

TO: WASFAA Members

From: Sue Minzlaff, Past-President; Susan Johnson, President

Part of my role as past-President and chair of the Association Governance committee is to review the WASFAA handbook. On March 21, 2018, the WASFAA Executive Committee met for the sole purpose of reviewing said handbook—with the majority of the time spent on just the Articles and Amendments of the Association. In addition to the two members required to bring suggested changes to the membership, the entire Executive Board is asking you to review the proposed changes to the bylaws as listed below. The other attachment is the actual document in which the changes were tracked in hopes that you can see the changes more easily. Please be prepared to discuss and vote at our Business Meeting at the Annual conference being held at the Radisson in La Crosse on April 13:

1. Replace the reference to 'Articles of Association' with 'Bylaws of the Association.'

This suggestion is to help clarify that the 'Articles of Incorporation'—first developed in 1992—is the document that was used to establish our non-profit status and filed with the State of Wisconsin. Bylaws detail how WASFAA operates and are far more detailed. There are two places in the document that this change would take place.

2. A diversity statement to be added after the Mission Statement paragraph.

3. Article III—Membership

The Executive Committee has been discussing this for a while now as it has been apparent that a number of people are confused on which category they fall into. Associate Membership has always included more than lenders—though we don't often remember that. We have also had a few people who would like to be members—but may be from a neighboring state (so don't fit a current definition), or perhaps more in an area better classified as College Access. With the suggested changes in A & B, Regular membership would now require employment in a Wisconsin post-secondary institution; State agency employees would fall under the Associate Membership category. The biggest change would be in C—which would give Associate members the right to vote. On March 19, there are 38 paid associate members.

- A. Regular Membership: Revise first sentence to read: Regular Membership shall be limited to persons who are on a daily basis actively engaged in the administration of student financial aid in Wisconsin post-secondary institutions.
- B. Associate Membership: Revised to add the following as second sentence: Associate membership shall also be open to persons actively engaged in the administration of student financial aid in post-secondary institutions in states other than Wisconsin.

- C. **Associate Membership:** Revise the last sentence to say: Associate members are entitled to vote, invited to attend all meetings of the Association, may co-chair standing committees, but may not hold office.
 - D. In B. **Determination of Membership**, change the person responsible from Membership Committee chair to Treasurer—based on receipt of paid membership.

- 4. **Article IV-Meetings**
 - A. While not proposing a move to one conference a year, Exec wants to revise this in case it does happen—and we actually have held just one conference in a year when MASFAA is/was held in Wisconsin. ‘A’ would be revised to say: There shall be at minimum one meeting of the Association each fiscal year (July 1 through June 30) herein after referred to as the Annual Meeting. Additional meetings may be called at the discretion of the Executive Committee, herein after described.

- 5. **Article V – Officers and Terms of Office**

Suggestions in this section are really just cleaning some things up, including reference to officers put in order of serving (Pres-elect, Pres, and Past-Pres; same with Treasurer positions. This section would read:

 - A. Officers**

There shall be seven officers: President-Elect, President, Past-President, Treasurer-Elect, Treasurer, Past-Treasurer, and, Secretary. These officers are elected by plurality vote of the active voting members. The President shall automatically succeed the President-Elect at the end of the annual conference, and the Treasurer shall automatically succeed the Treasurer-Elect at the end of the fiscal year.
 - B. Terms of Office**
 1. The **President-Elect, President, and Past-President** 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.
 2. The **Treasurer-Elect, Treasurer, and Past-Treasurer** shall each serve for a period of one calendar year beginning July 1 following the Annual Meeting through June 30 of the next calendar year.
 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.

- 6. **Article VI Elections and Vacancies**
 - A. Elections –just cleans up paragraph 2.
 - B. Vacancies—cleans up this paragraph and attempts to make it clearer.
 - C. Move to Article VII
 - D. Also move to Article VII

- 7. **Article VII Standing Committees**

- A. Many of the changes here are simply standardizing the beginning of each Committee as to who is the chair/co-chairs.
- B. Delete #2 reference to Web Editor.
- C. Add information on Secretary and Treasurer duties which were deleted in Article VI as #3 and #4.

Renumber paragraphs under A. Executive Committee. Clean up wording in new #5. Would read:

The Executive Committee may invite individuals or groups, if desired, to represent in an advisory capacity without voting privileges.

- D. Delete references to Exec members being a member of some of the various committees.
With our current structure, all committee co-chairs are assigned to a Member at Large which alleviates the need to also have a member on the committee.

8. Article IX Procedures

- A. Suggested change only necessary if membership votes to allow Associate members to vote.

9. Article XI – Amendments

- A. Suggested change only necessary if membership votes to allow Associate members to vote.