator is to develop and maintain a two-year site plan and to negotiate favorable site rates from prospective lodging facilities. All site contracts are to be reviewed by the Site Coordinator for appropriateness of conditions prior to being signed by any President. Presidents should only sign site contracts that are recommended by the Site Coordinator.
- d. Refer to the position description for Conference Site Coordinator and Chairs.

3. Sponsorship

- a. The WASFAA Corporate Support Committee is responsible for soliciting and arranging sponsorship for conferences.
- b. Payment for sponsored events should be made directly to WASFAA and will be used to cover expenses incurred by the Association throughout the year.
- c. The program chairs and committee must work closely with the Corporate Support Committee to coordinate the exhibitor area and the recognition of sponsors and exhibitors. These activities are driven by the budget established by the Executive Committee.

4. Registration Materials

- a. Registration materials are to be distributed to each WASFAA member.
- b. Distribution is typically coordinated by the Conference Chair.
- c. Distribution costs can be reimbursed by WASFAA as a Conference Committee expense. Consideration of mailing cost and options should be taken into account.
- d. Materials should be distributed at least six weeks prior to the conference, to comply with the 30-day notice of each Business Meeting as described in **Article IV, C**.
- e. Registration materials must include:
 - 1) Notification of the conference dates and location
 - 2) Room reservation information
 - 3) A tentative agenda
 - 4) A conference registration form

- 5) Registration materials may include information regarding: special events or attractions, topics to be discussed or other items the committee feels are needed.

VII. WASFAA Revenue

1. Membership dues

- a. Annual dues are decided by the Executive Committee.
- b. Payment of dues is required for membership in good standing.
- c. Membership dues are deposited into the Treasury to be used for expenses.

2. Conferences fees

- a. Non-member presenters will not be charged a registration fee.
- b. Member presenters who "present and leave" will not be charged registration fees.
- c. All others will be charged a registration fee.
- d. Appeals to these guidelines should be submitted to the Finance Committee.
- e. A request for a conference registration fee must be made to the Treasurer seven days prior to the start of the conference or the conference fee will not be granted.
- f. Conference fees are determined by the Executive Committee. They are usually a standard rate and do not correspond to the amount budgeted for or spent on the conference. Conference fees are currently set at \$75 for members and \$100 for non-members. The conference fees cover the cost of a conference luncheon, speaker honoraria and travel/lodging reimbursements, and conference site rental.
- g. Conference revenue is deposited into the Treasury to be used for expenses, which may include conference expenses.

3. Exhibitors Fees -

- a. Exhibitors pay the following fees per conference:
 - 1) First table - \$300
 - 2) Second table - \$200
- b. WASFAA pays for additional exhibiting fees the conference hotel may charge.
- c. Exhibiting is not considered a form of sponsorship.

4. Sponsorship

- a. Coordination of conference sponsorship/contributions: The WASFAA President appoints a Corporate Support Committee Chair to solicit and coordinate conference sponsorship and contributions.
- b. Coordination of non-conference sponsorship/contributions will be handled by the Corporate Support Committee. They should be contacted first to determine if appropriate. WASFAA members should not solicit additional support from sponsors. This includes but is not limited to having sponsors pay for lunch for committee meetings.
- c. Effective 2003/2004, sponsorship solicitation was changed from requesting sponsorship for specific events/needs to an annual request for a commitment of a dollar amount to be used for all WASFAA related activities (Tier Concept). Please see **Appendix for a listing of the Tier System.**

5. Miscellaneous Sources of Revenue

- a. Workshops - If possible, these training sessions are provided by WASFAA at no charge or minimal charge for materials to WASFAA member participants. Meal costs are covered by participants.
- b. Free rooms (September 1988) - The use of free hotel rooms is left to the discretion of the WASFAA President.
- c. Monetary donations - Unless designated, monetary donations are deposited into the Treasury to be used throughout the year for expenses.
- d. Address labels - Labels may be obtained upon request from the Data Base

Manager at no charge for WASFAA committee work. Address labels for non-WASFAA activities may be purchased at a rate of \$5.00 per set for members, \$20.00 per set for non-members.

- e. Pins, cases, nametags - Members are charged for these replacements at cost.

VIII. WASFAA Reimbursement

1. WASFAA Travel Expense Reimbursement Policy

- a. Members are encouraged to seek travel reimbursement from the member's institution. However, in relation to WASFAA goals, a member or committee may submit a request for reimbursement of reasonable travel for special projects. WASFAA will also provide travel reimbursement for special travel needs of officers. All requests for travel reimbursement must be directed to the Finance Committee for review and recommendation to the Executive Committee. Members in travel status are expected to exercise good judgment when incurring travel costs. A member shall be reimbursed for reasonable and necessary travel expenses actually incurred in the performance of official duties in accordance with the travel schedule amounts and provisions herein. Members are encouraged to plan all travel with the principles of fiscal austerity and energy conservation in mind and to make maximum use of telephone and postal service to minimize travel.
- b. **Authorization** - Official business travel is authorized through the budget process. This should be done in advance through an approved travel plan. Individuals authorized to travel include those designated as official WASFAA representatives at meetings; travel in connection with training programs; or travel on other business authorized by the Executive Committee.
- c. **Transportation expenses** - (for travel over 50 miles round trip)
 - 1) If institution fleet cars are used, reimbursement is made according to applicable institutional vehicle charges.
 - 2) The rate paid to members using personal automobiles is the state rate allowed.
 - 3) Other reasonable transportation expenses will be reimbursed.
- d. **Meal Expenses** - The WASFAA Executive Committee has established the following meal maximums for members. These permitted amounts have been established for meals related to official travel both in-state and out-of-state, and include tax and tip. Although the claim for meals must represent actual, reasonable and necessary expenses, receipts are not required provided the general meal maximums are not exceeded. Meal claims in excess of the amounts indicated below must be supported by a valid (itemized) receipt and written explanation of the reasonableness of such an expense under the particular circumstances. An unusual amount is a cost that is incurred outside the control of the individual. **Breakfast: \$8.00; Lunch: \$9. Dinner: \$17.00. Reimbursement for meals will be allowed on trips which** do not necessitate an overnight stay only on the following conditions: Breakfast, provided the member leaves home before 6:00am.; Lunch, provided the member leaves her/his headquarter city before 10:30am and returns after 2:30pm.; Dinner, provided the member leaves directly from work and returns home after 7:00pm. Reimbursements will not be made for the cost of alcoholic beverages. The cost of meals, tip and tax are entered as one amount on the travel expense report.
- e. **Hotel and Motel Expenses - members** who require lodging are expected to seek budget priced hotels when possible. Reimbursement for the cost of higher cost lodging will be handled on a case-by-case basis.
- f. **Miscellaneous Expenses** A complete description must be included in the travel expense report. Receipts are required if the claim exceeds \$5.
- g. **Reimbursement** of WASFAA expenses should follow the state rate reimbursements.

2. **Committee Cost Reimbursement**

Committee Chairs are asked not to assume committee members want to be reimbursed through WASFAA. In order to conserve committee travel/lunch budgets, Committee Chairs should ask their committee members if they wish to be reimbursed. Once the committee travel budget has been spent, there is no guarantee committee members will be reimbursed. Any appeals or questions regarding the committee reimbursement policy should be directed to the Treasurer.

3. **Presenters Reimbursement** - WASFAA will reimburse all reasonable costs, such as mileage, room, meals (excluding alcoholic beverages), and presentation supplies. The Conference Chair should confer with the presenter to ensure costs are

IX. WASFAA Financial Management Issues

1. Insurance - WASFAA has no insurance.
2. Investments - Investment decisions are made by the Executive Committee upon the recommendation of the Finance Committee.
3. Audits - Audits are conducted at the end of each fiscal year and are coordinated by the Treasurer. The audit report should be presented at the following Executive Committee meeting.
4. Bonding - The Treasurer and Data Base Manager of WASFAA shall be bonded.
5. Non-Profit Status - WASFAA is certified as a tax exempt non-profit corporation by the Internal Revenue Service (Employer ID # 30-6279228); and is recognized as a tax exempt non-stock corporation by the State of Wisconsin (tax exempt #ES24938).
6. Budgets - Annual budgets are constructed as planning tools to enhance WASFAA's purpose and mission. The budget is constructed by the Finance Committee. Outgoing and new Committee Chairs should have cooperative input into developing committee budgets to reflect upcoming activities. The budget shall be constructed each year in time to be approved at the spring meeting. The budget should be published in The WASFAA Window following its approval. The budget is monitored by the Treasurer and Finance Committee, which will work with and make recommendations to the Executive Committee for action.
7. Savings/Investment Rationale and Policy - It is essential to establish a capital reserve to be set aside for contingencies. The Association will strive to invest at least \$10,000 or 10% of the current year annual operating budget. The intent of the reserve fund is to have funds available to meet unusual income shortfalls. The reserve fund will be maintained in a separate interest-bearing account and managed according to sound financial investment policies. Funds will be invested in accounts which safeguard funds of the Association, yet produce as high an interest income as possible. A separate section of the Treasurer's report will detail the balance of the fund and interest earned. The reserve fund will be subject to periodic review by the Finance Committee, either on an annual basis or at the point reinvestment decisions are required. Any withdrawal from the fund will be considered an extreme measure, and require a majority vote of the Executive Committee. Any change or revision to this savings rationale and/or policy requires a majority vote of the Executive Committee.
8. Credit Card: WASFAA will maintain a credit card in the name of the President.

Statements will be sent to the Treasurer as a checks and balance system.

X. WASFAA's Relationship to other Organizations / Agencies:

1. Midwest Association of Student Financial Aid Administrators
MASFAA strives to strengthen state associations by training state presidents, appointing others to regional committees, and by holding regional workshops. In these ways, the quality of state associations is enhanced by a more informed and skilled membership.

The WASFAA President serves on the MASFAA Executive Council as a voting member for the purpose of bringing forth information and concerns regarding WASFAA, and to bring information back from MASFAA.

WASFAA does not hold a membership in MASFAA. Membership is held by individual members. WASFAA members are welcome to attend MASFAA conferences, to pursue professional development and training opportunities, and to network with financial aid administrators from other states.

2. National Association of Student Financial Aid Administrators
NASFAA) provides information through its daily electronic newsletters, federal monitors, and the NASFAA Encyclopedia. NASFAA also provides technical updates, legislative analyses, sample forms, and training. NASFAA may also provide advice and training for WASFAA officers and organization administration. WASFAA, in turn, provides feedback to NASFAA on local financial aid issues. The WASFAA President is the official contact for NASFAA.

WASFAA does not hold membership in NASFAA. Membership is held by individual institutions. WASFAA members are welcome to attend NASFAA conferences, to pursue professional development and training opportunities, and to network with financial aid administrators from other states and regions.

3. Department of Public Instruction/Wisconsin Education Opportunity Program
WASFAA and the Wisconsin Department of Public Instruction/Wisconsin Education Opportunity Program (DPI/WEOP) share goals and ideas regarding financial aid early awareness. Together, the two groups coordinate early awareness programs and activities, and coordinate the Talent Incentive Program (TIP). DPI/WEOP staff provides updates at WASFAA conferences, and assist with and add credibility to joint training opportunities. Regular WASFAA membership has been granted to DPI/WEOP staff.
4. Social Services Agencies (e.g. Wisconsin Department of Workforce Development, Division of Vocational Rehabilitation, U.S. Department of Agriculture, etc.) WASFAA works cooperatively with these and local rent and energy assistance agencies to meet federal and state mandates, to share information, and to act as a conduit to resolve concerns. WASFAA has an Interagency Committee that concentrates on these issues.
5. Lenders
WASFAA allows Associate membership to lenders and encourages their participation on committees. The WASFAA organization and lenders share information, training and communication, and together strive to develop new technologies and improved delivery systems. Together, lenders and WASFAA analyze current and proposed legislation regarding its effect on student loans. WASFAA has a Loan Concerns Committee that concentrates on these issues.

6. Guarantors
WASFAA allows Associate membership to guarantors and encourages their participation on committees. WASFAA and guarantors share information, training and communication, and together strive to develop new technologies and to improve delivery systems. Together, guarantors and WASFAA analyze current and proposed legislation regarding its effect on student loans. WASFAA has a Loan Concerns Committee that concentrates on these issues. Guarantors provide updates at conferences and at Executive Committee meetings. WASFAA provides presenters for Great Lakes Higher Education Corporation lender seminars and elected representatives to the Great Lakes Advisory Committee.
7. Higher Educational Aids Board (HEAB)
WASFAA had historically provided sector representatives to the Council on Aid, which advised the Executive Secretary of the Higher Educational Aids Board. The Council on Aid no longer exists. Currently three financial aid administrators are appointed by the Governor to serve on HEAB. WASFAA's State Issues Committee works with these appointees and with WASFAA Executive Board members to provide information and to ensure consistency among the activities of all three parties. HEAB, in turn, provides WASFAA with training, technical updates at conferences and at Executive Committee meetings, information regarding the programs they administer, and mailings and/or training for high school guidance counselors.
8. State and Federal Legislators
WASFAA relates to legislators for the purpose of education. WASFAA strives to keep legislators informed regarding financial aid issues, and works cooperatively with legislators to keep WASFAA members informed regarding financial aid issues.
9. United States Department of Education (USED)
WASFAA relates to the USED for the purpose of education. WASFAA strives to refer concerns, ideas, and questions to USED regarding financial aid issues, and works cooperatively with USED to keep WASFAA members informed regarding financial aid issues. The Region V Office of USED typically provides technical updates at WASFAA conferences.
10. Other agencies (ex. NACUBO, WAEOP, NASEA, MASEA, WACAC, WAICU, WTCS Board, UW System, NATTS, BIA, Selective Service, INS, etc.) WASFAA works cooperatively with these agencies to share and coordinate information regarding financial aid.

XI. NASFAA STATEMENT OF ETHICAL PRINCIPLES

The primary goal of the financial aid professional is to help students achieve their educational potential by providing appropriate financial resources. To this end, this Statement provides the Financial Aid Professional with a set of principles that serves as a common foundation for accepted standards of conduct.

The Financial Aid Professional shall:

1. Be committed to removing financial barriers for those who wish to pursue postsecondary learning.
2. Make every effort to assist students with financial need.
3. Be aware of the issues affecting students and advocate their interests at the institutional, state, and federal levels.
4. Support efforts to encourage students, as early as the elementary grades, to aspire to and plan for education beyond high school.
5. Educate students and families through quality consumer information.
6. Respect the dignity and protect the privacy of students, and ensure the confidentiality of student records and personal circumstances.
7. Ensure equity by applying all need analysis formulas consistently across the institution's full population of student financial aid applicants.
8. Provide services that do not discriminate on the basis of race, gender, ethnicity, sexual orientation, religion, disability, age, or economic status.
9. Recognize the need for professional development and continuing education opportunities.
10. Promote the free expression of ideas and opinions, and foster respect for diverse viewpoints within the profession.
11. Commit to the highest level of ethical behavior and refrain from conflict of interest or the perception thereof.
12. Maintain the highest level of professionalism, reflecting a commitment to the goals of the National Association of Student Financial Aid Administrators.

Adopted April 1999

Appendix E: Guidelines for WASFAA Mass E-Mail Messaging

Guidelines for WASFAA Mass E-Mail Messaging

Background:

The WASFAA mass e-mail messaging service was created from the membership directory by simply compiling all WASFAA member e-mail addresses under one group address to facilitate quick messaging to all members with e-mail addresses. This is unlike a list serve process which people sign up for indicating their interest in receiving related mail. Because members have not declared their interest in being contacted regularly in this manner, it is felt that we need to be somewhat judicious in the use of this means to communicate with WASFAA members. The following guidelines are offered to insure appropriate and sparing use of this messaging service so that it will not be bothersome to members but serve as a useful “heads up” for important and highly relevant WASFAA matters.

Guidelines:

- **Messages should be urgent by nature and directly related to WASFAA business.** Only in rare situations should it be necessary to provide a message of professional (rather than WASFAA related) interest-- this could be the case when immediacy of notification is important.
- **Matters that are not relevant to the wide WASFAA membership audience should be avoided.** It would not be appropriate to include announcements regarding position vacancies, staff changes, or resignations as a mass e-mail message; these items are better suited to be simply listed on the WASFAA bulletin board.
- **Messages must not be duplicative of other resources already available to WASFAA members.** Material that has been released by NASFAA, other educational organizations, or the news media serves little purpose if repeated in an e-mail message.
- **Messages should be brief.** When detailed content is to be provided, it should be presented on the WASFAA web bulletin board or through the use of separate attachments that can be selected for viewing by the member only if desired.
- **Relevant matters for messaging include WASFAA items for which there is a deadline for submission.** WASFAA committee solicitations for input are appropriate for messaging (requests for officer or award nominations, volunteers, or survey information) as are deadline reminders.

CORPORATE SUPPORT TIERS:

(effective 2004/2005, but subject to change after annual review)

Platinum \$6,000 or more

- Recognition as a PLATINUM sponsor on insert at all events—including all Drive-in Counselor workshops, Conferences, and Retreats
- 1 free booth at both conferences (\$800 value)
- 2 free conference registrations at both conferences (up to \$400 value)
- Opportunity to provide a full page (8 ½ x 11) ad for table display at a meal function at both conferences
- Banner ad on WASFAA web page for 1 year
- Logo on future printings of the Think College brochure
- Opportunity to provide materials w/ logo (i.e. notepads, pens, pencils) to be used at Drive-in Counselor Workshop
- Recognition as PLATINUM Sponsor on all WASFAA mass emails correspondence
- Recognition as PLATINUM Sponsor on conference folders
- Recognition as PLATINUM Sponsor on power point presentation at conferences
- Recognition as PLATINUM Sponsor on "traveling boards" to be posted at all Conferences, Retreats, and most Drive-in Counselor Workshops

Gold \$4,000--\$5,999

- Recognition as a GOLD sponsor on insert at all events—including all Drive-in Counselor workshops, Conferences, and Retreats
- 1 free booth at both conferences (\$800 value)
- 1 free conference registration at both conferences (up to \$200 value)
- Opportunity to contribute materials w/ logo (i.e. notepads, pens, pencils) to be used at Drive-in Counselor Workshops
- Recognition as GOLD Sponsor on conference folders
- Recognition as GOLD Sponsor on power point presentation at conferences
- Recognition as GOLD Sponsor on "traveling boards" to be posted at all Conferences, Retreats, and most Drive-in Counselor Workshops

Silver \$3,000--\$3,999

- Recognition as a SILVER sponsor on insert at all events—including all Drive-in Counselor workshops, Conferences, and Retreats
- 1 free booth at both conferences (\$800 value)
- 1 free conference registration at both conferences (up to \$200 value)
- Recognition as SILVER Sponsor on conference folders
- Recognition as SILVER Sponsor on power point presentation at conferences
- Recognition as SILVER Sponsor on "traveling boards" to be posted at all Conferences and Retreats

Bronze \$2,000--\$2,999

- Recognition as a BRONZE sponsor on insert at both conferences
- 1 free booth at both conferences (\$800 value)
- 1 free conference registration at both conferences (up to \$200 value)
- Recognition as BRONZE Sponsor on power point presentation at conferences
- Recognition as BRONZE Sponsor on "traveling boards" to be posted at both Conferences.

Appendix G: Articles of Association (Without Policies and Procedures)

ARTICLES OF ASSOCIATION

Wisconsin Association of Student Financial Aid Administrators

MISSION STATEMENT

To promote and provide quality administration of financial aid programs in Wisconsin's post-secondary institutions, and to ensure the availability of an ethical, equitable, and accessible financial aid delivery system for students attending Wisconsin's post-secondary institutions.

PREAMBLE

The Financial Aid Community consists of persons representing a variety of post-secondary institutions and agencies with each mixing its unique contribution to the total student population.

Members of the Wisconsin Association of Student Financial Aid Administrators recognize the need for the use of constructive and ethical practices in the performance of their respective roles. In view of these facts and in order to more fully perform our function as a responsible and active segment of post-secondary education in Wisconsin we hereby subscribe to the following Articles of Association.

Article I - NAME

The name of this organization shall be the Wisconsin Association of Student Financial Aid Administrators herein designated as "The Association".

Article II - PURPOSE

The purpose of the Association shall be as follows:

- A. To improve the quality of financial aid programs, with foremost concern being given to the needs of all students.
- B. To furnish a forum for the exchange of information and ideas among professional persons engaged in financial aid administration.
- C. To promote among post-secondary educational administrators, at all levels, a better understanding of the significance and impact of student financial aid upon the overall operation of post-secondary educational institutions.
- D. To relate to, coordinate with, and provide avenues of communication and education with secondary schools and regional, national, and other state agencies and organizations concerned with financial aid programs and their administration.
- E. To provide for secondary and post-secondary inter-institutional cooperation on financial aid matters on behalf of students.
- F. To foster and promote the highest ethical and professional standards for the financial aid profession.
- G. To encourage and provide an opportunity for the professional development, growth, and training of members of the Wisconsin financial aid community.

Article III – MEMBERSHIP

A. **Types of Membership:** There shall be three categories of individual membership as follows:

1. **Regular Membership:** Regular Membership shall be limited to persons who are on a daily basis actively engaged in the administration of student financial aid in: (1) Wisconsin post-secondary institutions or (2) Any Wisconsin State agency that is legally charged with responsibility for any phase of student aid programs including WEOP/DPI educational counselors. Each Regular Member shall be entitled to vote as a member of the Association to hold office in the Association, and shall be urged to attend all meetings of the Association and all other conventions and meetings pertinent to student financial aid.
2. **Associate Membership:** Associate Membership is available to individuals representing agencies and organizations concerned with or engaged in the general support and/or administration of student financial aid. This category includes, but is not necessarily limited to, members or representatives of participating lenders under the Stafford Loan Program; financial aid service organizations; the Board of Regents and administrators of the University of Wisconsin System; and the State Board of Vocational, Technical, and Adult Education and its administrators. Associate members are invited to attend all meetings of the Association with full floor privileges but may neither vote, hold office, or chair standing committees of the Association, except for the Associate Concerns Committee.
3. **Retired Membership:** Retired Membership is available to individuals who have served a significant number of years as a member of a financial aid office or in a position eligible for membership in WASFAA. Individuals must have retired from the financial aid profession due to reasons of health or age. Retired members are invited to attend all meetings of the Association with full floor privileges, but may neither vote, hold office, nor chair standing committees of the Association.

B. **Determination of Membership:** The WASFAA Chairperson of the Membership Committee shall have the responsibility for determining the type of membership an individual holds. Appeals will be brought before the Executive Committee whose decision will be final. The WASFAA Membership Directory shall indicate each individual's membership designation.

Article IV - MEETINGS

- A. There shall be no less than two meetings of the Association each fiscal year (July 1 through June 30) one of which will be designated the Annual Meeting with additional meetings to be called at the discretion of the Executive Committee, herein after described.
- B. The Annual Meeting shall be held in the spring but no later than June 30 of each year.
- C. Thirty days notice shall be afforded the membership prior to the date of any meeting.

Article V - OFFICERS OF THE ASSOCIATION AND TERMS OF OFFICE

A. Officers

There shall be six officers; a President, President-Elect, Past President, Secretary, Treasurer; and Treasurer-Elect; elected from among the active Regular Membership by plurality vote of the members except that the President-Elect shall automatically succeed the President, and the Treasurer-Elect shall automatically succeed the Treasurer at the conclusion of the annual meeting.

B. Terms of Office

4. The **President, President-Elect, and Past President** shall serve for a period of one calendar

year immediately following election at the conclusion of the Annual Meeting through the conclusion of the following Annual Meeting.

5. The **Treasurer and Treasurer-Elect** shall each serve for a period of one calendar year immediately following election at the conclusion of the Annual Meeting through the conclusion of the following Annual Meeting.
6. The **Secretary** shall serve a two-year term beginning with the conclusion of the Annual Meeting at which elected. The Secretary shall be elected in EVEN numbered years.

Article VI - ELECTION OF OFFICERS AND AT-LARGE MEMBERS OF THE EXECUTIVE COMMITTEE, AND THE FILLING OF VACANCIES

A. Elections

4. The Executive Committee shall appoint a Nominations Committee; which shall be charged with presenting nominations of candidates for officer positions for consideration by the Membership. The Report of the Nominations Committee shall include no less than one nominee each for the Officer positions.
5. In addition the Nominations Committee shall nominate no less than six nominees for four At-Large positions on the Executive Committee for consideration by the Membership. The term of the four At-Large members shall be two years, with two members to be elected each year.
6. The general election shall be held by mail or electronic ballot. This ballot will allow for write-in candidates. The results of such election shall be announced during that Annual Meeting.

B. Vacancies In Office: A vacancy created by the death or resignation of the President shall be filled by the President-Elect. A President-Elect succeeding to the Office of the President through such a vacancy shall serve the full one-year term as President in addition to serving the unexpired term of the deceased or resigned President

C. Secretary

The Secretary shall be custodian of all records of the Association. The Secretary shall keep and promulgate the Minutes of all meetings of the Association and of the Executive Committee and all Standing Rules and shall accomplish all official correspondences of the Association. The Secretary shall also serve as a member of the Membership Committee.

D. Treasurer and Treasurer-Elect

The Treasurer shall be custodian of all financial reports of the Association. The Treasurer shall collect dues, deposit and transfer funds, maintain adequate records of receipts and disbursements, receive and record membership dues, present financial reports to the membership at each meeting, prepare all year-end reports and tax returns, maintain and utilize the WASFAA computer for records, maintain the records of incorporation, develop the annual budget, and prepare a duly audit or review at the conclusion of the fiscal year. The Treasurer shall be bonded. Additionally the Treasurer shall serve as Chairperson of the Finance Committee. The Treasurer-Elect shall receive all bills and issue checks, maintain records of all financial transactions, assist with the audit, and reconcile monthly bank statements.

Article VII - STANDING COMMITTEES

The Association shall have the following Standing Committees, which shall perform the functions herein after described and any other functions that may, from time to time, be prescribed by the Association and/or the Executive Committee.

A. Executive Committee

1. There shall be ten members of the Executive Committee. They are the Officers and four Members-At-Large.
2. The Web Editor shall be an ex-officio members of the Executive Committee (without vote).
3. The Executive Committee shall be responsible for conducting the business of the Association between meetings but may not rescind or modify any official action taken by the membership. Business of the Association may be handled by email with a majority vote of the Executive Committee needed to pass a motion.
4. The Executive Committee may invite such individuals or groups as it desires to have represented to itself in an advisory capacity, but without voting privileges.
5. The Executive Committee shall be responsible for initiating and/or receiving from members, drafting, and disseminating to the Membership for approval all official Resolutions of the Association. The Executive Committee will disseminate all drafts of Resolutions 15 days, if possible, prior to the meeting at which such Resolutions are to be considered.
6. The Executive Committee shall determine the composition and appoint members to all other Standing Committees and additionally create such suitable ad-hoc committees as is deemed necessary to address specific problems or issues as they arise and shall appoint members to those committees. Such specific issues may include but are not necessarily limited to Need Analysis, Budgets, Special Problems of the Disadvantaged, Packaging, and Processing.
7. The Executive Committee shall determine the composition and appoint members to all other Standing Committees and additionally create such suitable ad-hoc committees as is deemed necessary to address specific problems or issues as they arise and shall appoint members to those committees. Such specific issues may include but are not necessarily limited to Need Analysis, Budgets, Special Problems of the Disadvantaged, Packaging and Processing.

B. Nominations Committee

As heretofore described in Article VI, A, 1-3, the Nominations Committee is charged with presenting to the membership nominations of candidates for both Officers and At-Large Member positions.

C. Awards Committee

The Awards Committee shall select members for suitable recognition for outstanding service to both the Association and the Financial Aid Community at large; such Awards to be bestowed at the Annual Meeting.

D. Finance Committee

Under the Chair of the Treasurer, the Finance Committee shall deal with all matters concerning recommendations to the Executive Committee of the dues structure and the reimbursement policy for any necessary expenses incurred by the Association Membership on official Association business.

E. Professional Development Committee

Under the Chair of the President-Elect, the Professional Development Committee shall be responsible for planning, conducting, and supervising those professional advancement and training activities such as workshops, programs and seminars which contribute to the status, competency, and image of the membership and for the development of any Association certification policy as may be desired by the Membership.

F. Research Committee

The Research Committee shall be charged with providing a vehicle for research activity by both identifying on its own initiative, and/or receiving from the membership, topics for research of importance to the Association.

G. Federal Issues Committee

The Federal Issues Committee shall be responsible for keeping the Membership abreast of all Federal legislation and regulations germane to financial aid, from inception through passage or finalization, and for the interpretation of such to the Membership.

H. Membership Committee

The President shall appoint the Chairperson of the Membership Committee. The Membership Committee shall deal with all matters concerning the recruitment and retention of members. The Chairperson of the Membership Committee or a designee will serve as the Editor of the Membership Directory.

Article VIII - DUES

- A. Annual dues shall be decided by the Executive Committee.
- B. The payment of dues is required for membership in good standing.

Article IX - PROCEDURES

- A. A quorum is required for the conduct of all official business during meetings of the Association and shall consist of one-third the number of regular members in good standing. The conference registrations of regular members shall constitute the official roll call for quorum purposes.
- B. A majority of the members of the Executive Committee shall constitute a quorum for its meetings.
- C. Robert's Rule of Order, Revised (Henry Martin Robert) shall govern all proceedings during meetings of the Association except when superseded by these Articles. In line with this provision, the President shall appoint a Parliamentarian who will become familiar with Robert's Rules, must be present at all meetings of the Association and will rule upon all procedural questions. Such rulings will be regarded as final.
- D. The President shall appoint an Association Archivist/Historian who, in cooperation with the Secretary, shall develop and maintain a history of the Association.

Article X - STANDING RULES

- A. Standing Rules may be adopted or amended by the Association or the Executive Committee by a majority of those voting at any official meeting of either body, providing a quorum is present.
- B. A record of any such Standing Rules adopted shall be kept by the Secretary and shall be

made available upon request to any member of the Association.

Article XI - AMENDMENTS

Amendments to these Articles may be initiated by any two active Regular Members in good standing. Said Amendments must be presented, in writing, to the Secretary in order that they may be distributed to the Membership no less than fifteen days prior to the date of the Annual Meeting. A two-thirds majority of the active Regular Members present and voting shall be required for the adoption of Amendments to the Articles. Unless otherwise specified, Amendments become effective immediately following adoption. Policies and procedures can be adopted, changed, or revised by majority vote of the Executive Committee.