

# EASFAA Policies and Procedures Manual

## Contents

The EASFAA Policies and Procedures Manual is broken down into four sections: Committees; Finance; Governance; and Miscellaneous. Each section contains policies and procedures specific to that area of the Association. The contents are as follows:

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## Introduction

This EASFAA Manual of Policies and Procedures consists of:

1. Policy and procedure statements for the Standing Committees specified in the By-Laws.
2. Policy and procedure statements for Ad-Hoc Committees.
3. Annual Conference Committee.
4. Policy and procedure statements covering miscellaneous events and issues that routinely occur in the activities and governance of the Association.

There are four (4) Standing Committees of the Association. All other committees are Ad-Hoc. The Standing Committees are as follows:

1. Committee for the Annual Conference
2. Committee for Nominations and Elections
3. Committee for Budget
4. Committee for Membership

Policies are specific courses of action adopted to achieve certain ends. Procedures are administrative steps put in place to help implement policies. The EASFAA Regional Council has formally adopted the policy statements in the attached manual. The procedural steps and all other text constitute approved courses for implementing each policy. Officers, Committee Chairs, etc. should look to the procedural text for guidance in policy implementation but need not be precisely bound by those statements.

Each year the Regional Council adopts a line-item budget for the Association. Because it is a "living document" the budget frequently changes through the year to meet changing needs of the Association. Similarly, this Manual of Policy and Procedures should provide a reference for governing the activities of the Association and should be a facilitating document, not an inhibitor. It is, therefore, appropriate and necessary for the Executive Council to periodically review and, as necessary, add, delete and amend this Manual.

The Manual is to be maintained by the EASFAA Secretary. The responsibility for its up-to-date accuracy should rest with this office.

### **Reviewed:**

6/2004: No changes

## **Section 1: Committees**

### **Annual Conference Committee**

**Purpose:**

To plan, organize and execute all facets of the annual conference.

**Duties:**

1. Plan all sessions (breakout and general) including scheduling, room assignments, speakers, presenters, moderators, etc.
2. Negotiate meals, breaks, etc with the hotel, including menu selection and prices.
3. Propose a conference budget at the retreat, including estimates for registration/conference fees and expenses. If necessary; update council at the fall meeting with any changes.
4. The budget of the conference committee should include any complimentary (sponsors and vendors) packages for all expense items (meals, social events, etc.)
5. Plan activities and negotiate pricing for all business and social activities, including but not limited to the President's Reception.
6. Handle the printing, mailing, and/or online delivery of all conference promotional and registration materials. (Conference registrations are delivered to the EASFAA Membership Chair through website registration).
7. Arrange and manage the registration desk activities through the coordination by the Membership Chair.
8. Liaison, as necessary, with hotel, sponsors and vendors and the Chair of the Vendor Relations/Sponsorship Committee, etc. to cure problems that develop throughout the conference.
9. Account to the Treasurer for all expenditures with necessary supporting documentation.
10. Submit an Annual Report post-conference.
11. Other duties as necessary to insure a successful conference.

**Membership:**

- Chair or Co-Chairs, appointed by the President during her/his year as President-Elect. Preference of Chair/Co-Chairs to have been a member of the previous year's conference committee.
- Other members as needed with approval from the President.
- Membership and Vendor Relations/Sponsorship Chairs are Ex-Officio members of the Committee

**Tenure:**

One year, but may be reappointed.

**Qualifications:**

Experience on a conference committee or other similar organizational activities.  
Both Chair/Co-Chair and committee members must be EASFAA members.

**Approved:**

February 1994

**Reviewed:**

6/2004  
10/2017

**Revisions Approved:**

11/2004  
10/2017

## **Association Governance Committee**

### **Purpose:**

To develop restructuring plans for a new and revitalized Association.

### **Duties:**

1. Evaluate structure of Council and recommend changes as necessary.
2. Oversee implementation of the strategic plan.
3. Survey membership when appropriate.

### **Membership:**

1. Chair, Vice-president.
2. Other members as needed with approval from the President

### **Tenure:**

Vice-president's tenure related to office.  
Others, one year, but may be reappointed.

### **Qualifications:**

Member of EASFAA

### **Approved:**

February 1997

### **Reviewed:**

6/2004: No changes

## **Awards Committee**

### **Purpose:**

To receive nominations from the membership and to recommend to Regional Council at the Winter meeting names for Life Membership, Leadership, Distinguished Service and Distinguished Volunteer Awards.

### **Duties:**

1. Request nominations for awards from membership at the time officer nominations are requested.
2. Present recommendations to Regional Council at winter meeting.
3. Order awards (plaques/citations, etc.) as appropriate
4. Coordinate with the EASFAA President in preparation for presentation of recognitions at EASFAA Annual meeting.
5. Prepare a budget for annual operations and account to the Treasurer for all expenditures with necessary supporting documentation.

### **Membership:**

1. Chair, Immediate Past President of EASFAA.
2. Other members are President-Elect and Vice President of Association.

### **Tenure:**

EASFAA Member  
Term in office.

### **Approved:**

February 1994

### **Reviewed:**

6/2004  
2/2018

### **Revisions Approved:**

11/2004  
2/2018

## **Budget Committee (referred to as Finance Committee)**

### **Purpose:**

Maintaining the financial integrity of the Association by recommending for adoption by the Regional Council, a sound plan for the management of the income and expenses of the Association.

### **Duties:**

- 1) Review expense requests and income projections from all officers and committee chairs and recommend a line-item budget to Regional Council at the Annual Retreat.
- 2) Review the budget on an on-going basis to determine if adjustments should be recommended to Regional Council.
- 3) Present the status of the approved budget to Regional Council at each of its meetings.
- 4) All Regional Council members and committee chairs will act prudently with respect to income and expenditure items over which they exercise control, for the good of the Association.

### **Membership:**

- 1) Chair, Vice President
- 2) Executive Council and at least (3) members of the Regional Council appointed by the Chair and approved by the President

### **Tenure:**

- 1) EASFAA Members
- 2) Officer's tenure related to their office. Appointed Regional Council members, one year, may be reappointed.

### **Approved:**

February 1994; Revised November 1998

### **Reviewed:**

6/2004

### **Revisions Approved:**

11/1998

11/2004

## **Development Committee**

### **Purpose:**

To marshal outside sources of support for the Association.

### **Duties:**

1. Prepare an annual development plan and fund-raising goal for Council approval.
2. Prepare and have printed necessary development literature.
3. Establish a comprehensive listing of potential sponsors and donors.
4. Coordinate the solicitations of sponsors and donors for Newsletter and Directory ads, annual conference vendor spots, monetary and in-kind donations and other approved support activities.
5. Act as liaison between the donor and the relevant Association committees (Newsletter, Membership, Annual Conference, etc.) to resolve difficulties.
6. Assure that sponsors and donors are thanked for all contributions on behalf of the Association.
7. The Development Chair is responsible for collecting from sponsors and transmits this money to the EASFAA Treasurer.
8. Prepare a budget for annual operations and account to the Treasurer for all expenditures with necessary supporting documentation.
9. The budget of the Conference Committee should include any complimentary (sponsors and vendors) packages for all expense items (meals, social events, etc).

### **Membership:**

1. Chair, appointed by the President.
2. Other members as needed with approval from the President

### **Tenure:**

One year, but may be reappointed.

### **Qualifications:**

1. Experience in fund raising or other development activities.
2. Experience working within the governance structure of EASFAA or a state financial aid association.
3. Membership in EASFAA.

### **Approved:**

February 1994

### **Reviewed:**

6/2004

### **Revisions Approved:**

11/2004

## **Federal Relations Committee**

### **Purpose:**

To monitor regulatory and policy developments with the US Department of Education and the Congress as they occur and determine if there are issues on which the association should establish positions and advocate for those positions with the Department and with Congress. Inform and educate the membership about such issues and activities.

### **Duties:**

1. To monitor federal legislative and regulatory developments and when coverage of these developments is not broadly available from other sources, such as NASFAA, inform and educate the membership on such developments.
2. To track major federal financial aid initiatives and propose association positions and methods of comment. Such advocacy can include visits to Congressional offices by EASFAA Council and association members in support of positions that have been endorsed by the Council. The committee will consult with NASFAA and advise them of advocacy plans in an effort to coordinate messaging when possible.
3. Prepare a budget for annual operations and account to the Treasurer for all expenditures with necessary supporting documentation.

### **Membership:**

1. Chair, appointed by the President.
2. Other members as needed with approval from the President.

### **Tenure:**

One year, but may be reappointed.

### **Qualifications:**

Significant experience with financial aid rules and regulations and an understanding of the federal legislative process.  
Member of EASFAA.

### **Approved:**

February 1994  
March 2017

### **Reviewed:**

06/2004  
03/2017

### **Revisions Approved:**

11/2004  
03/2017

## **Graduate and Professional Concerns Committee**

### **Purpose:**

To identify and serve the professional needs of financial aid professionals who work with graduate and professional students and to increase their participation in the Association.

### **Duties:**

1. Work with the Annual Conference Committee to ensure that graduate and professional schools' interests are presented.
2. Coordinate with state associations and NASFAA to ensure that financial aid professionals working with graduate and professional students are provided with opportunities, in varying formats, to keep current with emerging issues.
3. Develop programs that will help new aid professionals develop their expertise in working with this student population.
4. Provide information to financial aid professionals that will enhance their ability to provide service to their students and their institutions.

### **Membership:**

1. Chair, appointed by the President.
2. Other members as needed with approval from the President

### **Tenure:**

One year, but may be reappointed.

### **Qualifications:**

Experience at institutions that serve graduate and professional students is expected. Member of EASFAA.

### **Approved:**

November 1998

### **Reviewed:**

6/2004

2/2008

2/2013

9/2016

### **Revisions Approved:**

11/2004

2/2008

2/2013

## **Historian/Archives Committee**

### **Purpose:**

To maintain historical records of the Association

### **Duties:**

1. Maintain the physical storage of the records. If renting a storage unit, it should be leased under the name of the historian.
2. Request and gather records for the archives
3. Research archives on request by individual EASFAA members
4. Compile and arrange posting of annual fact sheet information on EASFAA website
5. Update Association history every five years within anniversary year (40,45,50 etc)
6. Write an article for each edition of the Association newsletter
7. Display archives/memorabilia at annual conference

### **Membership:**

1. Chair, appointed by the President.
2. Other members as needed with approval from the President
3. Historians within each state within the EASFAA region serve Ex-Officio on the committee

### **Tenure:**

One year, but may be reappointed.

### **Qualifications:**

Member of EASFAA

Experience with record-keeping and writing

Individual with past Association involvement through a combination of various volunteer and/or elected positions.

### **Approved:**

November 2004

## **Leadership/Mentoring**

### **Purpose:**

1. To offer opportunities to develop leadership skills
2. To help identify mentoring relationship possibilities for those new to the profession

### **Duties:**

1. Develop webinar trainings
  - a. A minimum of three are recommended
  - b. Schedule training and advertise training
2. Develop two to three sessions for the annual conference
3. Prepare budget to be submitted to the Finance Committee
4. Provide the Treasurer with all expenditures and supporting documentation

### **Membership:**

1. Chair, appointed by the President.
2. Other members as needed with approval from the President
3. Highly recommended chair of the Training Committee be a part of this committee

### **Tenure:**

One year, but may be reappointed.

### **Qualifications:**

Member of EASFAA

Experienced senior financial aid professional with proven desire to work with the new members/new financial aid administrators and develop mentor trainings.

### **Approved:**

2/2013

### **Reviewed:**

10/2016

## **Membership Committee**

### **Purpose:**

To act to maximize the membership of the Association.

### **Duties:**

1. Prepare an annual membership solicitation process which is designed to maximize renewal of memberships and to attract new members.
2. Receive and process membership applications and dues and maintain the membership database.
3. Produce appropriate membership contact information for Association approved purposes.
4. Prepare a budget for annual operations and to account to the Treasurer for all expenditures with necessary supporting documentation.
5. Chair serves as ex-officio member of the conference committee to oversee the registration process.

### **Membership:**

1. Chair, appointed by the President.
2. Other members as needed with approval from the President

### **Tenure:**

One year, but may be reappointed.

### **Qualifications:**

Member of EASFAA

### **Approved:**

February 1994

### **Reviewed:**

6/2004

10/2017

### **Revisions Approved:**

11/2004

## **Diversity and Inclusion Committee**

### **Purpose:**

1. Support financial aid administrators in their service to diverse student populations, working with their colleagues and fellow association members.
2. Assist multiculturally diverse students with access to and success in higher education.
3. Provide training, tools and resources to members of the higher education community as it relates to diversity and inclusion.
4. To increase membership and participation by diverse populations.

### **Duties:**

1. Develop a comprehensive annual plan to implement the purposes stated above.
2. Develop a budget for annual operations and account to the Treasurer for all expenditures with necessary supporting documentation.
3. Work with Annual Conference and Training Committees to develop programs which address the annual plan objectives related to diversity and inclusion.
4. Recommend to the Regional Council other annual activities to meet committee purposes.
5. To increase membership and participation by diverse populations.

### **Membership:**

1. Chair, appointed by the President.
2. Other members, as necessary, appointed by the Chair with the approval of the President.

### **Tenure:**

One year, but may be reappointed.

### **Qualifications:**

Interest in and commitment to the purposes of the Committee and experience working with similar issues  
Member of EASFAA

### **Approved:**

February 1994

### **Reviewed:**

6/2004

2/2008

### **Revisions Approved:**

11/2004

2/2008

10/2018

## **Newsletter Committee**

### **Purpose:**

To edit and publish the Association's newsletters on a schedule established by Regional Council.

### **Duties:**

1. Solicit and edit articles.
2. Work with website provider on layout.
3. Publish the newsletter.
4. Prepare a budget for annual operations and account to the Treasurer for all expenditures with necessary supporting documentation.

### **Membership:**

1. Chair, appointed by the President.
2. Other members as needed, with approval from the President

### **Tenure:**

One year, but may be reappointed.

### **Qualifications:**

Journalism experience as a reporter, editor, etc. is helpful.  
Significant experience at the management level in financial aid is important.  
Awareness of the critical issues during a given year is also important.  
Member of EASFAA

### **Approved:**

February 1994

### **Reviewed:**

6/2004

### **Revisions Approved:**

11/2004

## **Nominations and Elections Committee**

### **Purpose:**

To prepare a slate of candidates each year for officers of the Association.

### **Duties:**

1. Determine the positions to be filled.
2. Solicit nominations for those positions from the membership.
3. Establish a slate of candidates for each vacancy for the regular members to vote on and elect. Collect candidacy statements from each candidate to be provided as part of the ballot.
4. Coordinate the setup of electronic ballot with the current web service provider.
5. Communicate the ballots to voting members. Ballots must be prepared in a way that the validity of each ballot can be ascertained. The user name and password (or printed name and signature in the necessity of a paper ballot) of the regular voting member should be a part of each ballot in a way that the vote can still be confidential. Candidates' statements shall be provided in a uniform format and the candidates shall be listed by office in alphabetic order.
6. Monitor Election Results
7. Announce results in electronic communications and at the Annual Conference Business Meeting.
8. The committee should adhere to the following schedule:

#### ***By October 1***

- Call for Nominations

#### ***December***

- Nominations deadline
- Committee confers to review procedures and nominee credentials.
- Committee selects slate of officers.
- Collect candidacy statements

#### ***January***

- Coordinate the setup of electronic ballot with current web service provider at least two weeks in advance of release to voting members
- Distributed ballot to voting members, including candidacy statements
- Acknowledgement to unsuccessful candidates.

#### ***February/March***

- Voting Deadline
- Election results reported to Regional Council and membership

#### ***May***

- Formal election results announced and accepted at Annual Conference Business Meeting.

### **Membership:**

1. Chair, Immediate Past-President.
2. Other members as necessary with approval from the President

### **Tenure:**

Chair rotates to the succeeding immediate past-president, other members one year, but may be reappointed.

### **Qualifications:**

It is helpful if committee members know many financial aid professionals in the region.

### **Approved:**

February 1994

### **Reviewed:**

6/2004  
2/2008  
2/1018

### **Revisions Approved:**

11/1998  
11/2004  
02/2008  
02/2018

## **Non-Traditional Concerns Committee**

### **Purpose:**

To identify and serve the professional needs of financial aid professionals in non-traditional institutions and to increase their participation in the Association.

### **Duties:**

1. Define the non-traditional sector(s) and their needs.
2. Prepare a plan designed to achieve the stated purpose for approval by Regional Council.
3. Work with the Annual Conference Committee to insure non-traditional interests are presented.
4. Prepare a budget for annual operations and account to the Treasurer for all expenditures with necessary supporting documentation.

### **Membership:**

1. Chair, appointed by the President.
2. Two or three additional members, as necessary, selected by the Chair with the approval of the President.

### **Tenure:**

One year, but may be reappointed.

### **Qualifications:**

Experience at a non-traditional institution is important.  
Membership in the Association.

### **Approved:**

February 1994

### **Reviewed:**

6/2004

## **Research Committee**

### **Purpose:**

To conduct research projects of concern to the Regional Council and the membership.

### **Duties:**

1. Prepare a project design for Council approval.
2. Prepare a budget for annual operations and account to the Treasurer for all expenditures with necessary supporting documentation.
3. Effect the research and prepare the appropriate report on the research findings.

### **Membership:**

1. Chair, appointed by the President.
2. Other members as needed with approval from the President.

### **Tenure:**

One year, but may be reappointed.

### **Qualifications:**

Experience/expertise in the research area and techniques.  
Membership in the Association.

### **Approved:**

February 1994

### **Reviewed:**

6/2004

### **Revisions Approved:**

11/2004

## Site Selection Committee

### Purpose:

To recommend to the Council specific hotel options and areas for holding the Annual Conference.

### Duties:

1. Determine site in advance based on conference site state rotation and recommendations from EASFAA's event management agent. The conference site state rotation may be altered with approval from Council.
2. Prepare a budget for annual operations and account to the Treasurer for all expenditures with all necessary supporting documentation
3. Gather specific comparative data on the adequacy of the conference facilities, number and cost of rooms, cost of food, other ancillary costs for such things as audio-visual equipment and other specific contract terms.
4. Visit hotels in the cities specified by the Regional Council as potential conference sites and gather information on the availability of the various options.
5. The Site Selection Chair will present potential sites for Council approval.
6. The President signs contract on behalf of the Association.
7. Maintain manual of minimum criteria for selection site.

### Membership:

The President-Elect chairs the committee and may elect to appoint one committee member, who is required to be an EASFAA member.

### Tenure:

Term of office of the President-Elect.

### Approved:

February 1994, Revised 4/2017

### Reviewed:

6/2004

2/2008

4/2017

### Revisions Approved:

05/1995

11/1998

11/2004

02/2008

04/2017

### Rotation:

Conference site rotation: New York, Delaware, New Hampshire, Maine, DC, Connecticut, Puerto Rico, Maryland, Massachusetts, Pennsylvania, Rhode Island, New Jersey, Vermont

### Previous EASFAA Conference Sites:

1967 Albany, NY

1968 New Brunswick, NJ

1969 Boston, MA

1970 Philadelphia, PA

1971 Washington, DC

1972 Providence, RI

1973 Philadelphia, PA

1974 Hyannis, MA

1975 Cherry Hill, NJ

1976 Ocean City, MD

1977 Albany, NY

1978 Portland, ME

1979 Hershey, PA

1980 Washington, DC  
1981 Hartford, CT  
1982 San Juan, PR  
1983 Newport, RI  
1984 Philadelphia, PA  
1985 Boston, MA  
1986 Baltimore, MD  
1987 Buffalo, NY  
1988 Hartford, CT  
1989 Portland, ME  
1990 Philadelphia, PA  
1991 Newport, RI  
1992 San Juan, PR  
1993 Baltimore, MD  
1994 Atlantic City, NJ  
1995 Burlington, VT  
1996 Lake George, NY  
1997 Portland, ME  
1998 Washington, DC  
1999 San Juan, PR  
2000 Foxwoods, CT  
2001 Baltimore, MD  
2002 Boston, MA  
2003 Hershey, PA  
2004 Providence, RI  
2005 Atlantic City, NJ  
2006 Burlington, VT  
2007 Niagara Falls, NY  
2008 Portland, ME  
2009 Washington, DC  
2010 Foxwoods, CT  
2011 Philadelphia, PA  
2012 Baltimore, MD  
2013 Boston, MA  
2014 Puerto Rico  
2015 Newport, RI  
2016 Atlantic City, NJ  
2017 Burlington, VT  
2018 Lake George, NY  
2019 Portland, ME

## **Technology and Communications Committee**

### **Purpose:**

To support electronic services for EASFAA members and integrate social media into any EASFAA initiative and inform EASFAA members of these actions.

### **Duties:**

1. Primary liaison with the provider of the EASFAA web site; oversees the maintenance of the EASFAA website.
2. Oversee the posting of officer, committee and state representative reports to the web site.
3. Arrange for membership broadcast messages.
4. Make recommendations regarding enhanced electronic services.
5. Oversee all social media outlets including but not limited to Facebook, Twitter, and EASFAA blog via ATAC.
6. Make recommendations regarding how social media could assist in marketing/developing an event for Regional Council and committee chairs.
7. Act as a resource to Regional Council and committee chairs.

### **Membership:**

1. Chair, appointed by the President.
2. Other members as needed with approval from the President.

### **Tenure:**

One year, but may be reappointed.

### **Qualifications:**

1. Experience with electronic communications, social media and the Internet.
2. Member of EASFAA

### **Approved:**

2/2013

### **Revisions Approved:**

3/2016

## **Training Committee**

### **Purpose:**

1. To enhance the professional development of the membership.
2. To increase the membership of the Association.

### **Duties:**

1. Recommend training topics for Council approval.
2. Prepare training curriculum and materials.
3. Schedule training sites and dates. Training sites should be located throughout the region with enough dates so that most members can make the session in a one-day car trip.
4. Develop and distribute registration materials.
5. Collect registrations and forward receipts to the Treasurer.
6. Prepare a budget and recommend a fee for Council approval.
7. Account to the Treasurer for all expenditures with supporting documentation.
8. Professional financial aid trainers are not paid for conducting EASFAA training, although their travel expenses are reimbursed. Council may authorize payment for trainers, if they are from outside the profession and demand compensation.
9. Reconcile new members obtained from training with Membership Chair.

### **Membership:**

1. Chair, appointed by the President.
2. Other members as needed with approval from the President.

### **Tenure:**

One year, but may be reappointed.

### **Qualifications:**

The Chair should be an experienced senior financial aid professional who knows the current issues confronting the profession.

Other members should be selected to reflect the geographic and sector areas of the region.

Committee members should be selected with a variety of skills, i.e. printing, organizing, site selection and coordinating, curriculum development and training.

Member of EASFAA

### **Approved:**

February 1994

### **Reviewed:**

6/2004

### **Revisions Approved:**

11/2004

## **Section 2: Finance**

### **Advertising-Newsletter**

#### **Policy:**

**EASFAA will sell advertising space in the newsletter at a rate to be established each year by the Budget Committee.**

#### **Procedures:**

1. The Chair of the Development Committee is responsible for selling advertising space.
2. Purchase requests from potential advertisers are to be forwarded to the Chair of the Development Committee.
3. The Newsletter editor is responsible for establishing advertising copy submission guidelines and deadlines.
4. The Chair of the Development Committee is responsible for seeing that advertisers submit copy in the correct format and on time. The Newsletter editor has no responsibility to act as a liaison with advertisers.
5. The Chair of the Development Committee notifies the Treasurer who has paid for advertising space in the newsletter.

#### **Approved:**

February 1994

#### **Reviewed:**

6/2004

#### **Revisions Approved:**

11/2004

## **Alcohol Reimbursement**

### **Policy:**

EASFAA does not pay for alcohol consumed by members, officers, state representatives, committee chairs, etc.

### **Procedures:**

1. Alcohol ordered at EASFAA meetings, events, dinners, etc. should be ordered by individuals and billed individually.
2. Members of group dinners should request separate checks to avoid having alcohol consumed at the table billed to EASFAA on the group bill.
3. Committee chairs and other event leaders need to remind members of this policy.
4. Members must use official travel expense reimbursement forms to record expenses and are to be responsible to delete alcohol expenses from reimbursement requests.
5. Notwithstanding the above, the Annual Conference Committee may, at its discretion, schedule events during the Annual Conference when alcohol will be served and not billed to the individual.

### **Approved:**

February 1994

### **Reviewed:**

6/2004: No changes

## **Audit, Annual**

### **Policy:**

The Association's finances are to be audited annually by an independent CPA recommended by the Treasurer and/or Past Treasurer and approved by the Regional Council.

### **Procedures:**

1. The Treasurer and/or Past Treasurer and auditor should begin the annual process by June 30th of each year. The auditor will specify the information needed to conduct the audit.
2. The auditor will prepare a draft audit report and discuss, refine, and finalize it in consultation with the Treasurer and/or Past Treasurer.
3. The Treasurer will prepare the annual financial statement to be presented to the membership at the Annual Business Meeting, in conjunction with the auditor.
4. The auditor prepares the annual federal tax return and MA tax return as part of the annual audit.

### **Approved:**

February 1994

### **Reviewed:**

6/2004

10/2016

### **Revisions Approved:**

11/2004

## **Check Signing**

### **Policy:**

1. The signature of the Treasurer is sufficient on checks up to \$3,000.
2. The signatures of both the Treasurer and President are required on checks above \$3000.00
3. No checks are to be written without paper documentation of the expenses.
4. The signature on an EASFAA check cannot be the same as the payee.

### **Procedures:**

1. The Treasurer is responsible for paying all bills of the Association. Thus, the Treasurer collects and keeps all paper documentation (bills, travel vouchers, etc), enters amounts to the account ledger and prepares checks.
2. As necessary, the Treasurer forwards checks to the President for signature with whatever documentation the President needs to see to justify her/his counter signature.
3. The Treasurer must submit to the Vice President copies of all bank statements and credit card statements for review.

### **Approved:**

February 1994

### **Reviewed:**

06/2004

10/2016

### **Revisions Approved:**

11/1998

11/2004

## **Fee, Annual Conference Registration**

### **Policy:**

The registration fee for the Annual Conference is approved by the Regional Council.

### **Procedures:**

1. The fee recommendation, together with supporting information, is made by the Chair of the Annual Conference Committee.
2. The fee decision should be made no later than the fall meeting of the Regional Council.
3. The financial objective is that the Annual Conference with the help of Development income breaks even and should not run at a deficit. In the case of uncertainty, the Council should err on the side of producing new income.
4. As a general guide, the conference should be planned and the fee should include most of the meals during the conference so attendees do not have to eat on their own. Many members have difficulty being reimbursed for per diem expenses.
5. There will always be a comprehensive fee for the conference. In addition, depending on the conference site, a daily fee may be useful to bring in members and others (such as admissions officers and school counselors) who otherwise would not attend. If in the judgment of the Regional Council a daily fee is appropriate, one may be approved. Care should be exercised, however, so that a daily fee does not reduce comprehensive fee registrations.
6. Any complimentary registration must be included in the appropriate committee's budget projections.
7. The Conference Chair and the Membership Chair will receive a complementary conference registration.

### **Approved:**

February 1994

### **Reviewed:**

6/2004

### **Revisions Approved:**

5/2004

11/2004

11/2015

## **Credit Cards**

### **Policy:**

The Past President, President, President-elect and Treasurer are authorized to have credit cards with \$2,500 credit limits. Non-EASFAA expenses should not be charged to an EASFAA credit card.

### **Procedures:**

1. The Treasurer manages the credit card records and pays bills.
2. The Past President, President and President-Elect are to give the Treasurer a monthly detailed accounting of all charges, in writing and with receipts. EASFAA officers with credit cards are required to provide documentation of expenses and/or reimbursement for non-EASFAA reimbursed business-related expenses charged on EASFAA credit cards to the Treasurer of EASFAA with election 30 days from the date of the charge. If the Treasurer receives no documentation or reimbursement, the credit card will be cancelled at the discretion of the EASFAA Executive Council. Non-EASFAA reimbursed business-related expenses should not be charged to an EASFAA credit card.
3. The Treasurer is to keep a written record of all her/his credit card charges for audit purposes.
4. The Past President and Treasurer are to turn in their cards to the Treasurer when they leave office.
5. Credit card statements are to be reviewed monthly by the Vice President.
6. Expenses for NASFAA meetings that will be reimbursed by NASFAA may not be paid through the EASFAA credit card.

### **Approved:**

February 1994

### **Reviewed:**

6/2004

2/2013

### **Revisions Approved:**

11/1998

11/2004

2/2013

6/2016

## **Dues, Annual Membership**

### **Policy:**

Membership dues are established annually by the Regional Council. Membership is individual, not institutional. If a member loses her/his eligibility for voting membership, as defined in the By-Laws, because of a change in employment or other such circumstance, she/he loses the right to vote. However, the person maintains associate membership status for the balance of that membership year. The membership year is from July 1 to June 30.

### **Procedures:**

1. Membership classifications are decided by the Chair of the Membership Committee, and the database is so designated.
2. A member may change her/his title and/or institutional affiliation during the membership year.
3. Once paid, the membership belongs to the individual, not the institution, regardless of who paid the dues. This statement should be printed on all forms soliciting membership dues.
4. Annual dues are not refundable and this should be printed on all forms soliciting membership dues.
5. Annual dues are paid either as part of the Annual Conference registration or separately with the completion of the annual membership application.
6. Payment can be made by check or credit card (Mastercard or Visa).
7. The Chair of the Membership Committee is responsible for implementing these procedures.
8. Membership dues may not be waived, with the exception of lifetime members.
9. Prospective members completing the membership application without payment with no ties to a training or conference event shall be treated as follows:
  - a. Timeframe will be no longer than 90 days.
  - b. During this time period the Membership Chair should send at a minimum one (1) reminder invoice to the individual requesting payment. This is in addition to the original invoice received at the time of application
  - c. At the end of 90 days, if payment has not been received, the Membership Chair will contact ATAC to remove the Membership Record and Invoice from "Active" status and have a notice sent to the individual that the membership has been made "Inactive"

### **Approved:**

February 1994

### **Reviewed:**

6/2004

2/2008

### **Revisions Approved:**

5/2007

2/2008

## **Denial of Membership, Vending and/or Sponsorship**

### **Policy:**

EASFAA reserves the right to refuse membership, advertising and vending and/or sponsorship of EASFAA sponsored activities or events.

### **Procedures:**

1. Attendance, advertising, vending and sponsorship are open to all individuals and organizations that support the mission and goals of the association. EASFAA reserves the right to deny membership to the association and the ability to vend, advertise or sponsor any EASFAA event.
2. Any denial, limitation or restriction will be determined by EASFAA council.

### **Approved:**

May 2007

### **Revisions Approved:**

October 2007

## **Retired Membership and Conference Fee Policy:**

Effective with the 2007-08 membership year individuals who qualify for Retired Membership, will be offered a 50% reduction of the annual membership fee. Effective with the 2007 annual conference, individuals who qualify for Retired Membership may register to attend the annual conference at a 50% reduction of the conference fee.

### **Approved:**

October 2006

## **Investment and Reserve Policy**

### **Policy:**

The primary purpose of the investment policy is to safeguard the reserve funds of the association. EASFAA will set aside sufficient funds in their invested reserve funds necessary to cover one year of operating expenses and/or all outstanding contractual agreements of the association.

The secondary purpose of the policy is to produce income from the reserves to be used on association activities.

### **Procedures:**

1. Reserves are to be invested to yield substantially greater returns than are paid by typical bank savings accounts. The investments do not need to be guaranteed or insured but should be conservative and have a substantial history for reliability. Such things as CD's with sound banks, commercial paper, money market funds and short-term government bonds (such as 91-day, 6-month and 1-year Treasuries) are ideal for consideration.
2. Approximately one-third of the reserve should be invested in a liquid fashion so that the funds are available without penalty should they be needed in an emergency.
3. The Treasurer in conjunction with the Finance Committee is responsible for estimating the cash flow needs of the Association and, thus, the amounts of money available for investment and the lengths of the investments.
4. The Finance Committee, upon the advice of an outside financial consultant is responsible for developing the Association's investment strategy and should review, approve and/or implement the strategy at least annually and more frequently, if economic conditions warrant.
5. The Treasurer should present the current value of the long-term reserves (along with any transactions that have occurred) as part of the Treasurer's Report at every association council meeting.
6. Approval for withdrawals from the association reserve accounts require a vote by the EASFAA Council and are usually based on the recommendation of the Finance Committee.
  - a. Upon approval from council the Vice-President will initiate the request for funds from the investment firm. In the absence or inability of the Vice-President to make the request, the President may initiate the request of funds.
  - b. The Treasurer of the association will receive the requested funds and deposit them in the checking account.
  - c. All Monthly statements for the association, including investments and checking are sent to the Vice-President for review.

### **Approved:**

February 1994

### **Reviewed:**

06/2004

10/2016

02/2018

### **Revisions Approved:**

11/2004

02/2018

## **Past Due Policy**

### **Policy:**

EASFAA members who have past-due balances for any Association activity (i.e.: training) are subject to the following procedures:

1. All Committee Chairs are responsible for keeping a list of past due accounts. Committee Chairs should make a reasonable attempt to collect past-due balances by sending out invoices.
2. After 60 days of the completion of an event, Committee Chairs will share the names of all past due accounts with Executive Council. State Representatives will contact colleagues personally regarding past-due balances.
3. The EASFAA Treasurer brings to the Fall Executive Council meeting a listing of all past-due accounts from the prior, prior year (ie: November 2004 meeting will review 2002-03 past due accounts). Executive Council will then decide if these accounts should be written off or carried into the new fiscal year, upon recommendation of the Budget/Finance Committee.
4. At the June Executive Council Meeting, the Treasurer will provide the Executive Council with the final listing of all past due accounts for the recent fiscal year. These accounts will be added to the Accounts Receivables.

### **Approved:**

November 2004

## 1. Refund, Registration Fee

### Policy:

Under certain circumstances, established by Regional Council, registration fees may be refundable.

### Procedures:

1. The refund policy shall be stated on any registration material.
2. The policy is that normally refunds are granted if requested in writing to the Membership Chair and the request is postmarked at least two weeks before the first day of the event.
3. Under extenuating circumstances (i.e. illness or family emergency) the two-week deadline may be waived. Such refunds may be authorized either by the Treasurer in consultation with the Executive Council as necessary. The Treasurer may request whatever documentation deemed appropriate on a case-by-case basis or may authorize a refund with no documentation.
4. Other members of the Regional Council are not authorized to approve refunds.
5. Membership dues are non-refundable

### Approved:

February 1994

### Reviewed:

6/2004

1/2008

## 2. Refund, Vendor Fee

### Policy:

Under certain circumstances, established by Regional Council, vendor fees may be refundable.

### Procedures:

1. The refund policy shall be stated on any registration material.
2. The policy is that normally refunds are granted if requested in writing to the Development Chair at least 4 weeks prior to the annual conference.
3. Any request for a refund within 4 weeks of the first day of the conference must be submitted in writing to the Vendor Relations Chair and the current EASFAA president. Appeals will be considered on a case-by-case basis. The decision of the Vendor Relations Chair and the current EASFAA president is final.
4. Vendors must submit separate documents if requesting a vendor refund, in addition to an individual conference registration fee refund (see procedures above).

### Approved:

1/2008, 10/2016

### Reviewed:

10/2016

## 3. Transfer of Conference Registration Fees – Members and Vendors

### Policy:

Under no circumstance will the registration fee for the annual conference be transferred to another person. Anyone looking to substitute another individual (including those from the same college or company) would not be able to do so.

### Procedures:

1. Person who is currently registered must follow the proper refund request procedures (see above). If refund appeal is approved, conference registration fee only would be reimbursed following the conference.
2. Any other person hoping to attend the conference would need to register and pay for their own fee.

### Approved:

1/2008

## **Reserve Fund**

### **Policy:**

To build and maintain a reserve equal to one-third of the annual operating budget.

### **Procedures:**

1. When establishing the annual budget each year the Treasurer and Regional Council should approve income and expenses that, taken together, will move the Association in the direction of achieving and maintaining the reserve policy as stated in the Strategic Plan.
2. The Treasurer and Regional Council should take a similar view when approving mid-year budget adjustments.
3. Dues and fees for such things as the Annual Conference and training, as well as the Development goals should be set, in part, with consideration to building and maintaining the reserve at the stated policy level.
4. Approximately one-third of the reserve should be invested in a liquid fashion so that the funds are available without penalty should they be needed in an emergency. The remaining two-thirds can be invested longer term if it will produce more income.

### **Approved:**

February 1994

### **Reviewed:**

6/2004

10/2016

## **Tax Exempt Status**

### **Policy:**

EASFAA will maintain its tax exempt status by complying with all pertinent regulations.

### **Procedures:**

1. The Treasurer is responsible for seeing that the Association maintains its tax exempt status.
2. The CPA retained by EASFAA is responsible for filing necessary forms, reports, etc. to maintain our status and for advising the Association of problems in this regard.
3. At this time our tax exempt status is permanent provided we file federal tax returns in a timely fashion.
4. The FED # is on file with the EASFAA Treasurer.

### **Approved:**

February 1994

### **Reviewed:**

6/2004

### **Revisions Approved:**

11/2004

## **Payment of Expenses**

### **Policy:**

When members of EASFAA incur expenses on behalf of the organization, they shall:

### **Procedures:**

1. Limit the use of personal credit cards for association business (not including personal travel related expenses) to cost of items of less than \$500. For expenses over this amount or any exceptions needed, prior permission must be obtained by the President or Vice President.
2. Make arrangements with any vendor to have an invoice sent to the Treasurer or contact the Treasurer, President, Past President, or President-Elect to use EASFAA's American Express credit card for any financial commitment above \$500.
3. Have a contract written in advance and signed by the President or his/her designee for any committee meetings requiring overnight stays.

### **Approved:**

March 2007

## Document Retention Policy

### Policy:

The Document Retention Policy identifies the record retention responsibilities of officers for maintaining and documenting the storage of the Eastern Association of Student Financial Aid Administrators, Inc. (EASFSA) documents and records.

The EASFSA officers are required to honor the following rules:

- a. Paper or electronic documents indicated under the terms for retention in the following section will be transferred and maintained by the Secretary, Treasurer and/or Archivist/Historian;
- b. No paper or electronic documents will be destroyed or deleted if pertinent to any ongoing or anticipated government investigation or proceeding or private litigation and
- c. No paper or electronic documents will be destroyed or deleted as required to comply with government auditing standards.

### Procedures:

The following table, adapted from the National Council of Nonprofits, indicates the minimum requirements and serves as the EASFSA's document retention policy. Current paper operating records are maintained in four locations: Secretary's office and home residence; and Treasurer's office and home residence. Current electronic records are maintained in an electronic format. Membership and archived records are maintained in the EASFSA storage unit located in Saratoga Springs, New York. Please note that most records are maintained for longer than the minimum required periods as noted in the table below. Periodic purging of older records in the storage unit will take place to the minimum requirement period:

Type of Document	Minimum Requirement
Accounts payable ledgers and schedules	7 years
Audit reports	Permanently
Bank reconciliations	2 years
Bank statements	3 years
Checks (for important payments and purchases)	Permanently
Contracts, mortgages, notes, and leases (expired)	7 years
Contracts (still in effect)	Contract period
Correspondence (general)	2 years
Correspondence (legal and important matters)	Permanently
Correspondence (with customers and vendors)	2 years
Deeds, mortgages, and bills of sale	Permanently
Determination letter for income tax exemption	Permanently
Duplicate deposit slips	2 years
Expense analyses/expense distribution schedules	7 years
Year-end financial statements	Permanently
Insurance records, current accident reports, claims, policies, and so on (active and expired)	Permanently
Internal audit reports	3 years
EASFSA Memorabilia	Permanently
Invoices (to customers, from vendors)	7 years
Minute books, bylaws, and charter	Permanently
Patents and related papers	Permanently
Tax returns and worksheets	Permanently
Trademark registrations and copyrights	Permanently

### Approved:

February 12, 2018

## Travel Expense Reimbursement

### Policy:

1. EASFAA members traveling on EASFAA business (Council business, committee business, training, etc) are entitled to reimbursement of necessary and documented travel expenses according to EASFAA Reimbursement Guidelines.
2. EASFAA members, or those eligible for membership in EASFAA, are not entitled to travel expense reimbursement for participation in the Annual Conference.
3. Non-EASFAA members who are not eligible for membership in EASFAA are entitled to reimbursement of necessary and documented travel expenses for approved participation in official EASFAA activities.

### Procedures:

1. Because of the travel expense involved in all EASFAA activities, committee chairs should schedule meetings, events, workshops, etc. in ways that minimize travel costs. For example, use conference calls, schedule meetings centrally so people can drive rather than fly, schedule meetings in areas where more than one participant lives so travel and hotel costs are minimized, schedule meetings well in advance in order to take advantage of low air fares, etc.
2. Travel costs are reimbursed as stated in the EASFAA Reimbursement Guidelines.
3. EASFAA does not cover expenses for Regional Council members which are normally covered by a member's institution, such as travel to the Annual Conference and NASFAA. EASFAA does reimburse the current President for all relevant expenses to attend the annual NASFAA conference if the member's institution cannot/will not cover these expenses.
4. Travel costs for the EASFAA observing member of the NASFAA board to attend NASFAA meetings will be
5. reimbursed by EASFAA. NASFAA's policy is to reimburse the EASFAA voting member for all travel expenses;
6. EASFAA will reimburse the voting member for any related expenses not reimbursed by NASFAA.
7. The Treasurer is responsible for distributing travel expense reimbursement vouchers and copies of the Guidelines to all members of the Council and committee chairs. Extra copies should be given to committee chairs for distribution to committee members.
8. All requests for reimbursement are to be submitted to committee chairs for counter-signature and to the Treasurer for payment. Committee chairs are responsible to see that only legitimate and documented expenses are claimed.
9. Reimbursement policies are to be explained in writing to people being asked to serve EASFAA with travel costs reimbursed.
10. The reimbursement rate for mileage will be the current federal rate as published in the IRS guidelines.
11. Within budgetary constraints, those traveling on EASFAA business are entitled to a single room at no additional charge.

### Approved:

October 1996

### Reviewed:

6/2004

2/2013

3/2017

### Revisions Approved:

2/2002

2/2004

11/2004

2/2013

3/2016

3/2017

## **Section 3: Governance**

### **Annual Budget, Construction and Management**

#### **Policy:**

The Treasurer, Budget Committee and Regional Council have joint responsibility for establishing and managing the annual budget of the Association, under the leadership of the President.

#### **Procedures:**

1. All officers and committee chairs receive budget sheets and prior year budget information for their area prior to the Annual Retreat. Using those documents and their own plans for the year they submit a budget request at the direction of the President.
2. The Budget Committee under the leadership of the Vice President, reviews all expenditure requests and the income projections and prepares a recommended line-item budget for the Regional Council to review, amend as necessary and approve at the Annual Retreat.
3. The Treasurer prepares a written budget status report for each Council meeting. The Council may amend the budget at Council meetings and approve over-expenditures. When over-expenditures are approved the original budget should be amended. The line-item should be marked and noted as an increase from the original budget so that projections and actual numbers can be compared as the year progresses.
4. The Budget Committee may make budget decisions and approve over-expenditures, if necessary, between Council meetings. Such actions should be reported to Council at its next meeting.
5. If possible, monthly budget reports should be sent to the Budget Committee.
6. Individual Council members are responsible to review and question all line items in the periodic budget reports for the good of the Association.
7. All Council members will act prudently with respect to income and expenditure items over which they exercise control, for the good of the Association.
8. The Treasurer is responsible for monitoring the budget and bringing to the attention of the Budget Committee serious emerging budget issues as early as possible.

#### **Approved:**

February 1994

#### **Reviewed:**

6/2004

#### **Revisions Approved:**

11/1998

11/2004

## Awards

### Policy:

The Association offers the following awards annually or as appropriate. Selection for each award is described below:

### Procedures:

#### **1. Life Membership (Honorary Life Membership)**

EASFAA's highest award is given to individuals who have made an outstanding and sustained contribution to student financial aid. Nominations may be made by any member of the Association. Approval is by a majority of voting members of Regional Council. Recognition is given at the annual conference.

#### **2. Distinguished Service Award**

Given to individuals who have made significant contributions to EASFAA through leadership, activities, and/or research in financial aid. Recognizes service to the Association over a period of professional involvement, not a single event or activity. Awarded no more often than once a year at the annual conference. Awarded only at such times as a suitable recipient is clearly identified. Nominations may be made by any member of the Association. Nominations are reviewed by a committee consisting of the immediate past president, the president-elect, and the vice president. One or more names may be recommended to the Regional Council. Approval by a majority vote of the Council necessary to give the award. This award is not intended as recognition for EASFAA officers for their service in office alone.

#### **3. Leadership Award**

May be given annually to recognize individual(s) who has (have) provided outstanding leadership to the Association or to an Association activity in the preceding year. Given at the annual conference. Nominees are determined by the Executive Committee and State Representatives and one or more names submitted to the Regional Council. Recipient(s) must be approved by a majority vote of the Council. This award is not intended to recognize the President of the Association for his/her year in Office.

#### **4. Outstanding Volunteer Award**

Awarded to recognize individual(s) for outstanding service performed to our Association as a non-elected volunteer. Nominees are determined by the Executive Committee and State Representatives and one or more names submitted to the Regional Council. Recipient(s) must be approved by a majority vote of the Council.

#### **5. President's Recognition for Service to the Association**

Given at the discretion of the president to recognize service to the Association within a given year by officers, committee chairs, committee members, or others. Presented at the annual conference. Such recognition does not preclude receipt of an Association Award.)

#### **6. Committee Recognition**

Given at the discretion of the President to any committee(s) of the Association determined to have made an outstanding contribution to activities of the Association within a year. Recognition will be made to all member(s) of the committee(s) at the annual conference.

#### **7. Outstanding State Representative**

This award is given at the discretion of the President to one of the state representatives currently serving on EASFAA Council and is in recognition of outstanding service and support for the goals and objectives of EASFAA at the state level. This recognition does not preclude receipt of any other Association Award. It is given at the annual conference.

#### **8. Retirement Recognition**

For a member of the Association retiring from full-time professional work, whose most recent career has been in financial aid, and whose service to the profession is at least fifteen years. The recipient must have or will be retired within twelve months from the last EASFAA conference. Eligible retirees may be any member of the Association. Recognition will be made at the annual conference.

#### **9. Twenty, Twenty-five Year Service Recognition**

Recognition of a professional career in student financial aid for periods of at least the time specified for each level. Designated by special ribbon for name badge at the annual conference and by recognition at the annual business

meeting or some other suitable time during the conference. Recipients determined by question on conference registration form and appropriate ribbon provided with conference packet.

**Approved:**

February 1994

**Reviewed:**

6/2004

**Revisions Approved:**

11/2004

10/2007

## **By-Laws Committee**

### **Purpose:**

The By-Laws Committee periodically reviews both the By-Laws and Association activities to confirm that the Association is acting within the By-Laws. The Committee also recommends changes to the By-Laws, as needed.

### **Duties:**

1. Review the By-Laws at least annually to determine if changes are needed to keep the Association functioning efficiently.
2. Review the organization, committee structure functions to determine that the Association is acting within the By-Laws.
3. When By-Law changes appear necessary, draft proposed new text and rationale for the Council to consider.
4. If amendments are needed, that the procedures, as outlined in Article XVIII Amendments of the By-Laws, be followed.
5. Prepare a budget for annual operations, and account to the Treasurer for all expenditures with necessary supporting documentation.

### **Membership:**

Chair: Immediate Past President

Other members as needed with approval of the President

### **Tenure:**

Member of EASFAA

Term in Office; passes to new immediate past president each year.

### **Approved:**

February 1994

### **Reviewed:**

6/2004

### **Revisions Approved:**

11/2004

## **Committee Chair-General**

### **Basic Functions and Responsibilities**

A Committee Chair is a member of the EASFAA Council who is responsible for the operation and success of a particular Association committee. More explicit responsibilities are provided for selected committees.

### **Characteristic Duties and Responsibilities**

1. Attend all EASFAA Council meetings.
2. Select members to serve on the committee who are representative of the entire EASFAA region and who can contribute to successfully reaching the committee's goals.
3. Mentor current committee members for future leadership opportunities.
4. Prepare an annual budget for committee expenses and operations.
5. Submit expense reports and vouchers in a timely manner to the Treasurer.
6. Submit articles for publication in the EASFAA Newsletter on committee activities.
7. Establish committee goals in keeping with EASFAA's Long Range Plan and the President' agenda.
8. Provide written Committee reports at all Council meetings.
9. Prepare an annual report of committee goals, achievements and accomplishments for distribution at the annual conference.
10. Maintain list of committee members with names, addresses, phone, fax, and e-mail.
11. Facilitates communication, collaboration, and guided training (if necessary) for succeeding chair, after term has been served.

### **Term of Service:**

One year commencing with the EASFAA Annual Conference. Also serves as the point of contact for successor.

**Enacted January, 2000**

**Revised, November 2004**

## **Incorporation, Private Non-Profit**

### **Policy:**

EASFAA will maintain its status as a private non-profit entity (501C6 of the IRS code) incorporated in the Commonwealth of Massachusetts.

### **Procedures:**

1. It is the responsibility of the Treasurer to see that the Association maintains its status.
2. The Treasurer will maintain records certifying non-profit status.
3. As necessary, the Treasurer will work with the CPA to accomplish whatever filings are necessary to maintain the status.
4. As of June 28, 1989, EASFAA has been permanently incorporated in Massachusetts as a private non-profit entity.
5. Because EASFAA is incorporated in Massachusetts as a non-profit institution, it must annually file a Federal non-profit tax return and the Massachusetts State Income Tax Return, which are prepared by the auditors as part of the annual review.
6. EASFAA's FEIN (Federal Employment Identification Number) resides with the Treasurer.

### **Approved:**

February 1994

### **Reviewed:**

6/2004

### **Revisions Approved:**

11/2004

## **Long Range Strategic Planning Committee**

### **Purpose:**

To establish and maintain a Strategic Plan for the Association that is approved by Regional Council.

### **Duties:**

1. Identify the areas of activity critical to the Association to keep it strong and viable.
2. Identify new initiatives for the Association.
3. Develop a Strategic Plan which provides the context, goals and timetable for achieving change.
4. Ensure that the Strategic Plan consider the budget implications of proposed changes.
5. Prepare a budget for annual operations and Account to the Treasurer for all expenditures with necessary supporting documentation.
6. Review and update mission statement if necessary

### **Membership:**

1. Chair, appointed by the President-Elect
2. Other members as needed with approval from the President.

### **Tenure:**

Two years, commencing the year prior to expiration of the plan. (3 years of dormancy)

### **Qualifications:**

Experience in the governance structure of an aid association or similar organization is helpful.  
Significant management, planning and budgeting experience is important.  
Member of EASFAA.

### **Approved:**

February 1994

### **Reviewed:**

6/2004

### **Revisions Approved:**

11/2004

## **Policies and Procedures**

### **Policy:**

The Secretary of the Association is to maintain a current listing of all policies and procedures of EASFAA.

### **Procedures:**

1. Disseminate the manual to Regional Council and Committee Chairs.
2. Review policy and procedure recommendations for consistency with the by-laws and other policies.
3. Conduct entire review and update Policies and Procedures Manual every three years.
4. Forward Revised Policy and Procedure Manual to the Historian for Association Archives.
5. Send all revisions to the Technology Chair for inclusion on the website.

### **Approved:**

February 1994

### **Reviewed:**

6/2004

2/2008

9/2016

### **Revisions Approved:**

11/2004

2/2008

## **Council Meeting Voting Policy**

### **Policy:**

Voting privileges are extended to the elected officers of EASFAA and state representatives as designated by each state annually for the period of June 1 to May 31

### **Procedures:**

If the designated state representative is unable to attend a council meeting, she/he may designate a substitute for an entire council meeting by notifying the President and Secretary in writing.  
Committee Chairs do not have voting rights.

### **Approved:**

May 1994

### **Reviewed:**

6/2004

### **Revisions Approved:**

11/2004

## **Section 4: Miscellaneous**

### **Anti-Discrimination Policy:**

#### **Policy:**

EASFAA does not discriminate on the basis of age, disability, national origin, race, religion, sex or sexual orientation.

**Approved:**  
March 2007

## **Mentor Scholarship Program**

### **Policy:**

The Mentor Scholarship Program is designed to introduce and encourage financial aid professionals who have never been involved in EASFAA or who have been inactive for five (5) years or more. This program provides each scholarship recipient with leadership training and the opportunity to attend the annual EASFAA conference. Each state in the EASFAA region is eligible to have one Mentor Scholarship recipient each year that the scholarship program is in effect. Program funds are subject annually to Executive Council's approval.

### **Procedures:**

1. The Leadership Development Committee is responsible for updating the Mentoring Scholarship Form prior to the fall Executive Council Meeting.
2. The Leadership Development Committee Chair(s) is responsible for reminding all EASFAA State Representatives that the Mentoring Scholarship Form is available online in January and encourage state participation. This should be done during the fall EASFAA Council meeting.
3. Each State Association President is responsible for selecting a member of their association who displays leadership potential. The President will have the selected individual complete his/her portion of the Mentoring Scholarship Form. The State Association President will sign the form and include a comment as to why this individual was selected.
4. All Mentoring Scholarship Forms are due to the Leadership Development Committee Chair(s) no later than March 15<sup>th</sup> of the award year. The committee will verify that the form includes the proper signatures. The committee will assign each winner to an EASFAA committee for the upcoming year. Every attempt will be made to make the assignments from the recipients' three choices.
5. The Leadership Development Committee shall submit an article for the spring edition of the EASFAA newsletter, congratulating the winners and announcing all committee assignments. A listserve email will be sent with the same information to all EASFAA members. The committee shall provide a copy of this list directly to the Conference Committee Chair(s) and Membership Chair(s) for budgeting purposes.
6. The EASFAA President will send a letter to each Mentor Scholarship recipient congratulating them, announcing their committee assignments, and welcoming them to the Association.
7. EASFAA will pay for the hotel accommodations, workshop registration fee, and the conference fee for each Mentor Scholarship recipient. Each state association is encouraged to fully or partially subsidize all other expenses (ie: transportation) including the EASFAA membership fee.
8. Once the Mentor Scholarship recipient has attended the conference, the workshop, and served on a committee, the Leadership Development Committee will send out an evaluation form. The purpose of the evaluation form is to determine how each recipient perceived the overall program. An evaluation will also be sent to all committee chairs that had a mentor scholarship recipient in participation to rate how well things went.

### **Approved:**

November 2004

## **Contracts**

### **Policy:**

EASFAA has a number of regular contractual obligations which are entered into according to the following policies:

1. The Treasurer recommends a contractual relationship with an auditor, the Regional Council approves the contract and the Treasurer signs the agreement.
2. The Annual Conference Site Selection is handled by the President-Elect. The Regional Council approves the site and terms and conditions and the President signs the agreement.
3. A number of minor contractual matters arise annually in planning the Annual Conference. The President is responsible for negotiating those ancillary arrangements and for signing the agreements.
4. Other contractual matters that may arise from time to time should be brought to the President and Executive Committee for discussion. Generally the President and Executive Committee should bring such matters before the entire Council for discussion and decision. However, from time to time, the President and Executive Committee may determine that the matter is minor, routine or of such pressing importance that a decision cannot await a full Council meeting. In such cases the President may obligate the Association with the advice and consent of the Executive Committee.
5. No member of EASFAA has the authority or responsibility to contractually bind the organization except as noted above.

### **Procedures:**

The necessary procedures are embodied in the individual policy statements above.

### **Approved:**

February 1994

### **Reviewed:**

6/2004

### **Revisions Approved:**

11/2004

## **Honoraria**

### **Policy:**

In general EASFAA does not pay honoraria for presenters, speakers, trainers, etc., although exceptions are occasionally made. Honoraria are never paid to EASFAA members or to financial aid professionals, whether from the EASFAA region or elsewhere. A financial aid professional is defined as someone eligible for association membership in EASFAA.

### **Procedures:**

1. In general, planners of workshops, training sessions, the Annual Conference, etc. should attempt to use aid professionals from the EASFAA region and others who will not expect or require an honorarium.
2. Honoraria will only be paid to general session speakers at the Annual Conference, not break-out session presenters or moderators. Similarly, with other workshops, training activities, etc. only major participants may receive honoraria. Exceptions may be approved by council
3. Any honoraria to be paid should be discussed with Regional Council as part of the fee-setting decision for the activity. In all cases, the responsible committee must keep within the established budget for the activity, including the cost of honoraria.
4. It is imperative that the policy on honoraria as well as the travel reimbursement policy be shared in writing with those who are asked to be part of EASFAA programs.
5. Because each committee chair is responsible for bringing budget and fee requests to the Regional Council for approval, only chairs should discuss honoraria with potential program participants. Committee members may not make honoraria commitments.

### **Approved:**

February 1994

### **Reviewed:**

6/2004

2/2008

### **Revisions Approved:**

11/2004

2/2008

## **Re-print Permission**

### **Policy:**

It is the policy of EASFAA to grant re-print permission, without charge, to authors and publications who contact us asking for permission to re-print. EASFAA may only grant permission for reprinting of articles and information for which EASFAA has a copyright.

### **Procedures:**

1. Any request for permission to re-print from EASFAA materials should be forwarded to the Chair of the committee responsible for the materials, such as the Editor of the Newsletter.
2. The responsible chair should write authorizing re-print permission, without charge, and caution the author/publisher that it is important to cite EASFAA as the source in the standard stylistic format.
3. The committee chair should copy the EASFAA Secretary for the record.

### **Approved:**

February 1994

### **Reviewed:**

6/2004

### **Revisions Approved:**

11/2004

## **Rooms, Complimentary**

### **Policy:**

When the annual conference hotel contract will include complimentary rooms as part of the package, they will be distributed according to the procedures outlined below:

### **Procedures:**

1. The Chair of the Annual Conference Committee is responsible for assigning complimentary rooms in the following order.
2. The President and President-Elect should receive a complimentary suite or room, if available.
3. Any remaining rooms should be distributed to guests whose rooms would otherwise be paid for by the Association.
4. If there are rooms remaining, the Conference Committee Chair receives a complimentary room.
5. If there are rooms remaining, other EASFAA officers receive complimentary rooms, in the following order; Vice President, Treasurer, Secretary, Past President and Past Treasurer. Any additional rooms would be used to off-set charges usually paid for by EASFAA.

### **Approved:**

February 1994

### **Reviewed:**

6/2004

### **Revisions Approved:**

11/2004

6/2006

## **Sponsors and Vendors**

### **Policy:**

The EASFAA Development Committee will solicit sponsor and vendor support for the Association through:

- Monetary contributions
- In-kind contributions
- Newsletter advertising
- Web-based advertising
- Sponsorship at Association activities or events
- Other methods, as approved by the Regional Council

### **Procedures:**

1. The Chair of the Development Committee is responsible for soliciting all sponsor and vendor support.
2. The annual development plan, vendor fees, advertising rates, etc. are proposed by the Chair of Development and approved by the Council as part of the annual budget construction process.
3. The Chair of the Development Committee is to provide liaison, as necessary, between sponsors and the Newsletter and between vendors and the Annual Conference Committee.
4. The Chair of the Development Committee is responsible for collecting and transmitting funds to the Treasurer.
5. Sponsor/Vendor complimentary conference registration will be included in the budget as follows: Total sponsor/vendor contributions minus membership dues will be listed under revenue from sponsor/vendors. The portion that is membership dues will be put in ~~in~~ the budget under membership revenue with a note by the sponsor/vendor revenue to indicate the amount included in the membership revenue.

### **Approved:**

February 1994

### **Reviewed:**

6/2004

### **Revisions Approved:**

11/2004

## **Annual Business Meeting**

(Effective with the Annual Conference, May 2007)

### **Purpose:**

To plan, organize and streamline Annual Business Meeting, while highlighting the message of the outgoing President and President-Elect.

### **Procedures:**

1. The entire Business Meeting should be held on one day at one event (not recommended as the last event of the conference), including the passing of the gavel from the President to the President-Elect.
2. It is recommended the Annual Business Meeting take place on one of the middle days of the conference at a luncheon or dinner.
3. The awards should be the only other activity held in conjunction with the Annual Business meeting.
4. The President's Report should begin the meeting followed by the Past-President's, Secretary's, Treasurer's reports and old and new business.
5. The meeting should conclude with the passing of the gavel and the President-Elect's speech.
6. Minutes of the Annual Business Meeting to be taken by the EASFAA current Secretary.

### **Chair:**

Current President presides over the Annual Business Meeting

### **Annual:**

Business meeting held annually at the conference

### **Approved:**

February 2006

## **Treasurer Backup Policy**

The Treasurer is responsible to maintain all fiscal records for EASFAA. In order to maintain accurate historical records, the Treasurer will maintain a backup of all current data regarding EASFAA finances.

The Treasurer will provide to Executive Council a description of the backup procedures to be used. The report should be presented annually at the summer retreat and be accepted by Executive Council.

**Approved:**

May 2007

**Reviewed:**

10/2016

## **Doug Bucher Rule**

### **Policy:**

Attendees at the annual conference who are selected by vendor/sponsor raffles, drawings, and/or other contests as winners shall be limited to receiving only one prize.

This policy is following a practice that was initially instituted by Doug Bucher during his 1996-97 Presidency of the Association and is established in his honor and memory. Doug talked about this being “part of his legacy” in his final interview statement in May 2006 four months prior to his untimely death.

### **Approved:**

May 2007