

## **4. Organizational Structure**

### **4.1 Executive Board**

The Executive Board shall function as the Board of Directors of the Association and, in the management of business, property and assets of the Association, shall be vested with all powers possessed by the Association itself, including 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 Alabama

or any other laws, the Articles of Incorporation of the Association or the By-Laws. The Executive Board shall consist of the following elected officers: President, President-Elect, Vice President, Immediate Past President, Treasurer, and Secretary.

Elected officers must be active members of AASFAA.

Elected officers, except for the Treasurer-Elect, have voting privileges at Board meetings.

## **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 Executive Board and other positions that typically are assigned responsibilities to perform duties on behalf of the association, is included as attachment 4.2 to this Manual.

## **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 By-Laws of the Association, the President shall designate the chairperson of each committee.

Committees must be comprised of members of the Association. Members of the committees are selected by the President, who should seek recommendations from committee chairpersons, and must be approved by the Executive Board. It is recommended that the President consult with the committee chairperson regarding committee membership. To the extent practical, all sector types comprising AASFAA should be represented among committees as a whole.

It is the responsibility of current committee chairpersons to transfer all committee records and files related to the business of the Association to his/her successor before the commencement of the new chairperson's term of service. It is also incumbent on current officers and committee chairpersons 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 two classes of membership in the Association, active and honorary.

- 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. who are located in, or who have administrative responsibility in Alabama, and;
3. have paid annual dues for the current year, and;
4. have been approved by the Executive Board, in those cases where an application is referred to the Board for membership eligibility determination.

- 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 Executive Board.

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

All AASF AA Past Presidents 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 Executive Board.

#### **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 VI. of the By-Laws. Membership shall terminate when the member no longer meets the criteria outlined in Section I(a) of that Article.

Application for active membership shall be made to the Treasurer who shall approve those who meet membership criteria. Applications of those who do not appear to meet the membership criteria shall be presented to the Executive Board by the Treasurer for approval or disapproval.

##### **4.4.1.1 Out-of-Area Memberships**

Individuals who meet the membership criteria in Article I, Section 1. of the By-Laws and who are employed by a postsecondary institution or agency outside the AASF AA area, but which has a branch campus within the AASF AA area or is a part of a chain of institutions within the AASF AA area, shall be considered to meet the conditions of Article I, Section 1.

Individuals who meet the membership criteria in Article I, Section 1. of the By-Laws and who are employed by lending institutions, vendors, civic organizations or other such organizations located outside the AASF AA area but which do financial aid related business within the AASF AA area shall be considered to meet the conditions of Article I, Section 1.

#### **4.4.2 Member Rights**

1. Honorary members should be listed annually on the membership roster and be provided with all AASF AA mailings and materials.
2. Only active members are eligible to hold office or to be appointed to a leadership position.
3. Only active members may vote in the annual election of officers.