

**BY-LAWS OF
THE ALABAMA ASSOCIATION OF STUDENT
FINANCIAL AID ADMINISTRATORS
(A Non-profit Corporation)**

ARTICLE I - Membership

- A. Classes of Membership.** There shall be two (2) classes of members of the Association - active and honorary.
1. Active Members - Active Members shall be:
 - a. Persons associated with the administration and support of student financial aid in postsecondary institutions in education, in government offices and agencies, in lending institutions and organizations, in other private, community, or civic organizations, agencies, or programs; and,
 - b. who have paid annual dues for the current fiscal year; and,
 2. Honorary Members - Honorary Members shall be persons who have performed outstanding service in the field of support and/or administration of student financial aid, and who are voted membership by the Executive Board.
- B. Type of Membership.** Membership shall be individual rather than institutional and shall not be transferable.
- C. Term of Membership.** Active membership shall be on an annual basis corresponding to the fiscal year as defined in Article VI of these By-Laws.
- D. Application for Membership.** 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.

ARTICLE II - MEETINGS

- A.** At least one annual conference shall be held within the State of Alabama during the fiscal year upon the call of the Executive Board.
- B.** Other meetings of the Association shall be called at the discretion of the Executive Board.

- C. Notice of the annual conference shall be by electronic mail to all members at least thirty (30) days prior to the beginning date of the meeting.
- D. Parliamentary Law of the Association shall be governed by the most recent edition of the *Robert's Rules of Order*, provided they are not inconsistent with the articles of Incorporation, these By-Laws, and any special rules the Association may adopt.

ARTICLE III - EXECUTIVE BOARD AND OFFICERS

- A. **Executive Board.** The administrative responsibility of the Association shall be vested in a committee known as the Executive Board. The committee shall be designated as the Board of Directors. The Executive Board shall be empowered to act on behalf of the Association.
- B. **Officers.** The officers of the Association shall be the President, President-Elect, Vice-President, Immediate Past-President, Secretary, and Treasurer. Active AASFAA members can hold office in the Association.
- C. **Elections and Terms of Office.** The officers of the Association shall be elected at the annual conference business meeting. The President-Elect shall serve one year in that position, a second year as President, and a third year as Immediate Past-President. The Vice-President and the Secretary shall serve for a period of one year. Effective July 1, 1999, the Association shall have both a Treasurer and a Treasurer-Elect. Each year, Association members shall elect a Treasurer-Elect who will serve one year in that position and who will serve the following year as Treasurer. In the event of a vacancy in the office of Treasurer, the Treasurer-elect shall assume the office of Treasurer.
- D. **Vacancies.** In the event of a vacancy in the office of President, the Vice-President shall succeed to that office. Except for the office of President-Elect, and Treasurer-Elect other vacancies shall be filled by appointment of the President with the approval of the Executive Board. When a vacancy occurs in the President-elect or Treasurer-elect position, that office will remain vacant until such time as a new election can be held.
- E. Officers may be removed from office for misconduct, failure to perform the duties of the office, or for other just causes as determined by the Board. The Board, in executive session, shall consider the charges, review evidence presented by all parties, and reach a decision. A two-thirds majority vote of the board is necessary for removal from office. The decision of the Board will be final. The President shall preside over the proceedings unless the President is being considered for removal from office. In this event, the Vice President will preside. Counsel may be present to advise the parties, however they may not speak in the proceedings. The secretary or designee will compile minutes of the executive session. The presiding officer shall provide a summary of the action of the Board to the

membership at the next regularly scheduled meeting or through the Association's newsletter or electronic mail.

ARTICLE IV - DUTIES OF THE OFFICERS

A. The President is the chief executive officer of the Association. The President shall:

1. Preside at all meetings of the Association;
2. Serve as Chairman of the Executive Board;
3. Serve as the AASF AA representative on the SASFAA Executive Board;
4. Appoint all chairpersons and members of the committees, unless otherwise provided for in the By-Laws, subject to the approval of the Executive Board;
5. Serve, ex-officio, on all committees;
6. Authorize expenditures and have the authority, in addition to the Treasurer, to pay bills of the Association; and,
7. Submit an Annual Report to the Association.

B. The President-Elect is an assistant to the President. The President-Elect shall:

1. Perform all the duties as designated by the president;
2. Serve as chairman of the Conference Committee; and,
3. Perform such other duties and functions as may be required by the Association.

C. The Vice-President is the training coordinator of the Association. The Vice-President shall:

1. Be responsible for all training programs of the Association, including all workshops for new aid officers, advanced-level seminars with those of the regional association, and the national association;
2. Serve as Chairman of the Professional Development Committee;
3. Serve on such other committees as appointed;
4. Serve as state representative to SASFAA's Membership Committee;
5. Serve as state coordinator to NASFAA's Membership Committee; and,
6. Perform all duties of the President in the event of a vacancy in that office.

D. The Immediate Past-President is an assistant to the President. The Immediate Past-President shall:

1. Serve as Chairman of the Awards and Recognition Committee;
2. Serve as the AASF AA Representative on the SASFAA Nominations and Elections Committee;
3. Serve on such other committees as appointed;

4. Shall in the absence or disability of both the President and Vice-President, and with approval of the Executive Board, have all the powers and perform all of the duties of the President; and,
5. Serve as parliamentarian of the Association.

E. The Secretary is the scribe of the Association and the custodian of its records. The Secretary shall:

1. Take, or arrange to have taken, and keep in permanent form, the minutes of the Executive Board and of the Association;
2. Receive and file copies of the official annual membership list, the official list of the Executive Board Members, and the proceedings of each meeting of the Association, and all workshop, project, and committee reports;
3. Keep and update the Policies and Procedures Manual of the Association;
4. Keep and update the permanent file of all official documents of the Association;
5. Keep a permanent file of all publications of the Association and the Executive Board;
6. Assist with the collection of the registrations for meetings of the Association;
7. Serve as a member of the By-Laws Committee;
8. Serve on such other committees as appointed; and,
9. Upon the completion of a term of office, turn over to the new secretary within thirty (30) days after the close of the fiscal year all of the Association's secretarial records.

F. The Treasurer is the financial officer of the Association. The Treasurer shall:

1. Receive all Association monies and keep the books of the Association;
2. Pay all bills of the Association within thirty (30) days of authorization by the President;
3. Arrange for the billing and collection of dues of the Association upon direction of the Executive Board;
4. Arrange with the Membership Committee Chairman for the maintenance of the official membership roster;
5. Arrange for the collection of the registrations at meetings of the Association;
6. Prepare, publish, and circulate twice yearly to the Executive Board and the membership a financial statement of the Association;
7. Submit an annual report within sixty (60) days of close of the fiscal year;
8. Upon completion of a term of office, turn over to the Treasurer-Elect within sixty (60) days after the close of the fiscal year, all financial records of the Association; and,
9. Be bonded at the expense of the Association.

G. The Treasurer-Elect will assist the Treasurer. The Treasurer-Elect shall:

1. Seek to learn all the fiscal duties and responsibilities of the Treasurer's office; and,
2. Not serve on the Executive Board, but be included in their meetings.

ARTICLE V - COMMITTEES

- A.** The standing committees of the Association shall be the:
1. Membership Committee
 2. Publication and Public Relations Committee
 3. Professional Development Committee
 4. By-Laws Committee
 5. Conference Committee
 6. Local Arrangements Committee
 7. Nominations/Elections Committee
 8. Awards and Recognition Committee
 9. Diversity Committee
 10. Budget Committee
 11. Legislative Relations Committee
 12. Communications/Newsletter Committee
 13. Financial Review Committee
- B.** Chairpersons and members of the standing committees shall be appointed by the President annually with the approval of the Executive Board, unless otherwise provided for.
- C.** Duties of the standing committees shall be as directed and defined by the President, with the approval of the Executive Board.
- D.** Other Committees: The President shall have the power to appoint such other committees as deemed necessary, with the approval of the Executive Board.

ARTICLE VI - FISCAL YEAR, DUES AND FEES

- A. Fiscal Year:** The fiscal year of the Association shall be from July 1 to June 30.
- B. Dues:** Dues of the Association shall be set by the Executive Board, upon the recommendation of the Budget Committee and shall be listed on the Association's web-site. Dues shall be due on or after July 1 for the current year.
- C. Fees:** Registration and other fees for meetings shall be set by the Executive Board, upon recommendation of the appropriate standing committee.

ARTICLE VII - VOTING PRIVILEGES

- A. **Active members** shall have voice vote at all meetings of the Association, and shall be able to run for office and chair committees.
- B. **Honorary members** shall have voice vote at all meetings of the Association and may sit on committees.

ARTICLE VIII - AMENDMENTS

- A. These By-Laws may be amended or revised, upon the recommendation of the Executive Board, by either a two-thirds ($2/3$) majority vote of those active members present and voting at the business meeting, or a two-thirds ($2/3$) majority vote of those active members returning ballots within thirty (30) days of the mailing date of votes taken by mail.