



**ALABAMA ASSOCIATION
OF STUDENT FINANCIAL
AID ADMINISTRATORS
POLICY & PROCEDURE
MANUAL**

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1. **Introduction**

The Alabama Association of Student Financial Aid Administrators (AASFAA) Policy and Procedure Manual* supplements the Articles of Incorporation and the Association Bylaws by providing specific policy guidance and procedures required to be used by the members of the Executive Board (hereafter also referred to as Board) and committee chairpersons. 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 AASFAA Policy and Procedure Manual (hereafter referred to as the Manual) is designed to provide the Executive Board with easy access to essential information about the policies and procedures which govern AASFAA. 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 positions for the first time with their individual responsibilities as well as the overall role of AASFAA.

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 which will change as necessary to fit the Association's needs.

1.2 **How to Use the Manual**

The Manual is organized into sections which should assist the user in locating information easily. The Table of Contents lists these sections. In addition, the Appendix 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.

A numerical outline is used as the format, as listed in the Table of Contents. Chapter 1, for example, contains four sub-sections: 1.1, 1.2, 1.3 and 1.4.

A copy of the Manual is stored by the Secretary for ease in updating. Any changes to the Manual as approved by the Board are incorporated into the electronic version of the Manual by the Webmaster, so that all Association members have access to it. The Association has adopted a standard software (Word or PDF), 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 chairpersons are responsible for identifying areas in need of new or revised policy guidance or procedural change and for recommending appropriate changes. All new policies and procedures, as well as changes to the existing Manual, must be approved by the Executive Board. Upon approval, the Secretary incorporates the changes in Association records and sends the updated records to the Electronic Services Chairperson to incorporate the changes in the electronic version of the Manual.

The AASFAA Policy and Procedure Manual shall be reviewed by the Executive 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.

1.4 Compliance

All Board members and representatives to the Board (committee chairpersons, liaisons, etc.) are responsible for ensuring adherence to the established policies and procedures in the execution of activities for which they are responsible.

* This edition of the Policy and Procedure Manual was approved by the AASFAA Executive Board on March 27, 2018.

2. **Corporate Structure**

AASFAA was established in 1966 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 first annual meeting of the Association was held in Birmingham, Alabama, November 14-15, 1968 at the Tutwiler Hotel. The specific purposes of AASFAA are delineated in the Association's Bylaws.

2.1 **Articles of Incorporation**

The Association was duly incorporated in Shelby County under the laws of the State of Alabama on the 17th day of November, 1983 and is organized pursuant to the provisions of the Alabama Code. The full text of the Articles of Incorporation may be located on the AASFAA website (aasfaaonline.org) by clicking About AASFAA, Governing Documents and Historical Documents.

2.2 **Bylaws**

Bylaws provide specific guidance on operational matters. The complete text is located at aasfaaonline.org, About AASFAA, Governing Documents.

2.3 **Association Purposes**

The purposes of the Association, as outlined in Article III of the Articles of Incorporation, are:

1. Promote the professional competency and association of student financial aid administrators in colleges and universities, governmental agencies, foundations, lending institutions, and others associated with private and community organizations concerned with the support and administration of student financial aid programs.
2. Assist educational institutions, foundations, lending institutions, governmental agencies, and private and community organizations to promote and develop effective programs, pertinent to student financial aid.

3. Facilitate communication between education institutions and sponsors of student financial aid funds through an exchange of ideas, information and experiences.
4. Promote such systematic studies, cooperative experiments, conferences, and other related activities as may be desirable or required to fulfill the purposes of this association.

2.4 **Association Goals and Objectives**

The Association pledges to:

1. Support professional communications in all areas concerned with the administration of student educational financing programs.
2. Promote the development of future leaders by actively involving its membership.
3. Work to ensure representation of all major types of financial aid professionals in the state through its membership.
4. Enhance alliances between and among various sectors of the student financial aid community.
5. Apprise members of legislative issues affecting the profession, encourage involvement on issues, and advocate positions when reasonable consensus exists.
6. Help educate members about alternative methods to finance education and/or administer student financial aid programs.
7. 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.
8. Provide for and ensure the future financial stability of the Association through careful and regular financial planning and evaluation.
9. Maintain the Bylaws and Policy and Procedure Manual to ensure they are accurate and complete, to further the mission of the Association and ensure its fiscal integrity.

The goals and objectives should be reviewed by the Long Range Planning/Governance Committee to ensure that the goals and objectives remain current.

2.5 **Association Mission and Values***

2.5.1 **Mission Statement**

AASF^{AA}'s mission is to provide an association which promotes the professional growth and collaboration of its members, and address the needs of students, families, and institutions in matters related to financial and information resources.

2.5.2. Values of the Alabama Association of Student Financial Aid Administrators

AASF^{AA} Values: Professionalism

Each AASF^{AA} member is expected to pursue personal and professional development. The growth of our Association depends on the growth of our members. Excellence is our common goal and professionalism is our standard.

AASF^{AA} Values: Integrity

As financial aid administrators, we have fiscal responsibilities as stewards of public, local, institutional and private funds. We must fulfill this responsibility in a legal, ethical and trustworthy manner. As AASF^{AA} members, we expect and encourage excellence and quality in all our professional endeavors.

AASF^{AA} Values: Diversity

As our society grows more diverse, creating an environment of inclusiveness and respect is more important than ever. Each individual offers a perspective from which all can gain knowledge and skills, and should encourage all members of the profession to listen to, understand and learn from each other.

2.6 Statement of Ethical Principles*

The primary goal of the financial aid professional is to assist students in pursuing higher education opportunities. In the process of working to achieve this goal, the financial aid professional should exhibit certain standards and conduct appropriate to the profession. With this in mind, AASF^{AA} has adopted the following ethical principles that serve as acceptable standards of conduct.

The Financial Aid Professional shall:

1. Practice honesty and integrity in the profession and in our lives.
2. Respect and honor students' and their families' financial confidentiality.

3. Provide the highest quality of services to students and not discriminate on the basis of gender, race, religion, age, ethnicity, disability, economic status or sexual orientation.
4. Build and maintain a sense of community that fosters mutual trust, cooperation and respect.
5. Treat students and their families with sensitivity and fairness and continually strive to make decisions that are consistent and equitable.
6. Promote personal and professional development and continuing educational opportunities.
7. Provide access to financial resources and remove any hindrances that may exist for those wishing to pursue postsecondary education.
8. Maintain the highest level of ethical behavior without vested interests or personal bias.
9. Strive to meet the financial needs of students.
10. Promote the free expression of ideas and opinions, and foster respect for diverse viewpoints within the profession.
11. Recognize the issues affecting students and advocate their interests at the institutional, state, private, local and federal levels.
12. Commit to excellence as a common goal and maintain the highest level of professionalism as a standard.

*This Statement of Ethical Principles was adopted by the AASF AA Executive Board on August 10, 2007.

2.7 AASF AA Code of Ethical Conduct*

The following Code of Ethical Conduct is applicable to all entities that desire either to support AASF AA activities as an administrator, exhibitor or contributor at an AASF AA conference or workshop, or advertise in an AASF AA publication.

We believe that the adoption of this code will clarify our relationship with the entities that support our efforts in a manner that is consistent with our AASF AA Statement of Ethical Principles in avoiding any appearance of conflict of interest, as well as being consistent with AASF AA's obligations as a tax-exempt educational organization pursuant to Section 501(c)(3) of the Internal Revenue Code.

Each form of relationship is discussed separately below.

2.7.1 Administrators

Association administrators must agree to the rules and procedures outlined below. An administrator who does not agree to these rules and procedures will be considered in violation of the Code of Ethical Conduct, and at the discretion of the AASF AA Board of Directors, could have his or her membership revoked.

- Adhere to generally accepted standards of moral, ethical and professional behavior.
- Refrain from soliciting or accepting anything of other than nominal value (i.e. less than \$10 fair market value) from any entity.
- Disclose evidence of academic credentials (i.e. education at an institution accredited by a regional or national accrediting association recognized by the U.S. Department of Education), professional memberships, and professional certifications, as necessary, to demonstrate competency in student financial aid or student personnel administration.
- Refrain from taking any actions for their personal benefit.
- Refrain from taking any actions they believe are contrary to law, regulation, or the best interests of the students and parents they serve.
- Ensure that the information they provide is accurate, unbiased, and does not reflect any preference arising from actual or potential personal gain.
- Be objective in making decisions and advising their institutions regarding relationships with any entity involved in any aspect of student financial aid.
- Disclose to their institution, in such manner as their institution may prescribe, any involvement with or interest in any entity involved in any aspect of student financial aid.

2.7.2 Sponsors/Exhibitors/Resource Partners

Prospective exhibitors must agree to the rules and procedures outlined in this Manual. A prospective exhibitor who does not agree to these rules and procedures will not be permitted to exhibit, and an exhibitor who violates any of these rules must promptly cease any such action, and, at the discretion of AASF AA, may be required to remove his or her exhibit.

- Gifts or giveaways must be of nominal value (i.e. less than \$10 fair market value).
- All prize drawings, including scholarships, are prohibited unless approved by the Executive Board. Exhibitors may not offer program or workshop 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.
- Exhibitors are expected not to organize, sponsor or conduct any social activities that conflict with program or workshop activities.
- Exhibitors may organize, sponsor or conduct non-social events, such as focus, advisory or user groups.

2.7.3 Support for Conferences and Workshops

Vendors/Sponsors/Contributors will be acknowledged in the conference and workshop programs and at appropriate points throughout the year via a listing in alphabetical order by tiers and by organization name. Organizations will continue to have the opportunity to make charitable contributions in support of the general activities of the Association, the Annual Conference or any other AASF AA activity, and that support will be properly recognized and substantiated in accordance with Internal Revenue Service requirements. However, contributors must agree to abide by the following rules and procedures in conjunction with conferences and workshops:

- Vendors/Sponsors/Contributors are expected not to organize, sponsor or conduct any social activities directed towards conference or workshop attendees during sessions or meetings.
- Vendors/Sponsors/Contributors may organize, sponsor or conduct non-social events, such as focus, advisory or user groups.

2.7.4 Advertisers

There is no change in AASF AA policies respecting advertising in AASF AA publications and on AASF AA's website, provided all such advertising is consistent with Internal Revenue Service requirements.

2.7.5 AASF AA Scholarship Program

Because the AASF AA Scholarship Program is funded through general income support that avoids any inference or appearance of conflicts of interest, the general scholarship program will continue.

*Adopted by the AASFAA Executive Board on August 10, 2007

3. Corporate Identity & Property

Several devices exist that create an identity for the Association. As such, 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.

Similarly most properties of the Association are provided to aid 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 Executive Board. The logo may be found on aasfaaonline.org, About AASFAA, Governing Documents. 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 stationery and certificates and on other official documents, when practical. For this purpose, the logo shall be retained by the Association's Secretary on both computer disk format (as a clip art file) and password protected on aasfaaonline.org.

3.2 Association Colors

The official colors of the Association are red (PMS number 185), white and blue (PMS Reflex Blue).

The official blue (Reflex Blue) color shall be used on Association stationery and certificates. For other publications, either black ink or the official blue color shall be used to reproduce the logo.

3.3 Association Properties

3.3.1 Banners

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

3.3.2 Corporate Seal

If/when a corporate seal is purchased, it will be housed by the Secretary. The following rules will apply. The seal is to be used only at the discretion of the President or the Executive 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 from a majority of the Executive Board. The corporate seal bears the following inscription:

Alabama Association of Student Financial Aid Administrators
(An image of the Association's approved logo.)

It is the responsibility of the Secretary to transfer the seal to his/her successor.

3.3.3 Certificates

The Association maintains a supply of certificates that may be used to recognize individuals for outstanding performance or service to AASFAA. Certificates may be used only with the approval of the President or the Executive Board. All certificates issued by the Association should bear the Association's corporate seal (if purchased). The Secretary maintains a supply of certificates for use by the Association. Additional supplies are maintained in the archives for historical and secondary purposes.

3.3.4 Meeting Gavel

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

It is the responsibility of the Secretary to transfer the gavel to his/her successor for safe keeping.

3.3.5 Stationery & Supplies

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

Persons in possession of Association stationery or supplies shall promptly surrender 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 Secretary and in the archives for historical and secondary purposes:

Stationery and Envelopes, including the Association's logo,
Certificate Holders,
Expense and financial reporting forms used by the Treasurer as listed on
aasfaaonline.org.

3.4 Tangible Assets

Certain tangible assets are the sole property of the Association. As such, a complete record of all assets must be retained in safe keeping. Additionally, certain tangible assets are licensed to the Association and, as such, usage of these assets bears certain licensing restrictions.

3.4.1 Computers and Software

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

All software and computer 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.

Persons in possession of computers 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.

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 Bylaws. The Executive Board shall consist of the following elected officers: President, President Elect, Vice President, Immediate Past President, Treasurer, and Secretary. Effective July 1, 2015, the Treasurer Elect will be a voting member of the Executive Board.

Elected officers must be active members of AASFAA by promptly paying membership dues in order to vote at Executive Board meetings.

Elected officers, except for the Treasurer Elect, have voting privileges at Board meetings. Effective July 1, 2015 the Treasurer Elect will be a voting member of the Executive Board.

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 located at aasfaaonline.org, About AASFAA, Governing Documents.

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 chairperson of each committee.

Committees must be comprised of members of the Association. Members of the committees are selected by the committee chairpersons. 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. 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 AASFPA 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 may be individual and institutional, and shall not be transferable without approval of the Membership Committee, Treasurer and Executive Board (when applicable). An institution will list each member as part of the application process. A member of an institutional membership will have individual voting rights as part of the membership body.

Active membership shall be on an annual basis corresponding to the fiscal year as defined in Article VI of the Bylaws. 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 Bylaws 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 Bylaws 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.

5. Duties and Responsibilities of the Executive Board and Other Officers

5.1 General Expectations of Executive Board Members

It is expected that Executive Board members will:

1. Attend all Executive Board meetings and stay until the end of the meeting. Board members unable to attend should notify the President as soon as possible.
2. Serve as leaders in the financial aid profession and set an example for other members of the Association and for external constituencies.
3. Recognize and uphold all fiduciary responsibility vested in the Board.
4. Provide an electronic or written report at or before each Board meeting outlining the activities and/or issues of each Board member's area of responsibility. Copies of the report should be made available in sufficient (time and/or quantities) for all Board members and guests at each meeting.
5. Adhere to the policies and procedures adopted by the Association and provide suggestions for change when appropriate.
6. Be an active participant in decisions made by the Board on behalf of the members.

Additionally,

7. Each voting member of the Board, subsequent to his or her election, shall notify in writing all members of the Board within 30 days 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.
8. Officers and committee chairpersons shall pass on to their successors all pertinent records and reports by August 1. In the event of an officer's or committee chairperson's resignation or removal from office, all of his or her records must be submitted to his or her successor or to the Secretary, as appropriate, within 30 days.

9. Committee chairpersons, 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, presiding at all Executive Board and business meetings. In this capacity the President:

1. Provides leadership and direction to all activities of the Association, the Executive Board and all standing, discretionary, and ad hoc committees.
2. Represents AASFAA in the Executive Board meetings of the Southern Association of Student Financial Aid Administrators, Inc., (SASFAA) and attends all meetings as part of the SASFAA Executive Board.
3. Appoints all committee chairpersons for the specific year.
4. Serves as an ex-officio member of all committees.
5. Approves expenditures and has authority to pay bills in accordance with payment guidelines in Section 6.3.
6. Submits a written annual report on the year's activities to Association members.

5.2.1 Additional Expectations

1. Provides the updated list of officers and committee chairs to the Electronic Services/Webmaster Chairperson to update the website no later than July 31st.
2. Reviews the website, aasfaaonline.org for accuracy.
3. Sends a welcome email or written note to new members on the behalf of AASFAA.

5.2.2 Additional Expectations Continued

1. Coordinates the use of complimentary hotel rooms and/or rooms paid for by the Association with the Conference Chairperson. Complimentary rooms may be provided in the following descending order depending upon availability of site contract and funding:
 - a. President
 - b. Keynote Speakers and/or Guests
 - c. SASFAA representative(s)
 - d. Local Arrangements Chair

- e. Conference Chair
- f. Treasurer
- g. Membership Chair
- h. Treasurer Elect
- i. President Elect
- j. Secretary
- k. Past President
- l. Sponsorship Chair

5.3 President Elect

The President Elect assists the President and prepares for his/her term of office.

Additional responsibilities of the President Elect include the following:

1. Sits beside the President at Executive Board meetings.
2. Becomes familiar with meeting agendas.
3. Keeps a copy of Roberts Rules of Order with him/her during business meetings.
4. Plans goals for the following year (when he/she is President of the Association).
5. Ensures that sites presented to the Executive Board meet all Association requirements.
6. Orders and presents plaques of appreciation to outgoing President at annual spring business meeting.
7. Serves as an ex-officio member of the Conference Committee.
8. Selects his/her Conference Chair to serve on and lead the Conference Committee to shadow the current President's Conference Chair.
9. Travel to the SASFAA President Elect Workshop at the SASFAA Annual Conference in February, with expenses paid by AASFSA for hotel, travel and meals in accordance with AASFSA Policy.
10. Travel to the SASFAA Transition Meeting in June of his/her transition year, with expenses not covered by SASFAA paid by AASFSA, to be in accordance with AASFSA policy.
11. In the President's absence, attends all SASFAA Executive Board meetings as AASFSA's alternative representative.
12. Provides and reviews volunteer forms to the membership (electronic or paper).
13. Conducts conference/workshop/training evaluations by session, conference, etc. in order to make informed decisions for the upcoming year (electronic or paper).
14. Performs other duties as requested by the President.
15. Observes the President.
16. Selects committee chairs for the following year, and asks the President to allow them to serve on current year committees as appropriate.

17. Considers what, if any, roles he/she might ask members who run for elected office but who are defeated to serve during his/her year as president.
18. Discusses issues with the President prior to the meeting, in anticipation of questions, etc. from board members or members of the Association.
19. Reviews the AASFAA Policy and Procedure Manual and aasfaaonline.org and make recommendations for changes to the Executive Board or the appropriate committee.
20. Attends the NASFAA Leadership Conference or other Leadership Symposiums as deemed by the Executive Board.

5.3.1 Additional Expectations

Works closely with the Vice President to plan and conduct Association workshops, conference evaluations and volunteer recruitment efforts for Association events.

5.4 Vice President

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

1. Plans and coordinates the new aid officers' workshops, including curriculum development, recruitment of faculty and advertising.
2. Coordinates other new aid officer and advanced level seminars and selects instructional faculty and training sites.
3. In the absence of the President, serves with the powers and performs the duties of the President.
4. Serves as Chairperson of the Professional Development Committee.
5. Performs other duties as requested by the President.

5.4.1 Additional Expectations

1. Submits updates to the Electronic Services/Webmaster Committee Chair for the aasfaaonline.org calendar to include all AASFAA, SASFAA, NASFAA and other training opportunities available to the membership.
2. Works closely with the President Elect to plan and conduct Association workshops, conference evaluations and volunteer recruitment efforts for Association events.

5.5 Treasurer

The Treasurer oversees and manages the Association's financial matters.

Additional responsibilities include:

1. Receives and disburses monies of the Association.
2. Maintains adequate and appropriate records of receipts and expenditures. Reconciles and presents any outstanding payments from AASF AA events to the Board annually at Transitional Meetings for resolution.
3. Pays the bills of the Association within thirty (30) days of authorization.
4. Co-signs with the Budget Committee Chair or President all payments over \$2,500.
5. Receives meeting registrations and membership dues.
6. Submits financial reports to the Executive Board at each meeting and the annual business meetings.
7. Prepares annual year-end financial statements as of June 30.
8. Arranges in coordination with the Budget Chairperson for an annual independent review of the financial records.
9. Files IRS form 990 for the fiscal year, and all financial reports in a proper and timely manner.
10. Sets up master accounts and obtains credit for the Association as appropriate.
11. Rents a safe deposit box at Association expense to provide safekeeping for certificates of deposits, computer disc copies of records, and other documents valuable to the Association.
12. Performs other duties as requested by the President.

5.5.1 Additional Expectations

1. Communicates with the President on a regular basis the financial standing of the Association.
2. Provides the President and Treasurer Elect with a copy of the Association's financial record as contained in Quicken on a regular basis, monthly if possible.

3. Changes the passwords on the Quicken program and Regions online bank account annually.
4. Changes the new Treasurer name to all association accounts on an annual basis, including but not limited to:
 - a. Platinum PLUS for Business credit cards of President and President- Elect.
 - b. Regions Bank for checking and Certificates of Deposit
 - c. The Hartford Insurance Company
 - d. Jinright-Turner Insurance and Bonds, Inc.
 - e. Jackson-Thornton Certified Public Accountants
 - f. PO Box 382496, Birmingham, AL 35258-2496
5. Organizes the onsite registration at the Association's annual conferences.
6. Communicates to the Local Arrangements Chairpersons registrations received for annual conferences, meal counts, and other information collected on the conference registration form.
7. Works closely with the Sponsorship Chairperson to maintain an ongoing record of invoiced sponsorships.
8. Communicates on a regular basis to the Membership Chairperson the paid status of members' annual dues.
9. Provides the Scholarship Coordinator with a list of schools with member representation at the spring conference for the annual selection of AASFAA Scholarship recipients.
10. Monitors submission of scholarship invoice forms from colleges and universities the scholarship recipients will attend and pays the scholarship funds upon receipt of the invoice.
11. Manages renewal of the Association's Certificates of Deposit, seeking optimum return on the investments.

5.6 Secretary

The Secretary serves as the scribe for Association meetings and custodian of its records. The Secretary's duties include:

1. Facilitates meeting arrangements, including lodging, meal functions and meeting rooms for Executive Board meetings.
2. Records and distributes the proceedings of the Executive Board and general business meetings.
3. Serves on the Bylaws Committee, which annually conducts a review and recommends changes to the Bylaws to the Executive Board.
4. Works closely with the Bylaws and Policies and Procedures Committee to review, update and maintain the Policies and Procedures Manual.
5. Reviews, updates and maintains the Organization Chart.
6. Prepares and submits meeting minutes with supporting documents and publications, including annual conference programs, special reports, and membership directories to archives.
7. Orders and distributes the Association's official stationery.
8. In advance of Board meetings, prepares and distributes agendas.
9. Sends appropriate cards and gifts to members and colleagues on behalf of the Association.
10. Maintains the AASFAA gavel, banner, and seal (if purchased).
11. Performs other duties as requested by the President.

5.6.1 Additional Expectations

1. Ensures all minutes are available on the website, aasfaaonline.org, no later than 30 days of the meeting or 30 days after June 30th.

5.7 Immediate Past President

The Immediate Past President assists the President and serves as Chairperson of both the Nominations and Elections Committee and the Awards and Recognition Committee. In this capacity, the Immediate Past President:

1. Presents a slate of candidates in accordance with the election schedule or calendar, for President Elect, Secretary, Treasurer Elect, and Vice President to the Executive Board.
2. Solicits nominations from the Association's current membership for Association awards and presents the Awards and Recognition Committee

recommendations to the Executive Board, unless committee members request names to be kept confidential until announced at the awards ceremony.

3. Performs the duties of the President in the absence of both the President and Vice President.
4. Serves as Parliamentarian to the Executive Board.
5. Performs other duties as requested by the President.

5.7.1 Additional Expectations

1. The Past President is expected to serve on the SASFAA Nominations and Elections committee.
2. Previous winners of the M. Cecil Padgett Outstanding Achievement Award vote to determine the winners of the Association's Padgett and Buchanan awards. The Past President is expected to make an effort to contact all previous Padgett recipients who are still active in the Association to inform them of the current nominees, and to solicit their input in the process of naming the current recipient.

5.8 Treasurer Elect

The Treasurer Elect is expected to serve:

1. As an assistant to the Treasurer and learn the duties and responsibilities expected of the Treasurer.
2. Is expected to compile the names of the institutions selected to receive the AASFAA Legacy Scholarships and follow-up with the institutions to ensure scholarship funds are requested in a timely manner.
3. Other duties as assigned by the Treasurer, President or Board of Directors.

5.8.1 Additional Expectations

1. The Treasurer Elect is expected to report to the Executive Board the status of the scholarship awards made during his/her term of office.

6. Duties and Responsibilities of Committees and Liaisons

The committee chairpersons work in conjunction with the President to select committee members considering experience, ethnicity, sector interests and gender for approval at the first Executive Board meeting of the new fiscal year. Other committee members may be recommended for approval by the Executive Board during the course of the fiscal year, as appropriate. Each committee and liaison shall:

1. Develop goals and objectives in keeping with committee/liaison charges, and the Bylaws.
2. Submit articles to the newsletter/blog editor and submit updates of activities to the web master for publication on the website.
3. Prepare written reports and submit action items for each Executive Board meeting.
4. Submit by May 15 an end-of-the-year report to assess the committee's effectiveness in reaching its goals/objectives and make recommendations for future activities.
5. Comply with budget parameters and approve expenditures and requests of reimbursement in accordance with Association guidelines.
6. Establish a listserv, as appropriate, to foster electronic communications among members.
7. Forward to their successors all pertinent records and reports by August 1. In the event of a committee chairperson's resignation or removal from office, all of his/her records must be submitted to his/her successor or to the Association Secretary, as appropriate, within 30 days.
8. Perform other duties as requested by the President and provide copies of correspondence to the President.

6.1 Committees

Committees, comprised of 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.

Unless specified otherwise, committee appointments shall be made by the President and approved by the Executive Board in such a manner as to maximize continuity of

Association functions. This may be accomplished by, but is not restricted to, selecting committee chairpersons who have experience relative to the defined responsibilities of the committee.

6.1.1 Standing Committees

A standing committee is one that the Executive 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 and Recognition
- Budget
- Bylaws
- Communications/Newsletter
- Conference
- Diversity
- Financial Review
- Legislative Relations
- Long Range Planning/Governance
- Membership
- Nominations and Elections
- Policies and Procedures
- Professional Development
- Publications and Public Relations/Photographer
- Scholarship
- Webmaster/Electronic Services

6.1.2 Discretionary Committees and Liaisons

Discretionary committees and liaisons are those appointments which the Executive Board recognize 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 Executive 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 liaisons generally include the following:

- Archives Chairperson

Site Selection

Sponsorship

State Agency Liaison

Alabama Community College System Liaison

Special Concerns Committee (The following sectors may be included but are not limited to two year, four year, proprietary, private, public, rural, undergraduate, graduate, graduate professional, Historical Black Colleges and Universities (HBCU) and other sectors as needed.)

Special Projects Committee

6.1.3 Special Ad Hoc Committees

At the discretion of the President and/or the Executive Board, certain ad hoc committees may be established to address special, short-term projects. In contrast to discretionary committees, and given the primary purpose of these committees, it is unlikely that these committees will continue beyond one year.

6.2 Archives Chairperson (a discretionary appointment)

The Archives Chairperson is responsible for receiving, recording, storing, and reporting materials and documents of historical significance and usefulness to the Association. It is preferable for Association archives to remain at a designated location for an extended period of time, rather than having archival materials shifted to a different location each year. As of July 1, 2014, the archives are located at Lurleen B. Wallace Community College.

6.3 Awards and Recognition

The members of the Committee shall be active members who are recipients of either the Padgett Outstanding Achievement Award or the Buchanan Distinguished Service Award given by the Association. The Immediate Past President chairs the Committee, but may designate another past president who has received either the Padgett Award or the Buchanan Award to serve in this position. The Committee recommends individuals for the outstanding achievement, distinguished service, and honorary membership awards. In this capacity, the committee:

1. Solicits nominations from the Association's current membership for recognition of outstanding, significant and meritorious contributions to the advancement of student financial aid.
2. Makes recommendations to the Executive Board unless committee members request names be kept confidential until announced at the awards ceremony.
3. Provides appropriate plaques to be presented to the recipients at an annual conference, including honorary membership when the recipient ceases to meet active membership eligibility requirements.

6.4 Budget

The Budget Committee develops and recommends financial management strategies to ensure the fiscal integrity of the Association. To achieve these goals, the Budget Committee:

1. By the July/August Executive Board meeting, prepares the fiscal budget in collaboration with the President and Treasurer.
2. Recommends Conference Committee budgets which shall include costs for local arrangements functions.
3. Monitors expenditures, analyzes cash flow trends, and advises the Executive Board regarding short-term investments.
4. With the Treasurer, conducts quarterly reviews of cash balances and expenses and makes appropriate recommendations.
5. Recommends budget adjustments as appropriate to stay within budget guidelines.
6. Reviews all contract proposals and makes recommendations to the President.
7. Stays abreast of tax laws that affect the Association.
8. Reviews and recommends annually with the Sponsorship Chairperson the rates for advertisements, including applicable discounts. The Budget Committee Chairperson shall co-sign with the Treasurer or President all payments over \$2,500 if either the Treasurer or President is unavailable.

6.5 Bylaws

The Bylaws Committee reviews the Bylaws governing the Association, and the Bylaws Committee Chair makes recommendations as to the necessary Bylaw changes to the Executive Board. The Secretary of the Association shall serve as a member of the Bylaws Committee. Any recommended changes by the Bylaws Committee, approved by the Board, must go before the full membership of the Association for final adoption.

6.6 Communications/Newsletter/Blog

6.6.1 Communications

The Communications/Newsletter Committee explores ways to enhance the internal and external communications of the Association using a variety of media from paper to electronic formats. In this capacity the Committee:

1. Provides guidance for the development, maintenance and enhancement of the AASF^{AA} website.
2. Encourages development and utilization of cost-efficient, timely means of communication, including the web, listservs and e-mail by the Executive Board, committees and the membership.
3. Provides guidance and suggestions to the Executive Board and committee chairpersons on ways to improve communications with the membership.
4. Periodically surveys the membership as to their needs and satisfaction with information provided by AASF^{AA}, and solicits suggestions for improvement.
5. Periodically evaluates software options and makes recommendations to the Executive Board about the purchase of software which will enhance and facilitate communication and transmission of data between the Treasurer and Membership Chairperson and within and between committees. Such software applications may include, but are not limited to, word processing, database, spreadsheet, presentation and e-mail software.
6. Assists in the implementation of any long range plan recommendations concerning communications that are deemed appropriate by the Executive Board and the President.
7. Provides an annual report of committee activities to the Executive Board and the President for inclusion in the Association's annual report.
8. Develops and monitors contingency plans to transfer listserv and website management to other locations.

Presently, AASF^{AA} maintains the following listserv addresses for member use:

AASF^{AA}-list for current AASF^{AA} Membership

6.6.2 Newsletter/Blog

The newsletter/blog editor provides periodic reports on activities and issues that affect the Association's membership. To disseminate information, the editor may use any electronic method of communication. If a newsletter is distributed, typically four issues are produced, with distribution set for October, December, April and June.

6.6.2.a. To produce the newsletter, the editor:

1. Edits articles for accuracy, quality and appropriate length and incorporates photographs and graphics when needed.
2. Coordinates newsletter advertising with the Sponsorship Chairperson and assists in projecting revenues for the Budget Committee.
3. Forwards links to the regional association President and President Elect.
4. Reviews and recommends annually with the Budget Chairperson the rates for advertisements -- including applicable discounts.

6.6.2.b. To produce the blog, the editor will correspond with Electronic Services Chair to obtain credentials to submit blog posts via the AASFAA website.

6.7 Conference

The Conference Committee plans the Association's workshop and annual conference that includes training, professional development and networking activities. To achieve these duties, the Committee:

1. Coordinates conference activities with the Sponsorship, Professional Development, Budget, Membership, and Local Arrangements committees.
2. Solicits proposals to develop general and interest sessions and secures speakers which appeal to the various sectors and experience levels of the membership.
3. Reviews evaluations from prior conferences to assess interests and needs for appropriate adjustments for current conference plans.
4. Plans as necessary, pre-conference or post-conference workshops and seminars which address the needs of different segments of the membership.
5. Assists in developing the conference budget and adheres to the approved budget.
6. Secures volunteers to help perform the duties of the Committee.
7. Maintains all related correspondence and materials and conducts a conference evaluation in conjunction with the President Elect for the future Conference Chairperson.
8. Provides news articles and promotional materials for the newsletter, conference mailings, blog, and/or the AASFAA listserv and website.
9. Reports on activities to the electronic services chair and presents reports to the Executive Board.
10. Considers alternatives for locations for planning meetings whenever possible to keep costs at the most reasonable level.
11. Provides a list of approved conference activities/entertainment to the Sponsorship Chairperson.
12. Works with Electronic Services and the Executive Board to test registration links.
13. Coordinates all technology needed for all conferences and workshops.

6.7.a. The Conference Chair as nominated by the President will choose a

committee based on the President's recommendations and volunteer forms. The committee should include:

- i.i. the President Elect's nomination for Conference Chair for the next year
- i.ii. the President and President Elect as ex-officio members
- i.iii. Local Arrangements Chair
- i.iv. Sponsorship Chair
- i.v. Diversity/Charity Chair
- i.vi. Electronic Services Chair
- i.vii. Membership Chair

6.7.b. The Conference Chair will ensure that the following is included in the planning:

- i. Organization of program and speakers
- ii. Complimentary rooms as deemed by the President are booked with the hotel (example: President, special guests, etc.)
- iii. Notify the Treasurer of any complimentary registration fees as deemed by the President
- iv. Work with the hotel/banquet/meeting space representative(s)
- v. Review the Banquet Event Orders (BEO) prior to the conference and as necessary during the conference
- vi. Decoration
- vii. Special events
- viii. Space for sponsors
- ix. Meeting space
- x. Meals
- xi. Coordinate with Electronic Services for training materials to be added to the web
- xii. Coordinate with Electronic services testing of registration
- xiii. Coordinate with speakers/guests for audio visual needs
- xiv. Coordinates the hospitality suite with the Local Arrangements Chair
- xv. Coordinates transportation or other services, when needed, of guests with Local Arrangements Chair

6.8 Diversity

The Diversity Committee explores ways to enhance the participation of all sectors and members in Association programs, activities, and services. To promote this objective, the Committee:

1. Provides recommendations to the Conference Committee for ways to promote diversity in annual Association programs.
2. Provides recommendations to the Executive Board for ways to promote diversity in Association activities and services.

3. The Diversity Committee is responsible for the nomination of the charity and fundraising event for the Spring Conference. The Committee should provide the name of their suggested charity to the Executive Board for approval.

6.9 Financial Reviews

The Financial Review Committee oversees and monitors financial management operations annually to ensure fiscal integrity of the Association. To achieve these goals, the Financial Review Committee:

1. Reviews all expenditures and advises the Budget Committee and the Executive Board of any activities that could impact the fiscal integrity of the Association
2. Monitors the financial management strategies recommended by the Budget Committee.

6.10 Governance

The Governance Committee evaluates and monitors the progress of the Association toward meeting its long range plans and makes recommendations to the Executive Board regarding future goals and objectives. In addition, the Committee:

1. Reviews, evaluates and reports long-range planning objectives and committee findings at the transitional Board meeting, and subsequently with the membership.
2. Maintains a historical record of all modifications, deletions and additions to the long-range plan in a structured and consistent format for future assessment of compliance.
3. May establish a Committee listserv and provides updates and evaluations of the long-range plan in the newsletter and on the website.
4. Makes recommendations to the President.

6.11 Legislative Relations

The Legislative Relations Committee reviews, analyzes, evaluates and prepares responses to federal and state regulatory, legislative and funding issues. This committee:

1. Includes representation of all sectors by institutional control type.
2. Advises members and the Executive Board of federal and state regulatory and legislative issues.

3. Establishes information linkages with national and state representatives.
4. Develops timelines to respond to legislative or regulatory proposals.
5. Drafts correspondence, prepares position papers, drafts surveys, and provides testimonies for the President.
6. Plans interest sessions in collaboration with the Conference Committee on legislative issues, such as reauthorization, at the conferences.
7. Committee chair or designee, as approved by the President, to represent AASFAA at regional and/or national hill visits as funding allows.

6.12 Local Arrangements

The Local Arrangements Committee assists the Conference Committee in hosting a conference. To accomplish this task, the Committee:

1. Coordinates conference activities with the Conference Committee.
2. Provides on-site assistance for the conference.
3. Assists with the procurement of special amenities, such as transportation, flowers, gifts, and other services as needed.
4. Assists with testing of registration links.
5. Is responsible for the hospitality suite.

6.13 Long Range Planning

The Long Range Planning Committee works as one committee with the Governance Committee to assess future goals and objectives to ensure continued viability and effectiveness of the Association in fulfilling its mission. Additionally, the Committee, along with the duties aforementioned for the Governance Committee:

1. Develops a strategic plan for continued leadership and fiscal integrity.
2. Ensures the plan is periodically evaluated and necessary adjustments are made.
3. Reviews annual year end reports to assess committee and Executive Board effectiveness in meeting goals and objectives, consistent with the mission of the Association.

4. Makes recommendations for changing or expanding services, activities and roles of the Association.
5. Makes observations regarding Association trends.
6. Gathers relevant data and information from the membership, Executive Board, and other relevant organizations and associations to identify potential internal or external threats to the Association.
7. Periodically reviews and assesses the Association's mission statement for change.

6.14 Membership

Using software provided by the aasfaaonline.org, the Membership Committee maintains an accurate and up-to-date database listing of members. This database should contain the following information:

1. first name, middle initial, last name and title;
2. mailing address (street, city, state and zip code);
3. institution, government agency, or organization;
4. facsimile number;
5. telephone number;
6. institution type;
7. electronic mail address; and
8. date of initial membership, if known.

To help facilitate these duties, the Committee also:

1. Ensures the AASFAA Volunteer Form is online with the Membership Application.
2. Works with the webmaster to maintain the integrity of membership records and database.
3. Assists the Treasurer to test and develop the online membership forms and works with the Conference Chairperson to test and develop conference forms.
4. Welcomes new members to the association with a 'Welcome to AASFAA' email.

5. Assists the Treasurer with on-site registration at workshops and annual conferences.
6. Assists the Treasurer in identifying and removing duplicate membership applications.
7. Assists the Treasurer in identifying and contacting unpaid membership applications in order to assist the Treasurer in reconciling and presenting any outstanding payments from AASFAA events to the Board annually at Transitional Meetings for resolution.
8. Ensures that only paid memberships are allowed to vote electronically.

6.15 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 Elect, and Vice President and solicits the names of individuals to be considered for honorary membership.

Honorary membership nominations also can be made by any voting member of the Executive Board.

The Committee coordinates and conducts the annual elections in accordance with procedures in Section 6.15.3.

6.15.1 Nominations

Prior to the Board meeting that immediately precedes the annual spring conference (generally February); the Nominations and Elections Committee must determine who will be recommended as candidates for offices for the upcoming year. To obtain recommendations from the membership, the committee shall solicit nominations in advance of this meeting. Nominations must be presented to the chairperson. Nominations must be submitted no less than forty-five (45) days prior to the date of elections. Solicitation may occur via email, the newsletter, or through a separate mailing to the active membership no later than sixty (60) days prior to the spring conference.

The Chairperson sets the date, time and place for a meeting of the Committee. Normally, the meeting is held at a time and location convenient to most Committee members.

The Committee shall present no more than a dual slate for each office if at least two qualified, consenting nominees are presented to the Committee. The chairperson shall submit candidates' biographical and other pertinent data to the

AASF AA webmaster. Also, notice shall be given on the AASF AA website that any member wishing to present a nomination during the voting process may do so in the 'write in' nomination on the electronic ballot. The 'write in' nominations on the electronic ballot will serve as the 'Nominations from the Floor' during the annual spring conference.

The Chairperson 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 to the Executive Board at the meeting in February.

6.15.2 Restrictions on Campaigning

The intent of these guidelines is to provide equal opportunity for all candidates and to reduce the costs of campaigning for AASF AA offices.

Each candidate will be featured on the AASF AA website at least thirty days prior to the annual spring conference. Each candidate will be asked to provide a photograph and obtain a copyright release so the picture can be used for AASF AA election purposes. Each candidate will be allowed a maximum of 500 words total for a resume and a statement of candidacy. This information shall be posted on the AASF AA website.

Each candidate will be introduced at the initial business session of the annual spring conference.

Candidates are not permitted to distribute campaign paraphernalia such as buttons, pins, ribbons, stick-ons, and printed sheets and cards.

No hospitality suites are to be held in support of the candidacy of any individual.

No mass solicitation to the AASF AA membership (excluding the AASF AA newsletter and website feature) via telephone or email, including the AASF AA list serv, shall be made by or on behalf of a candidate prior to or at the spring conference.

No campaigning will be permitted in the immediate vicinity of the polls.

6.15.3 Elections

The chairperson shall submit its recommendation of candidates to the Executive Board sufficiently in advance of the annual conference to allow notification to the membership at least thirty (30) days prior to the date of elections.

The general election shall be held electronically prior to and during the annual spring conference. A business meeting shall be scheduled early in the conference at which time the slate of candidates approved by the Executive Board and/or the membership will be presented.

All candidates shall be introduced to the membership at the opening business meeting. Upon approval by the Executive Board, candidates may be permitted to address the membership in no more than 3 minutes.

A polling place or person may be designated for the electronic voting during the annual spring conference. AASF AA members will, after verification of membership status, be provided an opportunity to vote. If a polling place is established, it shall be staffed continuously during the prescribed time by members or designees of the Nominations and Elections Committee.

Electronic voting will remain open during the annual spring conference until 10:00 am on the day following the initial business meeting session at which the candidates are introduced.

A polling person will be available during the above prescribed time by members or designees of the Nominations and Elections Committee.

The Nominations and Elections Chairperson 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.

6.15.4 Special Elections

1. A special election shall be called by the Executive Board in the event of a vacancy in the office of President Elect.
2. In the event a vacancy occurs in the office of President Elect within sixty days of the annual conference, the election will be held during the Annual Conference.
3. The winner will be the person who received a majority (more than half) of the votes cast.
4. All voters must be active members at the time electronic ballots are distributed.
5. Within ten calendar days following the balloting deadline, the chairperson of the Nominations and Elections Committee shall notify the President of the results of any special election.

6. The President shall notify the membership of the election results either through special communication or in the newsletter.

6.15.5 Run-Off Elections

In the event a candidate does not receive more than fifty percent (50%) of the votes cast for that office, there will be a run-off election between the two candidates with the most votes. Balloting shall take place as soon as practical following determination that a runoff election is necessary. The election shall be conducted as described in 6.15.3.

The President shall notify the membership of the election results through special communication or in the newsletter.

6.16 Policies and Procedures

The Policies and Procedures Committee reviews the Policies and Procedures governing the Association, and the Policies and Procedures Committee Chair, members of the Policies and Procedures Committee or any other member of the AASF AA Board, to include committee chairs or officers make recommendations as to the necessary Policies and Procedures changes to the Executive Board. The Secretary of the Association shall serve as a member of the Policies and Procedures Committee.

6.17 Professional Development

The Vice President serves as chairperson 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:

1. Researches and studies developments and trends in the financial aid field to make recommendations to the Executive Board on professional development needs.
2. Develops materials, obtains sponsorship (through coordination with the sponsorship chairperson), and conducts training and professional advancement programs to meet the needs of the membership.
3. Identifies locations and develops schedules for training activities.
4. Constructs a preliminary budget proposal with assistance from the Budget Chairperson.
5. Coordinates new aid officers' workshops at the annual conferences.

6.18 Public Relations/Photographer

The Public Relations/Photographer is responsible for taking, displaying, and distributing photographs of Association functions, especially the annual conferences. Generally, the photographer will take digital photos and provide the webmaster with photos to be placed on the AASFAA website and AASFAA Facebook page. In addition to the electronic copies, printed copies may be required for distribution to the media and for use by Association officers and committees upon request. The Association currently reimburses the Photographer for expenses related to the taking of photos at official Association functions.

6.19 Scholarship Chairperson

It is the responsibility of the Scholarship Chairperson to ensure that:

1. The institutions the scholarship recipients will attend are determined and announced at the annual spring conference. The procedure for selecting the institutions the selected scholarship recipients will attend can be found as Attachment 6.19.1.
2. Institutional representatives from colleges and universities the scholarship recipients will attend are provided congratulatory letters and Legacy Scholarship brochures for each scholarship recipient.
 - a. A copy of the letters for financial aid administrators is included in Attachment 6.19.2.a.
 - b. A copy of the letter for the Shirley Speer Scholarship recipient is included in Attachment 6.19.2.b.
 - c. A copy of the letter for the Floyd Johnston Scholarship recipient is included in Attachment 6.19.2.c.
 - d. A copy of the letter for the Bill Gentry Scholarship recipient is included in Attachment 6.19.2.d.
 - e. A copy of the letter for the Theresa Duke Scholarship recipient is included in Attachment 6.19.2.e.
 - f. A copy of the letter for the William H. Wall Scholarship recipient is included in Attachment 6.19.2.f.
3. Institutional representatives from colleges and universities the recipients will attend are provided a sample invoice form for the institutional representative to request scholarship payment by the AASFAA Treasurer. A sample invoice form can be found as Attachment 6.19.3.

6.19.1 Scholarship Selection Procedure

The Scholarship Chairperson will follow these procedures outlined in Attachment 6.19.1 to select institutions to receive the Legacy Scholarships:

1. Following the close of registration on the second day of the annual spring conference, the Scholarship Chairperson will meet with the Treasurer and Membership Chairman to obtain an electronic list of attendees by Alabama college or university.
2. An Alabama college or university will only be selected once, listed once in the drawing, in order to give institutions an opportunity for selection.
3. In the presence of either the Treasurer or the Treasurer Elect, the Scholarship Chairperson will conduct a random drawing of institutions.
4. Scholarship selection will be made in the following order:
 - a.i. Shirley Speer Scholarship
 - a.ii. Floyd Johnston Scholarship
 - a.iii. Bill Gentry Scholarship
 - a.iv. Theresa Duke Scholarship
 - a.v. William H. Wall Scholarship
5. The Scholarship Chairperson will notify the President of the institutions selected to receive each scholarship. Names of the winning institutions will be announced by the President during the Awards Banquet.
6. The Scholarship Chairperson will provide the President an envelope for presentation to a representative from each institution receiving a scholarship. Each envelope should contain the following items:
 - i. 2 copies of AASFAA's Legacy Scholarship Brochure (one to provide to the scholarship recipient at the institution, and one for information for the financial aid administrator.
 - ii. Information about requesting the scholarship funds from the AASFAA Treasurer

A sample invoice form to request the scholarship funds is found as Attachment 6.19.3.

6.20 Site Selection (a discretionary appointment)

The Site Selection Committee evaluates and recommends locations for future annual conferences and other meetings. The Committee:

1. Visits viable sites and evaluates them using the AASF AA site facility guideline and hotel checklist (see sections 6.20.1 and 6.20.2 for additional information pertaining to site selection procedures and facility guidelines, respectively.)
2. Provides to the Executive Board a site report with a recommendation and tentative contract for a future site.
3. Works to secure final contracts for the President's signature.
4. Assists the President and other committee chairpersons with the identification of meeting locations, as requested.

6.20.1 Conference Site Selection Guidelines

To be considered as a possible host site for an AASF AA conference, a facility must have the following minimum physical capabilities:

1. Capable of committing 100 rooms for lodging with an overflow hotel nearby for another 50 rooms, if necessary.
2. Have four to five (4-5) break-out rooms for group meetings. Must have total seating capacity of 200.
3. Banquet facilities for 200-300 people.
4. Theater style seating for 200 people for a general session.
5. Display space for 15 - 20 vendors with 8' X 10' booths or 6 foot tables.

Questions should be referred to the Site Selection Chairperson.

6.21 Sponsorship Chairperson (a discretionary appointment)

A sponsor is a company or organization whose activities either support or are closely related to those of the financial aid community and who provides resources to be used by AASF AA in accordance with the purposes of the Association. Sponsors may promote their products and services for the purpose of soliciting business.

All sponsored activities must be coordinated through the Sponsorship Chairperson.

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

1. Develops materials, brochures, emails and notifications for potential contributors.
2. Identifies activities and events for sponsorship opportunities including directory advertisements, the annual conference, new aid officer workshops and other training events and Executive Board meetings.
3. Prepares and emails solicitations of sponsorship opportunities to potential sponsors.
4. Serves as the liaison to the Conference Committee for sponsorship needs and effective use of exhibitor spaces.
5. Publicly recognizes the contributions of all sponsors.
6. Reviews and recommends annually with assistance from the Budget Chairperson (or Treasurer when there is no Budget Chairperson) the standard advertising rates as well as any discounts offered to sponsors.
7. Reviews the policies affecting sponsorship and makes recommendations when appropriate.
8. Designs the exhibitor floor plan for the conference.
9. Emails special instructions regarding exhibit space and storage of materials for exhibitors in advance of the conference.
10. Coordinates all vendor and sponsor activities.

6.21.1 Sponsorship of AASFAA Conferences/Workshops

1. AASFAA requests sponsorship for such items as refreshment breaks, meal functions, conference program printing, entertainment, and other costs associated with the annual conferences.
2. A sponsor who sponsored or supported an AASFAA event at the previous conference shall have the right of first refusal for that same item for the current year.
3. All sponsors will be recognized in the conference program for their contributions. To receive such recognition, a commitment for the sponsorship of the event must be made by the time the program is prepared for publishing.
4. All sponsors shall have an opportunity to provide a brief description about their organization to be published in the conference program.

5. A reception or some form of public recognition to honor the contributions of the sponsors, by category, will occur during the annual conference and will be coordinated by the President and/or the sponsorship and conference chairpersons.
6. Each exhibitor to the conference will be provided space and a display table at the conference, if so requested.
7. Each exhibitor will be expected to provide any special arrangements for display tables at the conference, including telephone, audio-visual equipment, extra electrical needs, etc.
8. All sponsors will be permitted to have promotional drawings as allowed by federal and state law and/or other marketing items to be given at their booths.
9. The sponsor's principal representative must specify the individuals in their organization who are to receive complimentary registration to the sponsorship chairperson in advance of the conference.
10. AASFAA recognizes and provides incentives for the following categories of sponsorship at conferences, based on the Tier Level of Sponsorship in Section 11.5 and found in Attachment 11.6.1.a and 11.6.2.a.

Individual Sponsorship Level contributions and rates may be found in Attachment 11.6.2.a. or may as a direct contribution to the Association or a special function paid directly by the patron, such as:

- Conference program printing
- Conference reception
- Conference support
- Major project

11. All vendors, sponsors, and patrons will be recognized for their contribution(s) in the conference program in pursuant with Section 11.6.
12. Contributions of sponsors will be made during each conference and recognition in the categories will be made by the President and the Sponsorship Chairperson of the conference.
13. Each sponsor to the conference will be provided a table at the conference if so requested in pursuant with Section 11.6.
14. All sponsors will be expected to provide any special arrangements for the display tables at the conference.

6.21.2 Sponsorship of Non-Conference Activities

1. Sponsorship may be sought to offset the costs of other Association costs, such as activities for other training workshops or events not held as a part of the annual conferences, or for the printing of publications.
2. Neither exhibit space nor complimentary registrations are provided to sponsors for their contributions to these events and activities. However, sponsors are recognized for their financial support of such activities as appropriate.

6.21.3 Additional Sponsorship Policies

1. All sponsored activities must be conducted through the Sponsorship Chairperson.

6.22 Postsecondary Education Liaison (a discretionary appointment)

The Alabama Community College System Liaison serves as the Association's resource on issues relating to the Alabama Department of Postsecondary Education. The Alabama Community College System Liaison shall be responsible for:

1. Soliciting from the Alabama Community College System information relating to Association programs and services.
2. Recommending to the President and/or the Executive Board issues that need to be addressed.

6.23 State Agency Liaison (a discretionary appointment)

The State Agency Liaison serves as the Association resource on issues relating to the Alabama Commission on Higher Education. The State Agency Liaison shall be responsible for:

1. Soliciting from the Alabama Commission on Higher Education information relating to Association programs and services.
2. Recommending to the President and/or the Executive Board issues that need to be addressed.

6.24 Webmaster/Electronic Services

The Webmaster is responsible for placing and updating information contained on the official Association website, aasfaaonline.org, as requested by officers, committee chairs, and liaisons.

7. Meetings

AASFAA conducts such meetings as it deems necessary to perform the purposes of the Association. Meetings shall be conducted in accordance with the most recent edition of *Roberts Rules of Order*, as applicable.

7.1 Executive Board

At least four meetings of the Board shall be held each year between July 1 and June 30 inclusive. Customarily, meetings of the Executive Board are held in conjunction with the annual conferences.

- a. An initial meeting is held in late summer or early fall,
- b. A fall meeting is held in conjunction with the Fall Workshop,
- c. A spring meeting is held in conjunction with the Spring Conference, and
- d. A final, transitional Board meeting is held in late spring or early summer. Executive Board meetings are held at the call of the President or by a petition of four or more members of the Executive Board. The President of the Association shall preside at Board meetings.

Annually the Board shall meet to approve the nominees for officers.

Normally, committee chairpersons and liaisons are included in Executive Board meetings. Meetings are public and open to the membership. Other individuals may be invited subject to approval from the President.

7.2 Annual Business Meetings

At least two meetings of the Association shall be held each year and shall be designated as annual meetings. The agenda of the annual spring meeting shall include the election of officers and the presentation of reports. Notice of the annual meetings shall be announced in writing or electronically to all members at least thirty (30) days in advance.

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 meeting location(s) and number of meetings shall be established by the committee chairperson and the President in accordance with the approved budget of the committee. The committee chairperson or his/her designee shall preside at committee meetings. The President is an ex-officio member of all committees.

8. Communications

8.1 Editorial and Publication Standards

8.1.1 Website

The primary purposes of the website are to serve as a communications source and as a reference piece. A user should be able to access information about the Association, and its members, programs, services, and history.

The website should include the following information:

- a. Listing of past presidents.
- b. Listing of honorary members.
- c. Award recipients.
- d. Listing of each active member with address, institution, telephone number, email address, and fax number.
- e. Executive Board, committee chairpersons, and liaisons.
- f. Bylaws of the Association.
- g. Policy and Procedure Manual.
- h. Minutes of official meetings.
- i. Conference information.
- j. Association Newsletters/blogs.

8.1.2 Annual Conference Programs

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

- a. The names of members of the current elected officers, committee chairpersons and liaisons, members of the Conference Committee, and members of the Local Arrangements Committee.
- b. Daily schedule of sessions, events, and activities.
- c. A brief description of each of the sessions, events, and activities.
- d. The names and titles of speakers, moderators, and presenters.
- e. The locations of sessions, events, and activities.
- f. A listing of the names and addresses of conference sponsors.
- g. Announcement of the dates and location of the subsequent conference.

- h. Listing of past presidents.
- i. Listing of past award recipients.
- j. Listing of honorary members.

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 AASF AA 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 AASF AA publications must contain a copyright statement which includes the publication date, and the following statement:

Copyright, AASF AA, Inc [date]

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

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

8.2.2 Music Copyright Policy

Under the United States Copyright law, the public performance of copyrighted music requires permission from copyright owners or their licensing agent. All associations that use either live or recorded music at conferences or other meetings are also included by this law.

The BMI (Broadcast Music Incorporated) and ASCAP (American Society of Composers, Authors, and Publishers) release license agreements which they will enforce with respect to associations. BMI and ASCAP are the largest licensing agents and together cover about 95% of the copyrights of music currently in use.

For four or fewer events each year, the Association can simply inform ASCAP of the event and submit the appropriate fee within 30 days of the event. BMI

requires that for more than one event annually, the Association submit reports quarterly with the appropriate fee within 20 days of each calendar quarter.

The Association will submit the licensing agreements and fees in accordance with ASCAP and BMI requirements. When advantageous to the Association, multiple year contracts will be submitted. It will be the responsibility of the Treasurer to submit the contracts with the appropriate fees.

Further information on association licensing agreements may be obtained by calling BMI or ASCAP directly.

BMI 1-800-669-4264

ASCAP 1-800-627-9805

8.3 Electronic Communications

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

1. ListServ. The AASF AA listserv discussion group has been established as a communication tool to allow for the timely exchange of information and problem resolution by AASF AA members.

The primary purpose of the AASF AA Listserv is to facilitate communication by and between AASF AA members regarding topics related to the administration of student financial aid.

Topics of discussion might include: automation within the professional community, the use of professional judgment, interpretation and impact of federal regulations, and institutional policies and procedures. The posting of aid-related position vacancies is also permitted. Most topics associated with professional administration are fair game for discussion.

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.

Certain discussion items are NOT appropriate for this discussion list. These include non-administrative related discussions and inappropriate private (personal) business matters. All marketing and advertising for individual businesses are prohibited. Questions regarding the use of this Listserv should be directed to the Technology Chair with any further review to the Executive Board. Penalty for misuse of this service is at the discretion of the Webmaster/Electronic Services Chair and the Executive Board.

The AASFAA Listserv is not to be used to advertise, market, or to otherwise promote products or services.

For advertising and marketing opportunities, contact the AASFAA Sponsorship Chairperson for sponsorship opportunities.

The AASFAA Listserv may be used for announcements of job changes, but such announcements must be informational only (e.g., new company, titles, 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 AASFAA Listserv for announcement of employment opportunities for financial aid professional is permitted. Such posting should be for informational purposes 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 warning, email scam warnings, and “chain” letters.

Exceptions to this policy can only be approved by the AASFAA 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 Listserv. The chair of the electronic services committee maintains the Listserv. The ongoing maintenance of this Listserv 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 Listserv.

Parents and students would best be served by directly contacting the administrators at the institution of their choice.

The email link Aasfaa_Announcements@asfaaonline.org can be used to broadcast emails to current and past AASFAA members from the last three membership years subscribed. The Executive Board has access to broadcast emails using this link. Other users must be approved and forwarded to ATAC for use of this link.

2. Website. AASFAA shall maintain a website 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. Graphics and pictures should be kept to a minimum to ensure rapid delivery of the pages. The useful life

span of the content should be a maximum of two years; older materials should be archived with the ability to retrieve them as needed.

8.4 Advertising

Advertising offers businesses and vendors an opportunity to market products and services to the membership. Additionally, the Association gains part of its operating funds through fees paid by businesses and/or vendors. As such, it is incumbent upon the Board to establish guidelines to ensure that the quality, quantity and content advertisements complement the mission of the Association.

8.4.1 Content of Ads

Corporate entities serving the student aid profession are invited to advertise in the annual workshop and/or conference programs.

Editors of publications should use discretion, however, in evaluating the suitability of ads provided for publication as well as the reputation of the advertisers -- giving preference to members whenever possible.

Only advertisements for products or services that provide direct or indirect benefit or utility to the financial aid community shall be allowed.

The advertisements that may meet this guideline will, therefore, need to be reviewed by the Executive Board. Any advertisement that does not meet this guideline should not be allowed. It is impossible to list all the ads that are inappropriate. Currently, the Association does not include classified ads in any publications. In the event such ads are recommended by the Executive Board, rates will be established. For ads that are considered appropriate, the Sponsorship Chairperson, in conjunction with the editor of the specific publication, should determine if the ad meets the Association's publication standards. Together, they will have the authority to accept or reject ads for that publication.

The only exception to the guideline shall be for ads from nonprofit, charitable organizations that provide a community service. These advertisements that may meet this guideline will, therefore, need to be reviewed by the Executive Board. If approved, they shall be considered public service ads and will be allowed on a space available basis.

8.4.2 Advertising Parameters

- a. The Association will accept no advertisements for the New Aid Officers' Workshop Agenda/Program, other than those used to acknowledge sponsors and donors for this activity.
- b. To preserve the integrity of publications, the total amount of advertising space allotted should be controlled to ensure there is not a disproportionate

number of ads compared to other information and the number of ads do not detract from the quality of the publication.

8.4.3 Conference Programs

The conference programs include a listing of all Association sponsors. Should one sponsor agree to underwrite all direct and indirect production costs of a conference program, advertising will be limited to that sponsor provided all publication costs and the published full-page advertising rate for the publication are covered. The Conference Chairperson will coordinate with the Sponsorship Chairperson the number and placement of ads for the conference program.

8.4.4 Specifications for Ads

The Sponsorship Chairperson shall be responsible for ensuring that camera-ready ads meet the appropriate dimensions of the intended publication.

1. Conference program

Size of advertisements are limited to the following options:

Full page ad -- 7 3/4" x 10"

Half page ad:

1. Horizontal -- 7 3/4" x 4 7/8"

2. Vertical -- 3 3/4" x 10"

If one sponsor pays for the full cost of producing the conference program, no other sponsors are permitted. The actual location of the ad, however, will be determined by the Conference Chairperson.

8.4.5 Solicitation of Ads

The Sponsorship Chairperson shall have the responsibility of soliciting advertisements for the various AASFAA publications. These ads are solicited by contacting the potential advertisers with sufficient lead time to secure the ad copy and have it to the publisher in time for publishing. Ads will be accepted on a first-come, first-served basis and the editor may reject ads that would exceed an appropriate ad/content ratio for the newsletter or the conference programs (if more than one advertiser purchases ads).

8.4.5.1 Conference Programs

The Sponsorship Chairperson solicits a single sponsor at least two months prior to a conference to cover all production costs and the purchase of one

or more full-page ads. If a sponsor is not identified by then, the Sponsorship Chairperson should solicit advertising from all potential sponsors.

Camera-ready advertising copy is sent directly to the Conference Chairperson to include in a conference program. The deadline date for the receipt of advertising copy is set by the Conference Chairperson. The Sponsorship Chairperson will work with the Treasurer and Webmaster to invoice each sponsor. All ad payments are sent to the Treasurer.

The Sponsorship Chairperson shall maintain a list of all potential advertisers. This list shall include the company name, telephone number, and contact person.

A late fee of 10% will be assessed if payment is received 30 days after the end of the annual conference. The Conference Chairperson will coordinate with the Sponsorship Chairperson the number and placement of ads for the annual conference programs.

8.4.5.2 Solicitation of Single Sponsor

The Sponsorship Chairperson shall solicit a single sponsor to cover production costs for programs and materials other than the conference program.

8.4.6 Establishment of Advertising Rates

In coordination with the Budget Committee Chairperson, the Sponsorship Chairperson will submit advertising rates to the Executive Board. Rates are subject to change at any time by the Executive Board. Any rate agreements already made for the year by the Sponsorship Chairperson will be honored.

8.4.6.1 Conference Program Rates

The rates are listed in Attachment 11.6.2.a and apply in the event the cost of the program is not underwritten by a single sponsor:

Ads will be black and white and content will be provided by the advertiser.

8.4.6.2 Newsletter/Blog Ads and Rates

These rates are addressed in the newsletter/publicity section of the manual and in Attachment 11.6.2.a.

8.4.6.3 Web Banner Ads and Rates

Web banner ad rates for the current year are in Attachment 11.6.2.a.

Ads will be in color, and content will be provided by the advertiser.

Placement of ads will be at the discretion of the Electronic Services Chair.

9. Gifts and Awards

AASF AA shall, as it deems appropriate, recognize and reward exemplary service or outstanding contributions to the Association or to the financial aid profession. Those individuals or entities identified by the Executive Board as worthy of special recognition shall be so honored.

9.1 Gifts and Amenities

The President shall have the discretion, on behalf of the Association, 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 forms of recognition (for example: plaques, certificates, etc.). The President shall make the presentations at a place and time deemed appropriate. Historically, these forms of recognition are obtained through the following company which retains the AASF AA logo; however, these forms of recognition may be purchased elsewhere at the discretion of the President.

Charlie's Trophies and Plaques
15 Dexter Avenue
Montgomery, AL 36109
Telephone: 334-260-9200
Charlietrophies.com

The President, upon approval of the Executive Board, shall have the discretion to present awards, plaques or recognitions to selected committee chairpersons, Executive Board members, and others.

9.2.1 M. Cecil Padgett Outstanding Achievement Award

This is one of the two highest honors bestowed by AASF AA to an individual who is a practicing financial aid administrator. Individuals honored with the M. Cecil Padgett Outstanding Achievement Award shall have made outstanding, significant, and meritorious contributions to the advancement of student financial aid for a sustained period of time. The Awards and Recognition Committee, comprised of past award recipients who maintain active membership in the Association, shall be charged to consider nominees and recommend them for

consideration to the Executive Board. Nominees must be approved by a majority of Executive Board members present and voting.

9.2.2 John H. Buchanan, Jr. Distinguished Service Award

This also is one of the two highest honors bestowed by AASF AA to a group or organization, or an individual who is not a practicing financial aid administrator. Individuals honored with the John H. Buchanan, Jr. Distinguished Service Award shall have made outstanding, significant, and meritorious contributions to the advancement of student financial aid for students, parents, institutions, of student aid professionals. The Awards and Recognition Committee shall be charged to consider nominees and recommend them for consideration to the Executive Board. Nominees must be approved by a majority of Executive Board members present and voting at a meeting of the Board.

9.2.3 Plaques

Each award recipient shall be presented an appropriate plaque at the annual spring conference of the Association. These plaques may be obtained through the following company which retains the AASF AA logo:

Charlie's Trophies and Plaques
15 Dexter Avenue
Montgomery, AL 36109
Telephone: 334-260-9200
Charlietrophies.com

The plaque presented to the recipient of the M. Cecil Padgett Outstanding Achievement Award shall not exceed 10" x 14". The verbiage and format recommended for this award are in Attachment 9.2.3.a.

The plaque presented to the recipient of the John H. Buchanan, Jr. Distinguished Service Award shall not exceed 10" x 14". The verbiage and format recommended for this award are in Attachment 9.2.3.b.

9.2.4 Honorary Membership

Honorary membership shall be awarded to persons who have demonstrated outstanding service to AASF AA and to the student aid profession. Practicing financial aid administrators are not eligible to receive this award. Past presidents, Padgett Award recipients, and Buchanan Award recipients who do not or cease to meet active membership criteria automatically shall be granted honorary membership. These persons shall receive the same level of recognition as persons who receive honorary membership through the normal award process.

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

9.2.5 Officer Awards and Plaques

The President and other officers of the Association shall be presented with an appropriate award or plaque to commemorate his/her term of office. A recommended format and verbiage for the plaque is in Attachment 9.2.5.a.

Usually the current President distributes awards. The President typically receives his/her recognition during the annual spring meeting.

9.2.6 Special Awards

By nomination by an Executive Board member and approval of the Executive Board, an individual or organization may receive recognition for a one-time service to the financial aid community.

The President may choose to honor all committee chairpersons with some token of appreciation.

Committee chairpersons may recognize their committee members with a certificate of appreciation for their year of service.

Past officers of the Association who retire from active practice of financial aid administration in the state of Alabama may receive special awards of merit for service to the Association and to the profession.

The President may choose to honor all committee chairpersons with some token of appreciation.

Past officers of the Association who retire from active practice of financial aid administration in the state of Alabama may receive special awards of merit for service to the Association and to the profession.

A recommended format and verbiage for the Special Award of Merit plaque is listed in Attachment 9.2.6.a.

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.

10.1 Membership Dues

The annual dues to AASF AA are reviewed by the Board each year at the first Board meeting for the new fiscal year. The membership rate is subject to change, in accordance with provisions in the Bylaws.

A record of the membership dues for the past five years is included as Attachment 10.1.a to this manual.

10.2 Conference, Events and Workshop Fees

The fees for annual conferences, workshops and events shall be set on an annual basis by the Board upon the recommendation of the Budget Committee Chairperson.

10.2.1 Annual Conference Fees

Each year, the Executive Board shall establish the budgets for the conferences. The budget shall consider such items as the conference fees, anticipated participant and sponsor revenue, and costs for local arrangement functions.

Currently registration fees for AASF AA events are non-refundable but are transferable. Exceptions to this policy must be approved by the President and the Treasurer.

Retired AASF AA Presidents may register for workshops and conferences with no fees and pay only for the meal functions they attend.

A record of the conference fees for the past five years is included in Attachment 10.2.1.a to this manual.

10.2.2 Special Event Fees

The Association periodically conducts training and professional development activities to address the special interests of the membership. The Executive Board shall establish budgets for these events.

10.3 Insurance

Insurance policies are secured for financial protection of the Association. Insurance may be in the form of a general bond that covers specified members of the Board or other

Association members, as may be determined necessary by the Board. Insurance also may be in the form of general liability coverage to protect the Association from suit in the event of injury or personal loss.

10.3.1 Fidelity Bonding

The President and the Treasurer and any other member of the Board as determined by the Board, shall be bonded at AASF AA expense. The amount of the bond coverage shall be established by the Executive Board.

10.3.2 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. AASF AA's current liability insurance is:

Travelers Casualty and Surety Company of America
One Tower Square
Hartford, CT 06183
Policy Number: 106725470

10.4 Investments

Developing and maintaining sound investment strategies is a critical component to ensuring the Association's continued financial stability. Each year, the Executive Board should review the Association's investments and approve changes that enhance long-term growth.

10.5 Travel Reimbursement Policy

Travel reimbursement is made available to members performing duties on behalf of AASF AA for official AASF AA business. Such policies may differ depending on the scope of those duties or the nature and location of the work being performed. The following provides clarification about reimbursable travel expenses.

10.5.1 General Travel Policies

Generally, the Association shall reimburse members for travel expenses incurred while performing required duties on behalf of the Association. Reimbursement must be requested on the AASF AA Travel Expense/Reimbursement Form as listed on the AASF AA website (aasfaaonline.org) under Forms. Such reimbursement covers, but may not be limited to the following areas:

1. Mileage

Mileage shall be reimbursed at an approved rate per mile over a reasonably traveled route, or the cost of air fare at the coach rate. Reimbursement rates are listed in Attachment 10.5.1.1.

2. Air Fare

Air travel shall be reimbursed for coach travel only. Travelers using a fare at a greater rate shall be reimbursed only for the applicable coach rate for that flight. A copy of the electronic receipt must accompany the travel reimbursement request. In instances where a higher class rate is used, information to verify the coach rate at the time of the flight should be provided by the traveler.

3. Auto Rental

In some instances, it may be more cost effective for the member to acquire the use of a rental vehicle for travel. 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 should be provided with the travel reimbursement request, where possible.

5. Lodging

Reimbursement is for the actual cost of lodging, not to exceed the double room rate at the hotel facility where lodged. Receipts must accompany the member's request for travel reimbursement.

6. Meals

Meal expenses are reimbursable at a per diem rate established by the Board, except in cases where meals are provided to members as a group. For fractional portions of the day, the rate of reimbursement shall be prorated as outlined on the AASFAA Travel Expense/Reimbursement Form approved each year by the Executive Board.

Committee chairpersons 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 such

expenses, the committee chairperson shall itemize the names of all persons participating in the meal.

7. Telephone

Charges for telephone calls are reimbursable to the extent they are necessary to conduct Association business.

8. Honoraria

Honoraria may be paid by AASFAA 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 AASFAA. Such printing may include routine duplicating expenses required for Association business as well as contracted printing jobs.

10. Other expenses

Other expenses may be authorized in the budget or by the President and the Board. As a general rule, receipts are requested for any item that exceeds \$10.00.

10.5.2 Annual Conference Travel Reimbursement & Honoraria

Additional guidelines exist covering allowable reimbursable expenses incurred related to attending annual conferences. The following expenses shall be paid by AASFAA and charged against the program committee conference account:

1. Travel and other qualified expenses of speakers and presenters not affiliated with AASFAA, as recommended by the Conference Chairperson and approved by the President.
2. Honoraria to speakers and presenters upon recommendation of the Conference Chairperson and approved by the President.
3. Other qualified expenses recommended by the Conference Chairperson and approved by the President.

10.5.3 President's Travel to Regional Meetings

1. Expenses for the President (or the President's designee) to attend meetings of the regional association shall be borne by AASFAA.

2. Expenses for the SASFAA Leadership Exchange among states shall be borne by AASFAA.

10.5.4 Travel for New Officers

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

10.6 Credit Card Use

Credit cards are secured for officers of the Executive Board to incur expenses associated with performing duties on behalf of the Association. This practice allows officers to cover AASFAA-related expenses without use of their personal funds. Guidelines for the acquisition and use of credit cards include the following:

1. The Treasurer shall secure credit cards for official AASFAA business use by members of the Executive Board of the Association.
2. The credit line of each card shall be \$5,000.
3. The Treasurer shall provide written guidance to each card holder explaining appropriate card use and reporting requirements.
4. Expenses charged to the credit card shall be reported using the appropriate AASFAA expense form, including receipts and descriptions of all charges reported.
5. Cardholders shall surrender their cards to the Treasurer within 10 days of the expiration of their term of office, or at the direction of the President, whichever occurs first.
6. Charging personal expenses to the Association credit card is prohibited.
7. Violations of card use policies may result in cancellation of credit card privileges.

10.7 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 financial ability to cover its contractual obligations.

10.8 Complimentary Rooms and Registrations

Complimentary rooms or registrations are a means of:

1. compensating members or guests whose responsibilities to the Association are excessive or impede normal participation in meeting functions, or
2. compensating guests who are not members but who are only attending to assist with the function, present sessions, or perform other duties.
3. Use of complimentary rooms received by the Association from the current contract with the Conference Hotel should be assigned by the Conference Chairperson in cooperation with the President and Treasurer in the following order:
 - a. President
 - b. Keynote Speakers and/or Guests
 - c. SASFAA representative(s)
 - d. Local Arrangements Chair
 - e. Conference Chair
 - f. Treasurer
 - g. Membership Chair
 - h. Treasurer Elect
 - i. President Elect
 - j. Secretary
 - k. Past President
 - l. Sponsorship Chair

10.9 Dissolution of Assets

Disposal or sale of any assets held by the Association shall be at the direction of the Executive Board who shall provide the approval or disapproval of the sale, including written parameters under which the sale shall occur.

10.10 Other Financial Guidelines

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

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 a new budget is approved by the Executive Board.

1. The signatures of both the Treasurer and the Budget Chairperson or President are required on any check which exceeds \$2,500.00.
2. The President has authority to exceed any budget line by \$500.00.

3. When official action by the Executive Board is not feasible, the President may authorize the Treasurer to pay expenses that exceed the budget amount for the following budget categories:

a.i.1.a. Professional Advancement.

a.i.1.b. Conference.

a.i.1.c. Should this action occur, it is the responsibility of the Treasurer and/or the President to report over-budget expenditures to the Executive Board at its next meeting.

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 AASF AA members.

11.1 Conferences and Conference Planning

11.1.1 Election of Officers

Election of AASF AA officers shall take place by electronic voting prior to and during the annual spring conference.

11.1.2 Training at the Annual Conference

The Vice President will coordinate with the Conference Committee all training activities held in conjunction with annual workshops and conferences.

11.1.3 Association Sponsors

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

11.1.4 Coordination of Sponsored Activities and Schedules

All sponsored activities shall be coordinated through the Sponsorship Chairperson.

All sponsored activities must be sanctioned (approved) by AASF AA and shall be scheduled as part of or as a complement to regular AASF AA activities. Sponsored activities shall in no way conflict with other scheduled events or activities conducted by AASF AA.

To prevent conflicts with conference sessions or other conference events, the Conference Chairperson shall establish operational hours for sponsor hospitality suites. Vendors, sponsors and patrons will be asked to close hospitality suites at specific hours and during sessions at the annual conference to avoid conflicts with those functions, as determined by the Sponsorship Chairperson.

11.1.5 Ex-Officio Members

Ex-officio members to the Conference Committee are the Vice President, Treasurer, Treasurer Elect, and Sponsorship Chairperson.

11.2 Music Copyright Policy

See Section 8.2., Copyright Policy

11.3 Honoraria

At the discretion of the President and the event chairperson or AASFAA officer, the Association shall make available to presenters, speakers, contributors, faculty and others, remuneration for services rendered. The following policies shall serve as guidance.

11.3.1 Annual Conferences

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

1. Travel and other expenses of the speakers and presenters not affiliated with AASFAA, as recommended by the Conference Chairperson and approved by the President.
2. Honoraria to speakers and presenters, upon recommendation of the Conference Chairperson and approved by the President and Treasurer.
3. Other such expenses recommended by the Conference Chairperson and approved by the President and Treasurer.

11.3.2 Other Events

The following expenses relating to non-conference special events shall be paid by AASFAA and charged to the special event account:

1. Travel and other expenses of the speakers and presenters not affiliated with AASFAA, as recommended by the Special Event Chairperson and approved by the President.
2. Honoraria to speakers and presenters, upon recommendation of the Special Event Chairperson and approved by the President and Treasurer.
3. Other such expenses recommended by the Special Event Chairperson and approved by the President and Treasurer.

11.4 Sponsorship Policy

The following policies and procedures that relate to sponsorship of Association were adopted by the Board for 2014-2015.

11.4.1 Conference Sponsorship/Exhibitor Policy

1. Prospective exhibitors, hereafter referred to as contributors, must agree to the rules and procedures outlined below. A prospective exhibitor who does not agree to these rules and procedures will not be permitted to exhibit and an exhibitor who violates any of these rules must promptly cease any such action, and, at the discretion of AASFAA, may be required to remove his or her exhibit.
2. Contributors will not organize, sponsor or conduct any social activities directed toward conference attendees, AASFAA Executive Board, or training activity participants.
3. Contributors 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. Contributors will coordinate accommodations for any group meeting that occurs during the conference dates with the AASFAA conference committee or sponsorship chair.
4. Gifts or giveaways must be of nominal value (less than \$10 fair market value). All prize drawings, including scholarships, are prohibited.
5. Exhibitors 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.

11.5 Sponsorship/Exhibitor Fees

11.5.1 Sponsorship/Exhibitor Fee Schedule

1. Booth location will be determined by the sponsorship tier policy (see Attachment 11.5.1.a.)
2. All exhibitors must be paid members of AASFAA.
3. All exhibitors must register for and pay conference registration fees except in cases of complimentary registration. (see Attachment 11.5.1.a)
4. Conference exhibitors will be listed in accordance with the sponsorship tier policy. If a policy is not in place, the conference program will be used with placement in alphabetical order by company name.

5. Conference exhibitors' fees are due 60 days after the invoice date.
6. A \$500.00 conference fee minimum for Professional Affiliates is required for all conferences, which will allow participation in a variety of optional capacities, specifically allowing a 30 second elevator speech at designated times during the related conference.

11.5.2 Additional Sponsorship/Exhibitor Opportunities

Additional Sponsorship/Exhibitor Opportunities may be reviewed in Attachment 11.5.2.a.

11.6 Non-Conference or Workshop Training Activity Sponsorship

Exhibitor or sponsorship opportunities will not be available for AASF AA activities outside of training activities and workshops.

11.7 Non-Sponsorship/Exhibitor Marketing

The practice of marketing products at Association functions, except as a conference exhibitor or paid Professional Affiliate, is prohibited. Such practice may result in the request to cease and desist, and be brought to the attention of the AASF AA Executive Board for appropriate action.

12. Association History

12.1 Minutes of the First Annual Meeting

The minutes of the first meeting are listed on the AASF AA website, aasfaaonline.org, About AASF AA, Historical Documents.

12.2 AASF AA Conferences and Meetings

Attachment 10.2.1

12.2.1 SASF AA Conference Sites and Dates in Alabama

The following is a listing of SASF AA conference sites/dates for Alabama.

Alabama

-

Birmingham 1972

Birmingham 1981

Birmingham 1993

Birmingham 2004

Birmingham 2014 – SASF AA Leadership Symposium

12.2.2 Summer Workshop Sites

The following provides a chronological listing of Alabama sites that hosted the SASF AA summer workshop.

1973 Samford University, Birmingham

1978 Spring Hill College, Mobile

1989 University of South Alabama, Mobile

2013 Auburn University, Auburn

12.3 AASF AA Presidents

1967-68 Otis Peacock - University of North Alabama

1968-69 Donald Gibson - Troy State University

1969-70 Robert Dennis - University of Alabama

1970-71 Harold Helms - University of Alabama Birmingham

1971-72 Eleanor Dean - University of South Alabama

1972-73 Charles McCain - Jefferson State Jr. College

1973-74 Jeff Golden - Troy State University

1974-75 Charles Roberts - Auburn University

1975-76 Linda Knowles - University of Montevallo

1976-77 Bill Rodgers - University of South Alabama

1977-78 Tom Umphrey - Jefferson State Jr. College

1978-79 Larry Ridgeway - Auburn University

1979-80 Gertie Clark - Birmingham-Southern College

1980-81 Larry Smith - Jacksonville State University

1981-82 Harvey Watt - Enterprise State Jr. College

1982-83 Camilla Benton - University of Alabama

1983-84 Linda Knowles - University of Montevallo

1984-85 Don Rainer - Livingston University

1985-86 Dr. William 'Bill' Wall - Alabama Commission on Higher Education

1986-87 Jim Gibson - University of Alabama Huntsville

1987-88 Pebblin Warren - Tuskegee University

1988-89 James Berry - Auburn University Montgomery

1989-90 Charlotte Hill - University of North Alabama

1990-91 Theresa Weaver - First Alabama Bank

1991-92 Ferris Hall - Gadsden State Community College

1992-93 Claude McCann - University of Alabama Birmingham

1993-94 Ron Elmore - Birmingham-Southern College

1994-95 Debbie Marcus - Bessemer State Technical College

1995-96 Ferris Hall - Gadsden State Community College

1996-97 Grady Collins - University of South Alabama

1997-98 Clark Aldridge - University of Montevallo

1998-99 Jim Bradsher - Auburn University Montgomery

1999-00 Dorenda Adams - Alabama State University

2000-01 Debra 'Dee' Talley - University of Alabama Birmingham

2001-02 Dot Wilkinson - Southern Union Community College

2002-03 Mike Reynolds - Auburn University

2003-04 Deborah Byrd - Calhoun State Community College

2004-05 Dr. Chip Quisenberry - Enterprise-Ozark Community College

2005-06 Buddy Jackson - Faulkner University

2006-07 Jonna Gibson - Regions Bank

2007-08 Ben Baker - University of North Alabama

2008-09 Charles Markle - Auburn University

2009-10 Andrew Weaver - University of Alabama Huntsville

2010-11 Amanda Sharp - University of North Alabama

2011-12 Vickie Adams - Jacksonville State University

2012-13 Sharon Williams - Lawson State Com. College

2013-14 Kevin Ammons - Enterprise State Community College

2014-15 Stephanie Miller - Jacksonville State University

2015-16 Phillip Nelson – Auburn University Montgomery

2016-17 Kelly D’earth – Gadsden State Community College

2017-18 Theresa Mays – Jefferson State Community College

2018-19 Stephanie Miller - FASolutions

12.4 Honorary Members

(To be compiled.)

12.5 Award Recipients

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

12.5.1 M. Cecil Padgett Outstanding Achievement Award Recipients

1978-79 M. Cecil Padgett - Spring Hill College

1980-81 Dr. William ‘Bill’ Wall – Alabama Commission on Higher Education

1981-82 Billy Mitchell - University of North Alabama

1982-83 Gertie Clark - Birmingham-Southern College

1983-84 Larry Ridgeway - Auburn University

1984-85 Linda Knowles - University of Montevallo

1985-86 Dr. Bill Rodgers - University of South Alabama

1986-87. Dr. Camilla Benton - University of Alabama

1998-99 Dr. Chip Quisenberry - Enterprise State Community College

1987-88 Don Rainer - Livingston University

1988-89 James Edwards - Lawson State Community College

1989-90 Larry Smith - Jacksonville St. University

1990-91 Jeff Golden - Troy State University

1991-92 Jim Gibson - University of Alabama Huntsville

1992-93 Joan Waters - Chattahoochee Valley Community College

1993-94 Bill Watson - Auburn University

1994-95 Claude McCann - University of Alabama Birmingham

1995-96 Debbie Marcus - Bessemer State Technical College

1996-97 Dorenda Adams - Alabama State University

1997-98 Dot Wilkinson - Southern Union State Community College

1999-00 Clark Aldridge - University of Montevallo

2000-01 Jim Bradsher - Auburn University Montgomery

2001-02 Debra 'Dee' Talley - University of AL at Birmingham

2002-03 James Berry - South University

2003-04 Mike Reynolds - Auburn University

2004-05 Anthony Richey - Auburn University Montgomery

2005-06 Deborah Byrd - Calhoun State Community College

2006-07 Andy Weaver - University Alabama Huntsville

2007-08 Carol Supri - Troy University

2008-09 Buddy Jackson - Faulkner University

2009-10 Ben Baker - University of North Alabama
Donna Bass - Lurleen B Wallace Comm. College

2010-11 Charles Markle - Auburn University

2011-12 Betty Edwards - H.C. Trenholm State Technical College

2012-13 Amanda Sharp - University of North Alabama

2013-14 Vickie Adams - Jacksonville State University

2014-15 Stephanie Miller – Jacksonville State University

2016-17 Lissa Powell – University of Alabama at Birmingham

2017-18 Kelly D'Eath – Gadsden State Community College

12.5.2 AASFAA John H. Buchanan, Jr. Distinguished Service Award Recipients

1979-80 John H. Buchanan, Jr. - U.S. Congressman

1980 -81 J. Richmond Pearson - Alabama State Senator

1981-82 Jim Bennett - Alabama State Senator

1982-83 (no award given)

1983-84 Dr. Jim Vickrey - University of Montevallo

1984-85 Carl Elliott - Former Congressman

1985-86 (no award given)

1986-87 Glen Browder - U.S. Congressman

1987-88 Howell Heflin - U.S. Senator

1988-89 Bill Pouncey - U.S. Dept. of Education

1989-90 George Wallace, Jr. - State Treasurer

1999-00 (no award given)

1990-91 Robert S. McDonnell - U.S. Postal Inspector

1991-92 Dr. Mary Louise Symms - SOICC

1992-93 Junior League of Montgomery Alabama

1993-94 Francine Reeves - U.S. Dept. of Education

1994-95 William Jeffery - Regions Bank

1995-96 Theresa Duett - Regions Bank

1996-97 Paul Borden – Kentucky Higher Education Assistance Authority

1997-98 Pebblin Warren – Department of Postsecondary Education

1998-99 Jan Hilyer – Alabama Commission on Higher Education

2000-01 Cindy Massey - SouthTrust Bank

2001-02 Jonna Moses - Regions Bank

2002-03 Dr. Roy W. Johnson - Chancellor, ADPE

2003-04 Tommy Dismukes - Alabama Student Loan Program

2004-05 Lora Kiser - Alabama Student Loan Program

2005-06 Melinda Calhoun Williams – EdAmerica

2006-07 Kay Ivey - Alabama State Treasurer

2007-08 Dr. William ‘Bill’ Wall - Alabama Student Loan Program

2008-09 (no award given)

2009-10 Ann Campbell - Financial Aid Consultant
Ted Franzeim – Kentucky Higher Education Assistance Authority

2010-11 Don Rhoads – EdFinancial

2011-12 David Bartnicki - U.S. Department of Education

2012-13 Lissa Powell - United Student Aid Funds

2013-14 Cheryl Newton – Alabama Commission on Higher Education

2014-15 James ‘Jay’ Powell – Financial Aid Consultant

2016-17 Shannon Cross – Inceptia

2017-18 Clark Aldridge – KHEAA

12.5.3 NASFAA Leadership Award Recipients

1998 Dr. William H. Wall - AL Commission on Higher Education

12.5.4 NASFAA State Awards

1988 Service to Other Constituencies Solving the Financial Aid Puzzle

12.5.5 SASFAA Distinguished Service Award Recipients

1981-82 Dr. Neal Berte - Birmingham Southern College

1989-90 Dr. William 'Bill' Wall - Alabama Commission on Higher Education

2009-10 Debra 'Dee' Talley - University of Alabama Birmingham

12.6 SASFAA Past Presidents

1990-91 Don Rainer - Alabama Commission on Higher Education

2001-02 Clark Aldridge - University of Montevallo

2003-04 Ron Day - Birmingham Southern College

APPENDIX

ATTACHMENTS

*

ATTACHMENT 6.19.1

SCHOLARSHIP PROCEDURES

Here are the procedures for selecting the five (5) AASFAA Scholarship recipients at the AASFAA Conference:

1. Prior to the conference, prepare 5 – 9” x 12” envelopes for the AASFAA financial aid professionals who receive the scholarship notices. These envelopes contain a selection notice to the aid administrator, a notice (with envelope) for the selected scholarship recipient, and a sample invoice for the aid administrator to request scholarship funds from AASFAA. (Attachments 6.19.2-6.19.3).
2. At the AASFAA Conference, meet with the Treasurer after the initial registration to pick recipients from the registrants attending the meeting. The committee needs to select five (5) individuals from Alabama colleges and universities only. The selections must be random – alphabetically and numerically. For example, from a basket of sheets for the various letters of the alphabet you might pick the letter ‘D’. Now, from a basket of numbers, you might pick the number ‘42’. So, you look for the 42nd name on the roster of attendees with a last name beginning with a ‘D’. If the name drawn is for a person who is not from an Alabama college or university, discard it and select again.
3. As each name is selected, write the name of the financial aid administrator and their institution on the appropriate 9” x 12” envelope and provide these materials to the AASFAA President, who will announce the recipients at the Banquet and hand the envelopes to the financial aid administrators selected. You also should provide the information to the Secretary to record in the minutes and the current Treasurer Elect for budget purposes.

*

ATTACHMENT 6.19.2.a.

**Alabama Association of Student
Financial Aid Administrators, Inc.**

Date

Dear Financial Aid Administrator:

Congratulations.

Your institution has been selected in a random drawing to receive the _____ **Legacy Scholarship**, one of the five Legacy Scholarships provided annually by the Alabama Association of Student Financial Aid Administrators, Inc.

These five scholarships are awarded in memory or honor of members who served the association and are a fitting way for the association to do our part to assist students who need our help in achieving their educational goals. This scholarship program provides \$5,000 in assistance to students annually.

We have included with this material a brochure that explains the Legacy Scholarship Program and an envelope with information for you to provide the _____ **Legacy Scholarship** recipient you select.

We appreciate this opportunity to serve one of your students.

Sincerely,

Scholarship Chairperson
Alabama Association of Student
Financial Aid Administrators, Inc.
enclosures

*

ATTACHMENT 6.19.2.b.

**Alabama Association of Student
Financial Aid Administrators, Inc.**

Date

Congratulations.

You have been selected by the financial aid administrator at your institution to receive one of the five Legacy Scholarships provided annually by the Alabama Association of Student Financial Aid Administrators, Inc. Your scholarship is provided in memory of a distinguished former member, *Shirley Speer*.

Additional information about the Legacy Scholarship Program is provided in the enclosed brochure.

The Alabama Association of Student Financial Aid Administrators, Inc. is an association of caring professional who assist students in securing financial assistance to pursue college-level studies. Currently, there are around 350 professionals from public and private, two-year and four-year colleges and universities in Alabama.

Best wishes for every success with your academic career.

Sincerely,

Scholarship Chairperson

Alabama Association of Student
Financial Aid Administrators, Inc.
enclosure

*

ATTACHMENT 6.19.2.c.

**Alabama Association of Student
Financial Aid Administrators, Inc.**

Date

Congratulations.

You have been selected by the financial aid administrator at your institution to receive one of the five Legacy Scholarships provided annually by the Alabama Association of Student Financial Aid Administrators, Inc. Your scholarship is provided in memory of a distinguished former member, *Floyd Johnston*.

Additional information about the Legacy Scholarship Program is provided in the enclosed brochure.

The Alabama Association of Student Financial Aid Administrators, Inc. is an association of caring professional who assist students in securing financial assistance to pursue college-level studies. Currently, there are around 350 professionals from public and private, two-year and four-year colleges and universities in Alabama.

Best wishes for every success with your academic career.

Sincerely,

Scholarship Chairperson

Alabama Association of Student
Financial Aid Administrators, Inc.
enclosure

*

ATTACHMENT 6.19.2.d.

**Alabama Association of Student
Financial Aid Administrators, Inc.**

Date

Congratulations.

You have been selected by the financial aid administrator at your institution to receive one of the five Legacy Scholarships provided annually by the Alabama Association of Student Financial Aid Administrators, Inc. Your scholarship is provided in memory of a distinguished former member, ***Bill Gentry***.

Additional information about the Legacy Scholarship Program is provided in the enclosed brochure.

The Alabama Association of Student Financial Aid Administrators, Inc. is an association of caring professional who assist students in securing financial assistance to pursue college-level students. Currently, there are around 350 professionals from public and private, two-year and four-year colleges and universities in Alabama.

Best wishes for every success with your academic career.

Sincerely,

Scholarship Chairperson

Alabama Association of Student
Financial Aid Administrators, Inc.
enclosure

*

ATTACHMENT 6.19.2.e.

**Alabama Association of Student
Financial Aid Administrators, Inc.**

Date

Congratulations.

You have been selected by the financial aid administrator at your institution to receive one of the five Legacy Scholarships provided annually by the Alabama Association of Student Financial Aid Administrators, Inc. Your scholarship is provided in memory of a distinguished member, *Theresa Duke*.

Additional information about the Legacy Scholarship Program is provided in the enclosed brochure.

The Alabama Association of Student Financial Aid Administrators, Inc. is an association of caring professional who assist students in securing financial assistance to pursue college-level students. Currently, there are around 350 professionals from public and private, two-year and four-year colleges and universities in Alabama.

Best wishes for every success with your academic career.

Sincerely,

Scholarship Chairperson

Alabama Association of Student
Financial Aid Administrators, Inc.
enclosure

*

ATTACHMENT 6.19.2.f.

**Alabama Association of Student
Financial Aid Administrators, Inc.**

Date

Congratulations.

You have been selected by the financial aid administrator at your institution to receive one of the five Legacy Scholarships provided annually by the Alabama Association of Student Financial Aid Administrators, Inc. Your scholarship is provided in honor of a longtime member, ***Dr. William H. Wall.***

Additional information about the Legacy Scholarship Program is provided in the enclosed brochure.

The Alabama Association of Student Financial Aid Administrators, Inc. is an association of caring professional who assist students in securing financial assistance to pursue college-level students. Currently, there are around 350 professionals from public and private, two-year and four-year colleges and universities in Alabama.

Best wishes for every success with your academic career.

Sincerely,

Scholarship Chairperson

Alabama Association of Student
Financial Aid Administrators, Inc.
enclosure

*

ATTACHMENT 6.19.3

Sample Scholarship Invoice

The following type of scholarship invoice should be used to request scholarship payment for a student selected by the financial aid administrator at the institution designated to receive scholarship funds for the year. Scholarship awards are for an amount not to exceed \$1,000 for one academic year. Funds should be requested only for students scheduled to be enrolled during the academic year. Funds may be disbursed only to students enrolled at least half-time and having a financial need for the academic year at least equal to the amount of the scholarship. Funds may be disbursed during any term of at least six weeks duration. Only one request for payment should be submitted for each scholarship recipient.

Invoice

Date

TO: Name of AASFAA Treasurer

Institution

Address

City, State ZIP

FROM: Name of Institution Awarded Scholarship

Institution

Address

City, State ZIP

Please forward (Amount up to \$1,000) for the following student selected to receive the (Name of the scholarship) Scholarship:

Name of Student

Student Identifier (Student Number)

I understand payment will be issued jointly to the student and to the institution and agree that monies will be disbursed only after the student has enrolled for an eligible term at the institution.

Signature of Financial Aid Administrator Date

ATTACHMENT 9.2.1.a

AASFAA

M. CECIL PADGETT OUTSTANDING ACHIEVEMENT AWARD

IS PRESENTED TO

(Name of Individual)

IN RECOGNITION OF SIGNIFICANT CONTRIBUTIONS TO HIGHER EDUCATION

AND STUDENT ASSISTANCE PROGRAMS IN ALABAMA

ALABAMA ASSOCIATION OF STUDENT FINANCIAL AID ADMINISTRATORS, INC.

(Date)

ATTACHMENT 9.2.2.b

AASFAA

JOHN H. BUCHANAN, JR. DISTINGUISHED SERVICE AWARD-

IS PRESENTED TO

(Name of Individual)

IN RECOGNITION OF SIGNIFICANT CONTRIBUTIONS TO HIGHER EDUCATION

AND STUDENT ASSISTANCE PROGRAMS IN ALABAMA

ALABAMA ASSOCIATION OF STUDENT FINANCIAL AID ADMINISTRATORS, INC.

(Date)

ATTACHMENT 9.2.5.a

AASFAA

PRESENTED TO

(Name)

IN RECOGNITION OUTSTANDING SERVICE

AS (NAME OF OFFICE)
(YEAR)

ATTACHMENT 9.2.6.a

AASFAA

SPECIAL AWARD OF MERIT

PRESENTED TO

(Name)

IN RECOGNITION OUTSTANDING SERVICE

TO AASFAA AND THE STUDENT FINANCIAL AID PROFESSION

(YEAR)

*

ATTACHMENT 10.1.a

ANNUAL MEMBERSHIP DUES

1968 – 2013	\$15
2013 – 2014	\$25
2014 – 2015	\$25
2015 – 2016	\$25
2016 – 2017	\$25
2017 – 2018	\$25

*

ATTACHMENT 10.2.1.a

ANNUAL CONFERENCE LOCATIONS & FEES

	FALL		SPRING	
	LOCATION	FEE	LOCATION	FEE
2003 – 2004	Auburn Conference Center	\$60	Perdido Beach Resort	\$200
2004 – 2005	Tutwiler Hotel Birmingham	\$60	Perdido Beach Resort	\$200
2005 – 2006	Holiday Inn Hunstville	\$60	Perdido Beach Resort	\$200
2006 – 2007	Auburn Dixon Conference Center	\$60	Perdido Beach Resort	\$200
2007 – 2008	Auburn Hotel Dixon Conference Center	\$60	Perdido Beach Resort	\$200
2008 – 2009	Marriott Shoals Florence	\$60	Perdido Beach Resort	\$200
2009 – 2010	AUM	\$60	Guntersville State Park	\$200

2010 – 2011	AUM	\$60	Guntersville State Park	\$200
2011 – 2012	AUM	\$60	Guntersville State Park	\$200
2012 – 2013	AUM	\$60	Guntersville State Park	\$200
2013 – 2014	AUM	\$60	Battle House Hotel & Spa	\$200
2014 – 2015	AUM	\$60	Auburn Hotel & Dixon Conference Center	\$200
*Samford University Support Staff				Free
2015 – 2016	AUM	\$60	Battle House Hotel & Spa	\$325
*HC Trenholm NASFAA Credential				\$25
2016—2017	AUM	\$60	Marriot Shoals Hotel & Spa	\$325
*HC Trenholm NASFAA Credential				\$25
2017—2018	AUM	\$60	Perdido Beach Resort	\$325
*HC Tenholm NASFAA Credential				\$25

ATTACHMENT 10.5.1.1

MILEAGE REIMBURSEMENT RATES

<=2014	IRS Federal Rate	
October 2014 – June 2015	IRS Non-Profit Rate	.146/mile
July 2015 – Present	by Executive Board	.25/mile

ATTACHMENT 11.5.1.a

2014-2015 AASFAA SPONSORSHIP PACKAGES*

2015-2016 AASFAA SPONSORSHIP PACKAGES*

2018-2019 AASFAA SPONSORSHIP PACKAGES*

Tier 1 – Platinum Sponsor - \$1,600.00

+++A value of OVER \$2,500.00 if purchased individually.

- 1 – Sponsor receives one Exhibit Booth at the Annual Conference*
- 2 – Banner Ad on AASFAA website for one year (August 2014 – July 2015)
- 3 – Special Recognition at the luncheon at the one day Fall Training Workshop
- 4 – Recognition of support at Fall Training Workshop and Annual Conference
- 5 – Flyer insert for Fall Training Workshop and Annual Conference packets
- 6 – 1/2 page Ad in the Fall Training Workshop Program and the Annual Conference Full Program
- 7 – If available, 1 Blog Article or Newsletter Submission, 1 Blog Sponsorship Ad or 1/2 page Ad in the Newsletter
- 8 – One Complimentary Fall Workshop Registration with paid membership fee*
- 9 – May Present/Moderate at the request of the Program Committee and/or the Professional Development Committee.
- 10 – May bring a standing floor sign to the Fall Training Workshop to be set along the wall of the meeting room.
- 11 – Priority location based on full payment by September 25, 2014 for the Annual Conference.

12 – List of attendees for the Fall Training Workshop and the Annual Conference

*Sponsor would receive one complimentary Fall Training Workshop Registration, but would need to pay current Membership Fee and current Annual Conference Registration Fee.

Tier 2 – Gold Sponsor - \$1,400.00

+++A value of OVER \$2,050.00 if purchased individually.

- 1 – Sponsor receives one Exhibit Booth at the Annual Conference*
- 2 – Banner Ad on AASFAA website for one year (August 2014 – July 2015)
- 3 – Recognition of support at the Annual Conference
- 4 – Flyer insert for the Annual Conference packets
- 5 – 1/2 page Ad in the Annual Conference Full Program
- 6 – If available, 1 Blog Article or Newsletter Submission, 1 Blog Sponsorship Ad or 1/2 page Ad in the Newsletter
- 7 – May Present/Moderate at the request of the Program Committee and/or the Professional Development Committee
- 8 – List of attendees for the Annual Conference

*Sponsor would need to pay current Membership Fee and current Annual Conference Fee.

Tier 3 – Bronze Sponsor - \$1,200.00

+++A value of OVER \$1,550.00 if purchased individually.

- 1 – Sponsor receives one Exhibit Booth at the Annual Conference*

- 2 – Recognition of support at the Annual Conference
 - 3 – Flyer insert for the Annual Conference packets
 - 4 – 1/2 page Ad in the Annual Conference Full Program
 - 5 – May Present/Moderate at the request of the Program Committee and/or the Professional Development Committee.
 - 6 – If available, 1 Blog Article or Newsletter Submission, 1 Blog Sponsorship Ad or 1/2 page Ad in the Newsletter
 - 7 – List of attendees for the Annual Conference
- *Sponsor would need to pay current Membership Fee and Annual Conference Fee.

*As approved by the Executive Board for 2014-2015. Approved by the Executive Board for 2015-2016.

ATTACHMENT 11.5.2.a

ADDITIONAL SPONSORSHIP OPPORTUNITIES*

- Exhibit at Annual Conference
 \$1,000.00
 -Includes one Exhibit Booth (must pay current Membership Fee and Annual Conference Fee)
- Banner Ad on AASFAA website for one year
 \$ 500.00
 -August 201X – July 201X
- Sponsorship of Printed Materials for Fall Training Workshop or Annual Conference
 \$ 350.00
- One Blog Article or Newsletter Submission, 1 Blog Sponsorship Ad or 1/2 page Ad in the Newsletter
 \$ 300.00
- Sponsorship support for Fall Training Workshop \$ 300.00
- 1/2 page Ad in the Fall Training Workshop Program or the Annual Conference Full Program
 \$ 150.00
- 1/4 page Ad in the Fall Training Workshop Program or the Annual Conference Full Program
 \$ 100.00
- Flyer insert in packets at the Fall Training Workshop or the Annual Conference
 \$ 100.00
- Standing floor sign at the Fall Training Workshop \$ 100.00

***Affiliates who choose not to exhibit may attend the Fall Workshop and the Annual Conference, but will be required to participate at the attendance level by paying the membership fee and workshop/conference registration fee and will also be required to pay the required \$500.00 conference fee minimum for Professional Affiliates.

*As approved by the Executive Board for 2014-2015. Approved by the Executive Board for 2015-2016. Approved by the Executive Board for 2018-2019.