

**MISSISSIPPI ASSOCIATION OF STUDENT FINANCIAL AID
ADMINISTRATORS, INCORPORATED
POLICIES AND PROCEDURES MANUAL**

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Section 1: Introduction

The Mississippi Association of Student Financial Aid Administrators, Inc. (hereinafter “MASFAA” or “the Association”) *Policies and Procedures Manual* (herein after “the Manual”) supplements the Constitution and the By-Laws by providing specific policy guidance and procedures that are required to be used by the members of the Board of Directors (hereinafter referred to as “the Board”) and committee chairs. 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 Manual is designed to provide the Board with easy access to essential information about the policies and procedures that govern the Association. 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 position for the first time with the individual responsibilities as well as the overall role of the Association.

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 that will change as necessary to fit the Association’s needs.

1.2 How to Use the Manual

All members of the Board and committee chairs are responsible for using the Manual to perform their duties.

The Manual is organized into sections that should assist the user in locating information easily. The Table of Contents lists these sections. In addition, Appendix A and B 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. Appendix B contains references to other applicable policies and procedures for the Association.

A numerical outline is used as the format, as listed in the Table of Contents. Chapter 1, for example, contains three subsections: 1.1, 1.2, and 1.3. The Secretary maintains the Manual.

1.3 Updating the Manual

All officers and committee chairs are responsible for identifying areas in need of new or revised policy guidance or procedural change and for recommending appropriate changes. The Board must approve all new policies, procedures, and changes. Upon approval, the Secretary incorporates the changes.

The *Manual* shall be reviewed by the Governance and Planning Committee 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 chairs, liaisons, etc.) are responsible for following established policies and procedures.

Section 2: Corporate Structure

The Association was established in 1967 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.

2.1 Constitution

Appendix A references the location of the full text of the Constitution.

2.2 Articles of Incorporation

The Association was duly incorporated under the laws of the State of Mississippi on April 8, 1985 and is organized pursuant to the provision of the Mississippi Nonprofit Corporation Code. Section 11.1 references the location of the full text of the Articles of Incorporation.

2.3 By-Laws

Appendix B references the location of the By-Laws.

2.4 Non-Profit Status

MASFAA has been granted a non-profit status under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in August 1992.

Section 3: Corporate Identity and Property

Devices exist that create an identity for the Association. 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.

3.1 Official Logo & Flower

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 Board. (See Section 11.6 for a sample of the logo.)

The logo shall be displayed on all Association stationery and certificates and on other official documents, when practical.

The official flower is the white gladiola.

3.2 Association Colors

The official colors of the Association are white, gold and blue.

The official color shall be used on Association stationery and certificates. For other publications, either the official color or black ink shall be used to reproduce the logo when it is included in the publication.

3.3 Association Properties

3.3.1 Banners

The banner bearing the Association's logo is stored at the Mississippi Office of Student Financial Aid and is displayed at the Annual Conference. It is the responsibility of the Conference Chair to have the banner transported from the Mississippi Office of Student Financial Aid to the Annual Conference and back.

3.3.2 Corporate Seal

The Secretary is responsible for housing the corporate seal. The seal is to be used only at the discretion of the President or the 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.

It is the responsibility of the Secretary to transfer the seal to the successor.

3.3.3 Meeting Gavel

The gavel is retained by the President of the Association and is used at official business and Board Meetings. It is the responsibility of the President to transfer the gavel to the successor for safekeeping.

3.4 Tangible Assets

A complete record of all tangible assets must be retained in safekeeping. Certain tangible assets are sole property of the Association.

3.5 Archives

Documents of the Association are scanned to electronic media on a regular basis. A copy of the electronic records is located at the Mississippi Office of Student Financial Aid, 3825 Ridgewood Road, Jackson, MS 39211.

Section 4: Organizational Structure

4.1 Board of Directors

The Board shall function as the Board of Directors of the Association and is responsible for the management of the business, property and assets of the Association. The Board shall be vested with all powers possessed by the Association itself. This shall include the power to appoint and compensate agents and employees. The Board shall consist of the following elected officers: President, President-Elect, Vice President, Immediate Past-President, Secretary, Treasurer, Treasurer-Elect, Member-at-Large, and three Directors. A quorum will be no less than six members of the Board. Elected officers must be active, paid members of the Association to have voting privileges at Board Meetings.

Invited guests may attend meetings of the Board, enter into discussions, and make presentations, but shall not have voting privileges.

4.2 Committees

The President of the Association shall appoint committees as deemed necessary to conduct the business of the Association. Unless otherwise specified by the By-Laws of the Association, the President shall designate the chair of each committee. By-Laws specify committee chairs for the Nominating Committee, the Governance and Planning Committee, and the Training Committee.

Other required committee chairs are appointed by the President and include: Audit/Finance, Diversity, Conference Committee, Electronic Services, High School Relations, and any others deemed necessary. Committees must be comprised of active members of the Association. Members of the committees are selected by the committee chairs. Members may serve on more than one committee in a given year, per approval of the President. To the extent practical, all sector types should be represented among committees as a whole.

4.3 Membership

Individuals who meet the membership criteria in Article III of the By-Laws.

Membership shall be individual not institutional and is considered active or honorary lifetime status.

Section 5: Duties and Responsibilities of the Board

5.1 General Expectations of Board Members

It is expected that Board members will:

1. Attend all Board Meetings in their entirety. All Board members unable to attend should notify the President prior to the meeting.
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 a report at each Board Meeting outlining the activities and/or issues of each Board member's area of responsibility. An electronic copy of the report should be provided to the Secretary for inclusion in the written minutes.
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.

7. Offices and committee chairs shall pass on to their successors all pertinent records and reports at the Transitional Board Meeting. In the event of an officer's or committee chair's resignation or removal from office, all records must be surrendered to the President immediately.

5.2 President

The President serves a one-year term as the chief executive officer of the Association and presides at all Board and business meetings. In this capacity, the President shall:

1. Be the chief executive officer of the Association.
2. Preside at all meetings of the Association.
3. Serve as chairman of the Board.
4. Appoint all Chairs and approve all members of the committees.
5. Serve as the MASFAA representative to the SASFAA Executive Board.
6. Serve, ex-officio, on all committees except the Nominating Committee.
7. Periodically monitor all expenditures of the Association and sign all contracts.
8. Submit an Annual Report to the Association.
9. Serve as official spokesperson for the Association.
10. Attend Association Board Meetings and provide reports.

Suggested Guidelines and Procedures

5.2.1 Conference Meetings

1. Prepare business meeting agenda.
2. Provide members with the business meeting agenda.
3. In conjunction with Conference Chair, arrange for and notify head table participants.
4. Coordinate use of complimentary hotel rooms with Conference Chair Assign to President, Speakers/Guests and Conference Chair.
5. Designate individual to present invocation/blessing.
6. Introduce special guests during sessions.
7. Publicly thank sponsors/vendors.
8. Thank officers and committees.
9. Pass the gavel.

5.2.2 Board Meetings

1. Establish calendar.

2. Provide written notification and reminders regarding reports due and actions required. Prepare agendas.
3. Outline and present goals.
4. Use proper parliamentary procedure.

5.2.3 SASFAA Participation

1. Prepare and submit state report according to SASFAA guidelines.
2. Read all NASFAA and SASFAA material.
3. Represent state, not institution, including attendance at SASFAA Annual Conference.
4. Submit article on behalf of the Association for March SASFAA Nine News.

5.2.4 Communication/correspondence

1. Officers
 - a. Communicate often.
2. Board
 - a. Keep them informed.
 - b. Acknowledge performance.
3. Membership
 - a. Keep them informed via listserv or other electronic means.
4. Other associations
 - a. Keep in touch.
 - b. Respond promptly.
5. Federal/state officials
 - a. Respond
 - b. Represent the Association, not self.
 - c. Stay informed.

5.2.5 Finance

1. Authorizing expenditures
 - a. Letter to bonding agent regarding new Treasurer
 - b. Communicate often with Treasurer
 - c. Periodically monitor Quickbooks Online and online banking accounts
2. Verification
 - a. Consult with the Treasurer on preparation and maintenance of the Association budget.

- b. Consult with Audit & Finance Chair to schedule annual audit after the Annual Conference to be presented at the Transitional Board Meeting.

5.2.6 Tentative schedule of events:

July	<ul style="list-style-type: none"> • Attend NASFAA as President of the Association. (optional depending on funding and scheduling) • Schedule and facilitate Transitional Board Meeting.
July/August	<ul style="list-style-type: none"> • Attend SASFAA Board Meeting as President of the Association (sometimes held in conjunction with NASFAA). • Prepare written report to be distributed at SASFAA Board Meeting. Submit prior to Board Meeting.
September	<ul style="list-style-type: none"> • Prepare for Board Meeting and contact Board regarding agenda items. •
October/ November	<ul style="list-style-type: none"> • Chair Board Meeting. • Attend Fall Training. • Attend Conference Committee meeting. • Attend SASFAA Executive Board Meeting. Prepare written report to be distributed at the meeting. Submit prior to Board Meeting.
December	<ul style="list-style-type: none"> • Catch up and touch base with Committee Chairs and Board members in preparation for Board Meeting. •
January	<ul style="list-style-type: none"> • Chair Board Meeting. • Promote Financial Aid Awareness Month.
February/March	<ul style="list-style-type: none"> • Encourage completion of slate of nominations for officer elections. • Attend SASFAA Executive Board Meeting. Prepare written report to be distributed at the meeting. Submit prior to Board Meeting. • Attend SASFAA Annual Conference. • Chair MASFAA meeting at SASFAA Annual Conference. • Prepare for Board meeting. Contact Officers and Chairs. • Prepare SASFAA newsletter article, "Mississippi Report."
April	<ul style="list-style-type: none"> • Chair Board Meeting. • Attend Financial Aid 101 training. •
May/June	<ul style="list-style-type: none"> • Attend Annual Conference.

	<ul style="list-style-type: none"> • Prepare for Board meeting. • Contact Officers and Chairs. • Chair Board meeting. • Chair Conference business meeting at Annual Conference. • Send thank you letters to Board, committee chairs (and perhaps to Presidents of institutions), and committee members for work over the past year. • Send thank you notes to contributors, vendors, sponsors, patrons, conference committee, and key presenters.
June	<ul style="list-style-type: none"> • Initiate annual audit of the Association's finances. • Attend SASFAA Transitional Board Meeting as the Association President. Prepare written report, which may be used in SASFAA newsletter.

5.3 President-Elect

The President-Elect is elected by the membership to serve a three-year commitment on the Board which consists of a one-year term as President-Elect followed by one-year as President and one-year as Immediate Past President. The President-Elect assists the President and prepares for the term of office. Additional responsibilities of the President-Elect include the following:

1. Perform all duties designated by the President.
2. Perform such other duties and functions as may be required by the Association.
3. The President-Elect has the authority to appoint a person(s) to serve as Conference Chair during his/her term of Presidential office. In the event this appointed person is unable to fulfill the duties of the Conference Chair position, the President-Elect (or if then President) shall appoint a person(s) to this position.
4. Serve as the understudy to the President.
5. Succeed to the office of the President in the event of a vacancy in that office
6. Perform all duties of the President in the absence of that officer
7. Observe the President at all Association committee meetings.
8. Plan goals.
9. Select committee chairs for the following year.

10. Plan proposed budget for upcoming year in conjunction with the Budget Committee.
11. Attend Association Board Meetings and provide reports.

Suggested Guidelines and Procedures

5.3.1 At all meetings

- Sit next to the President
- Know agenda
- Prepare for possible problems

5.3.2 Transitional Board Meeting

- Coordinate date and location for Transitional Board Meeting as incoming President
- Plan agenda for meeting with outgoing President's input

5.3.3 Serve on Conference Committee for Annual Conference

5.3.4 Tentative schedule of events:

July	• Attend Transitional Board Meeting as incoming President-Elect.
October	• Attend Board Meeting
November	• Attend Fall Training
Dec/Jan	• Attend Board Meeting
February	<ul style="list-style-type: none"> • Attend President-Elect Training held in conjunction with SASFAA meeting • Attend SASFAA Annual Conference
February/March	<ul style="list-style-type: none"> • Attend NASFAA Leadership Training in Washington, D.C. • Attend Governance and Planning Committee Meeting •
April	• Attend Board Meeting
May	• Schedule travel plans for NASFAA Annual Conference (optional)
May/June	• Attend Annual Conference
June	<ul style="list-style-type: none"> • Prepare calendar for the coming year to the extent able and discuss activities and tentative calendar with boss and staff. • Attend SASFAA Transitional Board Meeting
July	• Conduct Transitional Board Meeting

5.4 Vice President

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

1. Be responsible for all training programs of the Association, including workshops for new aid officers, advanced level seminars, and any other training sessions required by the Association
2. Coordinate training efforts of the Association with those of the Regional Association and the National Association
3. Serve on such other committees as appointed
4. Attend Board Meetings and provide reports

5.4.1 Tentative schedule of events:

July	<ul style="list-style-type: none">• Attend Transitional Board Meeting• Contact NASFAA and SASFAA re: training opportunities• Notify membership regarding training opportunities• Set Goals
August	<ul style="list-style-type: none">• Select Committee Members• Confirm NASFAA and SASFAA training events
September	<ul style="list-style-type: none">• Schedule Training Committee Meeting
October	<ul style="list-style-type: none">• Chair Training Committee Meeting• Submit Announcement/registration information to Electronic Services Chair
November	<ul style="list-style-type: none">• Conduct Fall Training• Prepare report for Board Meeting• Request Fall Training Evaluations
	<ul style="list-style-type: none">•
February	<ul style="list-style-type: none">• Chair Training Committee Meeting• Finalize new aid officer training agenda/assignments• Submit announcement/registration information to Electronic Services Chair
April	<ul style="list-style-type: none">• Conduct new aid officer training• Prepare report for Board Meeting
May	<ul style="list-style-type: none">• Prepare report for Board Meeting
June	<ul style="list-style-type: none">• Attend Annual Conference

5.5 Treasurer

The Treasurer is elected for a two-year term and oversees and manages the Association's financial matters. Additional responsibilities include:

1. Receive all Association monies and keep the books of the Association.
2. Pay the bills of the Association within 30 days of receipt of invoices.
3. In conjunction with the Electronic Services Chair, arrange for the billing and collection of dues of the Association upon confirmation of the membership dues amount from the Board.
4. Be responsible for conducting all on-site registrations with the assistance of the Member-at-Large and the Treasurer-Elect.
5. In conjunction with the Electronic Services Chair, arrange for collection of registrations for meetings of the Association.
6. Prepare and maintain an annual budget for the Association, at the Transitional Board Meeting, in consultation with the President, elected officers, and committee chairs.
7. Upon the completion of the term of office, turn over to the new Treasurer, at Transitional Board Meeting all financial records of the Association, including but not limited to logins and passwords associated with Quickbooks Online and any electronic storage software such as Dropbox, etc.
8. Be bonded at the expense of the Association.
9. Coordinate the filing of the Association's annual IRS tax forms with the appointed accountant, Paul Calhoun or his successor, in accordance with IRS regulations.
10. Attend Board Meetings and provide reports.
11. The Treasurer must submit an annual report of the receipts and expenditures of each year-to-date at the Board Meeting preceding the Annual Conference.
12. A current Treasurer's Report must be presented to the Board and membership at Fall Training and the Annual Conference.

Suggested Guidelines and Procedures:

5.5.1 Fund Control/Ledgers

- Maintain Quickbooks Online upon receipt of monies or expenditures uploading copies of reports, invoices, etc. to justify each entry.
- Maintain adequate revenue and expense accounts within Quickbooks Online to detail the sources of income and expenses of the Association.

- Grant access to Quickbooks Online and bank accounts to President and Audit & Finance Chair each year.
- Submit expenditures to President for approval if amount exceeds \$5000 or is otherwise questionable.

5.5.2 Good practice

- Make entries in Quickbooks Online within 2-3 business days of receipt
- Require receipts for reimbursement
- Balance ledger accounts to bank balance monthly
- Checks should be made payable to individuals, companies or institutions; not to cash.

5.6 Treasurer-Elect

The Treasurer-Elect is elected in odd years to serve for a period of one year. The Treasurer-Elect of the Association will automatically succeed to the office of Treasurer for a two-year term.

The overall function of the Treasurer-Elect is to assist the Treasurer in all duties outlined in the By-Laws and the Manual. This will allow the elected individual to gain the experience needed to effectively hold the office of the Treasurer.

5.7 Secretary

The Secretary is elected for a two-year term and serves as the scribe for Association meetings and custodian of its records. The Secretary's duties include:

1. Prepare and provide a written record of all meetings of the Board and of the Association.
2. Produce copy of meeting minutes to the Board and Committee Chairs within 10 calendar days of held meetings.
3. Deliver meeting minutes to the Electronic Services Chair to post on the website.
4. Keep and update the permanent file of all official documents of the Association, work in collaboration with the Electronic Services Chair to maintain these records.
5. Upon completion of term of office, turn over to the new Secretary, at Transitional Board Meeting, all the Association's secretarial equipment and seal.

6. Be responsible for maintaining the Constitution, By-Laws, and the Manual of the Association.
7. Attend Board Meetings and provide reports.

5.8 Member-at-Large

The Member-at-Large is elected for a two-year term and serves as the Membership Committee Chair of the Association and custodian of all membership records. The Member-at-Large's duties include:

1. Maintain and verify membership data entered into website.
2. Develop initiatives to increase membership.
3. Coordinate recognition for new members who attend the Annual Conference.
4. At the discretion of the President, the Member-at-Large may coordinate the mentor program as detailed in the Member-at-Large Guidebook.
5. Send flowers and cards according to the Policies & Procedures section pertaining to "Flowers and Cards."
6. Send the following as designated or as deemed appropriate by the President or as otherwise approved by the Board:
 - a. Member illness – flowers or plant – not to exceed \$50.00, plus delivery, wire, and taxes
 - b. Member's death (or death of spouse, parent, or child) – flowers or plant – not to exceed \$75.00, plus delivery, wire, and taxes
 - c. Wedding – send card
 - d. Birth – send card
 - e. Donations in lieu of flowers - maximum of \$50.00
7. Assist with registration at all events, including printing of name badges and putting registration packets together.
8. Attend Board Meetings and provide reports.

5.9 Immediate Past President

The Immediate Past President serves a one-year term immediately following a one-year term as President. The Immediate Past President assists the President and serves as chair of the Nominating Committee and the Governance and Planning Committee. In this capacity, the Past President:

1. Serve as Chair of the Nominating Committee.
 - a. Solicit nominations through the listserv.
 - b. Provide announcements at meetings or training events.
 - c. Collaborate with the committee members to set the slate.
 - d. Confirm final vote count.

- e. Contact all candidates regarding the election results prior to the general announcement of the new officers.
 - f. Call for destruction of the ballots.
2. Serve as the Association representative to the SASFAA Nomination Committee.
 - a. Solicit nominations through the listserv.
 - b. Provide announcements at meetings or training events.
 - c. Attend all committee meetings.
3. Serve as Chair of the Governance and Planning Committee.
4. Serve as Parliamentarian for Board Meetings and Association meetings.
5. Attend Board Meetings and provide reports.

October	<ul style="list-style-type: none"> • Solicit nominations for SASFAA officer election on listserv.
February	<ul style="list-style-type: none"> • Solicit nominations for the Association officer elections on listserv. • Schedule a Governance and Planning Committee meeting.
March	<ul style="list-style-type: none"> • Schedule a Nominating Committee Meeting.
April	<ul style="list-style-type: none"> • Present slate to Board for approval. •
April/May	<ul style="list-style-type: none"> • Present slate of candidates and bios on listserv.
May/June	<ul style="list-style-type: none"> • Oversee election at the Annual Conference.

5.10 Directors

Three Directors are elected for three-year terms, with one Director elected each fiscal year. The Directors will serve as members of the Governance and Planning Committee and be responsible for reviewing and recommending revisions to the Constitution, By-Laws, and the Manual of the Association.

1. Attend all Board Meetings as called by the President and serve in a voting capacity.
2. Provide counsel to the Board on matters of planning and governance.
3. Meet at least annually to conduct a review of the Association's Constitution, By-Laws, and the Manual and make recommendations to the Board for changes as needed.
4. Serve on the Governance and Planning Committee, chaired by the Immediate Past President, to develop a Long-Range Plan for the association.
5. Attend Board Meetings and provide reports.

Section 6: Duties and Responsibilities of Committees and Liaisons

The committee chairs work in conjunction with the President to select diverse committee members considering experience, state member representation, and sector interests for approval within 30 days following the Transitional Board Meeting. The Board may recommend other committee members for approval by the President during the fiscal year, as appropriate. Each committee and liaison shall:

1. Develop goals and objectives in keeping the committee/liaison charges, the By-Laws, the mission statement and Long-Range Plan and in consideration of the recommendations of the Governance and Planning Committee.
2. Prepare and submit reports to the Secretary and make reports and submit action items at Board meetings.
3. Submit an end-of-the-year report to assess the committee's effectiveness in reaching its goals/objectives and make recommendations for future activities at the Board meeting preceding the Annual Conference.
4. Comply with budget parameters and approve expenditures and requests of reimbursement in accordance with the Association's governing documents. Additional guidance can be found in SASFAA's Guide to Financial Management; however, in the event of a conflict, the Association's governing documents will prevail.
5. Forward to their successors all pertinent records and reports at Transitional Board Meeting and in the event of a committee chair's resignation or removal from office, all records must be submitted to the President immediately; and
6. Perform other duties as requested by the President and provide copies of correspondence to the President.

6.1 Standing Committees as Required in the By-Laws

6.1.1 Audit/Finance

Develops, oversees and maintains proper fiscal controls and financial management strategies to ensure the fiscal integrity of the Association.

Responsibilities:

1. Assist the Treasurer with preparation of the fiscal budget.
2. Monitor expenditures, analyze cash flow trends, and advise the Board regarding short-term and long-term investments.
3. Conduct with the Treasurer quarterly reviews of cash balances and expenses and make appropriate recommendations.

4. Perform a Quickbooks Online audit prior to the annual conference and make a report at the transitional Board meeting preceding the Annual Conference.
5. Recommend budget adjustments, as appropriate, to stay within budget guidelines.
6. Work with the Treasurer to ensure that all financial reports including tax forms are filed by established deadlines.

6.1.2 Conference

The Conference Committee will be responsible for planning and conducting the Annual Conference.

1. Coordinate and oversee activities of Program Committee, Local Arrangement Committee, Business Partners Committee and Site Selection Committee.
2. Monitor conference budget.
3. Pre-conference meetings and arrangements (i.e. Board, Committees)
4. Program packets
5. Coordinate conference webpage to include hotel information
6. Assign comp rooms
7. Program evaluation – review and report to Board
8. Review and approve conference bills and submit to Treasurer for payment.
9. Gifts for speakers

6.1.3 Diversity

1. The Diversity Committee is responsible for raising the awareness of the Association of the value of diversity and how the organization can benefit from embracing differences. The Chair of the committee should seek new ways and ideas to recognize and promote awareness of diversity to the committee as well as the membership.
2. The committee should review the purpose of the Diversity Committee annually. This will enable the committee to determine new aspects to be addressed.
3. The Chair may be asked to serve on the SASFAA diversity committee.
4. Diversity awareness sessions should be presented at all training events to allow membership to better serve its constituents.

6.1.4 Electronic Services

Coordinate and maintain the Association's website and support the activities of the Association.

1. Association website
 - a. Frequent updates – information must be kept up-to-date.
 - b. Work with Conference Chair to set up conference registrations online.
 - c. Coordinate all changes to the website as required during Transitional Board Meeting.
2. Other Electronic Communications
 - a. Continuously assess the Association's communications for possible improvements, changes, deletions, problems, etc.
 - b. Monitor usage of the listserv, and electronic announcements, etc.
 - c. Coordinate and monitor social media accounts.
 - d.

6.1.5 High School Relations

The High School Relations Committee will support the vision of the Association by continuing to “serve the interests and needs of students, postsecondary educational institutions and their aid administrators, and public and private agencies and organizations concerned with student financial aid.” Our commitment is to see every child in the state of Mississippi achieve his or her educational goals – regardless of ethnicity, income, or background.

1. Foster relationships with Mississippi's High School Counselors and raise awareness of the Association.
2. The High School Relations Committee will develop and maintain database of the names, address, and telephone numbers of contact information relevant to Mississippi's High School Counselors.
3. Develop and maintain database of Financial Aid office contact information.
4. Maintain high school landing page, High School Guidance Counselor access, and applicable links/documents.

6.1.6 Nominating

Solicit nominations for the elected offices of the Association, and coordinate election activities. The Past-President serves as Chair.

1. Establish the committee membership, consisting of the Immediate Past-President and two Past-Presidents. Solicitations should begin with the most recent Past-President and proceed through the line of succession.
2. Solicit nominations from the membership by issuing a nominations request via the listserv.
3. Present slate to Board.
4. Notify all nominees of results, notifying defeated candidate first if possible.
5. Request permission to electronically destroy the ballots.
6. Anyone agreeing to serve on the Nominating committee cannot resign to run for a position on the Board.
7. Oversee scholarship process. See 9.3.

Guidelines

1. The committee will consider the nominees at their first meeting after submission of the nominations. All the nominees submitted should have already been contacted by the person nominating him/her and with the agreement to run if the nomination should be submitted. The Chair will verify that nominees have been asked to run by their nominator. ALL NOMINEES MUST BE CURRENT MEMBERS OF THE ASSOCIATION.
2. The nomination will require name of nominee and position desired.
3. If only one candidate is presented for a position, the committee may nominate a second candidate for the position, provided the nominee is contacted and agrees to run for the position for which the recommendation is submitted.
4. If two candidates are presented for a position, both candidates must be placed on the ballot for a vote of the total membership.
5. An alternate may be submitted to the Board for approval to replace a candidate who requested to be removed from the ballot before the election.
6. The Chair will then present their names to the Board for approval. The website will present these nominees, with names of the nominees for each office, pictures and a short biography.
7. See Election Process 6.1.6.1.
8. The Chair will verify the actual electronic results. Committee members will be assigned to notify all nominees of the outcome. The membership will be officially notified of the elected officers at the next business

meeting, typically on the last day of the Annual Conference. The electronic ballots will be destroyed upon approval at this meeting.

9. All discussions and balloting of this committee are confidential. Actual ballot count for each candidate should also be confidential.

6.1.6.1 Election Procedures

1. The election will be held during the Annual Conference. A business meeting shall be scheduled early in the conference at which time the nominees from the Nominating Committee will be received and nominations allowed from the floor.
2. Each paid member of the Association will receive an electronic notification containing the names of the candidates running for office. Provision will be made for the addition of candidates nominated from the floor.
3. The Nominating Committee Chair will arrange for electronic voting via the Association's website.
4. The electronic voting procedures will be communicated at least ten (10) calendar days prior to the Annual Conference. Electronic voting will begin immediately following opening session at the Annual Conference. Electronic voting will remain available until a designated time on the second day of the Annual Conference.
5. The Nominating Committee Chair will report the results at the final general business meeting of the Annual Conference.

6.1.6.2 Candidate Nominations from the floor

1. Candidates nominated from the floor are provided the same opportunity to present their statement of candidacy as the Association's slate of candidates.
2. The nominee must be a paid member of the Association.
3. The individual making the nomination must be a paid member of the Association.
4. The nominees' bios shall be presented to the membership as directed by the President.

6.1.6.3 Campaign Guidelines

1. Each candidate will be featured on the website. Each candidate will be asked to provide a digital photograph and a brief resume/statement of candidacy.

2. No hospitality suites will be held in support of the candidacy of any individual.
3. No mass solicitation of the Association's membership will be made by or on behalf of a candidate.
4. Each candidate will be expected to speak on his or her candidacy three to five minutes at the opening business meeting at the Annual Conference, even if running on a single slate (allowing the membership to meet the candidate).

6.1.7 Governance and Planning

The Governance and Planning Committee is responsible for maintaining a Long-Range Plan to be continuously built upon. The Governance and Planning Committee will systematically explore and work toward future opportunities, while analyzing and avoiding threats to the organization. The Governance and Planning Committee will make recommendations to the Board on issues as requested by the members, as well as issues of immediate or long-range concerns. The Governance and Planning Committee will review and make recommendations to the Board for revisions to the Association's Constitution, By-Laws, and Policies and Procedures Manual.

The Governance and Planning Committee members are prescribed by the Association's By-Laws. Those members include the Directors, who are elected by the membership and serve a three-year term, and the Immediate Past President who chairs the committee.

1. Meet at least annually to conduct a review of the Association's Constitution, By-Laws, and Policies and Procedures and make recommendations to the Board for changes as needed.
2. Ensure that the annual goals of the committees and Board are in support of the Long-Range Plan.
3. Review the Long-Range Plan annually to monitor progress toward goal attainment.
4. Evaluate and update comprehensively the Long-Range Plan annually.

6.1.8 Training

Plan, develop, and coordinate training opportunities for Association members and maintain a schedule of training opportunities for state, regional, and national levels.

1. Be responsible for all training programs of the Association, including workshops for new aid officers, advanced level seminars, and any other training sessions required by the Association;
 - a. Survey the needs of the membership
 - i. Plan and direct new aid officer's workshop or Financial Aid 101 Faculty selection
 - ii. Develop Curriculum
 - iii. Establish agenda
 - iv. Coordinate Announcements and setup of registration forms
 - b. Conduct advanced level training
 - i. Current Issues of concern
 - ii. Management training
2. Coordinate training efforts of the Association with those of the Regional Association and the National Association
3. Serve on such other committees as appointed
4. Attend Board Meetings and provide reports

6.2 Functional Committees at the discretion of the President

6.2.1 Legislative

The Legislative Committee will be responsible for dissemination of Federal legislative issues as they arise in order to keep the membership informed, and prepare appropriate responses for the President/Board as requested.

1. Review ED Notices of Proposed Rulemaking, Final Regulations, Electronic Announcements, and Dear Colleague Letters for impact on Title IV programs, and to make recommendations to the Board for responses.
2. Review changes to the law made by Congress for impact on Title IV programs.
3. Review other ED materials when changes are implemented (i.e., Student Financial Aid Handbook or Verification Guide.)
4. Dissemination of information
5. Utilize the website/listserv
6. Communicate emergency information to the President for communication via e-mail or phone.
7. Assist in the preparation of letters to officials as approved by the Board.
8. May be asked to serve as Representative to the SASFAA Legislative Committee.

6.2.2 Site Selection

1. Research and recommend future conference and training sites as instructed by the Board.
2. Consider location, facilities (sufficient meeting rooms), transportation, and cost of hotel/motel accommodations when choosing a site.
3. Choose sites only in Mississippi.
4. Make recommendations to the membership at the Annual Conference.
5. Obtain at least three bids or proposals utilizing the guidebook
6. Prepare written comparison for Board approval

6.2.3 State Aid

The Legislative Committee will be responsible for dissemination of State legislative issues as they arise in order to keep the membership informed and prepare appropriate responses for the President/Board as requested.

1. Review legislative and regulatory changes for state financial aid programs, and make recommendations to the Board for responses.
2. Cultivate state sources for information and maintain open communications.

6.2.4 Business Partners

The Chairperson must work closely with the Board and Committee Chairs to determine annual sponsorship goals/opportunities.

1. Prepare reports containing Business Partners information to be presented at each the Association Board Meeting.
2. Update the Business Partners mailing list by checking the information received from each organization against the mailing list and update appropriately.
3. At the discretion of the Business Partner Chair, other ways of recognizing vendors, (i.e. signs on vendor tables), recognition at specific events, etc. may be done in lieu of signs.
4. Information on conference support will be furnished to the Board and the Conference Chair on a timely basis. This would include the events/activities, the amount of the support, and the number of conference registrations that should be considered complimentary. (The use of complimentary registrations will be determined by vote of the Executive Board.)
5. The Business Partner Chair will serve as Liaison to the Board for the vendors and sponsors.

Section 7: Meetings

The Association conducts meetings, as it deems necessary, to support the purposes of the Association. Meetings shall be conducted in accordance with the most recent edition of *Robert's Rules of Order*.

7.1 Board

At least one meeting of the Board shall be held each year between July 1 and June 30 inclusive. Customarily, three meetings of the Board are conducted each fiscal year.

1. A transitional meeting is held in mid-summer.
2. A late fall meeting is held generally at the site of the fall training.
3. A meeting is held in conjunction with the annual conference.

Board meetings are held at the call of the President. The President of the Association shall preside at Board meetings.

Annually, the Board shall meet to approve the nominees for elective office. Normally, committee chairs and liaisons are included in Board meetings. Meetings are public and open to the membership. Other individuals may be invited subject to approval of the President.

7.1.1 Policy for Remote Meetings of the Board

1. If the President wishes to call a meeting, he/she may do so without the need for a motion and a second. If another member of the Board wishes to call a meeting, a motion to do so shall be submitted to the President. This motion requires a second for the meeting to be held.
2. Should a remote-meeting be necessary, and if time allows, input on an appropriate time and date should be sought, via polls. If time does not allow, the meeting day and time is at the discretion of the President.
3. Notice of a remote-meeting will be sent by the President to the Board (and others on the board, when appropriate), a minimum of 24 hours prior to the opening of the meeting telling the format, as well as the time, and day the meeting will be called to order.
4. Once the remote meeting has been called to order a quorum will be established.

7.1.1.2 Video Remote Meetings

1. These meetings will follow the same order and process as face-to-face meetings of the Board, except a roll call vote is required in all instances in the event members are not visible by video.

7.1.1.3 Email Remote Meetings – reserved for emergency situations requiring a vote from the Board.

1. Quorum is established once the members of the Board indicate their presence and offer discussion. When the majority of members of the Board have indicated their presence and offered discussion, or when 2 hours has elapsed from the call to order (whichever is earlier), the Chair will declare a quorum and call for the vote.
2. Members of the Board will “reply all” with their vote within 2 hours of the call for the vote. If not possible, a text to the President within the same time-frame will suffice.
3. After 2 hours from the call to vote, the Chair will declare the motion passed or failed and adjourn the meeting.

7.1.1.4 Conference Call Remote Meetings - reserved for emergency situations requiring a vote from the Board.

1. The President will initiate (host) the conference call and call the meeting to order.
2. Meeting proceeds in the same manner as a face-to-face meeting, except a roll call vote is required in all instances.

7.2 Annual Business Meeting

The Association shall have an annual business meeting conducted during the annual conference. The agenda shall include the election of officers and the presentation of officer and committee reports. A notice of the meeting shall be announced to all members at least thirty (30) days in advance of the meeting.

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 committee chair, in accordance with the approved budget of the committee, shall establish the meeting location(s) and number of meetings. The committee chair or a

designee shall preside. The President serves as an ex- officio member on all committees.

Section 8: Communications

8.1 Editorial and Publication Standards

8.1.1 Communications and Outreach

Facebook and other social media have revolutionized how people communicate and receive news. The Association's accounts will be used for the primary purpose of providing a vehicle to disseminate information in an efficient, timely manner to the financial aid community. It should include news of interest to student aid administrators including professional development information and events pertaining to aid administrators in the MASFAA region.

8.1.2 Membership Directory

The membership directory is maintained on the Association website.

8.1.3 Annual Conference Program

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

1. Letter from the President;
2. Letter from the Conference Chair;
3. Names of members of the current elected officers, State Association Presidents, Committee Chairs, liaisons, members of the conference committee, and members of the Local Arrangements Committee;
4. Daily schedule of sessions, events and activities
5. Brief description of each of the sessions, events and activities
6. Names and titles of speakers, moderators and presenters
7. Locations of sessions, events and activities
8. Diagrams showing the locations of the sessions, events and activities
9. Brief biographical sketches of persons providing major addresses or presentations
10. Announcement of the dates and location of the subsequent year's conference

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 the Association 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 Association publications must contain a copyright statement that includes the publication date and the following statement:

Copyright, MASFAA, Inc. [date]

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

Register of Copyrights
Copyright Office
Library of Congress
Washington, DC 20559-6000

8.2.2. Music Copyright Policy

Public performance of copyrighted music requires permission from copyright owners or their licensing agents. To legally cover the Association from copyright infringements and liabilities for the use of live or recorded music, the Treasurer, on behalf of the Association, will submit licensing agreements and fees as required by the American Society of Composers, Authors and Publishers (ASCAP) and Broadcast Music, Inc. (BMI).

For BMI, the report for all events in the prior calendar year is filed in January. After receiving the report, BMI will issue an invoice for all events in the prior calendar year.

For ASCAP, if the Association has 4 or less events, the report with payment is due 30 days after each event. If the Association has 5 or more events, the report with payment is due quarterly.

Information and/or agreements from ASCAP or BMI can be obtained by calling or visiting:

ASCAP	1-800-505-4052	www.ascap.com
BMI	1-877-264-2137	www.bmi.com/tradeshows

The Association is responsible for paying fees to ASCAP and BMI whenever a function/event is held and either mechanical or live music is used for entertainment. Different rates apply to mechanical and live music for each entity. Rate information is contained in the agreements or in an addendum to the agreement. Both ASCAP and BMI have a minimum fee schedule for each event.

8.3 Electronic Communications

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

8.3.1 Listserv

1. The Association's listserv is established as a mechanism for information exchange and problem resolution for use by Mississippi colleges and universities financial aid administrators and related personnel. It is intended to provide a statewide forum for the discussion of all matters relating to the ADMINISTRATION of student financial aid at Mississippi institutions of higher education. List delivery is available in "immediate" delivery mode for up-to-the-minute messages only. Note: There is no official archive for this list.
2. The Association's listserv subscription is reserved for current MASFAA members and those who are interested in Mississippi financial aid administration. This listserv is not for individual student or parent questions about applying for or receiving financial aid or scholarships. Such questions are better addressed to a specific college. Correspondence is monitored by the Electronic Services Chair to protect the Association's membership and to ensure proper use of the listserv.
3. The following may be posted to the listserv: financial aid-related queries and discussion items, Association organizational announcements, aid-related position vacancies, and items that can be considered "public service" in

nature. Messages must be appropriate for this listserv. Off-topic posts will be considered SPAM. Any questions as to the appropriateness of a posting should be directed to the Electronic Services Chair.

4. The Association is a non-profit, professional organization; therefore, listserv postings that promote or advertise goods or services are forbidden.
5. Listserv Guidelines
 - "Netiquette" must always be observed. (See "Basic Netiquette" below.)
 - The Association's listserv is not a forum for arguments or off-topic discussions. Anyone who "attacks" another member on the list will be unsubscribed from the listserv.
 - Members should not reply to the message sent to the listserv. Modify the email address and subject line to reflect the individual email address and content of the message.
 - Flaming, spamming and other inconsiderate behavior will not be tolerated. Inconsiderate participants will be unsubscribed from the listserv.
 - Posting members must provide their name and email address on each message.
 - Use of the list for illegal activities is strictly prohibited. Posting of material that may be considered racist, hateful, pornographic, etc., is forbidden.
 - Members should not post subscription change requests, etc., to the list.
 - Questions regarding the listserv and/or the proper use of the Association's listserv should be directed to the Electronic Services Chairman. Issues not resolved at this level will be taken under consideration by the Board.
 - By subscribing to the listserv, members are confirming that they have read and agree to the terms of the Association's listserv policy statement and guidelines.
6. Basic Netiquette - MASFAA's listserv policy is not the final word on Cyberspace Etiquette. We suggest reading and following the guidelines found at: <http://www.albion.com/netiquette/corerules.html>
7. The Association's Members are asked if they would like to receive the listserv emails when setting up the membership profile.

8.3.2 Website

The Association shall maintain a Web site 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. The useful life span of the content should be a maximum of two years and older materials should be archived with the ability to retrieve them as needed.

8.3.3 Social Media

Social media may be used for sharing news and pictures.

8.4 Advertising

Advertising offers Business Partners an opportunity to market products and services to the membership. The Association gains operating funds through fees paid by Business Partners. It is incumbent upon the Board to establish guidelines to ensure that the quality, quantity and content of advertisements complement the mission of the Association.

Section 9: Gifts and Awards

The Association shall recognize and reward exemplary service or outstanding contributions to the Association or to the financial aid profession. Those individuals or entities identified by the Board as worthy of special recognition shall be honored.

9.1 Gifts and Amenities

The President shall have the discretion 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 plaques upon completion of terms of service. The President shall make the presentations at a place and time deemed appropriate. Scholarships could be awarded with approval of the Executive Board should funds be available.

The President, upon approval of the Board, shall present awards, plaques or recognition to selected committee chairs, Board members, and others. All the Association's master plaque designs are on file at Mars & Steele, Inc., PO Box 14125, Jackson, MS, 39236. Phone: 601.982.2828. However, the most economical vendor may be used.

9.2.1 Jack Woodward Award

Jack Woodward's life and ministry was directed toward the service of others. After graduating from Millsaps College in 1951, he completed his divinity studies at Southern Methodist University in Dallas in 1954. Jack returned to Mississippi to receive his first assignment as Associate Pastor of First United Methodist Church in Corinth. It is during this time that his life changed forever when he met Nelda Ruth Wright. They were married on June 30, 1957.

In 1961, he received his second and only other assignment as Director of Religious Life at Millsaps - his alma mater. Jack also became Director of Financial Aid for the college, and in 1967, he along with Ken Wooten and a few other financial aid administrators founded the Mississippi Association of Student Financial Aid Administrators, Inc. (MASFAA).

His position at Millsaps grew into a full-time ministry and Jack became Dean of Student Aid Financial Planning. During his time in financial aid, he encountered many families who wanted a Millsaps education for their child and may not have had the means to send them there. Jack always said: "We will find a way." And he did.

Because of this, Jack envisioned an organization that would help families navigate the paths of college financial aid and provide assistance in charting a post-secondary course for their children. From this vision, he joined with the late Herman Hines in 1979 to create this entity, which in 2017 was renamed for its two founders as the Woodward Hines Education Foundation.

Jack retired from Millsaps in 1999 but remained active at the college and in the foundation. He also continued in service by teaching the Ben Fatheree Sunday School Class at Galloway UMC - a ministry which brought him great joy.

In the many lives he met on his journey, he tried to convey to each person a sense of service, humbleness and love. He quietly went about serving his fellow human beings with an authentic caring and compassion that was driven by his love for God and for humanity. He truly left a mark on all whom he encountered, from Millsaps to MASFAA to the Woodward Hines Education Foundation, and his sweet spirit will remain in all of us as we move forward in his shadow.

The recipient of the **Jack Woodward Award of Excellence** will be selected by the Executive Board from a list of nominations provided by the membership. The nominees will be evaluated based on their involvement, leadership, knowledge and experience, contributions, cooperative and professional behavior, commitment, and service.

1. The Jack Woodward Award of Excellence will be voted on by the Board of the Association prior to the Annual Conference, when so disposed.
2. Nominations will be solicited electronically no later than March 31st of each year from members of the Association using the following criteria:
 - a. Must be a practicing student financial aid professional. (Postsecondary Institution, Lending Institution, Guarantee Agency, etc.)
 - b. Must be active in profession for at least five years prior to award year.
 - c. Must hold current membership in the Association.
 - d. Must be recommended by a current member of the Association.
 - e. Recommendations will be reviewed by the Board and evaluated on the bases of: involvement in the Association, leadership, knowledge, expertise, cooperation, professionalism, commitment, and service.
 - f. The financial aid professional receiving the greatest number of votes will be selected as the recipient of The Jack Woodward Award of Excellence.
3. Current members of the Board are ineligible for nomination.
4. The award may be presented at the Annual Conference. A commemorative item (e.g. plaque, paperweight, etc.) may be presented to the honoree with the following inscription:

The Jack Woodward Award of Excellence is hereby presented to

for excellence in leadership, knowledge, expertise, cooperation, professionalism, commitment, service, and involvement in MASFAA.

Awarded the _____ Day of _____ 20XX by the _____ Board.

9.2.2 Honorary Lifetime Membership

1. Honorary Lifetime Membership is bestowed to persons who have performed outstanding service in the field of support and/or administration of student financial aid, and who have made significant contributions to the Association. Candidates for Honorary Lifetime Membership are recommended by the Board and approved by vote of the Association members. Honorary Lifetime Membership awards should be made only to those individuals who have made significant contribution to the Association and who have performed outstanding service in the field of support and/or administration of student financial aid.
2. Honorary Lifetime Membership in the Association shall be made through recommendation to the Board prior to the fall training event.
3. Nominees cannot be current members of the Association.

4. The Board must be unanimous in their vote to accept the recommendation.
5. The membership will vote on any Honorary Lifetime Member at fall training event.
6. Honorary Lifetime Membership awards will be presented at the Annual Conference.
7. The Board will choose a commemorative item (e.g., plaque, paperweight) to be presented to the honoree with the following inscription:

Mississippi Association of Student Financial Aid Administrators, Inc.
(Name of Recipient) is hereby
presented an
Honorary
Lifetime
Membership
in
MASFAA

Awarded this _____ day of _____ 20_____

By the (Year-Year) Board

9.2.3 MASFAA President Special Recognition Award

The MASFAA President's Special Recognition Award will be presented at the Annual Conference to individuals who have performed or provided exemplary service to the Association during the current year.

Guidelines:

- Recipient(s) will remain anonymous until the presentation during the Annual Conference.
- The award may be presented each year, at the discretion of the President.
- Recipient(s) must have assisted the Association's President to achieve his/her goals and objectives.
- Recipient(s) may or may not be members of the Association.

9.2.4 Rookie of the Year

The Rookie of the Year Award will be presented at the Annual Conference to individual who has been active in the profession for two years or less and has actively participated and shown leadership potential.

1. The Rookie of the Year Award will be voted on by the Board of the Association prior to the Annual Conference, when so disposed.

2. Nomination will be solicited from members of the Association using the following criteria:
 - a. Must be a practicing student financial aid professional as defined in the By-Laws. (Postsecondary Institution, Lending Institution, etc.)
 - b. Must be active in profession for two years or less prior to award year.
 - c. Must hold current membership in the Association.
 - d. Must be recommended by a current member of the Association.
 - e. Recommendations will be reviewed by the Board and evaluated on the basis of: involvement in the Association, leadership, knowledge, expertise, cooperation, professionalism, commitment, and service.
 - f. The financial aid professional receiving the greatest number of votes will be selected as the recipient of The Rookie of the Year Award.
3. The commemorative item may be presented to the honoree at the Annual Conference with the following inscription:

The Rookie of the Year Award is hereby presented to

*for excellence in leadership, knowledge, expertise, cooperation, professionalism,
commitment and service, and involvement in MASFAA.*

Awarded the _____ Day of _____ 20XX by the _____ Board

9.2.5 Officer Plaques or other commemorative items

The President and other officers of the Association shall be presented with an appropriate item to commemorate the term of office. A recommended format and verbiage for the item follows:

[LOGO]
*MISSISSIPPI ASSOCIATION OF STUDENT
FINANCIAL AID ADMINISTRATORS, INC.
Proudly Presents This
APPRECIATION AWARD
To
[Recipient's Name]

For Outstanding Service to the Association as
[Office and Fiscal Year]
[Date]*

The current President distributes awards. The President typically receives recognition following the conclusion of the term of office. The President may designate when to receive the President's plaque or commemorative item.

9.2.6 Certificates for Committee Chairs

The Committee Chairs of the Association shall be presented with an appropriate certificate to commemorate the term of office. A recommended format and verbiage for the item follows:

[LOGO]
*MISSISSIPPI ASSOCIATION OF STUDENT
FINANCIAL AID ADMINISTRATORS, INC.*
Proudly Presents This
APPRECIATION AWARD
To
[Recipient's Name]

For Outstanding Service to the Association as
[Office and Fiscal Year]
[Date]

The current President distributes awards.

9.3 Scholarships

The Nominating Committee has oversight.

9.3.1 Jan Lee Memorial Scholarship for Professional Development

The Jan Lee Memorial Scholarship for Professional Development was established by a donation from the Missouri Higher Education Loan Authority (MOHELA) and supported through the continued fundraising efforts of the Association's members. Jan Lee was manager of Trustmark Student Loans and a staunch supporter of MASFAA.

1. This can be applied toward registration fees only for Association events (i.e. Annual Conference, Financial Aid 101, Fall Training, or other).
2. Application deadline as set by the Nominating Committee.
3. Nominating Committee will notify recipients of approvals/denials.
4. A set number of scholarships will be determined yearly based on funding.
5. The application is on the Association's website.

9.3.2 Student Scholarships

The MASFAA Student Scholarship was established to support the institutions that are a part of MASFAA by awarding scholarship funds to a student(s). Scholarships are awarded as funds are available.

Funds may be raised during the year to support scholarships.

In the event donations are made to fund a scholarship award at the Annual Conference, the following guidelines are to be administered:

1. Each school represented at the Annual Conference by an Association member will be eligible to be included in a random drawing for this scholarship.
2. A Scholarship Request Form will be available on the Association's website to the winning institution after the drawing.
3. The institution receiving the scholarship will select the recipient(s) of the award and submit the Scholarship Request Form to the Treasurer. The Scholarship Request Form must be requested prior to the expiration date, along with the identity of the recipient(s) and requested data. Failure to request funds within the time frame may result in a loss of scholarship.

CONFERENCE AWARDED FUNDS
FUNDS Annual Conference

DEADLINE TO REQUEST
October 31st

4. The Treasurer will mail the check to the institution, co-payable to each recipient and institution.
5. If the institution fails to submit the check request voucher within the designated timeframe, a new drawing will be held at the following conference.

SECTION 10: Financial

Maintaining the financial stability of the Association is paramount to ensuring its continued viability and service to its membership. Each elected official and/or committee chair will review the Agreement of Understanding which includes a conflict of interest policy and a reimbursement policy.

10.1 Membership Dues

The Board reviews the annual dues to the Association at the first Board meeting for the new fiscal year. The membership rate and due dates are subject to change, in accordance with provisions in the By-laws.

1. Membership is for an annual period, beginning 07/01/YY through 06/30/YY (of the following year.)

2. Membership dues are billed annually each July.
3. Annual membership dues are non-refundable and non-transferable.
4. A refund will be made if a duplicate payment is paid to the Association for the same member during the same fiscal year.
5. Membership is required for all Association events including training.

10.2 Conference, Events and Workshop Fees

The fees for the annual conference and other conferences, workshops and events shall be set on an annual basis by the Board upon the recommendation of the Budget and Finance Committee Chair. The Conference Chair will provide input to the Board regarding the recommended registration fee before a final decision is made.

1. Conference registration fees will be determined through a reasonable cost analysis by the Board.
2. Conference registration fees will be charged to all conference attendees unless waived by Honorary Lifetime recipient attending conference to receive their award; or by recommendation of the Conference Chair and approved by the President in consultation with the Treasurer.
3. Conference registration fees are transferable but are non-refundable unless deemed necessary by the Board.
4. Conference attendees must be paid members of the Association, unless (a) attendee is an Honorary Lifetime Member or (b) membership waived by the Conference Chair, i.e. guest speaker.
5. Cancellation policy to be included in all registrations:

I understand that with my submission of this registration form I am committing to attend this MASFAA sponsored event. I am responsible for the registration fee and any other fees, to include MASFAA membership and/or conference guest registration fees, associated with this event. Furthermore, with the submission of this registration, MASFAA may assume that I will attend the conference or event and may plan accordingly to accommodate my presence and participation. I understand that MASFAA Policy states that registration fees are transferrable but non-refundable. Exceptions to this policy must be submitted to the Treasurer and approved by the Board of Directors.

Training activities may be offered to out-of-region individuals at the discretion of the Board; however, fees for all Association training programs will include the equivalent for membership if the participant is not a current member.

10.3 Waived Expenses

In certain occasions, it is appropriate to waive expenses of members or guests of the Association. Following are specific instances in which expenses may be waived according to Board approval:

1. Membership dues or registration fees to individuals who serve as invited guests of the Association. Examples of this include, but may not be limited to, guest speakers at conferences and/or workshops.
2. The President, Member-at-Large, Conference Chair(s) and Treasurer and Treasurer-Elect's registration fees at the annual conference may be waived.
3. Vice-President and Treasurer's registration fees at fall training may be waived.

10.4 Guest and Honorary Expenses

The following expenses relating to the Association's conference(s) will be paid by the Association, either directly or reimbursed to the recipient, and charged against the Conference Committee budget.

1. Travel and other expenses of speakers and presenters not affiliated with the Association as recommended by the Conference Committee Chair and approved by the Board
2. Travel and other expenses not paid by SASFAA for one SASFAA President's Exchange representative invited to attend the Annual Conference as recommended by the President and approved by the Board
3. Mileage and one night lodging for Honorary Lifetime Member(s) attending the conference for which they are receiving their award.

10.5 Insurance

Insurance policies are secured for financial protection of the Association. Insurance shall be in the form of a general bond that covers specified members of the Board or other Association members, as determined necessary by the Board. In addition, the Association maintains business liability coverage to protect the Association from suits in the event of personal injury.

10.5.1 Fidelity Bonding

The President and the Treasurer and any other member of the Board as determined by the Board, shall be bonded at the Association's expense. The Board establishes the amount of the bond coverage. The Board shall include the cost of the fidelity bond when constructing the operating budget each year.

10.5.2 Liability Coverage

To protect the Association against possible losses due to personal suit, the Association will obtain 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 when constructing the operating budget each year.

10.6 Investments

Developing and maintaining sound investment strategies is a critical component to ensuring the Association's continued financial stability.

10.7 Travel Reimbursement Policy

1. Travel performed at the Association's expense must be for official Association business.
2. Travel reimbursement will be made to the Association's officers, committee chairs, committee members and other representatives as approved by the President.
3. Travel will be on a reimbursement basis unless a travel advance is authorized by the President.
4. A MASFAA Reimbursement/Expense Claim form must be completed and provided to the Treasurer. The Treasurer will pay legitimate claims on approved budget items.
5. Claims must be submitted within 30 days of travel expenditures except as approved by the President.

10.7.1 General Travel

1. Private auto at the prevailing state rate over the usually traveled route, not to exceed the cost of air coach. Private auto reimbursement may be submitted for anything greater than a daily commute.
2. Air travel will be reimbursed for coach travel only. A copy of the paid receipt must accompany the travel claim.
3. The cost of ground transportation and parking will be reimbursed at actual cost, including tip, if appropriate. Receipts must accompany travel claims whenever possible.

10.7.2 Lodging

The actual cost of lodging, not to exceed the single room rate at the hotel where lodged, will be paid. Receipts from hotel must accompany the travel claim.

10.7.3 Meals

Receipts for meals must accompany the travel claim. Meal expenses will be reimbursed up to the Mississippi daily reimbursement per diem as published by the MS Department of Finance & Administration while on authorized Association travel. Committee chairs may be reimbursed for meal expenses of the full committee, excluding guests or non-committee members, unless these persons take part in committee activities. The committee chair will list all persons participating in the meal on his/her expense voucher or expenses for this meal may not otherwise be claimed for reimbursement. Meal expenses will not be allowed when conference and/or event includes meals.

10.7.4 Rental Auto - Prior approval of the President is required.

10.7.5 Other miscellaneous expenses may be reimbursed. Receipts should accompany the reimbursement request.

10.7.6 Elected Officers – Reimbursable conference expenses (as approved by board upon an annual evaluation of Association budget)

1. President:

NASFAA – registration, cost of transportation, meals (not provided at the conference), and lodging at the annual NASFAA Conference – optional, depending on funding and scheduling

SASFAA – cost of transportation and meals for SASFAA Board meetings; one night lodging prior to the annual SASFAA Board meeting held prior to the annual SASFAA Conference – unless covered by SASFAA or the President’s institution

Miscellaneous – See 10.7.5

If the President is not a member of SASFAA and his/her institution is not willing to pay membership, the Association will cover the membership fees.

2. President-elect:

NASFAA - registration, cost of transportation, meals and lodging for the individual’s first-time attendance at the NASFAA Leadership Conference – optional, depending on funding and scheduling

SASFAA – cost of transportation and meals and lodging for the SASFAA Board meetings and the annual SASFAA Conference – unless covered by SASFAA or the President-Elect’s institution

If the President-Elect is not a member of SASFAA and his/her institution is not willing to pay membership, the Association will cover the membership fees.

3. Vice President:

NASFAA - registration, cost of transportation, meals and lodging for the individual's first-time attendance at the NASFAA Leadership Conference – optional, depending on funding and scheduling

4. Treasurer, Treasurer-Elect, Secretary, and Member-at-Large:

NASFAA - registration, cost of transportation, meals and lodging for the individual's first-time attendance at the NASFAA Leadership Conference – depending on funding and scheduling these individuals will be encouraged to attend.

10.8 Debit Card Use

Debit cards are secured for the President and Treasurer to cover reimbursable expenses associated with performing their duties. The Association has established guidelines for the acquisition and use of debit cards.

1. The Treasurer shall secure debit cards for official Association business use by the President and Treasurer.
2. The Treasurer shall provide written guidance to each cardholder explaining appropriate card use and reporting requirements.
3. All expenses charged to a debit card must be reported by the user to the Treasurer within ten (10) days of receiving his/her debit card statement. All itemized charges on the statement must correspond to a valid receipt.
4. Cardholders shall surrender their cards to the Treasurer within ten (10) days of the expiration of their term of office or at the direction of the President. In the case of the out-going Past-President, the card shall be surrendered to the Treasurer within ten (10) days after the conclusion of the Annual Conference if the Association is covering any expenses under other policies for the out-going Past-President to attend any part of the Annual Conference and/or Board meeting.
5. Charging personal expenses to the Association debit card is prohibited. Any violations of this policy will require immediate repayment to the Association. The Treasurer must report to the Board at the next board meeting. If repayment is not submitted within 30 days the debit card will be revoked.
6. Violations of card use policies may result in cancellation of debit card privileges.

7. Debit card information shall not be shared to an entity via email or fax. This information will be given via telephone or by overnight tracked delivery only.
8. In situations where the Association debit card is used by Board members conducting Association business as a result of their MASFAA position, the following documents must be submitted to the Treasurer to justify and explain the charges on the Association debit card:
 - Reimbursement form submitted to the Association for reimbursable charges on the Association debit card.
 - Receipts submitted to the Association that match the reimbursable charges on the Association debit card.
 - MapQuest documentation regarding mileage in situations where reimbursement is being sought for this expense.
 - The Association debit card log

10.9 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 ability to cover its contractual obligations.

The Association is required to keep a minimum of \$25,000 to be kept in cash or cash equivalent as an asset of Association.

10.10 Dissolution of Assets

Disposal or sale of any assets held by the Association shall be at the discretion of the Board.

10.11 Other Financial Guidelines

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

1. 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 the Board approves a new budget.
2. Authorization of both the Treasurer and the President are required on any check of \$5,000 or above.
3. The President has authority to exceed any budget line by \$1,000.

Section 11: Association History

The Association was first formed by a small group of financial aid administrators on July 13 and 14, 1967, in Biloxi, Mississippi. Mr. Kenneth Wooten was elected the first President at that time, and Mr. Jack Woodward presented a proposed constitution and By-laws. Both founding documents were approved, the convention expenses were paid, and \$19.65 was turned over to the Secretary-Treasurer, Ms. Jeanette Marsh. The decorations for the first conference were handled by many wives of the associations known as the Mississippi Glads, short for gladiolas, which is the organizations flower.

NASFAA Awards:

2000 For Service to Other Constituencies

1989 For Service to Other Constituencies

11.1 Articles of Incorporation

APPLICATION FOR
CHARTER OF INCORPORATION OF
MISSISSIPPI ASSOCIATION OF STUDENT FINANCIAL AID
ADMINISTRATORS, INC.
(A MISSISSIPPI NON-PROFIT CORPORATION)

1. The corporation title of said company is: Mississippi Association of Student Financial Aid Administrators, Inc.

2. The names and post office address of the incorporators are:

NAME	ADDRESS	CITY	ST	ZIP
Thomas Hood	140 Lakeway Drive	Oxford	MS	38655
Ronald M. Sweeney	Director Recruitment/ Financial Aid Officer Northeast Mississippi Junior College			
	Cunningham Boulevard	Booneville	MS	38829
Evelyn C. Williams	Rt. 1, 75A	Hickory	MS	39332

All incorporators are adult resident citizens of the state of Mississippi.

3. The domicile of the corporation is at P. O. Box 1559, University of Mississippi, University, Mississippi 38677.

4. The corporation is non-profit and no shares of stock are to be issued, and the corporation is a charitable and educational organization within the meaning of Section 79-11-1 Mississippi Code Annotated. (1984 Supp.).

5. The period of existence shall be perpetual.

6. The purpose of the corporation, not contrary to law, and the rights and powers to be exercised by the corporation, which rights and powers shall be limited to those reasonably necessary to accomplish the stated purpose of the association being incorporated, are as follows:

A. To promote the professional competency, and association of student financial aid administrators in colleges, universities, government agencies, foundations, and others associated with private and community organizations concerned with the support and administration of student financial aid programs.

B. To assist educational institutions, foundations, government agencies, and private and community organizations to promote and develop effective programs pertinent to student financial aids

C. To facilitate communication between educational institutions and sponsors of student financial aid funds through an exchange of ideas, information and experiences.

D. To promote such systematic studies, cooperative experiments, conferences and other related activities as may be desirable or required to fulfill the purpose of this association.

E. Notwithstanding any other provision of these articles, the purposes for which the corporation is organized are exclusively charitable and educational within the meaning of Section 501(C)3 of the Internal Revenue Code of 1954 or the corresponding provision of any future United States Internal Revenue Law.

F. Notwithstanding any other provision of these articles, this corporation shall not carry on any other activities not permitted to be carried on by an organization exempt from Federal Income Tax under Section 501(C)3 of the Internal Revenue Code of 1954 or the corresponding provision of any future United States Internal Revenue Law.

G. In the event of dissolution the residual assets of the corporation will be turned over to one or more organizations which themselves are exempt as organizations described in Sections 501(C)3 and 170(C)2 of the Internal Revenue Code of 1954 or corresponding sections of any prior or future Internal Revenue Code, or to the Federal, State, or local government for exclusive public purpose.

This corporation shall not be required to make publication of its charter, shall issue no shares of stock, shall divide no dividends or profits among its members, shall make expulsion the only remedy for non-payment of dues, shall vest in each member the right to one vote in the election of all officers, shall make the loss of membership, by death or otherwise, the termination of all interest of such members in the corporate assets, and there shall be no individual liabilities against the members for corporate debts, but the entire corporate property shall be liable for the claims of creditors.

Incorporator

Incorporator

Incorporator

11.2 501(c)(03)



ATLANTA GA 39901-0001

In reply refer to: 0752653521
Mar. 20, 2012 LTR 4168C 0
64-0730872 000000 00
Input Op: 0752353521 00020544
BODC: TE

MISSISSIPPI ASSOCIATION OF STUDENT
FINANCIAL AID ADMINISTRATORS INC
1701 N STATE ST
JACKSON MS 39210-0002

023775

Employer Identification Number: 64-0730872
Person to Contact: Customer Service
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your Mar. 09, 2012, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(03) of the Internal Revenue Code in a determination letter issued in August 1992.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section 509(a)(2).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Please refer to our website www.irs.gov/eo for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file. We will publish a list of organizations whose tax-exempt status was revoked under section 6033(j) of the Code on our website beginning in early 2011.

11.3 Jack Woodward Achievement Award Recipients

2017-2018	Laura Diven-Brown	University of Mississippi
2016-2017	Sonja McMullen	Sallie Mae
2015-2016	Brenda Carson	East Central Community College
2014-2015	Bob Walker	Itawamba Community College
2010-2011	Wendy Hutchins	Sallie Mae
2006-2007	Brenda Paganelli	National Student Loan Program
2005-2006	Bruce Crain	Mississippi State University
2004-2005	Jane McNaughton	edamerica
2000-2001	Jeanie Hughes	Education Services Foundation
1999-2000	Hugh Graves	IHL
1997-1998	Ann Hyneman	Millsaps College
1996-1997	Linda Phillips*	Belhaven College
1996-1997	Ronnie Sweeney	Northeast Mississippi Community College
1995-1996	Mary Givhan	Mississippi College
1994-1995	Jean Ellis	Bank of Mississippi
1993-1994	Joan Dambrino*	MGSLA
1992-1993	Vernetta P. Fairley	University of Southern Mississippi

1991-1992	Louanne Langston	Hinds Community College
1990-1991	Larry Blankenship	IHL
1989-1990	Billy Q. Caples	Itawamba Community College
1988-1989	G. Hal Hughes	Northeast Mississippi Community College
1987-1988	Jack L. Woodward*	Millsaps College

*deceased

11.4 Honorary Lifetime Members

Larry Blankenship	IHL
Denver Brackeen*	East Central Junior College
Winston Bruce*	University of Mississippi
Billy Caples	Itawamba Community College
Walter O. Conn*	University of Southern Mississippi
Mary Jane Covington	IHL
Bruce Crain	Mississippi State University
Nancy D'Angelo	Education Services Foundation (2017)
Joan Dambrino*	Mississippi College
Jean Ellis	BancorpSouth
Joseph Ellis*	American Beauty College

Jim Flippin	TSAC
Chet Gardner	MS Gulf Coast Community College
Mary Givhan	University of Mississippi (2017)
Robert R. Hodges	Holmes Junior College
Hal Hughes	Northeast Community College
Jeanie Hughes	Education Services Foundation
LaPlose Jackson	Alcorn State University
Dewey Knight	University of Mississippi
Audrey Lambert	Mississippi State University
Jan Lee*	Trustmark
Jeanette Marsh*	Mississippi State University
Jesse M. Martin*	IHL
Joe L. McCormick	Mississippi State University
Elmo McGuire*	Wesley College
Sonja McMullen	Sallie Mae (2018)
Jane McNaughton	EdFinancial (2018)
Jimmy L. Morrison*	Belhaven College
Ann Margaret Mullins	Delta State University

Cathy Nash*	IHL
Elbert Nelson*	Delta State University
Charles W. Scott*	Mississippi College
Teresa Shannon	Mississippi State University
T.J. Smith*	MS Gulf Coast Community College
Allen Stewart*	Jackson State University
Dottie Strain*	IHL
Searcy Taylor	MS Gulf Coast Community College
Evelyn Williams	Clarke College
Jack Woodward*	Millsaps College
Ken Wooten*	University of Mississippi
Bilbo Young	University of Mississippi Medical Center

*deceased

11.5 Past Presidents

2018-2019	Steve Taranto	University of Mississippi
2017-2018	Stacy Walker	University of Mississippi Medical Center
2016-2017	Leigh Ann Hussey	Mississippi Gulf Coast Community College
2015-2016	Nicole Patrick	Mississippi University for Women

2014-2015	Carrie Cooper	University of Mississippi Medical Center
2013-2014	Greg Windham	Northeast Mississippi Community College
2012-2013	Cindy May	University of Mississippi
2011-2012	Seph Anderson	University of Mississippi
2010-2011	Donna O'Quinn*	Pearl River Community College
2009-2010	Searcy Taylor	Mississippi Gulf Coast Community College, Jefferson Davis Campus
2008-2009	Marilyn James	Mississippi State University, Meridian Campus
2007-2008	Peggy Shoemake	Pearl River Community College
2006-2007	Garry Jones	Mayhew Campus, East Mississippi Community College
2005-2006	Soraya Welden	Meridian Community College
2004-2005	Laura Diven-Brown	University of Mississippi
2003-2004	Patrick James	Millsaps College
2002-2003	Dewey Knight	University of Mississippi
2001-2002	Brenda Paganelli	Blue Mountain College
2001-2001	Cathy Nash*	State Student Financial Aid
2000-2001	Steve Greenough	University of Mississippi Medical Center
1999-2000	Bruce Crain	Mississippi State University

1998-1999	Mary Jane Covington	State Student Financial Aid
1997-1998	Billye Jean Stroud	Mississippi College School of Law
1996-1997	Thurman Mitchell	Hinds Community College
1995-1996	Ann Hyneman	Millsaps College
1994-1995	Linda Phillips*	Belhaven College
1993-1994	Mary Givhan	University of Mississippi
1992-1993	Chet Gardner	MS Gulf Coast Comm. College - Jeff Davis
1991-1992	Tom Prather	Mississippi College
1990-1991	Audrey Lambert	Mississippi State University
1989-1990	Louanne Langston	Hinds Community College
1988-1989	Fran Biggs	Trustmark National Bank
1987-1988	Judy Case	Copiah-Lincoln Junior College
1986-1987	Elbert Nelson*	Delta State University
1985-1986	Jesse Martin*	Institutions of Higher Learning
1984-1985	Ronnie Sweeney	Northeast MS Junior College
1983-1984	Tom Hood	University of Mississippi
1982-1983	Jim Flippin	MS Guarantee Student Loan Agency
1981-1982	Joe Herrington	Jones County Junior College

1980-1981	Vernetta Fairley	Pearl River Junior College
1979-1980	Joan Dambrino*	Mississippi College
1978-1979	Sidney Tate	University of Mississippi
1977-1978	Billy Caples	Itawamba Junior College
1976-1977	Larry Blankenship	Mississippi State University
1975-1976	Jimmy Morrison*	Belhaven College
1974-1975	Gene Blakley*	Mississippi Valley State University
1973-1974	Joe McCormick	Mississippi State University
1972-1973	Hal Hughes	Northeast MS Junior College
1971-1972	Allen Stewart*	Jackson State University
1970-1971	Walter Conn*	University of Southern Mississippi
1969-1970	Winston Bruce*	University of Mississippi
1968-1969	Jack Woodward*	Millsaps College
1967-1968	Ken Wooten*	University of Mississippi

*deceased

11.6 Logo

The Association's logos are housed on the website.



APPENDIX

MISSISSIPPI ASSOCIATION OF STUDENT FINANCIAL AID ADMINISTRATORS, INCORPORATED

CONSTITUTION

Article I – Name

The name of this organization shall be the Mississippi Association of Student Financial Aid Administrators, Inc. (MASFAA).

Article II – Purpose

The purpose of this Association will be:

- A. To promote the professional competency, and association of student financial aid administrators in colleges, universities, government agencies, foundations, and others associated with private and community organizations concerned with the support and administration of student financial aid programs.
- B. To assist educational institutions, foundations, government agencies, and private and community organizations to promote and develop effective programs pertinent to student financial aid.
- C. To facilitate communication between educational institutions and sponsors of student financial aid funds through an exchange of ideas, information and experiences.
- D. To promote such systematic studies, cooperative experiments, conferences and other related activities as may be desirable or required to fulfill the purpose of this Association.

Article III – Membership

Membership in this Association shall consist of active members, as defined by the By-Laws.

Article IV – Officers

The administrative responsibility of this Association shall be vested in a Board of Directors as defined in the By-Laws. The elected officers of the Association shall be President, President-Elect, Vice-President, Secretary, Treasurer, Treasurer-Elect, Member-at-Large, Immediate Past-President, and three Directors.

**MISSISSIPPI ASSOCIATION OF STUDENT FINANCIAL AID
ADMINISTRATORS, INCORPORATED**

BY-LAWS

Article I – Name

- A. The name of this organization will be the Mississippi Association of Student Financial Aid Administrators, Incorporated (MASFAA).
- B. The address of the Association is the Mississippi Office of Student Financial Aid, 3825 Ridgewood Road, Jackson, MS 39211.
- C. The Registered Agent for the Association is the Secretary of MASFAA.

Article II – Purpose

The purpose of this Association will be:

- A. To promote the professional competency, and association of student financial aid administrators in colleges, universities, government agencies, foundations, and others associated with private and community organizations concerned with the support and administration of student financial aid programs.
- B. To assist educational institutions, foundations, government agencies, and private and community organizations to promote and develop effective programs pertinent to student financial aid.
- C. To facilitate communication between educational institutions and sponsors of student financial aid funds through an exchange of ideas, information and experiences.
- D. To promote such systematic studies, cooperative experiments, conferences and other related activities as may be desirable or required to fulfill the purpose of this Association.

Article III – Membership

- A. MEMBERS: Members of the Association will consist of persons associated with colleges, universities, lending institutions, government agencies, foundations and others associated with private and community organizations concerned with the support and administration of student financial aid programs. These members will be approved by the Board of Directors, and will pay the annual dues in accordance with the regulations for payment of dues as established by the Board of Directors.
- B. TYPE OF MEMBERSHIP: Membership is individual rather than institutional.
- C. HONORARY LIFETIME MEMBERSHIP: Honorary lifetime members will be persons who have performed outstanding service in the field of support and/or

administration of student financial aid, and who have made significant contributions to the Association and are not current members of the Association. Candidates for honorary lifetime membership shall be recommended by the Board of Directors and approved by majority vote of the Association.

Article IV – Board of Directors

- A. **BOARD OF DIRECTORS:** The administrative responsibilities of the Association will be vested in a Board of Directors, composed of the elected officers of the Association who will consist of full-time practicing persons associated with colleges, universities, non-profit foundations, and government agencies concerned with the support and administration of student financial aid programs. The officers of the Association will consist of a President, President-Elect, Vice-President, Immediate Past-President, Secretary, Treasurer, Treasurer-Elect, Member-at-Large, and three Directors.
- B. **ELECTIONS AND TERM OF OFFICE:** The officers of the Association will be elected at the annual business meeting. The President-Elect will serve one year in that position, the second year as President and the following year as Immediate Past-President. The Vice-President will serve for one year. The Secretary, the Treasurer and the Member-at-Large will serve for periods of two years; the Secretary and the Member-at-Large to be elected in odd years. The Treasurer-Elect will serve one year and will be elected one year into the Treasurer's two-year term. The Directors are elected to three-year terms, with one Director elected each fiscal year. All terms of office will coincide with the fiscal year of the Association as defined in Article V.
- C. **VACANCIES:** In the event of a vacancy in the President's office, the President-Elect will succeed to that office. Except for the office of President-Elect, the other vacancies will be filled by the President with the approval of the Board of Directors. When a vacancy occurs in the President-Elect's position, that office will remain vacant until such time as a special election can be held. The President will assume the duties of the President-Elect's position until a special election is completed.
- D. **REMOVAL FROM OFFICE:** Officers may be removed from office for misconduct, failure to perform the duties of the office, exiting the profession, or for other just causes as determined by the Board of Directors. The officer being considered for removal will be notified in writing by the Secretary that such action is pending. The Board of Directors, in executive session, will consider the charges, review the evidence presented by all parties, and reach a decision. A two-thirds vote of the Board of Directors is necessary for removal from office. The decision of the Board of Directors will be final. The President will preside

over the proceedings unless the President is being considered for removal from office. In that event, the President-Elect will preside. Parties may be represented by counsel. The Secretary, or designee, will record and transcribe all testimony. The presiding officer will provide a summary of the action of the Board of Directors to the membership at the next regularly scheduled meeting or through the Association's listserv. Vacancies created through this action will be filled in the manner prescribed in Article IV, Section C of these by-laws.

Article V – Fiscal Year

The fiscal year of the Association begins July 1 of each calendar year and ends on June 30 of the following calendar year.

Article VI – Duties of the Board of Directors

A. The President is the Chief Executive Officer of the Association. The President will:

1. Preside at all meetings of the Association;
2. Serve as Chair of the Board of Directors;
3. Appoint all Chairs and members of the committees unless otherwise provided for in the By-Laws or voted by the Board of Directors;
4. Serve as ex-officio on all committees;
5. Authorize expenditures and have the authority, in addition to the Treasurer, to pay bills of the Association;
6. Report to the membership on actions of the SASFAA Regional Council;
7. Submit an Annual Report to the Board of Directors and the Association.

B. The President-Elect is the assistant to the President. The President-Elect will:

1. Perform all duties designated by the President;
2. Perform such other duties and functions as may be required by the Association;
3. The President-Elect has the authority to appoint a person(s) to serve as Conference Chair during the President-Elect's term of Presidential office. In the event this appointed person is unable to fulfill the duties of the Conference Chair position, the President-Elect (or if then President) shall appoint a person(s) to this position.
4. Perform all duties of the President in the absence of that officer;
5. Succeed to the office of the President in the event of a vacancy in that office.

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

1. Be responsible for all training programs of the Association, including workshops for new aid officers, advanced level seminars, and any other training sessions required by the Association;
 2. Coordinate training efforts of the Association with those of the Regional Association and National Association;
 3. Serve on such other committees as appointed.
- D. The Immediate Past-President is an assistant to the President. The Immediate Past-President will:
1. Serve as Chair of the MASFAA Nominating Committee;
 2. Serve as the MASFAA representative to the SASFAA Nomination Committee;
 3. Serve as Chair of the Governance and Planning Committee;
 4. Act as Parliamentarian for Board Meetings and any other meetings required by the Association.
- E. The Secretary is the scribe of the Association and the custodian of its records. The Secretary will:
1. Record and maintain minutes of the Board of Directors and of the Association;
 2. Post the proceedings of each meeting of the Association, and all workshop, project and committee reports to the Association's website;
 3. Be responsible for maintaining the Constitution and By-Laws of the Association and the Association's Policies and Procedures Manual.
- F. The Treasurer is the finance officer of the Association. The Treasurer will:
1. Receive all Association monies and keep the books of the Association;
 2. Pay the bills of the Association within 30 days of authorization by the President;
 3. Arrange for the billing and collection of dues of the Association upon direction of the Board of Directors;
 4. Be responsible for conducting all on-site registrations with the assistance of the Member-at-Large and the Treasurer-Elect;
 5. Arrange for collection of the registrations for meetings of the Association;
 6. Prepare and maintain an annual budget for the Association at the Transitional Board Meeting, in consultation with the President, the elected officers, and committee chairs;
 7. Submit an annual report within 30 days of the close of the fiscal year;
 8. Upon the completion of the term of office, turn over to the new Treasurer, within 30 days after the close of the fiscal year, all financial records of the Association;
 9. Be bonded at the expense of the Association;

10. Must work with the Association's accountant to file the Association's annual tax forms in accordance with IRS regulations.
- G. The Treasurer-Elect is an assistant to the Treasurer. The Treasurer-Elect will:
 1. Assist the Treasurer in all duties outlined in the By-Laws and the Policy and Procedures Manual.
 2. Gain experience needed to effectively hold the office of Treasurer.
- H. The Member-at-Large serves as Membership Coordinator for the state, regional and national associations. The Member-at-Large will:
 1. Be responsible for maintaining the membership list;
 2. Perform other duties and functions as designated by the President;
 3. Serve as ex-officio of the Electronic Services Committee;
 4. Assist the Treasurer with conducting on-site registration at all meetings.
- I. The Directors will:
 1. Attend all Directors meetings;;
 2. Serve as the Governance and Planning Committee and be responsible for reviewing and recommending revisions to the Constitution, By-Laws and the Policies and Procedures Manual of the Association.
- J. The Treasurer-Elect is an assistant to the Treasurer. The Treasurer-Elect will:
 1. Assist the Treasurer in all duties outlined in the By-Laws and the Policy and Procedures Manual.
 2. Gain experience needed to effectively hold the office of Treasurer.

Article VII – Voting

- A. In a business meeting or electronic ballot, a two-thirds majority of members voting is required to amend the following:
 1. Constitution – requires a two-thirds majority vote from the membership.
 2. By-Laws – requires a two-thirds majority vote from those members in attendance at a business meeting of the Association.
- B. A vote may be taken in any regularly or specially called meeting of the Association or conducted by mail or electronically with appropriate prior notice being given.
- C. Only active (paid) members shall be entitled to vote in any meeting of the Association or any vote conducted, where appropriate prior notice has been given.
- D. Active paid members may cast absentee ballots in accordance with the Association's Policies and Procedures Manual.
- E. In the event of a tie vote during the election of officers, the Chair of the Nominating Committee will immediately notify the President of the Association

who will immediately call a meeting of the Board of Directors who will be polled, by secret ballot, to determine the outcome.

Article VIII – Committees

The President may appoint committees are deemed necessary in order to conduct the Association's business, and unless specified elsewhere in these By-Laws, designate the Chair of such committees. The President may also appoint other persons as deemed necessary to conduct business.

- A. All committee members must be paid members of the Association for the year in which they serve.
- B. The Nominating Committee: The Nominating Committee is responsible for providing a slate of candidates to be voted on at the Annual Conference. The Nominating Committee will be composed of the Immediate Past-President, who serves as Chair, and the two most recent Past-Presidents of the Association. In the event that one of the two most recent Past-Presidents cannot serve or is no longer an active member, the Chair will appoint another active Past-President to the committee, if available.
- C. Audit/Finance Committee: The Audit/Finance Committee is responsible for performing a review or for causing a review to occur, in a manner prescribed by the Board of Directors, of the MASFAA checking account and financial records annually, evaluating liability and insurance policies, evaluating employee dishonesty bond, and making recommendations to the Board of Directors for investments and excess funds in the checking account. The President appoints the Audit/Finance Committee Chair.
- D. Diversity Committee: The Diversity Committee is responsible for raising the MASFAA's awareness of the value of diversity and how the organization can benefit from embracing differences. The Diversity Committee recommends speakers, presenters, and resources on diversity for training events and the Annual Conference. The President appoints the Diversity Committee Chair.
- E. Governance and Planning Committee: The Governance and Planning Committee is responsible for establishing a Long-Range Plan to be continuously built upon. The Governance and Planning Committee will systematically explore and work toward future opportunities, while analyzing and avoiding threats to the organization. The Governance and Planning Committee will make recommendations to the Board on issues as requested by the members, as well as issues of immediate or long-range concerns. The Governance and Planning Committee will review and make recommendations to the Board for revisions to the Association's Constitution, By-Laws and Policies and Procedures Manual.

The Governance and Planning Committee is composed of the Directors and the Immediate Past-President who serves as Chair. The President and the President-Elect may serve ex-officio.

- F. Training Committee: The Training Committee is responsible for all education and training programs, events and professional development of the Association. The Vice-President serves as the Chair.
- G. Conference Committee: The Conference Committee will be responsible for planning and conducting the Annual Conference. Other committees that function in support of the Conference Committee can be Program Committee, Local Arrangements Committee, and Site Selection Committee. The Conference Chair, in collaboration with the President, will determine the makeup of supporting committees. The President appoints the Conference Committee Chair.
- H. Electronic Services Committee: The Electronic Services Committee will be responsible for all electronic services and initiatives of the Association including the Association's listserv and website. The President appoints the Electronic Services Committee Chair.
- I. High School Relations Committee: The High School Relations Committee is responsible for all Association educational and outreach activities aimed at high school students in Mississippi. The President appoints the High School Relations Committee Chair.

*The Jan Lee Memorial Scholarship
for Professional Development
Application*

Thank you for your interest in the Jan Lee Memorial Scholarship for Professional Development. If the individual is selected as a recipient, the funds will be used to cover the registration fee at MASFAA's Annual Conference. Full guidelines can be found in the Policies and Procedures Manual.

Name of Individual Submitting the Application:

Title:

Name of Institution:

Phone Number:

Email address:

Mailing address:

Name of Individual to

Receive the Scholarship:

Title:

Would this be the individual's first MASFAA conference to attend?

How many years has the individual worked in Financial Aid?

Please list all leadership positions this individual has held as well as special achievements, certifications, awards, etc.

Please provide a brief statement on why this individual should receive the scholarship.

OFFICIAL USE ONLY

Date Received: _____ *Reviewed By:* _____ *Action Taken:* _____

Mississippi Association of Student Financial Aid Administrators, Inc.
SCHOLARSHIP REQUEST FORM

INSTITUTION:

ADDRESS:

DATE PRESENTED: SCHOLARSHIP\$

*Form must be completed and submitted to the Treasurer no later than
the appropriate date indicated below:*

PRESENTED EXPIRES

Annual Conference.....October 31st

EXPIRATION DATE:

PLEASE LIST RECIPIENT(S) OF SCHOLARSHIP FUNDS

STUDENT'S NAME:

HOMETOWN:

AMOUNT AWARDED:

STUDENT'S NAME:

HOMETOWN:

AMOUNT AWARDED:

STUDENT'S NAME:

HOMETOWN:

AMOUNT AWARDED:

*I hereby request MASFAA to issue a check(s), co-payable to the above referenced
school and student(s).*

Mail completed form to:

MASFAA Treasurer

Director of Financial Aid Date

FOR TREASURER USE ONLY:

DATE RECEIVED:

DATE DISBURSED:

AMOUNT DISBURSED:

OF Recipients: ____