Policy and Procedure Manual

Southern Association of Student Financial Aid Administrators

Updated August 5, 2015

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Section 1: Introduction

The Southern Association of Student Financial Aid Administrators (SASFAA) *Policy and Procedure Manual* (Manual) supplements the Articles of Incorporation and the Association bylaws by providing specific policy guidance and procedures that are required to be used by the members of the Executive Board (hereinafter referred to as the Board) and committee chairs. It provides an overview of the Association's structure, describes the responsibilities of members who hold leadership positions, and provides guidance and reference to be used in the conduct of Association activities.

1.1 Purpose and Scope

The Manual is designed to provide the Board with easy access to essential information about the policies and procedures that govern SASFAA. These policies and procedures are intended to further the mission of the Association, ensure fiscal integrity and support the continued viability of the Association.

A number of additional benefits are expected from the use of the Manual, including a greater understanding of Association responsibilities among members, a consistency of interpretation and processes, and a means of familiarizing those members serving in leadership position for the first time with the individual responsibilities as well as the overall role of SASFAA.

The Manual is not intended to include a description of every function of the Association nor of every activity conducted by the Association. The Manual is intended to be a living document that will change as necessary to fit the Association's needs.

1.2 How to Use the Manual

All members of the Board and committee chairs are responsible for using the Manual to perform their duties.

The Manual is organized into sections that should assist the user in locating information easily. The Table of Contents lists these sections. In addition, Appendix A and B includes attachments pertaining to items referenced throughout the Manual. Most standard forms are retained on record with the secretary for officer and committee use, as needed. Appendix B contains references to other applicable policies and procedures for SASFAA.

A numerical outline is used as the format, as listed in the Table of Contents. Chapter 1, for example, contains three subsections: 1.1, 1.2 and 1.3.
The secretary maintains the Manual. The Association has adopted a standard software programs (Word), format (Numerical Outline) and type style (Times

New Roman) to be used throughout the Manual. All future changes to the Manual must adhere to these standards.

1.3 Updating the Manual

All officers and committee chairs are responsible for identifying areas in need of new or revised policy guidance or procedural change and for recommending appropriate changes. The Board must approve all new policies, procedures, and changes. Upon approval, the secretary incorporates the changes.

The *SASFAA Policy and Procedure Manual* shall be reviewed by the Board annually to ensure that it continues to further the mission of the Association and its financial integrity. All proposed changes to the Manual must be approved by a majority vote of members present at a meeting of the Board.

Every five years a thorough review of the Manual shall be undertaken to identify areas needing changes.

1.4 Compliance

All Board members and representatives to the Board (committee chairs, liaisons, etc.) are responsible for following established policies and procedures.

Section 2: Corporate Structure

SASFAA was established in 1963 with the primary purpose of promoting the professional development of campus aid administrators and others involved in student financial aid programs and assisting in the development and improvement of student aid programs. The specific purposes of SASFAA are delineated in the Association's bylaws.

2.1 Articles of Incorporation

The Association was duly incorporated under the laws of the State of Georgia November 10, 1983 and is organized pursuant to the provision of the Georgia Nonprofit Corporation Code. Appendix B references the location of the full text of the Articles of Incorporation. The corporate office of record and registered agent is Susan Little, 1348 Foster Manning Road, Summerville, GA 30747, (404) 992-0529, Chattooga County.

2.2 Bylaws

Appendix B references the location of the Bylaws.

2.3 Certificates of Exemption

SASFAA has been granted an exemption of sales taxes in the following states covered by the Association.

- Florida
- North Carolina (SASFAA must first pay tax and then apply for refund of amounts paid)
- Tennessee

Committee chairs or officers who hold meetings in this state should present a copy of the appropriate certificate when contracting for or paying for services associated with SASFAA business. Examples of such services include hotel room costs, meals, printing, etc.

The treasurer maintains a copy of the appropriate certificate of exemption as part of the official records of the Association. A copy of the certificates of exemption is included in Appendix A. Additional information is contained in the *SASFAA Guide to Financial Management*, which is referenced in Appendix B.

2.4 Association Goals and Objectives

The Association pledges to:

a. support professional communications in all areas concerned with the administration of student educational financing programs;
b. promote the development of future leaders by actively involving its membership;
c. ensure representation of all major types of financial aid professionals in the region through its membership;
d. enhance alliances between and among various sectors of the student financial aid community;
e. appraise members of legislative issues affecting the profession, encourage involvement on issues, and advocate positions when reasonable consensus exists;
f. help educate members about alternative methods to finance education and/or administer student financial aid programs;
g. provide for the professional growth and competencies of members by offering workshops, seminars, meetings and other training opportunities to meet the needs of the membership;
h. provide for and ensure the future financial stability of the Association through careful and regular financial planning and evaluation; and
i. maintain the bylaws and policies and procedures to ensure they are accurate and complete, in order to further the mission of the Association and ensure its fiscal integrity.

The goals and objectives should be reviewed annually by the Long-Range Planning Committee or a similar body to ensure that the goals and objectives remain current.

Section 3: Corporate Identity and Property

Devices exist that create an identity for the Association. It is important that the Association adhere to standards of use to help ensure that there is consistency in the manner in which the corporate identity is portrayed.

Most properties of the Association are provided to assist in performing the business of the Association. Design and use of these properties are controlled to ensure proper use and to protect the investments of the Association.

3.1 Logo

The logo of the Association is the design of the Association and is to be used only in conjunction with official business matters and publications authorized by the president or the Board. (See Attachment 3.1 for a sample of the logo). Any unauthorized use of the logo shall be deemed as misrepresentation of the Association and illegal use of Association property.

The logo shall be displayed on all Association stationary and certificates and on other official documents, when practical. The secretary shall retain the logo.

3.2 Association Colors

The official colors of the Association are white and blue, PMS number 282 or close to the PMS color.

The official color shall be used on Association stationary and certificates. For other publications, either the official color or black ink shall be used to reproduce the logo when it is included in the publication.

3.3 Association Properties

3.3.1 Banners

The banner bearing the Association's logo is retained by the Vice President and is displayed at Association meetings. It is the responsibility of the Vice President to transfer the banner to the succeeding Vice President.

3.3.2 Corporate Seal

The secretary is responsible for housing the corporate seal. The seal is to be used only at the discretion of the president or the Board and only for official Association documents, e.g., certificates, legal documents, resolutions, etc. Impressions of the seal may be made either with or

without the use of gold foil. Persons desiring to use the seal must first obtain verbal or written approval. The corporate seal bears the following inscription:

Southern Association of Student Financial Aid
Administrators, Inc.
Since 1963

It is the responsibility of the secretary to transfer the seal to the successor.

3.3.3 Certificates

Certificates may be given to participants at various events at the discretion of the event chair/coordinator. The certificates for these events are outlined in the guides describing the various events (e.g., Summer Workshop Guide). The designated chair/coordinator of the event will generate these certificates and they do not need to bear the seal of the Association.

Refer to Section 9.2.4 for information on Special Award Certificates.

3.3.4 Meeting Gavel

The gavel is retained by the president of the Association and is used at official business and Board meetings.

It is the responsibility of the president to transfer the gavel to the successor for safekeeping.

3.3.5 Stationery and Supplies

Stationery and supplies are the property of the Association and shall be used only for purposes of conducting Association business, as duly authorized by the Board. Unauthorized use of these properties shall be deemed as misrepresentation and illegal use of Association property.

Persons in possession of Association stationary or supplies shall promptly surrender or destroy such properties at the time the individual leaves office or the term of responsibility to the Association expires, when the stationery or supplies become obsolete or as otherwise directed by the president.

The following represents the standard stationery and supplies maintained by the Association:

- Electronic stationery listing the names and contact information of all officers of the Board and other persons identified by the president;
- Name badges displaying the Association's logo;
- Expense and financial reporting forms used by the treasurer, and note cards.

3.4 Tangible Assets

Certain tangible assets are the sole property of the Association. A complete record of all assets must be retained in safekeeping. Certain tangible assets are licensed to the Association and usage of these assets bears certain licensing restrictions.

3.4.1 Computers and Software

The Association maintains computers, software, and other electronic equipment for the sole purpose of conducting Association business. Such equipment and software are the property of the Association and are to be used only for Association business.

All software and equipment shall be registered with the appropriate manufacturer(s) to provide the Association with maximum coverage for manufacturer warranties. A listing of Association assets shall be included with each budget summary prepared by the treasurer.

The Association shall purchase insurance to cover loss due to theft or damage on all computers and electronic equipment.

Persons in possession of this equipment or software shall promptly surrender them when their term of office/responsibility expires or if they otherwise are directed by the president to do so.

3.4.2 Ballot Boxes

The ballot boxes are being stored at Edsouth if needed for future use.

3.5 Archives

SASFAA documents that were housed with the South Carolina Student Loan Corporation in Columbia, South Carolina were scanned into a cd in March 2007. The cd resides with the SASFAA Secretary and is titled, "SASFAA ARCHIVE FILES MARCH 2007". Instructions for accessing the documents on this cd are included in a file contained on the disk.

The March 2007 archived cd was created by Document Systems, Inc. The company's contact information is:

Document Systems, Inc
Attention: Marc McQueen
Columbia Operations
Columbia, SC Facility
1925 Laurel Street
Columbia, SC 29201

Website: www.documentsys.com

E-mail: memcqueen@vimagetech.com
info@documentsys.com

Telephone: 803-799-3400

Fax: 803-799-9872

Additionally, documents from the 2006-07/2007-08 and 2008-09/2009-10 SASFAA Secretary are contained on a separate portable storage drive. The content on the portable storage drive was not created by Document Systems, Inc. It is compilation of materials copied by the Secretary for each of the respective years. This portable storage drive will be updated by each Secretary to ensure SASFAA records are contained in an electronic format.

It is the responsibility of the Secretary to ensure that appropriate records and materials are transferred for archive storage.

It is the responsibility of each officer and committee chair to forward documents that should be stored in the SASFAA archives to the SASFAA Secretary. This should be done as soon as documents are finalized.

Section 4: Organizational Structure

4.1 Executive Board

The Board shall function as the Board of Directors of the Association and is responsible for the management of the business, property and assets of the Association. The Board shall be vested with all powers possessed by the Association itself. This shall include the power to appoint and remunerate agents and employees, insofar as such delegation of authority is not inconsistent with or repugnant to the laws of the State of Georgia, any other laws, the Articles of Incorporation of the Association and the bylaws. The Board shall consist of the following:

- SASFAA elected officers: president, president-elect, vice president, immediate past president, secretary, treasurer, and treasurer-elect.
- State presidents: the president, or the designated representatives, of the following state financial aid associations – Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee, and Virginia.

SASFAA elected officers and state presidents must be active members of the Association.

Both the elected officers and state presidents have voting privileges at Board meetings.

The chief executive of a state association may designate a substitute-voting member for Board meetings. The name of the substitute-voting member must be communicated to the SASFAA president who must announce the substitute at the beginning of the meeting.

4.2 Organizational Chart

A chart depicting the organizational structure of the Association for the current fiscal year (July 1 through June 30), inclusive of the Board and other positions that typically are assigned responsibilities to perform duties on behalf of the Association is referenced in Appendix C.

4.3 Committees

The president of the Association shall appoint committees as deemed necessary to conduct the business of the Association. Unless otherwise specified by the bylaws of the Association, the president shall designate the chair of each committee.

Committees must be comprised of active members of the Association. Members of the committees are selected by the committee chairs. It is recommended that the committee chair consult with the president regarding committee membership representation. To the extent practical, all sector types and states comprising the SASFAA region should be represented among committees as a whole.

It is the responsibility of current committee chairs to transfer all committee records and files related to the business of the Association to the succeeding chair before the commencement of the new chair's term of service. It is also incumbent on current officers and committee chairs to use the policies and procedures set forth in this Manual and to advise the Board about needed changes.

4.4 Membership

There shall be (4) classes of membership in the Association – Active, Honorary, Associate and Retired.

a. Active membership in the Association shall be open to individuals who:

1) are associated with the administration and support of student financial aid in postsecondary institutions of education, in government offices and agencies, in lending institutions and organizations, and in other private, community or civic organizations or programs; and
2) are located in, or who have administrative responsibility in Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee or Virginia;
3) have paid annual dues for the current year

Individuals who meet the membership criteria in Article IV, Section 1(A)(1) of the Bylaws and are employed by a post-secondary institution or agency outside the SASFAA region that has a branch campus within the SASFAA region shall be considered to meet the conditions of Article IV, Section 1 (A)(2).

Individuals who meet the membership criteria in Article IV, Section 1(A)(1) of the Bylaws and are employed by lending institutions or other such organizations located outside the SASFAA region but which do financial aid related business within the SASFAA regions shall be considered to meet the conditions of Article IV, Section 1 (A)(2).

b. Honorary membership shall be presented to persons who have performed outstanding service in the field of support and/or administration of student financial aid and who are voted Honorary membership by the Board.

Honorary membership cannot be bestowed on anyone who is a practicing financial aid administrator. The Board shall decide if a person's primary responsibility is the administration of financial aid.

All SASFAA Past Presidents and Distinguished Service recipients who are no longer directly involved in the administration of financial aid shall be automatically granted Honorary membership. Unless otherwise eligible, individuals nominated for Honorary membership must be approved by a majority vote of the Board.

c. Associate membership shall consist of all member not eligible for Active, Honorary or Retired membership. Associate membership in the Association shall be open to individuals who:

1. Have primary job duties and responsibilities that fall in areas other than the administration and support of student financial aid in post-secondary institutions of education, in government offices and agencies, in lending institutions and organizations and in other private, community or civic organizations or programs but for whom financial aid administration is a secondary or related job responsibility, or
2. Have primary job duties and responsibilities that include the administration and support of student financial aid in post-secondary institutions of education outside the SASFAA regions, and
3. Have paid annual membership dues for the current year.

d. Retired membership shall consist of individuals who:

1. Were actively engaged for at least 10 years in the administration of student financial aid or have been approved for this membership category by a majority vote of the Board, and,
2. Are no longer employed in the financial aid profession, and
3. Are not eligible for Active, Honorary, or Associate membership, and
4. Have paid annual membership dues for the current year.

4.4.1 Membership Eligibility

Membership shall be individual rather than institutional and shall not be transferable.

Active membership shall be on an annual basis corresponding to the fiscal year as defined in Article V of these bylaws. Active membership shall terminate at the end of the membership year when a member no longer meets the criteria outlined in Article IV, Section 1(a) of this Article. Associate and Retired membership terminates at the end of the membership year.

Application for Active, Associate and Retired membership shall be made to the Treasurer.

The following items detail the rights of membership in the Association:

A. All Active, Associate, Honorary and Retired members are listed annually on the membership roster and are provided with all SASFAA mailings and materials.

B. Active members only:

1. Are eligible to hold office or to be appointed to a leadership position with the exception that individuals serving in the offices of Vice President, President-Elect, President and Immediate Past President shall be affiliated with a post- secondary institution, and
2. May serve on Association committees, and
3. May vote in the annual election of officers, on Bylaw changes and other items needing membership approval.

Section 5: Duties and Responsibilities of the Board

5.1 General Expectations of Board Members

It is expected that Board members will:

a. Attend all Board meetings and stay until the end of the meeting. All Board members unable to attend should notify the president as soon as possible;
b. serve as leaders in the financial aid profession and set an example for other members of the Association and for external constituencies;
c. Recognize and uphold all fiduciary responsibility vested in the Board.
d. Provide a report at each Board meeting outlining the activities and/or issues of each Board member's area of responsibility. An electronic copy of the report should be provided to the SASFAA Secretary for inclusion in the written minutes.
e. Adhere to the policies and procedures adopted by the Association and provide suggestions for change when appropriate.
f. Be an active participant in decisions made by the Board on behalf of the members.

Additionally,

1) Each voting member of the Board shall notify in writing all members of the Board of his or her appointment as a consultant, advisor, council member, representative, agent, officer or trustee

of any need analysis system, guarantor, collection agency, lending institution or other provider of financial aid services. This notification must be made within 30 days of the appointment.

2) Officers and committee chairs shall pass on to their successors all pertinent records and reports by August 1. In the event of an officer's or committee chair's resignation or removal from office, all records must be submitted to the successor or to the secretary, as appropriate, within 30 days.

3) The president of a state association may designate a substitute-voting member for Board meetings. The name of the substitute-voting member must be communicated to the SASFAA president, who must announce the substitution at the beginning of the meeting.

4) State presidents are also expected to report on issues or events occurring in their states and provide information about their states' activities to the Communications and Outreach Chair.

5) Committee chairs, liaisons and guests may attend meetings of the Board, enter into discussions if recognized by the president and make presentations, but shall not have voting privileges.

5.2 President

The president serves as the chief executive officer of the Association and presides at all Board and business meetings. In this capacity the president:

a. provides leadership and direction to all activities of the Association, the Board and all standing and ad hoc committees;
b. represents SASFAA as an observer in the Board meetings of the National Association of Student Financial Aid Administrators, Inc. (NASFAA), serves as an alternate voting member in the absence of the SASFAA Past President, provides reports of NASFAA activities to the SASFAA Board and publishes reports in the SASFAA Nine News or on the website as appropriate;
c. selects all committee chair and liaisons. Works with committee chairs on finalizing committee members, who are subject to final approval of the Board at the first board meeting;
d. serves as ex-officio member of all committees;
e. approves expenditures and has authority to pay bills;
f. submits a written annual report on the year's activities to Association members by June 30th; and
g. represents SASFAA at selected SASFAA affiliated state meetings.

5.3 President-Elect

The president-elect assists the president and prepares for the term of office. Additional responsibilities of the president-elect include the following:

a. until the NASFAA 2013-2014 year, serves as the alternate voting representative to the NASFAA Board of Directors, provides reports of NASFAA activities to the SASFAA Board and publishes reports in the SASFAA Nine News or on the Web site as appropriate. Beginning with the NASFAA 2013-2014 year, this position will no longer serve on the NASFAA Board of Directors;
b. represents SASFAA at selected SASFAA affiliated state meetings;
c. reviews the Manual and makes recommendations for changes to the Board or the appropriate committee;

d. conducts an orientation session at the annual conference for state presidents-elect;
e. advises and counsels the president as needed;
f. begins initial planning for the next annual conference and for the promotion of the event;
g. selects all committee chairs and liaisons. Works with committee chairs on selecting committee members utilizing a volunteer form;
h. consults with the Board and budget chair in developing future initiatives; and
i. performs other duties as requested by the president.

5.4 Vice President

The vice president is elected for a one-year term and has a leadership role in professional development and training activities for the Association. Included in this role are the following responsibilities:

a. plans and coordinates the new aid officers and mid-level workshops, including curriculum development, recruitment of faculty, site selection and advertising the workshop (the workshop guide is referenced in Appendix B);
b. coordinates other new aid officer and advanced level seminars and selects instructional faculty and training sites;
c. in the absence of the president serves with the powers and performs the duties of the president;
d. serves as chair of the professional advancement committee; and
e. performs other duties as requested by the president.

5.5 Treasurer

The treasurer is elected for a two-year term and oversees and manages the Association's financial matters. Additional responsibilities include:

a. establishes and maintains financial accounts while receiving and disbursing monies of the Association;
b. maintains adequate and appropriate records of receipts and expenditures;
c. pays the bills of the Association within thirty (30) days;
d. pays reimbursements to the members within fourteen (14) days; receives all payments to the Association including meeting registrations, membership dues, and sponsorship/Sponsor or payments;
e. submits financial reports to the Board at each meeting and the annual business meeting;
f. prepares annual year-end financial statements as of June 30;
g. arranges in coordination with the budget and finance chair for an annual independent financial review of the financial records;
h. files IRS form 990 for the fiscal year by the prescribed deadline, currently November 15 and all financial reports in a proper and timely

manner;

i. sets up master accounts and obtains credit for the Association as appropriate;

j. performs other duties as requested by the president; and

k. serves as ex-officio member to the Annual Conference Committee, the Budget and Finance Committee, and all other committees associated with professional development training.

5.6 Treasurer-Elect

The treasurer-elect is elected in even years to serve for a period of one year. The treasurer-elect of the association will automatically succeed to the office of treasurer for a two (2) year term upon expiration of the term of the office of the previous treasurer and the term of treasurer-elect.

The overall function of the treasurer-elect is to assist the treasurer in all duties outlined in the By-Laws and the SASFAA Policy and Procedures Manual. This will allow the elected individual to gain the experience needed to effectively hold the office of the treasurer.

5.7 Secretary

The secretary is elected for a two-year term and serves as the scribe for Association meetings and custodian of its records. The secretary's duties include:

5.7.1 facilitates meeting arrangements, including lodging, meal functions and meeting rooms for Board meetings;

5.7.2 records the proceedings of the Board and general business meetings;

5.7.3 is responsible for emailing meeting minutes (including board meetings, and annual business meeting minutes) to the board and/or SASFAA membership at the end of the meeting. The membership and board will have a two week time period to respond with corrections to the minutes. Once the two week time period has elapsed, the meeting minutes shall be considered approved. The Secretary shall post all approved minutes to the SASFAA website;

5.7.4 e-mail the SASFAA membership prior to the current year's Annual Business Meeting directing them to review the Annual Business Meetings Minutes from the prior year before the start of the current business meeting;

5.7.5 electronically collect board meeting agendas and written reports from all board members approximately two weeks prior to the scheduled meetings, compile the agenda/reports into a single report, and e-mail the compiled agenda/report to the board one week before the meeting for board members to review prior to the meeting;

5.7.6 serves as chair of the bylaws committee, which annually conducts a

review and recommends changes to the bylaws to the Board;

5.7.7 reviews, updates and maintains the Manual;

5.7.8 prepares and submits meeting minutes with supporting documents and publications, including annual conference programs, special reports, and membership directories to archives;

5.7.9 creates and distributes the Association's official stationary;

5.7.10 distributes agendas developed by the President in advance of Board meetings;

5.7.11 sends appropriate cards and gifts to members and colleagues on behalf of the Association; maintains the seal; and

5.7.12 performs other duties as requested by the president.

5.8 Immediate Past President

The Immediate past president assists the president and serves as chair of the nominations and elections, awards and the governance and planning committees. In this capacity the past president:

5.8.1 serves as parliamentarian to the Board
5.8.2 presents a slate of candidates in accordance with the election schedule or calendar for president-elect, secretary, treasurer, treasurer-elect and vice president to the Board;
5.8.3 solicits nominations for Association awards and presents the awards committee recommendations to the Board;
5.8.4 performs the duties of the president in the absence of both the president and vice president;
5.8.5 serves as a SASFAA voting representative to the Board of Directors of NASFAA.
5.8.6 conducts an annual review of the strategic long-range plan and presents a written report at the June board meeting; and
5.8.7 performs other duties as requested by the president.

Section 6: Duties and Responsibilities of Committees and Liaisons

The committee chairs work in conjunction with the president to select committee members considering experience, ethnicity, state member representation, sector interests and gender for approval at the first Board meeting of the new fiscal year. The Board may recommend other committee members for approval by the Board during the course of the fiscal year, as appropriate. Each committee and liaison shall:

a. develop goals and objectives in keeping with committee/liaison charges, the bylaws, the mission statement and long-range plan and in consideration of the recommendations of the governance and planning committee;
b. submit articles to the Communications and Outreach Chair and submit monthly updates of activities to the Webmaster for publication on the Web site;
c. prepare and submit reports to the secretary and make reports and submit action items at Board meetings;
d. submit by April 1 an end-of-the-year report to assess the committee's effectiveness in reaching its goals/objectives and make recommendations for future activities;
e. comply with budget parameters and approve expenditures and requests of reimbursement in accordance with guidelines outlined in the Guide to Financial Management;

f. establish a list serve, as appropriate, to foster electronic communications among members;

g. forward to their successors all pertinent records and reports by August l and in the event of a committee chair's resignation or removal from office, all records must be submitted to the successor or to the Association secretary, as appropriate, within 30 days; and

h. perform other duties as requested by the president and provide copies of correspondence to the president.

6.1 Committees

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

Committee appointments shall be made by the president and approved by the Board.

6.1.1 Standing Committees

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

- Awards (Section 6.2)
- Membership (Section 6.11)
- Nominations and Elections (Section 6.13)
- Professional Development (Section 6.14)

6.1.2 Discretionary Committees and Liaisons

Discretionary committees and liaisons are those appointments that the Board recognizes as being necessary to fulfill distinct needs of the Association. However, the president has the discretion whether to activate these committees from one administration to the next. The president, with the approval of the Board, may identify additional discretionary committees and liaisons as the needs of the Association warrant.

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

Discretionary committees and agency liaison generally include the following committees:

- Agency Liaison (Section 6.17)
- Bylaws (Section 6.4)
- Conference (Section 6.6)
- Electronic Services (Section 6.5)
- Budget and Finance (Section 6.3)
- Governance and Planning (Section 6.7)
- Legislative Relations (Section 6.8)
- Lender Liaison (Section 6.9)
- Long-Range Planning (Section 6.10)
- Communications and Outreach (Section 6.12)
- Site Selection (Section 6.15)
- Sponsorship (Section 6.16)
- US Department of Education Liaison (Section 6.18)
- Global Issues Committee (Section 6.19)

6.1.3 Special Ad Hoc Committees

At the discretion of the president and/or the Board, certain ad hoc committees may be established to address special, short-term projects.

6.2 Awards

The members of the committee shall be the elected officers of the Association. The immediate past president chairs the committee. The awards committee recommends individuals for both the Distinguished Service and Honorary Membership awards. In this capacity, the committee will:

a. solicit nominations for outstanding, significant and meritorious contributions to the advancement of student financial aid;
b. make recommendations to the Board; and
c. provide an appropriate plaque to be presented to the recipient(s) at the annual conference, including honorary membership when the recipient ceases to meet membership eligibility requirements.

6.3 Budget and Finance

The budget and finance committee develops, oversees and maintains proper fiscal controls and financial management strategies to ensure the fiscal integrity of the Association. To achieve these duties, the budget and finance committee will:

a. prepare, in collaboration with the president and the treasurer, the fiscal budget prior to the first Board meeting of the new year;
b. monitor expenditures, analyzes cash flow trends , and advises the Board regarding short-term and long-term investments;
c. make recommendations annually for changes to the approved *SASFAA Guide for Financial Managemen*t (June 2006) as amended (see Appendix B);
d. conduct with the treasurer quarterly reviews of cash balances and expenses and makes appropriate recommendations;
e. reconcile and document daily transactions at the annual conference;
f. recommend budget adjustments, as appropriate, to stay within budget guidelines;
g. Chair will have access to the Association's online financial software. As well, the chair will maintain electronic copies of the monthly reconciliation statements and investment statements.
h. review, from a fiscal liability perspective, all contract proposals and makes recommendations to the president; and
i. work with the treasurer to ensure that all financial reports including tax returns are filed by established deadlines.

6.4 Bylaws

The bylaws committee, chaired by the secretary, annually reviews bylaws governing the Association. The bylaws committee recommends necessary changes to the Board.

6.5 Electronic Services

The electronics services committee provides web based support for the association's mission, vision, initiatives, and operational tasks. The committee chair will coordinate the tasks and services of the committee. The committee composition will follow LRP 4.1 and 4.3 and include the rising chair who will be appointed by the President-elect early in the year to allow for training and a seamless transition year to year. In this capacity the committee will:

a. Provide guidance for the development, maintenance and enhancement of the SASFAA Web site.
b. Encourage development and utilization of cost-efficient, timely means of communication, including the web, list serves and e-mail by the Board, committees and the membership.
c. Provide Administrator access for website update to the rising chair, Conference Chair, and others, with approval of the President, as deemed appropriate to accomplish tasks associated with SASFAA business or goals and expected outcomes.
d. Evaluate, on a periodic basis, software options and make recommendations to the Board about the purchase of software that will enhance and facilitate the business of the association, and communication and transmission of data with the Executive Board and committees. Such software applications may include, but are not limited to word processing, database, spreadsheet, presentation and e-mail software.
e. Assist in the implementation of any long-range plan recommendations concerning technology deemed appropriate by the Board and the President.
f. Provide an annual report or committee activities to the Governance and Planning committee and the President for inclusion in the annual evaluation of the long-range plan and the Association's annual report.
g. Develop and monitor contingency plans to recover data and/or transfer list serve and Web site management to other locations.
h. Maintain groups in relevant formats for various communications as deemed appropriate by the Communications Committee and Executive Board. (Example: electronic mailing list consisting of current SASFAA members)

6.6 Conference

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

a. coordinate conference activities with the professional development, budget and finance, membership and local arrangements committees;
b. solicit proposals to develop general and interest sessions and secure speakers that appeal to the various sectors and experience levels of the membership;
c. review evaluations from the prior year conference to assess interest and need for appropriate adjustments for current conference plans;
d. plan pre-conference workshops and seminars that address the needs of different segments of the membership;
e. assist in developing the conference budget and adhere to the approved budget;
f. secure volunteers to help perform the duties of the committees;
g. maintain all related correspondence and materials;
h. prepare a conference evaluation for use by the next conference chair;
i. provide conference announcements, news articles and promotional materials to the Communications and Outreach committee for publication to the membership;
j. report on activities and present reports to the Board

The Conference Committee Chair will have Administrator access to the SASFAA website to allow for immediate updates of important conference information listed on the website, and assistance with registration issues.

6.7 Governance and Strategic Planning

The governance and strategic planning committee evaluates and monitors the progress of the Association toward meeting its long-range plans and makes recommendations to the Board regarding future goals and objectives. The committee will support efforts that encourage the integration of strategic planning into the broader perspective of the Association.

The committee will:

a. review, monitor and evaluate each committee's annual goals as they relate to the long-range plan and the goals and objectives as approved by the Board of Directors;
b. monitor progress toward the committee's objectives at the mid-year and the end-of-year and report, as appropriate to the Board of Directors;

c. ensure that the incoming Board of Directors has addressed recommendations as written in the GAPS report as part of the annual planning cycle;
d. undertake a survey of membership satisfaction two years prior to the completion of the Long Range Plan;
e. provide recommendations for appointment of a Long Range Planning Task Force two years in advance of the next long-range planning cycle;
f. annually update the regional profile for the membership;
g. develop a proposal for a leadership forum, such as the November 2005, Leadership and Strategic Planning Summit, two years before the completion of the Long-Range Plan 2006- 2011. The forum should address the future plans of SASFAA;
h. establish a committee list serve, if necessary, and provide updates and evaluations of the long-range plan in the SASFAA Nine News and on the Web site; and make recommendations to the president and Board of Directors.

6.8 Legislative Relations

The legislative relations committee reviews, analyzes, evaluates, and prepares responses on federal regulatory, legislative, and funding issues that may impact the lending community, state agencies, schools, and families. The committee is also responsible for providing information regarding programs, regulations, and funding sources from the 9 state agencies and lending community to the Board and Membership. The committee will:

a. advise members and the Board of federal regulatory and legislative issues;
b. Appoint committee members representing each member state, including representation from all sectors and institutional type, as well as agency representatives and members of the lending community;
c. Communicate with state and federal legislative relations chairs;
d. Communicate timelines to respond to legislative or regulatory proposals;
e. Draft correspondence, prepare position papers, and surveys;
f. Assist conference committee in planning interest sessions for annual conference on legislative or regulatory issues including those affecting state grant or loan agencies;
g. Obtain information from all 9 state agencies and lending community regarding concerns, issues, and accomplishments for dissemination to the Board and membership;
h. Inform the lending community of policy changes and actions taken by the Board;

i. Use the SASFAA listserve to inform members of legislative and regulatory activities, as well as information from the 9 state agencies and lending community;
j. Maintain a list of agency contacts and addresses;
k. Send reports to appropriate SASFAA committees for publication to the membership;
l. Maintain contact with national organizations, such as NCHELP and the National Association of State Scholarship and Grant and Aid Programs (NASGAP), to determine the impact of programmatic and funding issues;
m. Inform SASFAA members of any legislative and or regulatory issues on state grant or loan agencies

6.9 Lender Liaison

See Section 6.8. Effective 2011-2012, position was combined together with the Legislative Relations Committee and the Agency Liaison.

6.10 Long-Range Planning

On a five-year cycle the long-range planning committee assesses future goals and objectives to ensure continued viability and effectiveness of the Association in fulfilling its mission. Additionally, the committee will:

a. develop a strategic plan for continued leadership and fiscal integrity;
b. review annual year-end reports to assess committee and Board effectiveness in meeting goals and objectives and to ensure consistency with the mission of the Association;
c. make recommendations for changing or expanding services, activities and roles of the Association;
d. make observations regarding Association trends;
e. gather relevant data and information from the membership, Board, member state associations and other relevant organizations and associations to identify potential internal or external threats to the Association; and
f. review and assess the Association's mission statement for change on a periodic basis.

To ensure continued assessment the governance and strategic planning committee performs an annual review of the long-range plan. The association's long-range plan was adopted in February 1996, revised in June 2006, and revised again in June 2011.

6.11 Membership

The membership committee maintains an accurate and up-to-date database listing of members. This database should contain the following information:

a. first name, middle initial, last name and title;
b. mailing address (street, city, state and zip code);
c. institution ;
d. institution type ;
e. fax number
f. telephone number
g. email address; and
h. date of initial membership.

To help facilitate these duties, the committee will also:

1. Work with the treasurer and electronic services chair in developing membership forms and provide input to the conference chair to develop conference forms.
2. Produce labels and/or electronic spreadsheets of current and previous year members for mailings and reports.
3. Announce the availability of the online membership form to solicit membership dues no later than July 31.
4. Assist the treasurer with on-site registration at the annual conference.
5. Provide a list of conference registrants to conference sponsors upon request, to include: first name, last name, title, institution, street address, city, state, zip, email address, and institution type.
6. Provide recommendations to the Board regarding membership recruitment activities.
7. Download the membership list to a personal computer on a periodic basis (twice a year at minimum) and maintain the most recent copy until the next download occurs.
8. On June 30 download the membership list to an Excel spreadsheet and send it to the SASFAA Secretary to be archived with that year's SASFAA information.

6.12 Communications and Outreach

The Communication and Outreach Chair shall serve as the primary manager of all official SASFAA communications including emails, social media sites and posts, and the consistent, ongoing production and posting to the SASFAA blog.

Members, committee chairs, sponsors and others who wish to publish to the membership will submit announcements, news releases, articles, regulatory updates and all other information to the Communications Chair. The chair will coordinate postings and delivery methods as determined by the committee and approved by the Executive

Board. Regular surveys of the membership's preference for communication will be conducted and adjustments in delivery methods will be made based on the results.

The committee will evaluate current social media each year and recommend to the President and Executive Board the combination of media to be utilized that year. Content on social media sites will be professional and consistent, and deliver public outreach, encourage association involvement and volunteer opportunities, provide links to relevant online news articles of potential professional benefit and interest, and promote professional development and training opportunities. The Committee Chair will provide Administrator access (social media and blog posting) to others, with approval of the President, as deemed appropriate to accomplish tasks associated with SASFAA business or goals and expected outcomes.

The name of the SASFAA blog website is ***SASFAA Nine News.*** The site is available for posting of committee reports, board meeting highlights, state reports, financial aid news articles, industry announcements, special person recognitions, workshop announcements, conference news and announcements, President's reports and messages, and Treasurer's Reports. Posting to the SASFAA Nine News may occur at any time without regard to a specified schedule based on the nature or content of the posted item. Production and distribution of items may be posted to the SASFAA Nine News without regard to a specified fiscal year. To produce the SASFAA Nine News, the chair will:

a. solicit pertinent articles, reports, and pictures from the SASFAA membership and affiliates;
b. edit articles for accuracy, quality and appropriate length and incorporate photographs and graphics when needed;
c. review state newsletters, state blog websites, regional blog websites, and **NASFAA *Today's News*** for articles appropriate for reprinting and posting to the SASFAA Nine News;
d. coordinate SASFAA Nine News advertising with the Sponsorship Chair;
e. collect SASFAA Nine News sponsorship ads and/or logos from sponsors;
f. assist the Sponsorship and Budget and Finance chairs as needed to review, project and recommend rates for advertisements, including applicable discounts, on an annual basis;
g. use the Communication and Outreach Committee as an editorial board as needed to review the contents of articles as well as the proofing of the contents prior to publication;
h. provide for and coordinate with any required announcement schedule that addresses any provisions set forth in the bylaws, such as the distribution of nominations and elections materials;

6.13 Nominations and Elections

The nominations and elections committee, chaired by the immediate past president, presents a slate of candidates who meet the criteria for the offices of president-elect, secretary, treasurer, treasurer-elect, and vice president and solicits the names of individuals to be considered for honorary membership.

Any voting member of the Board also can make honorary membership nominations.

The committee coordinates and conducts the annual elections in accordance with procedures in Section 6.13.3.

6.13.1 Nominations

Prior to the Fall Board meeting, the nominations and elections committee must determine who will be recommended as candidates for offices for the coming year. To obtain recommendations from the membership, the committee must solicit nominations in advance of this meeting. Solicitation may occur via the SASFAA Nine News, separate mailing, or email to the active membership. Each state should be encouraged to solicit nominations from its membership.

The nomination of SASFAA officers should be on the agenda of each state association's first board meeting of the year.

The chair sets the date and time for the full meeting of the committee. At the discretion of the chair, this meeting can be via conference call or in person. Normally the meeting is conducted prior to the November Board meeting and avoids conflicts with state association meetings.

A candidate for office shall not serve as a member of the committee. Should this occur, that nominee's state president should appoint a substitute to the committee.

The committee shall present no more than a dual slate for each office even if more than two qualified consenting nominees are presented to the committee.

If a state representative has not confirmed attendance for the meeting, the chair shall make no less than two written and one telephone attempt to determine attendance. If contact efforts are unsuccessful, the state president shall be advised. The state president will then take whatever action is deemed appropriate. If, after these attempts have been made, the state is not represented, the chair may proceed under the assumption that the state not only has waived its privilege of attendance at the meeting, but also its vote in the selection of candidates.

The chair shall receive and submit candidates' biographical information and other pertinent data. The suggested format includes Name, Institution and/or Organization, Work Experience, Education, Professional Involvement/Activities and Candidate Statement. This information shall be submitted to the SASFAA Communications and Outreach Chair or Electronic Services chair to be posted on the website.

The chair shall prepare and present to the Board a written report that includes the proposed slate, the rules adopted by the committee, members present at the committee meeting, and recommendations for consideration for future committee meetings. This is typically reported at the November Board meeting. The slate must be presented to the Board before being presented to the membership.

6.13.2 Restrictions on Campaigning

The intent of these guidelines is to provide equal opportunity for all candidates and to eliminate campaigning for SASFAA offices.

Each candidate will be featured in the SASFAA Nine News and/or the association website prior to the annual conference. Each candidate will be asked to provide a photograph, a resume, and a statement of candidacy not to exceed 500 words. This statement will not be edited and shall be posted on the SASFAA Web site and/or SASFAA Nine News prior to the election.

No mass solicitation to the SASFAA membership shall be made by or on behalf of a candidate prior to or during the election. State associations are allowed to solicit in-state support for candidates from that state.

Candidates or their representatives shall not make presentations at individual state meetings other than the state in which the candidate is currently employed.

6.13.3 Elections

The past president (chair) shall submit the recommendation of candidates to the Board in advance of the annual conference to allow notification to the membership at least thirty (30) days prior to the opening of electronic voting.

The general election shall commence ten (10) calendar days prior to the initial business meeting and close at 3 pm (local time) on the last full day of the conference. The slate of candidates will be presented during the opening session. Each candidate is then introduced.

Access to electronic voting will be available on-site during posted times. SASFAA members will, after verification of membership status, be provided an opportunity to vote. Each paid member will have access to an electronic ballot containing the names of the candidates running for office. Provisions for write-in candidates will be available.

The nominations and elections committee shall verify the election results. The secretary shall be in attendance except in the event that that individual is on the ballot or otherwise unavailable. If that occurs, the president shall designate a substitute.

The nominations and elections chair shall report the results of the election at a business session following completion of voting. Prior to that time, however, the president and each candidate will be contacted and informed of the election results.

6.13.4 Absentee Ballot Process

Only paid members may vote.

An electronic ballot shall be made available on the website ten (10) calendar days prior to the business session of the annual conference.

6.13.5 Special Elections

1. A special election shall be called by the Board in the event of a vacancy in the office of president-elect.
2. The nominations and elections committee shall solicit candidates and provide to the membership within thirty (30) days of the announced special election an electronic ballot containing no more than two names, along with the option for a write-in candidate.
3. In the event a vacancy occurs in the office of president within sixty (60) days prior to the annual business meeting, the election will be held during the annual meeting.
4. The electronic ballots shall be verified by the nominations and election chair and the secretary.
5. The winner will be the person who received a majority of the votes cast. If no majority occurs, see 6.13.6
6. All voters must be paid members.
7. Within ten (10) calendar days following the balloting deadline, the chair of the nominations and elections committee shall notify the president of the results of any special election.

8. The president shall notify the membership of the election results.

6.13.6 Run-Offs

In the event a candidate does not receive a majority of the votes cast for that office, there will be a run-off election between the two candidates with the most votes. Electronic balloting shall take place as soon as practical following determination that a run-off election is necessary. Run-off electronic voting will be available for ten (10) calendar days once an access date has been determined.

The Nominations and elections chair along with the secretary will verify the results of the run-off electronic election. The president shall notify the membership of the election results.

6.13.7 Record of Members Voting

A record of the total votes cast in general and special elections is included in Section 12.6.

6.14 Professional Development

The vice president serves as chair of the professional development committee. The committee plans, develops and conducts training activities that contribute to the competency and professional advancement of financial aid professionals. To accomplish its goals, the committee will:

a. research and study developments and trends in the financial aid field to make recommendations concerning professional development needs to the Board;
b. develop materials in coordination with the Sponsorship Chair chair, obtain sponsorship and conduct training and professional advancement programs to meet the needs of the membership;
c. identify locations and develop schedules for training activities;
d. construct a preliminary budget proposal with assistance from the budget and finance chair; and
e. coordinate a summer workshop for new aid administrators.

6.14.1 Guidelines to Select Faculty

1) Announce the faculty openings in the SASFAA Nine News or similar membership-wide communication.
2) Solicit recommendations for faculty from the membership.
3) Faculty members must be financial aid administrators who have been employed in the student financial aid profession for at least

three (3) years, with preference given to those administrators with greater experience.

4) Faculty cannot serve more than two (2) consecutive years except with the approval of the Board.
5) Faculty must be active members of SASFAA.
6) Faculty selection criteria shall include state, type of institution or agency where employed, minority representation, teaching ability and professional attitude. Competency, professionalism and teaching ability shall be determining factors when selecting faculty.
7) The vice president, in consultation with the president, will select the faculty. Recommendations will be solicited from the Professional Development Committee.

6.15 Site Selection

1. The site selection committee evaluates and recommends locations and hotels for future annual conferences, Executive Board meetings and other meetings as may be requested by the President, other officers or committee chairs. Checklists for the meetings are referenced in Appendix B of the manual. The committee will:

   a. Provide site selection guidelines to state presidents at the July/August Board meeting.
   b. Solicit from each state president a conference site proposal that includes tentative meeting dates and facility requirements.
   c. Visit viable sites and evaluate them using the SASFAAA site facility guidelines and hotel checklist for additional information pertaining to site selection procedures and facility guidelines, respectively. The secretary retains the guidelines and hotel checklist.
   d. Provide to the Board a site report with a recommendation and tentative contract for a future site.
   e. Work to secure final contracts for the president's signature.
   f. Assist the vice president in the selection of a summer workshop site; and assist the president and other committee chairs with the identification of meeting locations, as requested.

6.15.1 Conference Site Selection Guidelines

If a state is interested in serving as a possible host for the SASFAA conference, recommendations should be forwarded to the site selection chair.

The facility must have the following minimum physical capabilities:

1) have the capability of committing at least 500 rooms for lodging with an overflow hotel nearby for another 100 rooms;
2) have eight to ten (8-10) breakout rooms for group meetings and must have total seating capacity of 1,000;
3) have banquet facilities for 800-900 people;
4) have theater style seating for 1,000 people for a general session; and
5) have display space for 45 Sponsorship Chairs with 8 feet x 10 feet.

6.16 Sponsorship

A potential sponsor is a company or organization whose activities either supports or is closely related to those of the financial aid community. A sponsor provides resources to be used by SASFAA in accordance with the purposes of the Association. Sponsors may display their products and services at the annual conference for the purpose of soliciting business.

All sponsored activities must be coordinated through the Sponsorship Chair.

The sponsorship committee conducts all solicitations for advertising, Sponsor or space, and direct or indirect sponsorship of training events and activities, and selected publications of the Association. As part of the solicitation, the committee will:

a. develop a list of potential sponsors including contact names, email addresses and phone numbers;
b. identify activities and events for sponsorship opportunities including SASFAA Nine News and directory advertisements, the annual conference, the New Aid Officers' Workshop, other training events and Board meetings;
c. prepare and email solicitations of sponsorship opportunities to potential sponsors;
d. serve as the liaison to the conference committee for sponsorship needs and effective use of Sponsor or spaces;
e. publicly recognize the contributions of all sponsors unless an individual sponsors chooses to opt out of said recognition;
f. review and recommend, with assistance from the budget and finance chair, the standard advertising rates as well as any discounts offered to sponsors;
g. review the policies affecting sponsorship and make recommendations when appropriate;
h. contract with a drayage company and design a booth floor plan layout for the designated area;

i. email special instructions regarding booth space, conference registration, shipping information and storage of materials to sponsors in advance of the conference; and

j. coordinate all sponsor activities and benefits.

6.16.1 Sponsorship of SASFAA Conferences

Conference Sponsorship Policy

Prospective sponsors must agree to the rules and procedures outlined below. A prospective sponsor who does not agree to these rules and procedures will not be permitted to utilize a booth space. A sponsor who violates any of these rules must promptly cease any such action, and, at the discretion of SASFAA, may be required to remove his or her booth. The conference chair will attempt, provided adequate space is available, to ensure that conference breaks and/or continental breakfasts will be held in the sponsorship area.

We have eliminated named sponsorship of specific Annual Conference activities and events. We have also discontinued the practice of recognizing "tiers" of sponsorship by contribution level. Sponsors will be acknowledged, at the discretion of the sponsor, in the Annual Conference program and at appropriate points throughout the year via a listing in alphabetical order by organizational name. However, sponsors must agree to abide by the following rules and procedures in conjunction with the Annual Conference:

- Sponsors are expected not to organize, sponsor or conduct any social activities directed towards Annual Conference attendees, SASFAA leadership personnel and/or workshop/training activity participants during planned conference sessions/meals.
- Sponsors may organize, sponsor or conduct non-social events, such as focus, advisory or user groups. Only non-alcoholic beverages and light snacks may be served. Those sponsors will work in conjunction with the SASFAA Sponsorship Chair to arrange accommodations with the conference hotel for such events that occur within the scope of the conference dates.
- Gifts or giveaways must be of nominal value (i.e. less than $10 fair market value). All prize drawings, including scholarships, are prohibited. Sponsors may not offer conference participants the opportunity to sign up for or enroll in any contests or to receive gifts or giveaways at a later time in excess of the stated nominal value.
- Sponsors may sell their products and services; however, such sales may include only products and services that are normally marketed by the sponsor.
- All representatives of sponsors must register for **the conference** even if they are the designated complimentary registrant(s). Those who are not designated comp registrants must pay conference registration fees in order to attend conference activities and be present in their booth area.

SASFAA Sponsorship Options

Training Packages - Priority Savings Package Choices

Impact Package	$5,000 • Two Conference Exhibit Booths (includes 4 complimentary conference registrations) • Priority Booth Location (by date) • Organization Logo on Conference Information Page • On-line Conference Support Recognition • Web Banner Ad on Web site • 4 SASFAA Nine News Postings for a Year • Full Page Ad in Leadership Symposium Program • 1/2 Page Ad in New Aid Officers Workshop Program • New Aid Officers Workshop Recognition • Mid-Level Pre-Conference Workshop Recognition • Other Scheduled Professional Development Activities By purchasing this package, you will save $3,500 on your total package versus sponsoring each item individually. All items listed in the package are training activities and/or advertising opportunities.
Advocacy Package	$4,000 • Conference Exhibit Booth (includes 2 complimentary conference registrations) • Priority Booth Location (by date) • On-line Conference Support Recognition • Web Banner Ad on Web site • 3 SASFAA Nine News Postings for a Year • 1/2 Ad in New Aid Officers Workshop Program • New Aid Officers Recognition • Mid-Level Pre-Conference Workshop Recognition By purchasing this package, you will save $3,000 on your total package versus sponsoring each item individually. All items listed in the package are training activities and/or advertising opportunities.
Action Package	$3,500 • Conference Exhibit Booth (includes 2 complimentary conference registrations) • On-line Conference Support Recognition • Banner Ad on Web site • 2 SASFAA Nine News Postings for the Year By purchasing this package, you will save $1,500 on your total package versus sponsoring each item individually. All items listed in the package are training activities and/or advertising opportunities.
	Payment and registration information is available on the Sponsorship Registration page. Select the "Sponsorship: Priority Savings Package Choices" option.

Training Packages - Standard Package Choices

Conference Exhibit Booth	$2,500 • Booth location determined by Sponsorship Chair, with notable exception outlined below in high visibility booth location policy. • Each exhibitor will receive 2 complimentary conference registrations. All other representatives of exhibitors must register for and pay conference registration fees in order to exhibit and attend conference activities. • Recognition of conference exhibitors will be listed in the conference program, alphabetical by company name and on the SASFAA website from the end of the conference to the end of the fiscal year. Exhibitors will be given the opportunity to opt out of this at their own discretion.
Priority Location	$500 • Must be a conference exhibitor. • Entitles exhibitor to pre-select a booth location based on drayage company blue line layout. • High visibility booth locations will be honored by dollar amount contributed and then in order of date that web-based sponsor form is completed.
Extra Exhibit Booth	$500 • Must be a conference exhibitor. • Entitles exhibitor to a second booth contiguous to original booth. • Additional booths may be purchased at the same rate as the second booth. • Double booths may be limited due to space availability. • Double booths will be honored in order of date that web-based sponsor form is completed. • Extra booths will be available on first come first serve basis and depending upon space available.
External Marketers Booth	$500 • Exhibitors that do not have financial aid, post-secondary education, or higher education at the core of their mission. • All External Marketers must be approved by the Sponsorship Chair, who has the authority to determine if the organization meets the criteria for this category. • The SASFAA Board reserves the right to refuse an External Marketer's request to exhibit at the conference. • External Marketers are not permitted to be SASFAA members. • External Marketers may not attend conference functions without paying an additional fee, which will be determined by the board. • Booth location will be at the discretion of the Sponsorship Chair, with priority consideration being given to exhibitors with financial aid, post- secondary education, or higher education at the core of their mission. • External Marketers are responsible for any costs associated with vending. • Exceptions to this policy must be approved by the Vendor/Sponsor Chair and President.

Non-Exhibit Conference Support	$2,500 • Each non-exhibiting supporter will receive 2 complimentary conference registrations. All other representatives of conference supporters who wish to attend the conference must register for and pay conference registration fees in order to attend conference activities. • ○ Recognition of conference supporters will be listed in the conference program, alphabetical by company name and on the SASFAA website from the end of the conference to the end of the fiscal year. Supporters will be given the opportunity to opt out of this at their own discretion.
	Payment and registration information is available on the Sponsorship Registration page. Select the "Sponsorship: Standard Package Choices" option.

Non-Conference Training Activities

New Aid Officers Workshop	$1,000 • Recognition of conference supporters will be listed in the training program, alphabetical by company name. Supporters will be given the opportunity to opt out of this at their own discretion.
Other Scheduled Professional Development Activities	$1,000 • Recognition of conference supporters will be listed in the training program, alphabetical by company name. Supporters will be given the opportunity to opt out of this at their own discretion.
	Payment and registration information is available on the Sponsorship Registration page. Select the "Sponsorship: Non-Conference Training Activities" option.

Advertising Opportunities

New Aid Officers Workshop Ad	$500 Half Page • Ads will be black and white and content is provided by the advertiser. • Placement of ads will be at the discretion of the Vice President. • Ads may be limited due to space and will be honored in order of date web-based sponsor form is completed.
Banner Ad for Web Site and SASFAA Nine News	$2,000 for Year (March of one year to February of the next year) • Ads will be in color and content is provided by advertiser. • Placement of ads will be at the discretion of the Electronic Services Chair. • SASFAA Nine News Posts can include professional, education-based content on products, services, or trainings offered by a contributor. Posts may not be longer than 500 words and may include appropriate graphics, such as logos and links. Content and editorial discretion to approve SASFAA Nine News submissions shall be vested in the SASFAA Communications and Outreach Chair. Additional SASFAA Nine News Postings within the March to February year are available for $200 per posting.
	Payment and registration information is available on the Sponsorship Registration page. Select the "Sponsorship: Advertising Opportunities" option.

SASFAA Training Activities and Advertising Opportunities

Please send digital ad copy and web link to the Communications and Outreach Chair.

6.16.2 Additional Sponsorship Policies

1) All sponsors may purchase mailing labels of SASFAA members at cost. Interested sponsors should be directed to contact the membership chair.
2) All sponsored activities must be conducted through the Sponsorship Chair.
3) Refunds of sponsor fees may be considered by written request to the SASFAA Sponsorship Chair at least sixty calendar days prior to the event. Requests for a refund will be reviewed and voted upon by the President, Budget & Finance Chair, and Sponsor Chair. Approved refunds will be made according to the original method of payment (i.e., by check for payments made by check; by credit to account for credit card payments).

6.17 Agency Liaison

See Section 6.8. Effective 2011-2012, position was combined together with the Legislative Relations Committee and the Lender Liaison.

6.18 U.S. Department of Education Liaison

The U.S. Department of Education liaison coordinates representation at the Board meetings with Regions III and IV training officers and relevant activities of Region VII. In this capacity, the liaison will:

a. Inform the Board and membership of proposed or recent changes to federal legislation, regulations and appropriations;
b. Provide to the conference chair and vice president information for program content at the annual conference (including the New Aid Officers' Workshop);
c. Report to the president regulatory development concerns;
d. Inform the membership about federal training programs;
e. Identify ways to improve the dissemination of information to the electronics services chair;
f. Inform the legislative relations chair about final regulations and notices of proposed rule-making; and

g. Submit federal updates to the Communications and Outreach Chair.

6.19 Global Issues Committee

The Global Issues Committee will pursue the multifarious focuses of enhancing the inclusivity of its membership to reflect the demographics of the student population it serves; will serve as the diversity subject matter leader and nexus for other SASFAA committees, and member state committees with similar focuses, and will pursue these goals to ensure the best inclusive financial aid practices to meet the nation's goal of graduating the most college students in the world by the year 2020.

a. Provide recommendations to the Conference Committee for pertinent subject matter and training for conferences regarding diversity. Provide pertinent information via the SASFAA website, e-mail, and SASFAA Nine News regarding multicultural matters.
b. Provide subject matter expertise for other standing SASFAA committees on maintaining and building demographic inclusiveness internally, and cross-cultural outreach externally.
c. Serve as a depository of activities and best practices of SASFAA member states that serve to expedite the graduation of, but not limited to, minority students, first generation students, adult students, disabled students, economically disadvantaged students and veterans.
d. Identify and build relationships with external organizations that are focused on underserved populations to share SASFAA's financial aid core competencies.

Section 7: Meetings

SASFAA conducts meetings, as it deems necessary, to support the purposes of the Association. Meetings shall be conducted in accordance with the most recent edition of *Robert's Rules of Order*.

7.1 Board

At least one meeting of the Board shall be held each year between July 1 and June 30 inclusive. Customarily, four meetings of the Board are conducted each fiscal year.

a. An initial meeting is held in late summer or early fall.
b. A late fall meeting is held generally at the site of the coming annual conference.
c. A meeting is held in conjunction with the annual conference.
d. A final, transitional Board meeting is held in the late spring or early summer.

Board meetings are held at the call of the president or by a petition of four or more members of the Board. The president of the Association shall preside at Board meetings.

The president of a state association may designate a substitute-voting member for Board meetings. The name of the substitute voting member must be communicated to the SASFAA president who must announce the substitution at the beginning of the meeting.

Annually the Board shall meet to approve the nominees for elective office. Normally, committee chairs and liaisons are included in Board meetings. Meetings are public and open to the membership. Other individuals may be invited subject to approval of the president.

Policy for E-Meetings of the SASFAA Executive Committee

1. If the President wishes to call a meeting, he/she may do so without the need for a motion and a second. If another member of the Executive Committee wishes to call a meeting a motion to do shall be submitted to the President. This motion requires a second for the meeting to be held.
2. Notice of an e-meeting will be sent by the President to the Executive Committee (and others on the board, when appropriate), a minimum of 24 hours prior to the opening of the meeting, telling the time and day the meeting will be Called to Order, as well as restating the motion and fact that it has been seconded.
3. Once the e-meeting has been Called to Order and a Call for Discussion is made, members of the Executive Committee will "reply all" indicating their presence and offering any discussion.

4. When the majority of members of the Executive Committee have indicated their presence and offered discussion, or when 48 hours has elapsed from the Call to Order(whichever is earlier), the Chair will declare a quorum and call for the vote.
5. Members of the Executive Committee will "reply all" with their vote within 24 hours of the call for the vote.
6. After 24 hours from the call to vote, the Chair will declare the motion passed or failed and adjourn the meeting.
7. The Secretary will preserve all emails stating presence, votes, and disposition, and file same with the original copy of the minutes of the called meeting.

Policy for Conference Call Meetings of the SASFAA Executive Committee

1. If the President wishes to call a meeting, he/she may do so without the need for a motion and a second. If another member of the Executive Committee wishes to call a meeting a motion to do shall be submitted to the President. This motion requires a second for the meeting to be held.
2. Notice of a conference call meeting will be sent via email by the President to the Executive Committee (and others on the Board when appropriate) a minimum of 24 hours prior to the opening of the meeting, telling the time and day the meeting will be Called to Order, dial-in information, as well as restating the motion and the fact that it has been seconded.
3. All members of the Executive Committee will "reply" indicating their receipt of the meeting call.
4. The Chair will initiate (host) the conference call and Call the meeting to Order.
5. Meeting proceeds in the same manner as a face-to-face meeting, with the exception of a Roll Call vote in all instances.

7.2 Annual Business Meeting

The Association shall have an annual meeting. The agenda shall include the election of officers and the presentation of reports. A notice of the meeting shall be announced to all members at least thirty (30) days in advance of the meeting. The annual business meeting is conducted during the annual conference.

7.3 Committee Meetings

Unless otherwise directed by the president of the Association, committees may meet for the sole purpose of conducting Association business. The committee chair and the president, in accordance with the approved budget of the committee, shall establish the meeting location(s) and number of meetings. The committee chair or a designee shall preside. The president serves as an ex-officio member on all committees.

7.4 State Association Meetings

The SASFAA president or a designee attends at least one state meeting of each of the nine (9) member states. The state association normally provides complimentary registration, waives meeting fees and sets aside time on the agenda to allow the SASFAA president or a designee to address the members of the state association. Eligible expenses incurred by the SASFAA president or designees are borne by SASFAA.

7.5 NASFAA Board of Directors Meetings

The SASFAA immediate past president shall serve as a member of the NASFAA Board of Directors. The president attends as an observer. The length of these terms shall be one year and shall coincide with the fiscal year of NASFAA. In the absence or disqualification of the SASFAA immediate past president to serve as a member of the NASFAA Board of Directors, the president, if eligible, shall serve as the SASFAA representative to the NASFAA Board of Directors.

SASFAA shall cover travel expenses for the president or designee to attend NASFAA Board of Directors meetings. Reimbursement shall be at a rate consistent with the SASFAA policy for travel reimbursements.

As a voting member of the NASFAA Board, NASFAA shall cover travel expenses for the immediate past president (or designee) to attend NASFAA Board of Directors meetings not held in conjunction with the NASFAA annual conference (see 10.6.4 Travel to NASFAA).

Section 8: Communications

8.1 Editorial and Publication Standards

8.1.1 Communications and Outreach

Social media outlets have revolutionized how people communicate and receive news. The ***SASFAA Nine News*** is a blog website established for the primary purpose of providing a vehicle to disseminate information in an efficient, timely manner to the financial aid community. The SASFAA Nine News should include news of interest to student aid administrators including professional development information and events pertaining to aid administrators in the SASFAA region.

The Communication and Outreach Chair shall be appointed by the SASFAA President and approved by the Board. A Communication and Outreach Committee shall be formed each year to assist the coordinator in reviewing, editing, and proofing the content of submissions.

Persons submitting material for publication to the SASFAA Nine News are discouraged from including articles that promote goods or services from a Sponsorship Chair. Such promotional materials should be submitted for publication after establishing a paid sponsorship package with the Sponsorship Chair chair.

The exception to this policy would be articles promoting goods or services offered through the state associations in the SASFAA region, or other state, regional or national associations representing student financial aid interests.

Additional information submitted for posting to the SASFAA Nine News may include, but not be limited to, the following:

- Committee reports,
- board meeting highlights,
- state reports,
- financial aid news articles,

An individual may register with the SASFAA Nine News to receive an email notification following the posting of an item to the website.

SASFAA Executive Board members should submit timely articles or reports that coincide with the work of their committee/office. Following such a format would require each board member to write only one or two articles a year. However, any SASFAA Executive Board member may submit an article or report at any time.

The SASFAA Nine News should allow for a regular, steady stream of news coming from the SASFAA leadership subject to the diligent adherence by the SASFAA Executive Board members to the reporting schedule below.

Operational management of the *SASFAA Nine News*:

- The Communication and Outreach Chair, the Electronic Services Chair and the current SASFAA President should be authorized to post articles, reports and announcements to the ***SASFAA Nine News.*** The current SASFAA President may designate other persons as needed with the authority to post to the ***SASFAA Nine News***.
- Any person may submit an article to the Communication and Outreach Chair or the Electronic Services Chair or the current SASFAA President for review. If the article is approved for posting to the ***SASFAA Nine News,*** the article will be posted by the authorized person for the good of the association.
- The SASFAA Listserv will remain available to all current dues-paying SASFAA members for delivery of news of importance to the SASFAA membership.
- Contributors to the ***SASFAA Nine News*** should refrain from submitting to the Communication and Outreach Chair unsolicited material that promotes goods or services from a Sponsorship Chair. Such articles will not be posted to the ***SASFAA Nine News*** until a paid sponsorship package has been approved by the Sponsorship Chair chair. Such approved articles will be noted as a paid, promotional item.
- Registration to receive notice of updates to the ***SASFAA Nine News*** shall not be restricted to SASFAA Members.
- The Communications and Outreach Chair should monitor the report submissions of SASFAA Executive Board members to ensure that board members are posting periodic reports according to a schedule approved by the SASFAA Executive Board.
- All of the following are acceptable for posting to the SASFAA Nine News: Committee Reports, Board Meeting Highlights, State Reports, Financial Aid News Articles, President's Report and Message, Treasurer's Report.
- Photos may be included ***SASFAA Nine News*** in reports.
- The Communication and Outreach Chair should continue to function as a "monitor" of industry events and announcements to ensure timely postings of newsworthy submissions to the SASFAA membership via the ***SASFAA Nine News*** and/or the SASFAA List-serv. Any person may submit industry news and announcements at any time to the Communication and Outreach Chair to ensure the SASFAA membership is notified of such news.
- The Sponsorship Chair Chair will approve sponsorship packages that may include terms and conditions for advertising frequency on the ***SASFAA Nine News.***
- The Communication and Outreach Chair should send the SASFAA board and committee chairs reminders of upcoming report due dates for their scheduled ***SASFAA Nine News*** submission.
- The Communication and Outreach Chair should assist the SASFAA Nominations and Elections Committee in notifying the membership of candidates running for SASFAA elective office by posting statements of candidacy and dates for electronic voting.

- The ***SASFAA Nine News*** will not accept paid advertising of business opportunities, job openings, or other employment-related information to the ***SASFAA Nine News.*** Job postings and employment opportunities should be disseminated through the SASFAA List-serv and not through the ***SASFAA Nine News.***
- The SASFAA Executive Board is composed of nine (9) State Presidents, six (6) elected officers, and nine (9) committees (excluding Professional Development which is handled by the VP, By-Laws which is handled by the Secretary, and Governance and Planning which is handled by the Past President). There is no required number of reports that each member of the SASFAA Executive Board should submit for posting to the ***SASFAA Nine News*** website. However, each member of the board should submit a sufficient number of reports to keep the SASFAA membership informed of the ongoing work of their committee or activities in their respective state. The following timetable is a guideline for report submissions:

  August – President, Membership
  September – Site Selection, Electronic Services, Alabama
  October – Legislative Relations, Global Issues, Florida
  November – Past President, President Elect, Secretary, Georgia
  December – Conference, Sponsorship Chair Sponsor
  January – Past President, Conference, Secretary
  February – Past President, Conference, Secretary, Kentucky
  March – Communications & Outreach, Sponsorship Chair Sponsor, Mississippi
  April – Vice President, Treasurer, North Carolina
  May - Vice President, President Elect, South Carolina
  June – Vice President, Tennessee
  July – Budget & Finance, Virginia

8.1.2 Membership Directory

The membership directory is maintained on the SASFAA website.

8.1.3 Annual Conference Program

The annual conference program will be distributed to each person who attends the annual conference and should include the following information:

1) letter from the president;
2) letter from the conference chair;
3) names of members of the current elected officers, state association presidents, committee chairs, liaisons, members of the conference committee, and members of the local arrangements committee;

4) daily schedule of sessions, events and activities;
5) brief description of each of the sessions, events and activities;
6) names and titles of speakers, moderators and presenters;
7) locations of sessions, events and activities;
8) diagrams showing the locations of the sessions, events and activities;
9) brief biographical sketches of persons providing major addresses or presentations;
10) announcement of the dates and location of the subsequent year's conference.

8.2 Copyright Policy

Copyright policies are designed to protect the work of the Association and to ensure that users give proper credit to its authors.

8.2.1 General Copyright Policy

All documents written and published by SASFAA are considered to be copyrighted. It is not necessary to register these publications with the copyright office for them to be copyrighted. However, the Board may determine that certain publications be formally registered through the Copyright Office. In these cases, it is the responsibility of the secretary to register such publications with the U.S. Copyright Office in Washington, DC.

All SASFAA publications must contain a copyright statement that includes the publication date and the following statement:

Copyright, SASFAA, Inc. [date]

Instructions and sample forms for this purpose may be obtained from the Register of Copyrights. The materials and completed forms are to be mailed to:

Register of Copyrights
Copyright Office
Library of Congress
Washington, DC 20559-6000

8.2.2. Music Copyright Policy

Public performance of copyrighted music requires permission from copyright owners or their licensing agents. To legally cover the Association from copyright infringements and liabilities for the use of live or recorded music, the Treasurer, on behalf of the Association, will submit licensing agreements and

fees as required by the American Society of Composers, Authors and Publishers (ASCAP) and Broadcast Music, Inc. (BMI).

For BMI, the report for all events in the prior calendar year is filed in January. After receiving the report, BMI will issue an invoice for all events in the prior calendar year.

For ASCAP, if the Association has 4 or less events, the report with payment is due 30 days after each event. If the Association has 5 or more events, the report with payment is due quarterly.

Information and/or agreements from ASCAP or BMI can be obtained by calling or visiting:

ASCAP	1-800-505-4052	www.ascap.com
BMI	1-877-264-2137	www.bmi.com/tradeshow

The Association is responsible for paying fees to ASCAP and BMI whenever a function/event is held and either mechanical or live music is used for entertainment. Different rates apply to mechanical and live music for each entity. Rate information is contained in the agreements or in an addendum to the agreement. Both ASCAP and BMI have a minimum fee schedule for each event.

8.3 Electronic Communications

SASFAA utilizes various forms of communications to report information, programs, and services to the membership and its affiliated institutions, agencies, and constituencies.

1. List Serve. The primary purpose of the SASFAA Listserv is to facilitate communication by and between SASFAA members regarding topics related to the administration of student financial aid. When communicating through the Listserv, ethical behavior should be observed at all times, and no behavior should take place over the Listserv that would be considered inappropriate for a face-to-face meeting. Failure to adhere to this standard of conduct may result in loss of access to the Listserv or more severe action, depending on the circumstances**.**

   The SASFAA Listserv is not to be used to advertise, market, or to otherwise promote products or services. For advertising and other marketing opportunities, please follow the Sponsorship link on www.SASFAA.org

   The SASFAA Listserv may be used for announcements of job changes, but such announcements must be informational only (e.g. new company, title, new phone/fax number(s), new e-mail address) and should not include any additional

information, promotional or otherwise about the hiring entity.

The use of the SASFAA Listserv for announcement of employment opportunities for financial aid professionals is permitted. Such postings should be informational only, and should not include promotional information about the institution or company.

Any Listserv communication that could lead to the unnecessary congestion of the network or that might otherwise interfere with the work of others is not permitted. Examples of such communications include virus warnings, email scam warnings, and "chain" letters.

Exceptions to this policy can only be approved by the SASFAA Board.

The Board and committee chairs shall use this type of communication to provide information to Board members and other committee chairs included on the list serve. The chair of the electronic services committee maintains the list serve. The ongoing maintenance of this list serve should have as much continuity as possible and movement of the responsibility should be kept to a minimum. There should be a backup person assigned to assist or to assume responsibility for the maintenance of the list.

2. Web Site. SASFAA shall maintain a Web site to provide informational materials pertaining to the Association such as its programs, activities, services, meetings, workshops, and conferences.

   Content should reflect the Association's mission and goals. The useful life span of the content should be a maximum of two years and older materials should be archived with the ability to retrieve them as needed.

3. The ***SASFAA Nine News*** is a blog website established for the primary purpose of providing a vehicle to disseminate information in an efficient, timely manner to the financial aid community. The Communication and Outreach Chair shall serve as the primary manager of the consistent, ongoing production and posting of submissions to the SASFAA Nine News website. The site is available for posting of committee reports, board meeting highlights, state reports, financial aid news articles, industry announcements, special person recognitions, workshop announcements, conference news and announcements, President's report and message, and Treasurer's Report. Posting to the SASFAA Nine News may occur at any time without regard to a specified schedule based on the nature or content of the posted item. Production and distribution of items may be posted to the SASFAA Nine News without regard to a specified fiscal year.

   The SASFAA Nine News may also serve as the communications vehicle for the SASFAA President to extend a call to action during times of elevated legislative activity.

The Communication and Outreach Chair shall be appointed by the SASFAA President and approved by the Board. A Communication and Outreach Committee shall be formed each year to assist the coordinator in reviewing, editing, and proofing the content of submissions.

The SASFAA Nine News is not for the purpose of promoting goods or services from a Sponsorship Chair. Such promotional materials should be submitted for publication after establishing a paid sponsorship package with the Sponsorship Chair.

The exception to this policy would be articles promoting goods or services offered through the state associations in the SASFAA region, or other state, regional or national associations representing student financial aid interests.

The SASFAA Nine News may include a calendar of training and development activities in the region. State associations, the SASFAA vice president, the U.S. Department of Education, guarantors, and state agencies may provide information for the calendar.

An individual may register with the SASFAA Nine News to receive an email notification following the posting of an item to the SASFAA Nine News.

SASFAA Executive Board members should submit timely articles or reports that coincide with the work of their committee/office. Following such a format would require each board member to write only one or two SASFAA Nine News entries a year. However, any SASFAA Executive Board member may submit an article or report at any time.

The SASFAA Nine News should allow for a regular, steady stream of news coming from the SASFAA leadership subject to the diligent adherence by the SASFAA Executive Board members to provide reports. Each SASFAA board member should submit a sufficient number of reports to keep the SASFAA membership informed of the ongoing work of their committee or activities in their respective state.

8.4 Advertising

Advertising offers businesses and Sponsorship Chairs an opportunity to market products and services to the membership. The Association gains operating funds through fees paid by businesses and/or Sponsorship Chairs. It is incumbent upon the Board to establish guidelines to ensure that the quality, quantity and content of advertisements complement the mission of the Association. Please refer to Section 6.16 on Sponsorship.

Section 9: Gifts and Awards

SASFAA shall recognize and reward exemplary service or outstanding contributions to the Association or to the financial aid profession. Those individuals or entities identified by the Board as worthy of special recognition shall be honored.

9.1 Gifts and Amenities

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

9.2 Awards

Officers of the Association shall be presented with plaques upon completion of terms of service. The president shall make the presentations at a place and time deemed appropriate.

The president, upon approval of the Board, shall present awards, plaques or recognition to selected committee chairs, Board members, and others.

9.2.1 Distinguished Service Award

This is the highest honor bestowed by SASFAA. Individuals honored with a SASFAA Distinguished Service Award shall have made outstanding, significant, and meritorious contributions to the advancement of student financial aid or the profession. The awards committee, comprised of the elected officers of the Association, shall be charged to consider nominees and recommend them for consideration to the Board. Nominees must be approved by a two-thirds vote of Board members present and voting.

Each recipient shall be presented an appropriate plaque at the annual conference of the Association and shall be entitled to honorary membership in the Association when the recipient ceases to meet active membership eligibility requirements.

The plaque presented to the recipient shall be approximately 14 ½ inch and 17 ½ inch. The following verbiage and format is recommended for this award.

THIS

DISTINGUISHED SERVICE AWARD

IS

PRESENTED TO

[Individual's Name]

IN RECOGNITION OF SIGNIFICANT CONTRIBUTIONS
TO HIGHER EDUCATION

AND STUDENT ASSISTANCE PROGRAMS

SOUTHERN ASSOCIATION OF
STUDENT FINANCIAL AID ADMINISTRATORS, INC.

[Date]

9.2.2 Honorary Membership

Honorary membership shall be awarded to persons who have demonstrated outstanding service to SASFAA and to the student aid profession. Practicing financial aid administrators are not eligible to receive this award. Past presidents and SASFAA Distinguished Service Award recipients who cease to meet active membership criteria as set forth in the Policies and Procedures Manual shall be automatically granted honorary membership. Past Presidents and SASFAA Distinguished Award recipients shall receive the same level of recognition as persons who receive honorary membership through the normal award process.

The Awards Committee shall solicit the names of individuals to be considered for honorary membership. Any voting member of the Board can make nominations. Individuals nominated for honorary membership must be approved by a majority vote of Board members present and voting.

A plaque will be presented with the following recommended verbiage:

(SASFAA Logo)

HONORARY LIFETIME MEMBERSHIP IN THE
SOUTHERN ASSOCIATION OF STUDENT FINANCIAL AID
ADMINISTRATORS, INC.
IS PRESENTED TO

XXXXXX

IN RECOGNITION OF SERVICE TO SASFAA AND THE FINANCIAL AID PROFESSION

(DATE)

9.2.3 Officer Plaques

The president and other officers of the Association shall be presented with an appropriate plaque to commemorate the term of office. A recommended format and verbiage for the plaque follows:

[LOGO]

SOUTHERN ASSOCIATION OF
STUDENT FINANCIAL AID ADMINISTRATORS, INC.

Proudly Presents This

APPRECIATION AWARD
To
[Recipient's Name]

For Outstanding Service to the Association as

[Office and Fiscal Year]

[Date]

The current president distributes awards. The president typically receives recognition following the conclusion of the term of office. The president may designate when to receive the president's plaque.

9.2.4 Special Awards

- By nomination by a Board member and approval of the Board, an individual or organization may receive a certificate of appreciation for one-time service to the financial aid community. Certificates presented on behalf of the Board shall bear the seal of the Association.

  Certificates will be created on an as needed basis as SASFAA does not maintain a supply of hard copy certificates. The language to be included on these certificates will be created and approved by the Board on an individual basis, tailoring it to the reason the certificate is being awarded.

- The president may choose to honor committee chairs with a certificate or a modest token of appreciation. The secretary will generate these certificates for the president's signature and they shall bear the seal of the Association. A recommended format and verbiage for the certificate follows:

  SOUTHERN ASSOCIATION OF
  STUDENT FINANCIAL AID ADMINISTRATORS, INC.

  Proudly Presents This

  APPRECIATION CERTIFICATE
  To
  [Recipient's Name]

  For Outstanding Service to the Association as the

  [Committee Name] Committee Chair

  [Office and Fiscal Year]

  [Date]

- Committee chairs may recognize their committee members with a certificate of appreciation for their year of service. The designated committee chair will generate these certificates and they do not need to bear the seal of the Association. A recommended format and verbiage for the certificate follows:

  SOUTHERN ASSOCIATION OF
  STUDENT FINANCIAL AID ADMINISTRATORS, INC.

  Proudly Presents This

  APPRECIATION CERTIFICATE

To
[Recipient's Name]

For Outstanding Service to the Association as a

[Committee Name] Committee Member

[Office and Fiscal Year]

[Date]

9.2.5 Past-President Scholarship

In order to recognize the work and service of the President, SASFAA shall award a scholarship to be given to the Past-President's institution. The funds should be used to award a scholarship to a student with need. The amount should be determined by the Budget and Finance committee based upon the current financial environment. The amount shall be approved by the Executive Board when the annual budget is approved. This award can be paid any time during the Past-President year. The Past-President shall report the name of the recipient to the Executive Board.

Section 10: Financial

Maintaining the financial stability of the Association is paramount to ensuring its continued viability and service to its membership. The following establishes basic parameters for financial controls. The *SASFAA Guide to Financial Management*, referenced in Appendix B, provides operational information specific to the treasurer. The guide also provides guidance to the Board in its fiduciary responsibilities for the Association's funds.

10.1 Membership Dues

The Board reviews the annual dues to SASFAA at the first Board meeting for the new fiscal year. The membership rate is subject to change, in accordance with provisions in the bylaws.

10.2 Conference, Events and Workshop Fees

The fees for the summer workshop, annual conference and other conferences, workshops and events shall be set on an annual basis by the Board upon the recommendation of the budget and finance committee chair. The Conference Chair will provide input to the Board regarding the recommended registration fee before a final decision is made. Registration fees for all events are fully refundable 15 days prior to the event. If a refund is requested within 14 days of the event, 75% of the registration fee will be refunded. SASFAA will retain 25% to cover costs associated with the event such as meal guarantees, room guarantees, materials preparation, etc. Refunds will be made according to the original method of payment (i.e., by check for payments made by check; by credit to account for credit card payments). All refund requests must be received by the treasurer to determine percentage of refund. This information will be included on all registration forms.

This does not apply to Sponsorship Chair fees. See Section 6.16.2 for Sponsorship Chair guidelines.

10.2.1 Summer Workshop Fees

The professional development committee shall, in consultation with the budget and finance committee, propose an annual summer workshop budget, including an appropriate consideration for discounted fees (e.g. commuter fees). All workshop participants in the summer workshop shall pay established fees.

10.2.2 Annual Conference Fees

The conference committee shall, in consultation with the budget and finance committee, propose an annual conference budget. The budget shall consider such items as the annual conference fee, anticipated participant and sponsor revenue and costs for local arrangements functions. The host state association shall not be required to provide any direct financial assistance to the conference but shall be expected to help provide staffing assistance for conference functions and retains fiscal responsibility of providing the funding for the state hospitality/commuter suite.

10.2.3 Special Event Fees

The Association periodically conducts training and professional development activities to address the special interests of the membership. The committee responsible for organizing the event shall propose a budget for the event.

10.2.4 Late Fees

Late fees will be routinely charged based on the date of registration and may be waived at the discretion of the treasurer.

10.3 Waived Expenses

In certain occasions, it is appropriate to waive expenses of members or guests of the Association. Following are specific instances in which expenses may be waived:

a. Membership dues for honorary members of the Association based on current policy governing honorary membership.
b. Membership dues or registration fees to individuals who serve as invited guests of the Association. Examples of this include, but may not be limited to, guest speakers at conferences and/or workshops.
c. Late registration fees for the annual conference and the New Aid Officer Workshop or other functions requiring a registration fee.

Any waiver of expenses should be documented in writing explaining the expenses being waived and the reason for granting the waiver. The responsible committee chairperson and the President or Treasurer should approve all waivers.

10.4 Insurance

Insurance policies are secured for financial protection of the Association. Insurance shall be in the form of a general bond that covers specified members of the Board or other Association members, as determined necessary by the Board. In addition, the Association maintains business liability coverage to protect the Association from suits in the event of personal injury.

10.4.1 Fidelity Bonding

The president, treasurer-elect, and the treasurer and any other member of the Board as determined by the Board, shall be bonded at SASFAA expense. The Board establishes the amount of the bond coverage. The Board shall include the cost of the fidelity bond when constructing the operating budget each year. Additional information pertaining to bond coverage is contained in Section 5.3 of the *SASFAA Guide to Financial Management*, which is referenced in Appendix B.

10.4.2 Liability Coverage

> To protect the Association against possible losses due to personal suit, the Association may consider obtaining limited protection under a general liability type policy. In some instances, hotels and other meeting facilities require the cost of liability coverage to be borne by the contracting organization. The Board should consider this possibility when constructing the operating budget each year.

Additional information concerning liability insurance is contained in Section 5.4 of the *SASFAA Guide to Financial Management*, which is referenced in Appendix B.

10.5 Investments

Developing and maintaining sound investment strategies is a critical component to ensuring the Association's continued financial stability. Information specific to the Board's responsibilities regarding investments is outlined in Section 3 of the *SASFAA Guide to Financial Management*, which is referenced in Appendix B.

10.6 Travel Reimbursement Policy

Travel reimbursement is made available to members and some invited SASFAA guests for official SASFAA business. Policies may differ depending on the scope of those duties or the nature and location of the work being performed. A

travel reimbursement form must be completed and submitted to the treasurer within thirty (30) days after travel has been completed. The committee chair must first approve reimbursement for committee members traveling on behalf of SASFAA. Such approval may be obtained in writing via e-mail, fax or paper. The President may approve payment of claims that were not submitted within thirty (30) days of the date the expense was incurred or the date on which a statement of payment due was issued by a Sponsorship Chair, whichever later occurs. The President and Treasurer must approve exceptions on case by case basis.

10.6.1 General Travel

The Association shall reimburse members and invited guests for travel expenses incurred while performing required duties on behalf of the Association. Charges are applied against the participant's respective budget line item. Such reimbursement covers, but may not be limited to the areas identified.

1) Mileage

   Mileage rate shall not exceed 50.5 cents, over a reasonably traveled route not to exceed 1,000 miles round trip. Documentation of mileage (e.g. MapQuest, Google Maps, etc.) shall be provided with the expense reimbursement form.

2) Airfare

   Air travel shall be reimbursed for actual coach travel expenses. Travelers using a fare at a greater rate shall be reimbursed only for the applicable coach/economy rate for the flight. A copy of the ticket receipt must accompany the travel reimbursement request. In instances where a higher-class rate is used, information to verify the coach/economy rate at the time of the reservation should be provided by the traveler. Checked bag fees may be reimbursed at the rate of one checked bag per flight. If more than one bag is checked for SASFAA business, approval should be obtained prior to the flight. Approval may be granted by the committee chair, president or treasurer. Early check-in fees may be reimbursed.

3) Rental Vehicles

   On an exception basis, the use of rental vehicles may be necessary to conduct SASFAA business. Prior approval of the president or treasurer is required.

4) Taxis and Airport Shuttle/Limo Service and Parking

Such transportation shall be reimbursed at actual cost, including tip, if appropriate. Receipts are required with the travel reimbursement request.

5) Lodging

Reimbursement is for the actual cost of lodging, not to exceed the minimum pre-approved room rate at the hotel of the meeting event. Attendees to Executive Board and Committee meetings are encouraged to share a room to help control expenses whenever possible as determined in advance by the President or Committee Chair. Receipts must accompany the claimant's request for reimbursement.

6) Meals

Meal expenses are reimbursable at a rate established by the Board, except in cases where meals are provided to members as a group. In the event group meals are provided by SASFAA, the daily allowance will be reduced by the suggested amount for the meal provided, with the exception of a "continental" breakfast which will not be counted as a paid meal. If the breakfast is provided and the suggested allowance is $10 and the daily allowance is $50, the daily allowance would be reduced by $10 and the maximum daily allowance for that day is $40. The rate of reimbursement shall be outlined on the SASFAA Travel Expense/Reimbursement Form.

Committee chairs may be reimbursed for meal expenses of the full committee, excluding unofficial guests or non-committee members (unless these persons take part in the committee activities). When filing these types of expenses, the committee chair shall itemize the names of all persons participating in the meal.

7) Telephone and Internet

Charges for telephone calls are reimbursable to the extent they are necessary to conduct Association business. Internet connections are reimbursable during SASFAA travel and meeting dates.

8) Honoraria

Honoraria may be paid by SASFAA as approved by the president. See also Section 11.6 of this Manual.

9) Printing

Printing necessary to conduct Association business shall be paid by SASFAA. Such printing may include routine duplicating expenses required for Association business as well as contracted printing jobs.

The president and the Board may authorize reimbursement for other expenses. As a general rule, receipts are required unless otherwise specified on the SASFAA Travel/Reimbursement Form.

10.6.2 Annual Conference/Preceding Board Meeting Travel Reimbursement and Honoraria

Guidelines cover allowable reimbursable expenses incurred related to attending the annual conference. The following expenses shall be paid by SASFAA and charged against that claimant's budget, if one exists; otherwise expenses are charged against the annual meeting budget.

1) Travel and other qualified expenses excluding the annual conference fee of the SASFAA elected officers.
2) Travel and other qualified expenses of the SASFAA conference and membership chair.
3) For committee chairs and State Presidents, lodging for Friday and Saturday nights and meals during the board meeting preceding the annual conference. Reimbursement for meals will go through lunch on Sunday.
4) Travel and other qualified expenses of speakers and presenters not affiliated with SASFAA, as recommended by the conference chair and approved by the president and treasurer prior to the event.
5) Honoraria to speakers and presenters upon recommendation of the conference chair and approved by the president and the treasurer.
6) Other qualified expenses recommended by the conference chair and approved by the president and treasurer.

10.6.3 President's Travel to State Meetings

Expenses for the president (or the president's designee) to attend state meetings of each of the nine member states shall be borne by SASFAA,

except in the instance where the president is attending the state meeting in the president's home state. The hosting state association shall provide complimentary registration.

The Budget and Finance Chair along with the Treasurer may approve expenses of the President to attend his or her own state meeting on a case by case basis.

10.6.4 Travel to NASFAA

a. Annual Conference:

SASFAA shall cover all expenses for the outgoing president (becomes SASFAA Past President in July) who serves as an observer to the final NASFAA Board meeting of the year. All travel expenses for NASFAA board meeting and NASFAA Conference (transportation, conference registration, hotel and meals) are paid by SASFAA.

b. NASFAA Board Meetings:

1) Summer (Generally July) – Outgoing Past President (Rotates off the SASFAA Board in July). NASFAA does not cover travel expenses for the board meeting associated with the annual conference. NASFAA does pay for hotel nights and meals associated with the board meeting. Therefore, SASFAA will cover transportation expenses for the outgoing Past President who serves as a voting member on the NASFAA board. SASFAA will not cover any cost associated with attending the annual conference.

2) Summer (Generally July) – Outgoing President-Elect (Becomes SASFAA President in July). NASFAA does not cover travel expenses, hotel nights, or meals for the board meeting associated with the annual conference. Therefore, SASFAA will cover transportation, hotel, and food expenses for the outgoing President-Elect who will begin service as the SASFAA observer on the NASFAA Board at the fall NASFAA Board Meeting. SASFAA will not cover any cost associated with attending the annual conference.

10.6.5 Travel for New Officers

At the discretion of the president, SASFAA shall bear responsibility for the travel of officers-elect to attend any transitional/planning meetings of the Board.

10.6.6 Travel for New Committee Chairs

SASFAA shall bear responsibility for the travel of incoming committee chairs to attend any transitional/planning meeting of the Board.

10.6.7 Travel for State Presidents and Presidents-Elect

SASFAA shall bear responsibility for hotel expenses for state presidents to attend all board and transitional planning meetings. Additionally, SASFAA shall bear responsibility for all group or individual meals for the state presidents that occur from the time the meeting begins until it ends as outlined in the agenda. Meal reimbursements will not exceed the amount prescribed in the SASFAA Travel/Expense Guidelines.

SASFAA shall bear responsibility for hotel expenses for the nine state presidents-elect to attend the transition/planning meeting. Additionally, SASFAA shall bear responsibility for all group or individual meals for the nine state presidents-elect that occur from the time the transition meeting begins until it ends as outlined in the agenda. Meal reimbursements will not exceed the amount prescribed in the SASFAA Travel/Expense Guidelines.

10.7 Credit Card Use

Credit cards are secured for elected officers and the conference chair to cover reimbursable expenses associated with performing their duties. SASFAA has established guidelines for the acquisition and use of credit cards.

a. The treasurer shall secure credit cards for official SASFAA business use by elected officers and the conference chair.
b. The credit line of the president and vice president shall be no more than $5,000. The credit line of all other cards shall be no more than $3,500.
c. The treasurer shall provide written guidance to each cardholder explaining appropriate card use and reporting requirements.
d. All expenses charged to a credit card must be reported by the user to the treasurer within ten (10) days of receiving his/her credit card statement. All itemized charges on the statement must correspond to a valid receipt.
e. Cardholders shall surrender their cards to the treasurer within ten (10) days of the expiration of their term of office, or at the direction of the president. In the case of the out-going Past-President, the card shall be surrendered to the treasurer within ten (10) days after the conclusion of the NASFAA Annual Conference if SASFAA is covering any expenses under other policies for the out-going Past-President to attend any part of the NASFAA Conference and/or Board meeting.
f. Charging personal expenses to the Association credit card is prohibited. Any violations of this policy will require immediate repayment to

SASFAA. The treasurer must report to the Board at the next board meeting. If repayment is not submitted within 30 days the credit card will be revoked.

g. Violations of card use policies may result in cancellation of credit card privileges.

h. Prior to issuing a SASFAA credit card, the treasurer will obtain from each credit card user a signed *Agreement of Understanding.* This agreement outlines the obligations of the user and an understanding about potential liabilities. (see Attachment B of the *Guide to Financial Management*)

i. Credit card information shall not be shared to an entity via email or fax. This information will be given via telephone or by overnight tracked delivery only.

j. In situations where the SASFAA credit card is used by board members conducting NASFAA business as a result of their SASFAA position, the following documents must be submitted to the Treasurer to justify and explain the charges on the SASFAA credit card:
   a. Reimbursement form submitted to NASFAA for reimbursable charges on the SASFAA credit card.
   b. Receipts submitted to NASFAA that match the reimbursable charges on the SASFAA credit card.
   c. MapQuest documentation regarding mileage in situations where reimbursement is being sought for this expense.
   d. SASFAA credit card log

10.8 Reserve Fund

Maintaining liquidity of funds helps ensure that the Association will be able to cover its contractual obligations and continue operations. A reserve fund is established to ensure the Association's ability to cover its contractual obligations.

Specific information concerning the Board's responsibilities regarding establishing and maintaining a reserve fund(s) is contained in Section 3.3 of the *SASFAA Guide to Financial Management,* which is referenced in Appendix B.

10.9 Complimentary Rooms and Registrations

Complimentary rooms or registrations are a means of:

a. compensating members or guests whose responsibilities to the Association are excessive or impede normal participation in meeting functions, or

b. compensating guests who are not members but who are only attending to assist with the function, present sessions, or perform other duties.

Use of complimentary rooms received by the Association from the current contract with the Conference Hotel should be assigned by the Conference Chair in cooperation with the President and Treasurer in the following order:

President (in event room nights are not comped by the hotel as part of the contract)
Conference Chair (in event room nights are not comped by the hotel as part of the contract)
NASFAA Guests (President, Trainer, Inter Regional visitors)
Invited Guest
Treasurer
Treasurer-Elect
Membership Chair
Local Arrangements Chair
Sponsorship Chair Sponsor Chair
Vice President
Past President
President Elect
Secretary

Complimentary rooms are usually provided for the following:

a. the president to attend the annual conference and the professional development workshop(s);
b. the past-president, the president-elect, the vice president and the secretary to attend the annual conference;
c. the conference chair (limited to one individual) to attend the annual conference;
d. the local arrangements chair (limited to one individual) to attend the annual conference;
e. the sponsorship chair to attend the annual conference;
f. the membership chair to attend the annual conference;
g. the treasurer and treasurer-elect to attend the annual conference and the professional development workshop(s);
h. the vice president and vice president-elect to attend the professional development workshop(s); and
i. the instructors contracted to teach at the professional development workshop(s).
j. committee members who are vital to the planning and/or coordination of other types of professional development events, such as in the case of the Management Institute and Leadership symposium.
k. if complimentary rooms are not provided by the hotel, then expenses shall be paid by SASFAA and charged against that claimant's budget, if one exists; otherwise expenses are charged against the annual meeting budget.

Complimentary registrations are usually provided for the following:

a. the president, treasurer, and treasurer-elect to attend the annual conference and the professional development workshop(s);
b. the past president, the president-elect, the vice president and the secretary to attend the annual conference;
c. the vice president and vice president-elect to attend the professional development workshop(s);
d. the president-elect to attend the professional development workshop(s);
e. the faculty for the professional development workshop(s); and
f. the conference, membership and Sponsorship Chair chairs to attend the annual conference.
g. committee members who are vital to the planning and/or coordination of other types of professional development events, such as in the case of the Management Institute and Leadership symposium.

10.10 Dissolution of Assets

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

Procedures for disposing of unusable tangible assets are outlined in Section 6.5(c) of the *SASFAA Guide to Financial Management,* which is referenced in Appendix B.

10.11 Other Financial Guidelines

Listed below are additional guidelines associated with financial matters of the Association.

a. The treasurer shall have the authority to pay bills based on existing budget guidelines after the expiration of the fiscal year. Such authorization is effective until such time that the Board approves a new budget.
b. Authorization of both the treasurer and the president are required on any check of $5,000 or above.
c. The president has authority to exceed any budget line by $500.
d. When official action by the Board is not feasible, the president may authorize the treasurer to pay expenses that exceed the budget amount for the following budget categories:

    1) Professional Advancement (Budget Code 203)
    2) Conference (Budget code 206)

It is the responsibility of the treasurer and/or the president to report over-budget expenditures.

10.12 SASFAA Conflict of Interest Policy

Specific information concerning the SASFAA Conflict of Interest Policy is contained in *SASFAA Conflict of Interest Policy*, which is referenced in Appendix B.

Section 11: Conferences/Workshops/Events

The Association shall conduct conferences, workshops, training sessions and other events as deemed appropriate to promote the professional preparation and effectiveness of SASFAA members.

11.1 Conferences and Conference Planning

The host state association shall not be required to provide any direct financial assistance to the conference but shall be expected to provide staffing assistance to conference functions and retains fiscal responsibility of providing the funding for the state hospitality/commuter suite.

Election of SASFAA officers shall commence ten (10) calendar days prior to the first business meeting at the annual conference and close at 3 pm local time on the last full day of the conference.

11.1.1 Training at the Annual Conference

The conference committee will coordinate all training activities held in conjunction with the annual conference.

11.1.2 Association Sponsors

To help support SASFAA activities, the Association solicits financial support from entities associated with the delivery of student financial aid. Sponsors wishing to participate in SASFAA conferences and workshops should contact the Sponsorship Chair chair. (See Section 6.16 for specific information pertaining to sponsorship policies.)

11.1.3 Coordination of Sponsored Activities and Schedules

All sponsored activities shall be coordinated through the Sponsorship Chair. All sponsored activities must be approved by SASFAA. Sponsored activities shall in no way conflict with other scheduled events or activities conducted by SASFAA.

The Sponsor area shall be closed during general sessions.

Sponsorship Chairs who wish to hold separate events in conjunction with the Annual Conference will be asked to follow these guidelines:

- The Sponsorship Chair will need to handle all of the coordination for this event, including any room reservations, contracts, and other planning. Since these are not sanctioned SASFAA events, SASFAA will not work with the hotel to try and afford the Sponsorship Chair any of the cost “breaks” that the Association

receives for the conference expenditures. The Sponsorship Chair will need to negotiate their own cost structure with the hotel.

- The hotel will not display any advertising for these events in any of the areas under contract by SASFAA, nor provide the Sponsorship Chair with any hotel sleeping room information for SASFAA registrants, which includes, but is not limited to, assistance in advertising this program to each of the SASFAA registrants by means of flyers in their room, notification of the event upon check-in, or any other method.
- SASFAA will not include any promotional materials for the event in any other conference related items, including the SASFAA website, conference bags, etc.
- The SASFAA listserv may not be used to advertise these events."

11.1.4 Ex-Officio Members

Ex-officio members to the conference committee are the treasurer, Sponsorship Chair, and membership chair.

11.2 Training Events

Training activities may be offered to out-of-region individuals at the discretion of the Board; however, fees for all SASFAA training programs will include the equivalent for membership if the participant is not a current member.

11.3 Summer Workshop

Every effort shall be made to avoid scheduling the summer workshop for the same period as the NASFAA national conference, or other significant activities. Specific guidelines for planning and conducting the summer workshop are referenced in Appendix B of this manual.

11.4 Alcohol Use

11.4.1 Alcohol Reimbursement Policy

SASFAA will not pay for or reimburse members' expenses for alcoholic beverages at committee or Executive Board meal functions. SASFAA committee chairs are responsible for their committee's compliance to this policy.

With a concern for our shared professionalism and a sense of both social responsibility and fiscal constraint, the SASFAA Executive Board authorizes the purchase of alcohol for SASFAA events. The SASFAA Executive Board is

expected to Sponsor good judgment in the amount of SASFAA funds spent on alcoholic beverages at these functions.

11.5 Music Copyright Policy

See Section 8.2, Copyright Policy.

11.6 Honoraria

The Association shall make available to presenters, speakers, contributors, faculty and others remuneration for services rendered. The following policies shall serve as guidance.

11.6.1 Annual Conference

The following expenses relating to the annual conference shall be paid by SASFAA and charged to the annual meeting account:

1) travel and other expenses of the speakers and presenters not affiliated with SASFAA, as recommended by the conference chair and approved by the president and treasurer;
2) honoraria to speakers and presenters, upon recommendation of the conference chair and approved by the president and treasurer; and
3) other such expenses recommended by the conference chair and approved by the president and treasurer.

Expenses related to the attendance of SASFAA officers are delineated in the *SASFAA Guide to Financial Management*, which is referenced in Appendix B.

11.6.2 Summer Workshops

The following honoraria shall apply to summer workshops:

1. New Aid Officer's Workshop – Site Coordinator ($599); Curriculum Director ($599); Faculty ($500)
2. Mid-Level Workshop – Faculty ($200)

If the amount of the honoraria proposes a financial hardship to the Association, the amount may be lowered at the discretion of the Executive Board.

The amount of honoraria should not exceed the IRS threshold requiring the completion of a 1099 by SASFAA, which is currently $600.

However, individual recipients have a responsibility to report the income on their personal tax return.

All participants in the summer workshop shall pay full fees to attend.

SASFAA shall develop and provide a written contract for faculty in the summer workshop.

As a part of the contract all staff would sign this statement: I have read and understand my responsibilities and know what is expected of me. I agree to abide by the conduct set forth in this contract. If I valuate this contract and/or code of conduct my honorarium may be revoked. I understand that contract and/or code of conduct valuations may be reported to the institution where I work.

Section 12: Association History

12.1 Minutes of the First Organizational Meeting

Minutes of the first organizational meeting are included as Appendix A, to this Manual.

12.2 Conferences and Meetings

To serve the Association membership effectively, SASFAA has held its conference, meetings, and training throughout the region.

12.2.1 SASFAA Annual Conference Sites

The following is a chronological listing of sites at which annual conferences have been held.

Year	State	Site
1964	Virginia	Charlottesville
1965	Georgia	Atlanta
1966	Georgia	Atlanta
1967	Georgia	Atlanta
1968	North Carolina	Charlotte
1969	Florida	Jacksonville
1970	Georgia	Atlanta
1971	Tennessee	Memphis
1972	Alabama	Birmingham
1973	Georgia	Atlanta
1974	Georgia	Atlanta
1975	Virginia	Richmond
1976	Georgia	Atlanta
1977	Kentucky	Louisville
1978	South Carolina	Myrtle Beach
1979	Florida	Orlando
1980	Mississippi	Biloxi
1981	Alabama	Birmingham
1982	Tennessee	Nashville
1983	Kentucky	Lexington
1984	Georgia	Atlanta
1985	North Carolina	Greensboro
1986	Virginia	Norfolk
1987	South Carolina	Charleston
1988	Tennessee	Memphis
1989	Florida	Miami

1990	Kentucky	Louisville
1991	North Carolina	Asheville
1992	Virginia	Richmond
1993	Alabama	Birmingham
1994	Florida	Orlando
1995	Georgia	Atlanta
1996	South Carolina	Hilton Head
1997	North Carolina	Greensboro
1998	Tennessee	Nashville
1999	Virginia	Norfolk
2000	Mississippi	Biloxi
2001	South Carolina	Hilton Head
2002	Kentucky	Louisville
2003	Florida	Jacksonville
2004	Alabama	Birmingham
2005	Georgia	Atlanta
2006	North Carolina	Greensboro
2007	Tennessee	Nashville
2008	Virginia	Crystal City
2009	South Carolina	Myrtle Beach
2010	Kentucky	Louisville
2011	Florida	Jacksonville
2012	North Carolina	Greensboro
2013	Georgia	Atlanta
2014	Florida	Jacksonville
2015	Tennessee	Memphis
2016	North Carolina	Greensboro

12.2.2 SASFAA Annual Conference Sites Summary by Year

The following is a listing of annual conference dates for each state.

Alabama	Florida	Georgia	Kentucky	Mississippi
1972	1969	1965	1977	1980
1981	1979	1966	1983	2000
1993	1989	1967	1990	
2004	1994	1970	2002	
	2003	1973	2010	
	2011	1974		
	2014	1976		
		1984		
		1995		
		2005		
		2013		

North Carolina	South Carolina	Tennessee	Virginia
1968	1978	1971	1964
1985	1987	1982	1975
1991	1996	1988	1986
1997	2001	1998	1999
2006	2009	2007	2008
2012		2015	
2016			

12.2.3 Summer Workshop Sites

The following provides a chronological listing of sites that hosted the SASFAA summer workshop.

Year	State	Site
1965	North Carolina	North Carolina State University, Raleigh
1966	Tennessee	Southwestern at Memphis, Memphis
1967	Florida	Florida State University, Tallahassee
1968	Tennessee	Vanderbilt University, Nashville
1969	Kentucky	University of Kentucky, Lexington
1970	Mississippi	Millsaps College, Jackson
1971	Tennessee	University of Tennessee, Knoxville
1972	North Carolina	University of NC at Charlotte, Charlotte
1973	Alabama Virginia	Samford University, Birmingham University of Richmond, Richmond
1974	South Carolina Tennessee	University of South Carolina, Columbia Memphis State University, Memphis
1975	Georgia Tennessee	University of Georgia, Athens Memphis State University, Memphis
1976	Florida Mississippi	Eckerd College, St. Petersburg Mississippi State University, Starkville
1977	South Carolina Tennessee	Columbia College, Columbia Vanderbilt University, Nashville
1978	North Carolina Alabama	University of NC at Ashville, Ashville Spring Hill College, Mobile
1979	Virginia Georgia	Hollins College, Roanoke Mercer University, Macon
1980	Florida Kentucky	Rollins College, Winter Park Transylvania University, Lexington
1981	North Carolina	University of NC at Charlotte, Charlotte
1982	North Carolina	University of NC at Charlotte, Charlotte
1983	North Carolina	University of NC at Charlotte, Charlotte
1984	North Carolina	University of NC at Charlotte, Charlotte
1985	Florida	Florida State University, Tallahassee
1986	Virginia	University of Richmond, Richmond

1987	North Carolina	University of NC at Charlotte, Charlotte
1988	Florida	Florida International University, Miami
1989	Alabama	University of South Alabama, Mobile
1990	Georgia	Agnes Scott College, Decatur
1991	South Carolina	Clemson University, Clemson
1992	North Carolina	Davidson College, Davidson
1993	Georgia	Agnes Scott College, Decatur
1994	Georgia	Agnes Scott College, Decatur
1995	South Carolina	College of Charleston, Charleston
1996	Mississippi	Millsaps College, Jackson
1997	Mississippi	Millsaps College, Jackson
1998	Florida	University of South Florida, Tampa
1999	Florida	University of South Florida, Tampa
2000	South Carolina	Furman University, Greenville
2001	South Carolina	Furman University, Greenville
2002	South Carolina	Furman University, Greenville
2003	South Carolina	Furman University, Greenville
2004	Florida	University of South Florida, Tampa
2005	North Carolina	UNC – Asheville
2006	North Carolina	UNC – Asheville
2007	South Carolina	Furman University, Greenville
2008	Kentucky	Bellarmine University, Louisville
2009	South Carolina	Clemson University, Clemson
2010	South Carolina	Clemson University, Clemson
2011	South Carolina	Clemson University, Clemson
2012	North Carolina	North Carolina Central University, Durham
2013	Alabama	Auburn University
2014	South Carolina	USC Upstate, Spartanburg
2015	Kentucky	Thomas More College Crestview Hills

12.2.4 Leadership Seminars

The following provides a chronological listing of sites that hosted the SASFAA leadership seminars.

Date	Location	Seminar Topic
July 1972	Tampa, FL	Responsibilities of Aid Administrators in High Education
November 1977	Atlanta, GA	Invitational Conference on Student Aid
December 1979	Atlanta, GA	A Model Student Aid Delivery System
March 1986	Asheville, NC	Educational Financial Planning
December 1986	Asheville, NC	Educational Financial Planning II
December 1988	Asheville, NC	Professionnel Management Institute

December 1994	Asheville, NC	Leadership Symposium

December 1998	Alexandria, VA	Management Institute
December 2004	Asheville, NC	Management Institute
December 2005	Asheville, NC	Management Institute
March 2006	Charlotte, NC	Leadership and Strategic Planning Summit
March 2007	Charlotte, NC	Leadership Symposium
December 2008	Asheville, NC	Management Institute
December 2008	Asheville, NC	Leadership Symposium
November 2014	Birmingham, AL	Leadership Symposium

12.2.5 Mid-Level Workshop Sites

The following provides a chronological listing of sites that hosted the SASFAA mid-level workshops. These workshops began in the summer of 2002 in conjunction with the Southwest Association of Student Financial Aid Administrators (SWASFAA).

Date	Location	Workshop Topic
June 2002	Millsaps College, Jackson, MS	
June 2003	Centenary College, Shreveport, LA	
June 2004	Millsaps College, Jackson, MS	
June 2006	Furman University, Greenville, SC	
June 2007	Crowne Plaza Suites Arlington, TX	
May 2008	Hilton Garden Inn Louisville, KY	The Many Hats of FAA's
February 2010	Hyatt Regency Louisville, KY	
February 2011	Hyatt Regency Jacksonville, Florida	

12.3 SASFAA Presidents

The following provides a chronological listing of the presidents of the Association.

Year	Name	Institution and Location
1963-65	James F. Carr, Jr.	Florida Board of Regents, FL
1965-66	Kingston Johns	The College Board, GA
1966-67	Charles H. Watson	Georgia Tech, GA
1967-68	Robert B. Kimmell	Florida State University, FL

1968-69	Kenneth L. Wooten	University of Mississippi, MS
1969-70	Cannon R. Mayes	SC Commission of Higher Education, SC
1970-71	James E. Ingle	University of Kentucky, KY
1971-72	Eunice L. Edwards	Fisk University, TN
1972-73	Richard L. Waters	University of Tennessee, TN
1973-74	Winston Bruce E. Thomas Cleveland	University of Mississippi, MS Samford University, AL
1974-75	Priscilla M. Light	Lynchburg College, VA
1975-76	David L. Hartshorn	Florida Junior College, FL
1976-77	Joe L. McCormick	Mississippi State University, MS
1977-78	William M. Geer	University of NC at Chapel Hill, NC
1978-79	Gerald T. Bird	University of Alabama-Birmingham, AL
1979-80	Curtis R. Whalen	University of NC at Charlotte, NC
1980-81	Herb Vescio	Eastern Kentucky University, KY
1981-82	Benny H. Walker	Furman University, SC
1982-83	Cheryl Wilkes O'Keefe	Medical College of Georgia, GA
1983-84	Preston Rosser	Valencia Community College, FL
1984-85	Marvin G. Carmichael	Clemson University, SC
1985-86	Eleanor S. Morris	University of NC at Chapel Hill, NC
1986-87	Daniel L. Miller	Phillips Colleges, MS
1987-88	Vernetta P. Fairley	Pearl River Community College, MS
1988-89	Patsy Braxton	North Carolina School of the Arts, NC
1989-90	William P. Rodgers	Phillips Colleges, MS
1990-91	Don Rainer	AL Commission on High Education, AL
1991-92	Marleen Ingle	University of NC at Greensboro, NC
1992-93	Cruzita Lucero	Walters State Community College, TN
1993-94	David R. Gelinas	University of the South, TN
1994-95	David Cecil	Eastern Kentucky University, KY
1995-96	Karen Fooks	University of Florida, FL
1996-97	Joel V. Harrell	University of Tennessee-Chattanooga, TN
1997-98	Carol A. Mowbray	Northern Virginia Community College, VA
1998-99	Susan Little	University of Georgia, GA
1999-00	Mary Givhan	Mississippi College, MS
2000-01	Bill Cox	Meredith College, NC
2001-02	Clark Aldridge	University of Montevallo, AL
2002-03	Karen Koonce	Tidewater Community College, VA
2003-04	Ron Day	Birmingham Southern College, AL
2004-05	Janet Sain	ECPI, NC
2005-06	Guy Gibbs	Northern Virginia Comm. College, VA
2006-07	Brent Tener	Vanderbilt University, TN
2007-08	Lisanne Masterson	Brevard College, NC
2008-09	Heather Boutell	Bellarmine University, KY
2009-10	Keith Reeves	Clemson University, SC

2010-11	Sandra Neel	Bellarmine University, KY
2011-12	Brad Barnett	James Madison University, VA
2012-13	Jeff Dennis	Southern Wesleyan University, SC
2013-14	Zita Barree	Hampden-Sydney College, VA
2014-15	Nathan Basford	Florida State University, FL

12.4 Honorary Members

The following is a list of individuals who have received honorary membership.

John Bannister
Patsy Braxton
Jerry Bird
Winston Bruce*
John Burns
James F. Carr, Jr.
Marilyn Clark-Watkins
E. Thomas Cleveland
Judy Deines
Eunice Edwards*
Vernetta Fairley
Palmer Freeman
Bill Fron
William M. Geer
David L. Hartshorn
James E. Ingle
Marleen Ingle
Kingston Johns
H. S. "Buddy" Johnston
Robert B. Kimmell
Priscilla Light
Susan Luhman
Cannon R. Mayes
Eleanor S. Morris
Cheryl W. O'Keefe
Carl D. Perkins*
Tim Rhodes
Larry Ridgeway
Preston Rosser
Guy Snavely*
Elinor Starr
Ray Tripp
Herb Vescio*
Bill Wall
Richard L. Waters
Charles H. Watson*
Jack Woodward

Kenneth L.Wooten
Guy Gibbs
Susan Little
Dallas Martin
Clark Aldridge
Betty Whalen
Curtis Whalen
Marvin Carmichael
Karen Fooks
Karen (Koonce) DeFilippo
Carney McCullough

*Deceased

12.5 Award Recipients

SASFAA recognizes outstanding service to the Association and the financial aid profession through its award process.

12.5.1 SASFAA Distinguished Service Award Recipients

The following individuals have received the Association's Distinguished Service Award:

Year	Recipient	Institution
1981-82	Dr. Neal Berte	Birmingham-Southern College
1982-83	Carl D. Perkins	U.S. House of Representatives
1983-84	Dr. Dallas Martin	NASFAA
1984-85	Eunice Edwards Herb Vescio	Fisk University Eastern Kentucky University
1986-87	William M. Geer	University of NC at Chapel Hill
1986-87	Palmer Freeman	Leroy Springs Foundation
1987-88	Dr. James F. Carr	Harding College
1988-89	Guy Snavely	Pickett and Hatcher Educational Fund, Inc.
1989-90	Dr. William Wall	Alabama Commission on Higher Education
1990-91	Vernetta P. Fairley	University of Southern Mississippi
1991-92	Cheryl Wilkes O'Keefe	Medical College of Georgia
1992-93	Preston Rosser	Valencia Community College
1993-94	Gerald T. Bird Robert Evans	College Scholarship Service U.S. Department of Education
1994-95	Marvin G. Carmichael Francine Reeves	Clemson University U.S. Department of Education

1995-96	Ron Gambill	Tennessee Student Assistance Corp.
1996-97	Jack L. Woodward Cruzita Lucero	Millsaps College Walters State Community College
1997-98	David Cecil Karen Fooks	Transylvania University University of Florida
1998-99	Curtis Whalen Betty Whalen	University of NC at Charlotte Wingate College
1999-00	Joel Harrell	Clark Atlanta University
2000-01	Randy Craig Eleanor S. Morris	Education Credit Management Corp. University of NC at Chapel Hill
2001-02	Susan Little Carol Mowbray	University of Georgia Northern Virginia Community College
2002-03	Mary Givhan Ken Player	Mississippi College South Carolina Student Loan Corp.
2003-04	Jane McNaughton	Union Planters Bank
2004-05	Bob Godfrey	University of South Carolina-Columbia
2005-06	Clark Aldridge David Gelinas	Collegiate Funding Services University of the South
2006-07	Janet Sain Nowicki Rosemary Stelma	Sun Trust Education Loans East Carolina University
2007-08	Guy Gibbs Greg Martin	Northern Virginia Comm. College U.S. Department of Education
2008-09	Bill Cox Karen Koonce	North Carolina State Education Assistance Authority Wachovia
2009-10	Debra Talley	University of Alabama, Birmingham
2010-11	Ron Day	Kennesaw State University, Georgia
2011-12	David Bartnicki	U.S. Department of Education
2012-13	Brent Tener	Vanderbilt University
2013-14	David Mohning	Vanderbilt University
2014-2015	Heather Boutell Jeff Dennis	Bellarmine University Greenville Technical College

12.5.2 NASFAA Leadership Award Recipients

The following SASFAA members have received NASFAA's leadership award:

Year	Name	Institution
1989	Herb Vescio	Eastern Kentucky University
1990	Marie A. Bennett	Northern Virginia Community College
1991	Vernetta P. Fairley	University of Southern Mississippi

1992	Cheryl Wilkes O'Keefe	Medical College of Georgia
1993	Ron Gambill	Tennessee Student Assistance Corp.
1994	Marvin G. Carmichael	Clemson University
1995	Ray Tripp	University of Georgia
1996	Cruzita Lucero	Walters State Community College
1997	Helga Greenfield	Shaw University
1998	Dr. William H. Wall	AL Commission on Higher Education
1999	Karen Fooks	University of Florida
2000	Curtis Whalen	University of NC at Charlotte
2001	Susan Little	University of Georgia
2002	Joel Harrell	Clark Atlanta University
2003	Carol Mowbray	Northern Virginia Community College
2004	Dave Gelinas	University of The South
2005	Karen Koonce	Tidewater Community College
2006	David Cecil	Transylvania University
2007	Bob Godfrey	University of South Carolina
2008	Betty Whalen	Winthrop University
2009	Janet Sain	SunTrust
2010	Brent Tener	Vanderbilt University
2011	David Mohning	Vanderbilt University
2012	Lisanne Masterson	Blue Ridge Community College
2013	Heather Boutell	Bellarmine University
2014	Sandra Neel	University of Louisville

12.5.3 NASFAA State Awards for SASFAA States

The following is a list of SASFAA states that have won the NASFAA State Award.

Year	Award	State	Project
1986	Service to the Financial Aid Profession	FL	Chancellor's Workday
	Service to Other Constituencies	VA	Restoring Balance in Student Financial Aid Programs in Virginia
1987	Service to the Financial Aid Profession	FL	Financial Aid "Yellow Pages"
	Service to the Aid Profession	SC	Research on Student Financial Aid Concerns Conference
	Service to Other Constituencies	KY	Bridging for Success

1988	Service to Students, Parents and Families Service to Other Constituencies	VA AL	Movin' on Down the Road – Preparing for College in Virginia Solving the Financial Aid Puzzle
1989	Service to Other Constituencies	MS	MASFAA Gram
1991	Service to the Financial Aid Profession Service to Other Constituencies	FL TN	Training Session on Legal Issues Affecting the Administration of Student Financial Aid Summer Internships for Counselors (High School Counselors Train at Financial Aid Offices)
1992	Service to the Financial Aid Profession	FL	Multi-Cultural Diversity and Immigration Issues in the 1990's: The Plight of the New Americans
1995	Service to the Financial Aid Profession	VA	Best Practices Project
1996	Service to Advancing the Goals of Access to Diversity	KY	Preparing the College, It's a Must
1997	Honorable Mention for Service to the Financial Aid Profession	FL	You've Been Elected! Now What? A Survival Guide for Future FASFSA
1998	Service to Other Constituencies Service to Students	SC TN	High School Guidance Counselor Handbook on the Internet Funding Your Future: Financial Aid for Students
1999	Service to Other Constituencies	NC	Financial Aid Presentation for High School Guidance Counselors on the Web
2000	Service to Other Constituencies	MS	Pace Setter's Camp
2001	Service to Parents and Students Service to Financial Aid Professionals	TN FL	The Forgotten Constituents: Reaching Out to the Home Schoolers Ambassadors Committee
2002	Service to Other Constituencies	GA	"A Roadmap to Success" tool for high school and TRIO counselors
2004	Service to the Financial Aid Profession	NC	Neophyte Listserv - Connecting New Aid Professionals with Veteran Administrators

2005	Service to Financial Aid Profession Service to Other Constituencies	SC KY	Peer Support Network for Financial Aid Officers Taskforce to Review Financial Aid Program Regulations
2007	Service to Other Constituencies	VA	VASFAA Association Business Cards
2008	Service to Advance Access and Diversity	NC	Middle School Scholarship Enrichment Program
2009	Service to Advance Access and Diversity	FL	FASFAA Foster Youth College Access Brochure
2009	Service to the Financial Aid Profession	VA	Self-Assessment for Optimum Compliance Webinar Series
2013	Gold Star Award	FL	Clock Hour Group and Program

12.5.4 NASFAA Regional Awards

The following is a list of NASFAA Regional Awards that have won by SASFAA.

Year	Award	Project
2008	Service to Colleagues or Constituencies	A Conference Manual and Guidebook.
2012	Service to Colleagues or Constituencies	Associations Collaborating for Advocacy on the Hill

12.6 Record of Members Voting in SASFAA Elections

Beginning with the annual 2000 conference the number of members casting ballots has been maintained.

Date	Absentee Ballots Cast	Ballots Cast at the Conference	Total Ballots Cast
February 2000	55	537	592
February 2001	59	583	642
February 2002	77	477	554
February 2003	29	473	502
February 2004	45	615	660
February 2005*			565
February 2006			502
February 2007			541
February 2008			694
February 2009			484
February 2010			376

February 2011			348
February 2012			431
February 2013			370
February 2014			409
February 2015			400

*February 2005 was the first year electronic voting was used.

Appendix A

2.1 Certificates of Exemption (a-b)
2.2 SASFAA Logo
2.3 Organizational Meeting Minutes

2.1 Attachment – Certificates of Exemption

Exemption status in the nine SASFAA states is as follows:

- Alabama - Not Exempt (Current state law prohibits)
- Florida – See certificate below
- Georgia - Not Exempt (Current state law prohibits)
- Kentucky - Not Exempt
- Mississippi - Not Exempt
- North Carolina – SASFAA pays the taxes and then files a claim for a refund with the North Carolina Department of Revenue. The form can be found at www.dornc.com.
- South Carolina - Not Exempt (Current state law prohibits)
- Tennessee - See certificate below
- Virginia - Not Exempt (Current state law prohibits)

DEPARTMENT OF REVENUE

Consumer's Certificate of Exemption

Issued Pursuant to Chapter 212, Florida Statutes

DR-14
R. 04/05
04/05/08

Certificate Number	Effective Date	Expiration Date	Exemption Category
85-8012664838C-5	01/22/2008	01/31/2013	501(C)(3) ORGANIZATION

This certifies that

SOUTHERN ASSOCIATION OF STUDENT
FINANCIAL AID ADMINISTRATORS INC
2034 JANMAR CT
SNELLVILLE GA 30078-2186

is exempt from the payment of Florida sales and use tax on real property rented, transient rental property rented, tangible personal property purchased or rented, or services purchased.

DEPARTMENT OF REVENUE

Important Information for Exempt Organizations

DR-14
R. 04/05

1. You must provide all vendors and suppliers with an exemption certificate before making tax-exempt purchases. See Rule 12A-1.038, Florida Administrative Code (FAC).

2. Your *Consumer's Certificate of Exemption* is to be used solely by your organization for your organization's customary nonprofit activities.

3. Purchases made by an individual on behalf of the organization are taxable, even if the individual will be reimbursed by the organization.

4. This exemption applies only to purchases your organization makes. The sale or lease to others by your organization of tangible personal property, sleeping accommodations or other real property is taxable. Your organization must register, and collect and remit sales and use tax on such taxable transactions. Note: Churches are exempt from this requirement except when they are the lessor of real property (Rule 12A-1.070, FAC).

5. It is a criminal offense to fraudulently present this certificate to evade the payment of sales tax. Under no circumstances should this certificate be used for the personal benefit of any individual. Violators will be liable for payment of the sales tax plus a penalty of 200% of the tax, and may be subject to conviction of a third degree felony. Any violation will necessitate the revocation of this certificate.

6. If you have questions regarding your exemption certificate, please contact the Exemption Unit of Central Registration at 850-487-4130. The mailing address is PO BOX 6480, Tallahassee, FL 32314-6480.

STATE OF TENNESSEE
DEPARTMENT OF REVENUE
ANDREW JACKSON STATE OFFICE BUILDING
NASHVILLE, TENNESSEE 37242

EXEMPTION NO. 4-991937662-000-9

EM

SOUTHERN ASSO. STUDENT FINANCIAL
AID ADMINISTRATORS, INC.
1800 BUENA VISTA RD
COLUMBUS, GA 31906

EL

SOUTHERN ASSO. STUDENT FINANCIAL
AID ADMINISTRATORS, INC.
1800 BUENA VISTA RD
COLUMBUS, GA 31906

Under the provisions of T.C.A. Section 67-6-322, this will provide authority from the Tennessee Department of Revenue for the organization named above to make purchases of tangible personal property or taxable services for their own use and consumption or to be given away without the payment of sales or use tax.

The organization must furnish the suppliers of goods and services with a **COPY** of this letter properly completed below. **YOU MUST RETAIN THE ORIGINAL FOR COPY PURPOSES.** The supplier will maintain a file copy as evidence of exemption. Later purchases do not require the submission of a letter. The invoices should contain the name of the organization and the number given above.

This authority does not extend to purchases made by employees of the organization when employees pay for items purchased or services rendered with personal funds. It does not extend to items purchased to be resold.

THE ORGANIZATION MUST NOTIFY THE DEPARTMENT IMMEDIATELY IF IT CEASES TO EXIST, MOVES, OR IN ANY WAY CHANGES THE ORGANIZATION FROM ITS PRESENT FORM.

DATE MAR 09 1993 COMMISSIONER OF REVENUE _____

TO BE COMPLETED BY THE ORGANIZATION (please print)

TO: SUPPLIER'S NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

I _____ as an authorized representative of the organization named above affirm that the purchases made under this authority will be used and consumed by the organization or given away. I further affirm that the organization will not use this authority to purchase items for resale.

Under penalty of perjury, I affirm this to be a true and correct statement.

PRINT NAME OF ORGANIZATION: _____

PRINT NAME OF PURCHASER: _____

SIGNATURE OF PURCHASER: _____ DATE: _____

1901 (Rev. 8-89)

2.2 Attachment – SASFAA Logo

2.3 Attachment – Minutes of First Organizational Meeting

SOUTHERN ASSOCIATION OF STUDENT FINANCIAL AID ADMINISTRATORS

February 13, 1964

Minutes of First Annual Meeting

Following a "get-together" of twenty-two student financial aid officers at Emory University in February, 1963, at the time of the annual meeting of the Southern Region of the College Entrance Examination Board, an organizational meeting of the Southern Association of Student Financial Aid Administrators was held at the University of Virginia, Charlottesville, Virginia, on February 13, 1964, at the time of the annual meeting of the Southern Region of CEEB for that year.

At the meeting at Emory University the group which decided that there was an urgent need for an association of student financial aid administrators, Dr. James F. Carr, Jr., Director of Financial Aid at Florida State University, had been requested to serve as an interim chairman to make plans for an organizational meeting to be held in conjunction with the next CEEB meeting in the Southern Region. Those at Emory University each gave Jimmy Carr one dollar to be used for stationary and postage.

The program for the meeting in Charlottesville had been ably prepared by Charles W. Hill of Virginia Medical Schools. Dr. Carr led a brief discussion of the desirability and need for the association and the sixty-five (65) student financial aid officers present were unanimous in agreeing the organization was important in order to properly serve students in the Southern states who are in need of financial aid.

Dr. Carr had named a nominating committee, a committee to draw up a Constitution and a set of By-Laws and a Membership Committee.

The nominating committee met during a lunch hour and presented the following slate of officers, who were unanimously elected to serve until the next meeting in February, 1965.

President	-	James F. Carr, Jr. Director, Financial Aid Florida State University
First Vice-President	-	Kingston Johns, Jr. Financial Aid Officer North Carolina State College
Second Vice-President	-	Lee Anne Seawell Director of Placement and Financial Aid University of Georgia
Third Vice-President	-	Charles W. Hill Student Financial Aid Officer Medical College of Virginia

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Secretary - Treasurer — Guy E. Snavely, Jr.
Executive Vice-President
Pickett and Hatcher Educational Fund

The Constitution and By-Laws Committee was composed of Jack E. McGraw, Pickett and Hatcher Educational Fund; L.W. Davis, Tuskegee Institute; and Walter Conn, University of Southern Mississippi, and was requested to present a Constitution and a set of By-Laws to be considered at the next meeting.

It was agreed that membership would be on an individual basis and that the dues would be $3.00 a year.

The following were appointed by President Carr to serve as a Membership Committee:

Kingston Johns, North Carolina State College	CHAIRMAN
John F. Dunlap, Auburn University	ALABAMA
Sam J. Baptista, Florida Atlantic University	FLORIDA
Mac Grigsby, University of Florida	
Jack Henderson, LaGrange College	GEORGIA
A.J. Thurman, Western Kentucky State College	KENTUCKY
Andrew J. Bond, Mississippi State University	MISSISSIPPI
Kenneth L. Wooten, University of Mississippi	
Julian D. Mason, Jr., University of N.C. at Chapel Hill	NORTH CAROLINA
Duffy L. Paul, Executive Secretary, College Foundations, Inc., Raleigh	NORTH CAROLINA
Dorman G. Stout, Furman University	SOUTH CAROLINA
Cannon R. Mayes, Vanderbilt University	TENNESSEE
John Eubanks	
Lewis G. John, Washington & Lee University	VIRGINIA

President Carr expressed his appreciation to those who had provided so much assistance in connection with making arrangements for the initial meeting that was nearing a close and paid special tributes to Kingston Johns, who started his work on membership and attendance during the summer of 1963, and to Charles W. Hill, who arranged the program and served as the leader of the committee for local arrangements.

The meeting was adjourned after it was unanimously decided that the next meeting would be held preceding the next meeting of the Southern Region of CEEB in Atlanta, Georgia, in February, 1965.

Respectfully submitted,

Guy E. Snavely, Jr.
Secretary-Treasurer

Appendix B

The following documents are maintained by the SASFAA Secretary and can be found on the SASFAA website at http://www.sasfaa.org/governingdocuments

All officers and committee chairs are responsible for the identifying areas below in need of new or revised policy guidance or procedural change and for recommending appropriate changes. The Board must approve all new policies, procedures, and changes. Upon approval, the Secretary is responsible for incorporating the changes and working with the SASFAA Electronic Service Chair to update the documents on the web.

Articles of Incorporation
Bylaws

Appendix C

The following documents are maintained by the SASFAA Secretary and can be referenced on the SASFAA website at http://www.sasfaa.org/aboutsasfaa

All officers and committee chairs are responsible for the identifying areas below in need of new or revised policy guidance or procedural change and for recommending appropriate changes. The Board must approve all new policies, procedures, and changes. Upon approval, the Secretary is responsible for incorporating the changes and working with the SASFAA Electronic Services Chair to update the documents on the web.

SASFAA Guide to Financial Management
SASFAA Long-Range Plan
SASFAA Summer Workshop Guide
SASFAA Conference Planning Guide
SASFAA Operational Calendar
SASFAA Conflict of Interest Policy
SASFAA Organizational Chart