

BYLAWS 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 ~~Bylaws~~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.

ARTICLES BY LAWS 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.

In support of its mission, WASFAA will pursue and promote, in principle and practice, the diversity and inclusion of its membership to represent the profession and the students we serve. WASFAA promotes a culture of diversity and inclusion by encouraging involvement and access regardless of race, ethnicity, gender, religion, age, sexual orientation, nationality, disability, appearance, geographic location, professional level or institution type.

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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.

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- 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. 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. This category includes, but is not necessarily limited to, members or representatives of participating student loan lenders; financial aid service organizations; the Board of Regents and administrators of the University of Wisconsin System; and the administrators of the Wisconsin Technical College System. Associate members are entitled to vote, invited to attend all meetings of the Association, ~~with full floor privileges and~~ may co-chair standing committees, but may ~~neither vote nor~~ hold office.
 - 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 and may co-chair standing committees, but may neither vote nor hold office.
- B. Determination of Membership:** The WASFAA Treasurer~~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 a minimum two one~~ meetings of the Association each fiscal year (July 1 through June 30) ~~one of herein after referred to as which will be designated the Annual Meeting, with a~~ Additional meetings ~~to may~~ 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. A thirty day 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 seven officers: ~~a President-Elect, President, President-Elect, Past-President, Secretary, Treasurer-Elect, Past Treasurer, Treasurer, Past-Treasurer, and Secretary.~~ These officers are and Treasurer-Elect, elected by from among plurality vote of the active
~~Regular voting M~~ membership, by plurality vote, of the members except that the President-Elect shall ~~automatically succeed the~~ become President at the end of the annual conference, and the Treasurer-Elect shall ~~automatically succeed the~~ become the Treasurer at the end of the fiscal year.

B. Terms of Office

1. The ~~President, 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. ~~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.
2. ~~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.

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 to the officer positions, there are four Member-at-Large positions with voting privilege. Each year, the Nominations Committee shall nominate a minimum of two-four no less than six nominees regular members for ~~four-two~~ At-Large positions on the Executive Committee for consideration by the Membership. The term of the four ~~Members-A~~ Members-At-Large members shall be two years, with two members to be elected each year.
3. The general election shall be held by electronic ballot. This ballot will allow for write-in candidates. The results of such election shall be announced during that Annual Meeting, via a mailing, an email announcement to the membership, or at another conference if a special election is required.

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 unexpired term of the deceased or resigned President full one year term as President in addition to serving their full term as President, 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~~

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~~Committee and all Standing Rules and shall accomplish all official correspondences of the Association.~~

~~D. Treasurer Elect, Treasurer, and Past Treasurer~~

~~The Treasurer Elect shall receive all bills and issue payments, maintain records of all financial transactions, assist with the audit, and reconcile monthly bank statements. The Treasurer shall be custodian of all financial reports of the Association. The Treasurer shall 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 an appropriate 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 Past Treasurer shall record notes at the Finance Committee meetings and assist the Treasurer Elect and Treasurer with all duties as needed. **The Treasurer Elect and Treasurer shall be bonded (Past Treasurer).**~~

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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 eleven 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).~~

~~3.2. Under the Chair of the President,~~ 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.

3. The Executive Committee shall be the 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 Treasurer shall be custodian of all financial reports of the Association.

~~45. The Executive Committee may invite such individuals or groups, if as it desired, to have represented to itself in an advisory capacity, but without voting privileges.~~

~~56. 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- 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

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B. Nominations Committee

Under the Chair of the Past-President, aAs 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 ~~Member-At-Large~~ ~~Member~~ positions.

C. Awards Committee

Under the Chair of the Outstanding Service Award Recipient, tThe 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, the Annual Budget, and the reimbursement policy for any necessary expenses incurred by the Association Membership on official Association business.

E. Professional Development & Training Committee

The President shall appoint the Chairpersonco-chairs .The Professional Development & Training 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.

~~A member of the Executive Committee shall serve on the Professional Development Committee.~~

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F. Research Committee

The President shall appoint the Chairpersonco-chairs.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 President shall appoint the Chairpersonco-chairs.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 ~~Chairpersonco-chairs 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.

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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-voting~~ members in good standing. The conference registrations of ~~regular-voting~~ 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-voting M~~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-voting M~~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.

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