

Dear SASFAA Members,

The 2013-2014 and 2014-2015 SASFAA Executive Boards have approved several by-laws changes to be put forth to the membership for a vote this February 2015. These changes are discussed below. If you have any questions or concerns regarding these changes, please feel free to contact myself, Nathan Basford (President), or Zita Barree (Immediate Past President) directly.

Thanks,  
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## **Treasurer-Elect Position**

During the November 2014 board meeting, the Executive Board approved the creation of the Treasurer-Elect position. The Treasurer Elect position will be a voting position for SASFAA and provides an opportunity for training of the future Treasurer to learn the responsibilities and also assist the Treasurer as needed. Several states already have this position as a part of their board. The duties of the Treasurer-Elect should be fully defined to ensure that the position is not a hindrance. A benefit for adding a Treasurer-Elect is to have someone available in the event the Treasurer resigns. Should the Treasurer-Elect resign, the President would appoint someone to the position. A working group will be appointed after February to develop the policies and procedures for the Treasurer Elect position, if the position is approved by the membership.

### **Recommended By-Laws Changes (changes in bold):**

#### Article VI – Officers

**Current Section 1:** The elected officers of the Association shall consist of a president, vice president, president-elect, immediate past president, secretary and treasurer, who must be active members.

**Recommended new Section 1:** The elected officers of the Association shall consist of a president, vice president, president-elect, immediate past president, secretary, **treasurer, and treasurer-elect**, who must be active members.

**Current Section 5:** The secretary and treasurer shall serve for periods of two years; the secretary to be elected in even years, the treasurer in odd years.

**Recommended new Section 5:** Delete “the treasurer in odd years” and add the additional language to have it read – **The secretary and treasurer shall serve for periods of two years. The secretary will be elected in even years. The treasurer-elect shall be elected in even years to serve for a period of one (1) year. The treasurer-elect of the association shall 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 the treasurer-elect.**

#### Article VII – Duties of Officers

**Current Section 1:** (next to the last sentence of the section) The president shall authorize expenditures and have the authority, in addition to the treasurer, to pay the bills of the Association.

**Recommended new Section 1:** Add the bolded words to the section – ....The president shall authorize expenditures and have the authority, in addition to the treasurer **and treasurer-elect**, to pay bills of the Association.

**Add a Section 7:** *The overall function of the treasurer-elect is to assist the treasurer in all duties as 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 treasurer.*

#### Article X – Executive Board

**Current Section 2(a):** The Board shall consist of the following; 2(a) the president, vice president, president-elect, immediate past president, secretary and treasurer, and...

**Recommended new Section 2(a) –** Delete the word “and” before treasurer. Add treasurer-elect after “, treasurer”

## **Moving Parliamentary role to Immediate Past President**

At the November board meeting, the Executive Board approved moving the role of the Parliamentarian of the Association from the President-Elect to the Immediate Past President. This allows the President-Elect to observe and assist the President as needed while learning the duties for his/her upcoming year as President. The Immediate Past President would already have experience conducting board meetings at the regional level and would also be a voting member on the NASFAA Board. He/she should be well versed in parliamentary procedure.

### **Recommended By-Laws Changes (changes in bold):**

Delete the following sentence from Article VII Section 3.

**The president-elect shall also serve as the parliamentarian of the Association.**

Add the following sentence to end of Article VII Section 4.

**The immediate past president shall also serve as the parliamentarian of the Association.**

## **Changes/additions to Membership Classifications**

At the November board meeting, the Executive Board accepted the proposed new membership classifications as presented by Nancy Garmroth, Membership Chair. SASFAA currently has two membership classifications - Active and Honorary. The membership committee felt the need to have two additional classifications - Retired and Associate. The Associate classification allows membership for persons for whom financial aid is a secondary or related job responsibility and for persons for whom financial aid is a primary job responsibility but the school is outside the SASFAA region. Often SASFAA has individuals who meet this criteria and want to attend New Aid, the annual conference or another event but cannot be a SASFAA member.

Similarly, many SASFAA members who retire want to stay connected to the Association and attend events but no longer meet the Active membership criteria. These seasoned members also offer knowledge and experience. The Retired classification allows membership for persons who were actively engaged for at least 10 years in the administration of financial aid or who have been approved by the Board and are no longer employed in the financial aid profession.

Retired and Associate members will pay membership dues. However, only Active members are eligible to hold office, serve on committees and vote.

The following by-laws changes were approved by the Board to put forth to a vote by the SASFAA membership (**proposed changes in bold**):

### **Article IV - Membership**

Section 1. There shall be **four (4)** classes of members of 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 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, and
  2. Are located in or who have administrative responsibility in Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee or Virginia, and
  3. Have paid annual **membership** dues for the current year.

(**current A #4 – “have been approved by the Executive Board” is proposed to be deleted**).

**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 or is a part of a chain of institutions 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 who are employed by lending institutions, sponsors, civic organizations or other such organizations located outside the SASFAA region but which do financial aid related business within the SASFAA region 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 members 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 region, 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.**

Section 2. Membership shall be individual rather than institutional and shall not be transferable.

Section 3. 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 Section 1 (A) of this Article. **Associate and Retired membership terminates at the end of the membership year.**

Section 4. Application for Active, Associate and Retired membership shall be made to the Treasurer.

Section 5. **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.**

**Technical/Minor Changes to the Bylaws:**

The 2013-2014 Executive Board approved the following by-laws changes to be put forth to the membership for a vote.

**Recommended By-Laws Changes (changes in bold):**

Article V – Finance

**Current Section 4:** The books of the Association shall be financial reviewed at the conclusion of each of the Association’s fiscal years in the manner prescribed by the Board.

**Recommended new Section 4:** The books of the Association shall be **financially** reviewed at the conclusion of each of the Association’s fiscal years in the manner prescribed by the Board.

The following two changes are being recommended because NASFAA changed the structure of its board so that beginning with the 2013-14 year, the SASFAA Past President serves as the voting member on the NASFAA Board and the SASFAA President serves as the observer.

**Article VII**

**(You will be voting on moving the parliamentary role from the President-Elect to the Immediate Past President separately.)**

**Current Section 3:** The president-elect shall assist the president and in all ways prepare for the term of office. The president-elect shall perform all the duties as designated by the president and perform such other duties and functions as may be required by the Association. The president-elect shall serve as the alternate SASFAA representative to the Board of Directors of NASFAA. The president-elect shall also serve as parliamentarian of the Association.

**Recommended new Section 3:** Same as above but delete the sentence “The president-elect shall serve as the alternate SASFAA representative to the Board of Directors of NASFAA.”

**Current Section 4:** The immediate past president shall assist the president and serve as Chair of the Nominations Committee, the Committee on Awards and the Governance and Planning Committee. In the event of the absence or disability of both the president and the vice president, and with the concurrence of the Board, this officer shall have all the powers and perform all the duties of the president. The immediate past president shall serve as one of the SASFAA voting representatives of the Board of Directors of NASFAA.

**Recommended new Section 4:** Same as above but delete “one of” and delete the “s” off of representatives in the last sentence. The last sentence should now read “The immediate past president shall serve as the SASFAA voting representative of the Board of Directors of NASFAA.”

Article X – Executive Board

**Current Section 2, item b:** the chief executive officers, or their designated representatives, of the state financial aid associations in the nine states of the Association.

**Recommended new Section 2, item b:** the chief executive officers (**state presidents**), or their designated representatives, of the state financial aid associations in the nine states of the Association.