

Policy and Procedure Manual

Mississippi Association of Student Financial Aid Administrators

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Section 1: Introduction

The Mississippi Association of Student Financial Aid Administrators (MASFAA) *Policy and Procedure Manual* (Manual) supplements the Constitution and the Association By-laws by providing specific policy guidance and procedures that are required to be used by the members of the Executive Board (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 MASFAA. 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 MASFAA.

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 MASFAA.

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 *MASFAA Policy and Procedure Manual* shall be reviewed by the 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, and etc.) are responsible for following established policies and procedures.

Section 2: Corporate Structure

MASFAA 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)(03) 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 Logo

The logo of the Association is the design of the Association and is to be used only in conjunction with official business matters and publications authorized by the President or the Board. (See Section 11.6 for a sample of the logo).

The logo shall be displayed on all Association stationary and certificates and on other official documents, when practical. The Secretary shall retain the logo.

The official flower is the gladiolas.

3.2 Association Colors

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

The official color shall be used on Association stationary 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 retained by the Conference Chair and is displayed at Association meetings. It is the responsibility of the Conference Chair to transfer the banner to the succeeding Conference Chair.

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. Persons desiring to use the seal must first obtain verbal or written approval. The corporate seal bears the following inscription:

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.

3.3.4 Stationery and Supplies

Stationery and supplies are the property of the Association and shall be used only for purposes of conducting Association business, as duly authorized by the Board. The stationery should include the MASFAA logo and a listing of all elected board members. Unauthorized use of these properties shall be deemed as misrepresentation.

3.4 Tangible Assets

Certain tangible assets are the sole property of the Association. 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 Mississippi Association of Financial Aid Administrators are scanned to electronic media on a regular basis. A copy of the electronic records are located at the proposed financial institution in Jackson, MS.

Section 4: Organizational Structure

4.1 Executive Board

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 remunerate agents and employees. The Board shall consist of the following:

MASFAA elected officers: President, President-Elect, Vice President, Immediate Past-President, Secretary, Treasurer, Treasurer-Elect, Member-At-Large, and the Board of Directors. A quorum will be no less than six members of the Board of Directors.

MASFAA elected officers must be active, paid members of the Association to have voting privileges at Board meetings.

Invited guests, e.g. committee chairs or liaison representatives, may attend meetings of the Board of Directors, 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 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 and are employed by a post-secondary institution or agency doing business inside the MASFAA region are eligible for membership.

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:

- a. Attend all Board meetings and stay until the end of the meeting. All Board members unable to attend should notify the President as soon as possible;
- b. Serve as leaders in the financial aid profession and set an example for other members of the Association and for external constituencies;
- c. Recognize and uphold all fiduciary responsibility vested in the Board.
- d. 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 MASFAA Secretary for inclusion in the written minutes.
- e. Adhere to the policies and procedures adopted by the Association and provide suggestions for change when appropriate.
- f. Be an active participant in decisions made by the Board on behalf of the members.
- g. Officers and committee chairs shall pass on to their successors all pertinent records and reports by August 1. In the event of an officer's or committee chair's resignation or removal from office, all records must be submitted to the successor or to the Secretary, as appropriate, within 30 days.

5.2 President

The President serves as the chief executive officer of the Association and presides at all Board and business meetings. In this capacity the President:

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

Suggested Guidelines and Procedures

5.2.1 Conference Meetings

- Prepare business session agenda.
- Provide members with the business session agenda.
- Arrange for and notify head table participants
- Coordinate use of complimentary hotel rooms with conference chairperson.
- Assign to President, Speakers/Guests, & Conference Chair

- Designate individual to present invocation/blessing
- Introduce special guests during sessions
- Publicly thank sponsors/vendors
- Present goals for the year in the first newsletter
- Present annual report at the MASFAA Transitional Board Meeting
- Thank officers and committees
- Pass the gavel

5.2.2 Board of Directors Meetings

- Establish calendar
- Written notification and reminders
- Reports due
- Actions required
- Prepare agendas
- Outline and present goals
- Use proper parliamentary procedure

5.2.3 SASFAA Participation

- Prepare and present state report
- Read all NASFAA and SASFAA material
- Represent state, not institution, including attendance at SASFAA Annual Conference
- Provide MASFAA report at SASFAA Board meetings
- Submit article on behalf of MASFAA for each SASFAA newsletter

5.2.4 Communications/correspondence

- Officers
 - Communicate often
 - Phone whenever possible
- Executive Board
 - Keep them informed
 - Acknowledge performance
- Membership
 - Newsletter articles
 - Bulletins
- Other associations
 - Keep in touch
 - Respond promptly
- Federal/state officials
 - Respond to NPRM
 - Represent association, not self
 - Stay informed

5.2.5 Finance

- Authorizing expenditures

Letter to bonding agent regarding new Treasurer
 Communicate often with Treasurer
 Check ledgers and checkbook

■ Verification

Consult with the Treasurer on preparation and maintenance
 of the Association budget Annual audit--June

July	-Attend NASFAA as President of MASFAA. -Schedule and facilitate MASFAA Transitional Board Meeting
July/August	-Attend SASFAA Board Meeting as President of MASFAA (sometimes held in conjunction with NASFAA). -Prepare written report to be distributed at SASFAA Board Meeting. The written report may be used in the SASFAA Newsletter.
September	-Prepare for Fall Board Meeting and contact Board regarding agenda items. -Prepare MASFAA Newsletter article.
October/ November	-Chair MASFAA Fall Board Meeting. -Attend MASFAA Fall Training. -Attend Conference Committee Meeting. -Attend SASFAA Executive Board Meeting. Prepare written report to be distributed at the meeting. The report may be used in the SASFAA Newsletter.
December	-Catch up and touch base with Committee Chairs and Board members in preparation for Winter Board Meeting. -Prepare President's Report for MASFAA Winter Newsletter. -Encourage completion of slate of nominations for officer elections.
January	-Chair MASFAA Winter Board Meeting. -Financial Aid Awareness Month
February	-Attend SASFAA Executive Board Meeting. Prepare written report to be distributed at the meeting. The report may be used in SASFAA Newsletter. -Attend SASFAA Annual Conference. -Chair State meeting at SASFAA Annual Conference.
March	-Prepare for Spring Board of Directors meeting. Contact Officers and Chairs. -Prepare SASFAA newsletter article, "Mississippi Report."
April	-Chair Spring Board Meeting -Attend Financial Aid 101 training -Prepare written report, submit to the SASFAA Newsletter.
May/June	-Attend MASFAA Annual Conference. -Prepare for Summer Board of Directors meeting. -Contact Officers and Chairs. -Chair MASFAA Summer Board of Directors meeting. -Chair MASFAA Conference Business Meeting. -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	-Attend SASFAA Transitional Board Meeting as MASFAA President. Prepare written report, which may be used in SASFAA Newsletter.
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5.3 President-elect

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. Serve as MASFAA Magnolia News Editor
4. 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
5. Serve as an understudy to the President
6. Observe the President at all MASFAA committee meetings
7. Plan goals
8. Select committee chairs for the following year
9. Plan proposed budget for upcoming year in conjunction with the Budget Committee
10. Attend MASFAA 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 Transition meeting

- Coordinate date and location
- Plan agenda for meeting with President's input

5.3.3 Serve on Conference Committee for Annual Conference

July	-Attend MASFAA Transitional Board Meeting as incoming President-elect
October	-Prepare article for MASFAA Messenger -Attend Executive Board Meeting
November	-Attend MASFAA Fall Training
Dec/Jan	-Attend Winter Executive Board Meeting

February	-Attend President-elect Training held in conjunction with SASFAA meeting -Attend SASFAA Conference
March	-Attend NASFAA Leadership Training in Washington, D.C. -Prepare article for spring newsletter
April	-Attend Spring MASFAA Executive Board Meeting
May	-Schedule travel plans for NASFAA Annual Conference
May/June	-Attend MASFAA Spring/Summer Conference
June	-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 MASFAA 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. 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
6. Attend MASFAA Board Meetings and provide reports

July	-Attend MASFAA Transitional Board Meeting -Contact NASFAA re: Training -Set Goals
August	-Select Committee Members -Confirm NASFAA Training Events
September	-Prepare MASFAA Newsletter Article -Schedule Training Committee Meeting
October	-Chair Training Committee Meeting -Submit Announcement/registration information for ATAC
November	-Conduct Fall Training -Prepare report for Executive Board -Request Fall Training Evaluations
December	-Prepare MASFAA Newsletter Article
February	-Chair Training Committee Meeting -Finalize workshop agenda/assignments -Submit announcement/registration information for ATAC
April	-Conduct new aid officer training -Prepare report for Executive Board
May	-Prepare report for Executive Board

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 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
5. Arrange for collection of the registrations for meetings of the Association;
6. Prepare and maintain an annual budget for the Association, in consultation with the President, by soliciting input of the elected officers and committee chairs and, as needed, the Past Treasurer
7. 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
8. Be bonded at the expense of the Association
9. File the 1099 form annually in accordance with IRS regulations
10. Attend MASFAA Board Meetings and provide reports
11. The Treasurer must submit an annual report of the receipts and expenditures ending June 30 of each year
12. A current Treasurer's Report must be presented to the membership at the Annual Conference

Suggested Guidelines and Procedures:

5.5.1 Fund Control/Ledgers

- Monthly receivables account
 - Monthly
 - Conference fees
 - Sponsorship
 - Interest earned
 - Miscellaneous income
- Monthly expenditures account
 - Travel
 - Supplies
 - Postage
 - Budget-line item accounts
- Monthly report of receipts and expenditures to President, President elect, Budget Chair
- Report to board and membership at each meeting
- Open books to President and Audit and Finance Committee as requested
- Submit expenditure to President for approval

5.5.2 Good practice

- Keep books current
- Write receipts promptly
- Require receipts as mandates
- Balance ledger accounts to bank balance monthly (Checks, payable to individuals, companies or institutions, none 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 (2) year term upon expiration of the term of the office of the previous Treasurer and the term of Treasurer-elect.

The overall function of the Treasurer-elect is to assist the Treasurer in all duties outlined in the By-Laws and the MASFAA Policy and Procedures 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. Record and maintain minutes of the Board of Directors and of the Association
2. Produce copy of meeting minutes to current Board of Directors and Committee Chairs within 30 days of held meetings
3. Post meeting minutes to the MASFAA website
4. Keep and update the permanent file of all official documents of the Association, work in collaboration with the Archives Committee to maintain these records
5. Upon the completion of a term of office, turn over to the new Secretary, within 30 days after the close of the fiscal year, all the Association's secretarial records
6. Be responsible for maintaining the Constitution and By-laws of the Association
7. Attend MASFAA Board Meetings and provide reports

5.8 Member-at-Large

1. Maintain membership data
2. Attempt to increase membership
3. Chair the Membership Committee
4. Coordinate mentor program for new members who attend the MASFAA Annual Conference. May ask for volunteers to mentor new members or committee can assign mentors and request that they serve in this capacity.

5. Send flowers and cards according to the Policies & Procedures section pertaining to “Flowers and Cards”
6. Member-At-Large will send the following as designated or as deemed appropriate by the President:
 - a Member (illness)- Flowers or plant- not to exceed \$50.00, plus delivery, wire, and taxes
 - b Death of a Member (Spouse, Parent, 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. Only bills approved by the Member-At-Large will be paid by the Treasurer.
8. Provide membership report for the blog
9. Coordinate payments with Treasurer-elect periodically to ensure that all payments have been posted to the membership database
10. Assist with registration at all MASFAA events, including printing of name badges and putting registration packets together
11. Attend MASFAA Board Meetings and provide reports

MASFAA Mentoring Program

Mission statement

The Mentoring Program is established to promote the Mississippi Association of Student Financial Aid Administrators (MASFAA) mission and vision to individuals as they join the association. There are three aspects to this mission:

1. Use the mentoring program to communicate sound financial aid principles
2. Assist in addressing general questions regarding MASFAA and the accomplishment of its mission
3. Help coordinate member development and awareness among MASFAA members

Relationship between Mentors and Mentees

The mentoring program is meant to supplement the efforts of MASFAA. Mentors will coordinate and communicate progress to the MASFAA Membership Chair. Mentors and Mentees will consult the Chair when issues or questions arise.

Discretion

Although information communicated and shared between a mentor and a mentee is to be treated with discretion, information which is inappropriate or in violation of MASFAA policies should be reported to the Membership Chair.

Meetings

Mentor/Mentee meetings will be held as deemed necessary to discuss best practices, accomplishments, industry news, and Association participation to document the progress of the Program in general.

Participation

The MASFAA Mentor Program consists of the Membership Chair, Membership Committee and Association members (3 years minimum) serving as mentors for new association participants. Participation as a mentor is voluntary and requires approval of the Membership Committee.

Amendments

The MASFAA Mentoring Program is expected to evolve with experience, and it may be revised as its role and expertise is documented and refined. The Membership Chair must propose changes and acquire board approval to effectively amend the program.

MASFAA Mentoring Program Agreement

Mentors have the opportunity to share their knowledge, experience and insight, give back to the association, and build trust through increased communication.

Responsibilities of the mentor are to:

- Demonstrate a commitment to the mentoring process.
- Develop a mentoring agreement with the mentee clarifying the expectations of the mentoring partnership.
- Show willingness to meet/connect with mentee on a regular agreed upon basis.
- Keep their Director or immediate supervisor informed to ensure that the program does not conflict with work assignments and priorities.
- Aid mentee in establishing networks of contacts within the association and industry at-large.
- Participate in meetings to support mentee and the mentoring program.
- Give feedback on the mentoring program to the Membership Chair.
- Evaluation to be provided to the Membership Chair at the end of the year.

Mentees who participate in the program will receive an opportunity to form a partnership with someone who can provide feedback on strengths and support/guidance on career choices or aspirations. Mentees can also gain a better understanding of the association in which they participate through the mentoring relationship.

Responsibilities of the Mentee are to:

- Take initiative and be proactive in his/her development.
- Develop a mentoring agreement with the mentor clarifying the expectations of the mentoring partnership.
- Show willingness to meet/connect with mentor on a regular agreed upon basis.
- Keep their Director or immediate supervisor informed to ensure that the program does not conflict with work assignments and priorities.
- Participate in open and honest discussions with mentor.
- Give feedback on the mentoring program to the Membership Chair.
- Evaluation to be provided to the Membership Chair at the end of the year.

MASFAA Mentoring Program Agreement (Optional)

The Mentor and Mentee should individually complete the following before first meeting. At the first meeting, they should jointly review and discuss each person's answers and reach agreement. The mentor will complete a final agreement. This agreement should be reviewed periodically during the mentoring relationship and be revised as appropriate.

What is the Mentee's goal in the program?	
What type of assistance does the partner want from the Mentor?	
What expectations does the Mentor have of the Mentee?	
What expectations does the Mentee have of the Mentor?	
How often will you meet?	
When and where will you meet?	
For how long?	
Who will be responsible for scheduling our meetings?	
What will be the ground rules for discussions?	
What are the preferred ways to communicate between formal meetings?	
Any additional areas/issues needing to discuss and agree to?	

5.9 Immediate Past President

The Immediate Past President assists the President and serves as chair of the nominations and elections, awards and the governance and planning committees. In this capacity the Past President:

1. Serve as Chairperson of the MASFAA Nominating Committee
 - Solicit nominations through the MASFAA blog and listserv
 - Provide announcements at MASFAA meetings or training events
 - Collaborate with the committee members to set the slate
 - Arrange for absentee voting to open prior to the conference as specified in the Policies & Procedures section on "Election Procedures"
 - Schedule voting booth duty
 - Confirm final vote count
 - Contact all candidates regarding the election results prior to the general announcement of the new officers
2. Serve as the MASFAA representative to the SASFAA Nomination Committee

- Solicit nominations through the MASFAA blog and listserv
 - Provide announcements at MASFAA meetings or training events
 - Discuss with the Executive Board
 - Attend all committee meetings
 - Work at the polls
3. Serve as Chairperson of the Planning Committee
 4. Serve as Parliamentarian for Board Meetings and associated meetings
 5. Attend MASFAA Board Meetings and provide reports

October	-Solicit nominations for SASFAA officer election in MASFAA blog.
February	-Solicit nominations for MASFAA officer elections in MASFAA blog.
March	-Schedule a Nominations Committee Meeting
April	-Present slate to Board of Directors for approval -Schedule a Planning Committee meeting
April/May	-Present slate of candidates and bios in MASFAA blog.
May/June	-Election at the Annual Conference

5.10 Directors

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 MASFAA Constitution, By-laws, and Policies & Procedures and make recommendations to the Board for changes as needed.
4. Serve on the Planning Committee, chaired by the Immediate Past President, to develop a long-range plan for the association.
5. Attend MASFAA 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 committee members considering experience, ethnicity, state member representation, sector interests and gender for approval at the first Board meeting of the new fiscal year. The Board may recommend other committee members for approval by the Board during the course of the fiscal year, as appropriate. Each committee and liaison shall:

- a. Develop goals and objectives in keeping with 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
- b. Submit articles to the Electronic Services Chair and submit updates of activities to the Webmaster for publication on the Web site
- c. Prepare and submit reports to the Secretary and make reports and submit action items at Board meetings
- d. Submit by April 1 an end-of-the-year report to assess the committee's effectiveness in reaching its goals/objectives and make recommendations for future activities

- e. Comply with budget parameters and approve expenditures and requests of reimbursement in accordance with guidelines outlined in the Guide to Financial Management
- f. Establish a list serve, as appropriate, to foster electronic communications among members
- g. Forward to their successors all pertinent records and reports by August 1 and in the event of a committee chair's resignation or removal from office, all records must be submitted to the successor or to the Association Secretary, as appropriate, within 30 days; and
- h. 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 checkbook audit at the annual conference and make a report at the transitional Board meeting
5. Recommend budget adjustments, as appropriate, to stay within budget guidelines
6. Maintain a copy of the Association's financial software as well as monthly backup files of the Association's financial data from the Treasurer
7. Review, from a fiscal liability perspective, all contract proposals and make recommendations to the President
8. Work with the Treasurer to ensure that all financial reports including tax returns are filed by established deadlines

6.1.2 Conference

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

Responsibilities

1. Coordinate and oversee activities of Program Committee, Local Arrangement Committee, Vendor/Sponsor Committee and Site Selection Committee.
2. Develop Conference budget
3. Pre-conference meetings and arrangements (i.e. Board of Directors, Committees)
4. Program packets
5. Letter/Brochure regarding conference
6. Hotel information
7. Folder labels
8. Assign comp rooms

9. Program evaluation - review and report to Board
10. Review and approve conference bills and submit to Treasurer for payment
11. Gifts for speakers

Program Committee Responsibilities

1. Develop General and interest sessions
2. Arrange for presenters, as needed
3. MASFAA business meeting(s)
4. Opening session – identify keynote speaker
5. State programs update
6. Federal update
7. Room assignments, set ups – Coordinate with Local Arrangements
8. Schedule moderators for sessions
9. Instructions via email for moderators
Forward biographic information on speaker, as available
10. Coordinate Audio/Visual Requirements with Local Arrangements
(including data lines)
11. Supply Agenda for MASFAA Messenger
12. Coordinate Printing of Conference Programs
Printing schedule
Include map of hotel
Only one day per page
Mini schedule for Nametags

See Conference Manual for additional guidance

Program Checklist

- _ Theme
- _ Decorations
- _ Coordination with sponsorship development chair
- _ Program format
- _ Presenters
- _ Speakers/special guests
- _ Audiovisual equipment and microphone
- _ Menu selections
- _ Head table placards
- _ Program portfolios
- _ Name tags (Membership Chair's duty)
- _ Pre-program publicity
- _ Entertainment and/or special speakers
- _ Evaluation forms

Local Arrangements Committee Responsibilities

1. Develop a theme for conference and conference items
2. Provide decorations for hospitality suite and general meeting room(s)
3. Coordinate all meals and breaks/snacks with hotel staff/sponsors
4. Entertainment

President's Reception

Night on own

5. Assign monitors Instructions via email
Packets of evaluations with labels for each session
6. Stock and staff hospitality suite
7. Supply signs for all sponsored events
8. Distribute cameras and provide photographers
9. Arrange gifts for award recipients, honorees, and retirees.
10. Choose a charity and coordinate contributions
11. Arrange transportation for guests as needed

Hotel Checklist

Hotel _____ Contact _____

Number of meeting rooms the hotel can make available:

Monday _____

Tuesday _____

Wednesday _____

Thursday _____

Friday _____

Number of sleeping rooms available:

Monday _____

Tuesday _____

Wednesday _____

Thursday _____

Friday _____

Room rates: single, double, and other

2 rooms at government rate for DOE representatives to reserve

Complimentary room ratio

Complimentary suite for President

Advance deposit requirement with room reservations

Timing of release of unreserved rooms in the block

Number of meeting rooms, capacities, layout (obstructions, distractions, etc) and
any charge for use

Availability of audio-visual equipment and any charges

Charges for storage/shipping/delivery of vendor boxes

Size, location and lighting of exhibit area

Easy access for loading and unloading of displays

Parking: availability, security, charges

Area to accommodate conference registration

Workroom for conference staff

Rooms for pre-conference meetings (Board and committees)

Hotel Appearance: general condition of hotel, guest rooms, meeting rooms, and lobby

How would you rate the following?

Hotel furnishing and décor

Check-in and front desk handling

Housekeeping

Attitude of personnel

Food service

Hotel Services: restaurants, entertainment, and exercise equipment, shops

Transportation to airports and nearby attractions

Ease of room registration: 800 number, room registration cards, web-site

Will they provide maps to hotel?

Food Service

Banquet and luncheon menus, varied as to selection and price

Miscellaneous

Any special features about hotel, which make it unique

Whether there are any other major conventions booked for the same dates

Whether late checkout is allowed for some of the membership

Conference Policy and Procedures

1. Registration will be charged to all participants. Exceptions to this policy will be approved by the President, Conference Chair and Treasurer.
2. Refunds—nonrefundable but transferable. Any exceptions must be approved by the President, Conference Chair, and Treasurer.
3. The Exhibit Area will be closed during all general sessions.
4. Hospitality Hours—any hospitality suites will be asked to closed during meeting times of the actual conference.
5. Hospitality Sessions—more than one hospitality session can be scheduled at the same time in order to handle the number of participants at the conference.

a Honoraria to speakers and presenters, upon recommendation of the Conference Chair and approved by the President and Treasurer. (Within Conference Budget) b Other such

expenses recommended by the Conference Chair and approved by the President and Treasurer. (Within Conference Budget) **Conference Activity Checklist:**

Program Chair:

- ☐ _ Oversee conference budget/expense
- ☐ _ Develop pre-conference materials
- ☐ _ Web-site registration development
- ☐ _ Meet with Hotel staff
- ☐ _ Coordinate with Local Arrangements
- ☐ _ Develop general and interest sessions
- ☐ _ Develop social activities
- ☐ _ Identify keynote speaker
- ☐ _ Identify presenters and moderators
- ☐ _ Sign coordination for all sessions, breaks, sponsors
- ☐ _ Place card design and set up of head table
- ☐ _ Reserved table for sponsors and guests
- ☐ _ Reserved table for program committee
- ☐ _ Coordinate vendor needs with Sponsorship Chair

- _ Coordinate printing of conference program
- _ Coordinate notebook of activities
- _ Coordination of conference mailers
- _ Promotional Information regarding conference
- _ Tentative agenda
- _ Conference Registration form (from Membership Chair)
- _ Hotel Registration form
- _ New Aid Officer's Registration form
- _ Coordination of Conference Packets
- _ Folders
- _ Folder labels
- _ Program
- _ Evaluation
- _ Treasurer's Report
- _ Minutes of last Business Meeting
- _ Local Attraction Information
- _ Vendor/Sponsor flyers

Local Arrangements:

- _ Communicate with hotel staff
- _ Coordinate AV rentals
- _ Room assignments/setups
- _ Easels for signs
- _ Banner Location
- _ Coordinate breaks
- _ Determine menu and meal count
- _ Coordinate decorations, flowers, etc.
- _ Coordinate entertainment setup
- _ Copier availability
- _ Assign comp rooms

President:

- _ Selection of invocation presenter
- _ Communication to those sitting at head table
- _ Banner
- _ Welcome
- _ Letter for Program

Sponsorship Chair:

- _ Communicate with all past vendors/sponsors
- _ Notify program chair and Treasurer of sponsored breaks and meals
- _ Notify Local Arrangements of # tables needed, electrical, etc.
- _ Notify sign coordinator of sponsored by signed needed
- _ Coordinate information to vendors regarding Shipping and Receiving of materials

Membership/Treasurer-Registration:

- _Conference registration form to Program Chair
- _Nametags
- _Recruit/assign workers

6.1.3 Diversity

1. The Diversity Committee Chairperson should work with the Board of Directors to ensure that MASFAA membership diversity issues are represented in all aspects of the organization.
2. New ideas to diversify the membership can be examined by the committee each year and presented to the Board for discussion.
3. The Chair of the committee should seek new ways and ideas to express and spotlight diversity issues to the committee as well as the membership.
4. The committee should review the purpose of the Diversity Committee annually. This will enable the diversity aspects of this organization to grow each year.
5. The Chair along with the committee members should update the diversity web page each year. This page is intended to be a universal link for the membership to review during the year to assist them with diversity issues as it relates to their workplace. This resource web page will provide tips for the membership as they are working with student issues related to diversity.
6. The Chair may be asked to serve on the SASFAA diversity committee.

6.1.4 Electronic Services

Purpose

Coordinate and maintain the MASFAA web page, recommend activities to improve our electronic communications and use of electronic technology, and work with the conference, training, and program chairs in coordinating training sessions and demonstration workshops for the members.

Responsibilities

1. MASFAA web page
 - a. Frequent updates - information must be kept up-to- date in order for members to feel comfortable relying on it.
 - b. Work with Member-at- Large to update membership listings. At a minimum, should be updated three times a year.
 - c. Work with Legislative Chair to include timely information on legislative actions and issues.
 - d. Work with Conference Chair to set up conference registrations online.
2. Other Electronic Communications
 - Continuously assess the Association's communications for possible improvements, changes, deletions, problems, etc.
 - Monitor usage of MASFAA listserv, and electronic announcements, etc.

6.1.5 High School Relations Responsibilities:

1. The High School Relations Committee will support the vision of the MASFAA 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.
2. The Chair and members of the High School Relations Committee are to serve as the liaisons between the financial aid community, particularly with regard to MASFAA and Mississippi’s high school students and their families.
3. The High School Relations Committee will be available to serve Mississippi’s High School Counselors by forwarding to them, upon request, current application and educational materials regarding financial assistance options for their students.
4. The High School Relations Committee will initiate and promote the implementation of special financial aid events at schools and in communities at large to assist Mississippi’s high school students and their families in becoming more aware of financial aid opportunities.
5. The High School Relations Committee will promote and maintain relationships with Lenders, Servicers, and other financial institutions for the purpose of working with these other professionals to provide educational opportunities for students in the State of Mississippi.
6. The High School Relations Committee will develop and maintain a database of the names, address, and telephone numbers of contact information relevant to Mississippi’s High Schools, i.e. Superintendents, High School Counselors, and High School Principals.
7. The High School Relations Committee will continue to develop partnerships with High School Counselors and other school administrators with regard to educating students and their families of preparatory measures that will ensure retention at post-secondary institutions and ultimately lead to the successful completion of a degree.

6.1.6 Nominating

Purpose

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

Responsibilities

1. Establish the committee membership, consisting of the four Past- Presidents if still paid members.

2. Solicit nominations from the membership by issuing a nominations form via the listserv
 3. Present slate to Board
 4. Notify all nominees of results, with accepted procedure of notifying defeated candidate first if possible
 5. Request permission to electronically destroy the ballots
 6. Anyone serving on the nomination committee cannot resign to run for a position on the MASFAA Executive Board

Guidelines

1. The committee will consider the nominees at their first meeting after submission of the nominations forms. 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 Chairperson will verify that nominees agree to run prior to the first committee meeting. **ALL NOMINEES MUST BE CURRENT MEMBERS OF MASFAA.**
2. The nominees will be considered for placement in the future offices of the MASFAA Board in the following order: President-elect , Vice President, Treasurer (every two years), Secretary (every two years), Member-at-Large (every two years), and Directors (one per year)
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. All members of the committee must be present to select the final placement of the nominations to be presented to the membership.
6. 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.
7. Immediately following the Nomination Committee's meeting for the selection process, the President will be notified of the slate of candidates.
8. The Chairperson will then present their names to the Board for approval. The MASFAA Newsletter will present these nominees in the third issue, with names of the nominees for each office, pictures and a short biography.
9. 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.
10. All discussions and balloting of this committee are confidential. Actual ballot count for each candidate should also be confidential.
11. The electronic ballots will be destroyed upon approval at the next business meeting.

6.1.6.1 Election Procedures

1. The election will be held during the Annual Conference. A business session shall be scheduled early in the conference at which time the nominees from the Nominations Committee will be received and nominations allowed from the floor.
2. Each paid member of MASFAA will receive an electronic ballot containing the names of the candidates running for office. Provision will be made for the addition of candidates nominated from the floor.
3. The Nominations Committee Chair will arrange for electronic voting via the MASFAA Web site.
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 the end of the second day of the Annual Conference.
5. The Nominations Committee Chair will report the results at the final general business session 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 MASFAA slate of candidates.
2. The nominee must be a paid member of MASFAA.
3. The individual making the nomination must be a paid member of MASFAA.
4. Copies of the nominees' resume shall be distributed to the membership as directed by the President.

6.1.6.3 Campaign Guidelines

- a.i.1.a.1. Each candidate will be featured in the *The Magnolia News*. Each candidate will be asked to provide a black and white glossy photograph or a digital photograph and a brief resume.
- a.i.1.a.2. No hospitality suites will be held in support of the candidacy of any individual.
- a.i.1.a.3. No mass solicitation of the MASFAA membership (excluding the blog feature) will be made by or on behalf of a candidate.
- a.i.1.a.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).

THE INTENT OF THESE GUIDELINES IS TO PROVIDE EQUAL OPPORTUNITY FOR ALL CANDIDATES AND TO REDUCE THE COSTS FOR CAMPAIGNING.

6.1.7 Planning Purpose:

The Planning Committee is responsible for establishing a Long-Range plan to be continuously built upon. The Planning Committee will systematically explore and work toward future opportunities, while analyzing and avoiding threats to the organization. The 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 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 Planning Committee is composed of the Directors and the Immediate Past President who serves as chair.

Method of Selection:

The Planning Committee members are prescribed by the MASFAA 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.

Responsibilities:

1. Meet at least annually to conduct a review of the MASFAA 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 every five years.

6.1.8 Training Purpose

Plan, develop, and coordinate training opportunities for MASFAA members, (including conferences), and maintain a schedule of training opportunities for state, regional, and national levels.

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;
 - a. Survey the needs of the membership
 - b. Plan and direct new aid officer's workshop, Financial Aid 101, including:
 - Sponsorship development
 - Site selection
 - Faculty selection
 - Curriculum update
 - Set agenda
 - Announcements and registration forms (to members and institutional Presidents)
 - Materials: Regulations and handbooks, Participants' notebooks
 - c. Coordination of all statewide training sessions for aid administrators
 - d. Conduct advanced level training
 - Current Issues of concern
 - Management training

- e. Coordinate MASFAA training with that of SASFAA and NASFAA
 - Announcements of training sessions
 - Distribution of registration forms
 - Selections
 - Activities
- 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 MASFAA 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 both Federal and State legislative issues as they arise in order to keep the membership of MASFAA informed, and prepare appropriate responses for the MASFAA President/Board as requested.

Responsibilities:

Federal:

1. Review USDE Notices of Proposed Rulemaking, Final Regulations 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 USDE materials when changes are implemented (i.e., Student Financial Aid Handbook or Verification Guide.)

State:

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.

General:

1. Dissemination of information
2. Utilize the *Newsletter*
3. Communicate emergency information to the President for communication via e-mail or phone.
4. Assist in the preparation of letters to officials as approved by the MASFAA Board.
5. May be asked to serve as MASFAA Representative to the SASFAA Legislative Committee.

6.2.2 Newsletter

Purpose:

Edit and publish MASFAA association blog, *The Magnolia News*, in accordance to the Policies & Procedures section on “Newsletter”. The President Elect shall serve as Chair of this committee and Editor of the *Magnolia News*.

Responsibilities:

1. Articles submitted by any person, company, or organization to the editor of the newsletter are subject to final acceptance by the Newsletter Committee before posting on the blog. The Newsletter Committee reserves the right to reject or edit for content or length any article or information submitted for the newsletter. Articles must be intended for the benefit of MASFAA members and not for company marketing or promotional purposes.
2. Solicit and edit news and other submissions of interest and relevance to the membership. Content should include officer reports, committee reports, current training opportunities, promotion of current events, including conferences, educational information, and news about association members.

6.2.3 Site Selection

1. Research and recommend future conference and training sites as instructed by the Board of Directors.
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.

Responsibilities

1. Obtain at least three bids or proposals showing all of the items on the hotel checklist
2. Prepare written comparison for Board of Directors approval

6.2.4 State Aid**6.2.5 Vendor/Sponsor****Purpose**

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

Responsibilities – General

Prepare reports containing vendor/sponsor information to be presented at each MASFAA Board Meeting.

1. Update the vendor/sponsor mailing list by checking the information received from each organization against the mailing list and update appropriately.
2. The Chairperson works closely with the Conference Chair on the cost of events for the conference. This needs to be accomplished in a timely manner (no later than two months prior to the conference date). The Vendor-Sponsor Chair should arrange for signage or appropriate recognition of supporters of each event.
3. At the discretion of the Vendor-Sponsor 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 Vendor-Sponsor Chair will serve as Liaison to the Board of Directors for the vendors and sponsors.

Responsibilities – Conference

1. Determine the location of the exhibit space in coordination with the Conference Chair and hotel/convention center staff
2. Coordinate with the drayage company for the following –
 - A. Table set up 6' (8' upon request)
 - B. Skirting
 - C. Seating
 - D. Trash Disposal
 - E. Electricity to exhibit hall
 - F. Shipping of display materials
 - G. Overall costs to vendors
3. Approximately eight weeks prior to the conference send information to the mailing list which includes the following details:
 - A. Date, time and location of conference
 - B. Location of exhibit space at hotel/convention center with material shipping details
 - C. Logistics of the exhibit space (how large, what type of exhibits), dates and times for exhibit set up and break down and when the exhibit hall will be open and closed during the conference.
 - D. Levels of support and amount of contribution needed to reach each level.
 - E. Support amounts are communicated to the Treasurer and invoices are sent to each contributing organization. These invoices should be paid prior to the conference.
 - F. Solicitation of items (type and number) to be included in conference tote bags – if the Conference Committee decides to provide these bags to attendees.
4. Once supporters begin to respond to the Vendor/Sponsor Chair, a list should be compiled periodically and sent to the Conference Chair indicating the following:
 - a Organizations that have responded , organizations' contact person, and the amount of the contribution
5. A list should be compiled periodically and sent to the Treasurer with the following information:
 - a Name and address of organization
 - b Amount of contribution
 - c Treasurer will then bill the organization prior to the start of the conference. If checks for contributions are received by the Vendor/Sponsor, these will immediately be forwarded to the Treasurer.
6. Prior to the conference, a layout of the exhibit hall should be secured from the hotel/convention center coordinator indicating the exhibit area and space available. At that time, exhibitors should be assigned according to the amount of their contribution. Signs should be made to be placed on each space or table indicating the name of the organization to which that space has been assigned.

These signs need to be placed in each exhibit space prior to the time that exhibitors arrive to set up.

7. Any organization that is contributing items to be placed in the conference tote bags should receive information on shipping as follows:
 - a Items may be shipped either directly to the hotel or delivered by the contributor; however, in order for them to be included in the tote bags, they need to arrive no later than noon of the day prior to the conference.
 - b Shipping information for the hotel/convention center coordinator or Drayage Company (They will provide how the shipping labels on these items should be addressed.)
 - c Each contributor should indicate that the contents of the container is tote bag items by attaching a label which predominately says: "TOTE BAG ITEMS"
8. At the conference site, the Vendor/Sponsor Chair should meet with the hotel/convention center coordinator to determine where the containers with tote bag items have been stored. These containers should be moved to the meeting room where the tote bags are to be assembled.

Section 7: Meetings

MASFAA 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.

- a. A transitional meeting is held in mid-summer.
- b. A late fall meeting is held generally at the site of the fall training.
- c. 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.

Policy for E-Meetings of the MASFAA Executive Committee

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 Executive Committee wishes to call a meeting a motion to do shall be submitted to the President. This motion requires a second for the meeting to be held.
2. Notice of an e-meeting will be sent by the President to the Executive Committee (and others on the board, when appropriate), a minimum of 24 hours prior to the

opening of the meeting, telling the time and day the meeting will be Called to Order, as well as restating the motion and fact that it has been seconded.

3. Once the e-meeting has been Called to Order and a Call for Discussion is made, members of the Executive Committee will “reply all” indicating their presence and offering any discussion.
4. When the majority of members of the Executive Committee have indicated their presence and offered discussion, or when 48 hours has elapsed from the call to order (whichever is earlier), the Chair will declare a quorum and call for the vote.
5. Members of the Executive Committee will “reply all” with their vote within 24 hours of the call for the vote.
6. After 24 hours from the call to vote, the Chair will declare the motion passed or failed and adjourn the meeting.
7. The Secretary will preserve all emails stating presence, votes, and disposition, and file same with the original copy of the minutes of the called meeting.

Policy for Conference Call Meetings of the MASFAA Executive Committee

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 Executive Committee wishes to call a meeting a motion to do shall be submitted to the President. This motion requires a second for the meeting to be held.
2. Notice of a conference call meeting will be sent via email by the President to the Executive Committee (and others on the Board when appropriate) a minimum of 24 hours prior to the opening of the meeting, telling the time and day the meeting will be called to order, dial-in information, as well as restating the motion and the fact that it has been seconded.
3. All members of the Executive Committee will “reply” indicating their receipt of the meeting call.
4. The Chair will initiate (host) the conference call and call the meeting to order.
5. Meeting proceeds in the same manner as a face-to-face meeting, with the exception of a roll call vote in all instances.

7.2 Annual Business Meeting

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

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

Social media outlets have revolutionized how people communicate and receive news. The *Magnolia News* is a blog website established 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.

Persons submitting material for publication to the Magnolia News are discouraged from including articles that promote goods or services from a Sponsorship Chair. Such promotional materials should be submitted for publication after establishing a paid sponsorship package with the Sponsorship Chair.

An individual may register with *The Magnolia News* to receive an email notification following the posting of an item to the website.

MASFAA Executive Board members should submit timely articles or reports that coincide with the work of their committee/office. Following such a format would require each board member to write only one or two articles a year. However, any MASFAA Executive Board member may submit an article or report at any time.

8.1.2 Membership Directory

The membership directory is maintained on the MASFAA 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 MASFAA 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 MASFAA 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/tradesh ow

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

MASFAA 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 MASFAA 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. MASFAA 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 to protect MASFAA'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, MASFAA 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. MASFAA 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.)
 - MASFAA'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 MASFAA listserv should be directed to the Electronic Services Chairman. Issues not resolved at this level will be taken under consideration by the MASFAA Board of Directors.
 - By subscribing to the listserv, members are confirming that they have read and agree to the terms of MASFAA'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. MASFAA Members are asked if they would like to receive the listserv emails when setting up the membership profile.

8.3.2 Web Site.

MASFAA 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 *The Magnolia News* Blog

8.4 Advertising

Advertising offers businesses and Sponsorship Chairs an opportunity to market products and services to the membership. The Association gains operating funds through fees paid by businesses and/or Sponsorship Chairs. 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

MASFAA 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 MASFAA plaque's master designs are on file at Mars & Steele, Inc., PO Box 14125, Jackson, MS, 39236, Phone: 601.982.2828.

9.2.1 Jack Woodward Award

1. The Jack Woodward Award of Excellence will be voted on by the Board of Directors 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 MASFAA.
 - d. Must be recommended by a current member of MASFAA.
 - e. Recommendations will be reviewed by the Board of Directors and evaluated on the bases of: involvement in MASFAA, 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 of Directors are ineligible for nomination.
4. The award may be presented at the Annual Conference. A plaque 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 of Directors.

9.2.2 Honorary Lifetime Membership

1. Honorary Lifetime Membership awards should be made only to those individuals who have made significant contribution to the Mississippi Association of Student Financial Aid Administrators 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 of Directors prior to the fall training event.
3. Nominees cannot be current members of the Association.

4. The Board of Directors 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 of Directors 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 of Directors

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 MASFAA 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 MASFAA's President to achieve his/her goals and objectives.
- Recipient(s) may or may not be members of MASFAA.

9.2.4 Rookie of the Year

1. The Rookie of the Year Award will be voted on by the Board of Directors 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.
(Postsecondary Institution, Lending Institution, Guarantee Agency)
 - B. Must be active in profession for two years or less prior to award year.
 - C. Must hold current membership in MASFAA.
 - D. Must be recommended by a current member of MASFAA.

- E. Recommendations will be reviewed by the Board of Directors and evaluated on the bases of: involvement in MASFAA, 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 award may be presented at the Annual Conference. A plaque may be presented to the honoree 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 of
Directors.

9.2.5 Officer Plaques

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

9.3 Scholarships

9.3.1 Jan Lee Memorial Scholarship for Professional Development

1. This can be applied toward annual conference registration fee only.

2. Application deadline to apply is April 1st annually.
3. Board of Directors will notify recipients by May of approvals/denials.
4. A set number of scholarships will be determined yearly based on funding.

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:	

--	--

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

2. How many years has the individual worked in Financial Aid? _____

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

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

OFFICIAL USE ONLY

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

9.3.2 Student Scholarships

Funds may be raised during the year to support scholarships.

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

1. Each school represented at the Annual Conference by a MASFAA member will be eligible to be included in a random drawing for this scholarship.
2. A Scholarship Request Form will be given 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, along with a list identifying the contributors of the scholarship fund.
5. If the institution fails to submit the check request voucher within the designated time-frame, a new drawing will be held at the following conference.

Mississippi Association of Student Financial Aid Administrators, Inc.

SCHOLARSHIP REQUEST FORM

INSTITUTION: _____

ADDRESS:

DATE PRESENTED: ____ **SCHOLARSHIPS**

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: ____

**PROCEDURES FOR REQUESTING
MASFAA SCHOLARSHIP DISBURSEMENT(S)**

1. Each school representative that is a paid MASFAA member will be eligible to submit his/her institution's name for a random drawing.
2. A Scholarship Request Form will be given to the 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 Member-At-Large. The

Scholarship Request Form must be requested prior to the expiration date, along with the identity of the recipient(s) and requested data.

CONFERENCE AWARDED FUNDS	DEADLINE TO REQUEST FUNDS
Annual Conference	October 31st

4. Failure to request funds within the time frame may result in a loss of scholarship.
5. The Member-At-Large will submit an approved check request form to the Treasurer for payment.
6. The Treasurer will mail the check to the institution, co-payable to each recipient and institution, along with a list identifying the contributors of the scholarship fund.
7. If the institution fails to submit the check request voucher within the designated time-frame, 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.

10.1 Membership Dues

The Board reviews the annual dues to MASFAA at the first Board meeting for the new fiscal year. The membership rate is 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 MASFAA for the same member during the same fiscal year.
5. Membership is required for all MASFAA 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 of Directors.
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 of Directors.
4. Conference attendees must be paid members of MASFAA, 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 MASFAA 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:

- a. 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.
- b. The Vice President, Member –at Large, Conference Chair and Treasurer registration at the annual conference may be waived.
- c. Vice-President and Treasurer registration 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 MASFAA, either directly or reimbursed to the recipient, and charged against the Conference Committee budget.

- a. Travel and other expenses of speakers and presenters not affiliated with MASFAA as recommended by the Conference Committee Chair and approved by the Board of Directors
- b. Travel and other expenses not paid by SASFAA for each SASFAA representative invited to attend MASFAA conference as recommended by the President and approved by the Board of Directors
- c. 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 MASFAA 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 MASFAA expense must be for official MASFAA business.
2. Travel reimbursement will be made to MASFAA 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

- a. 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.
- b. Air travel will be reimbursed for coach travel only. A copy of the plane ticket must accompany the travel claim.
- c. The cost of taxis and airport limos will be reimbursed at actual cost, including tip, if appropriate. Receipts should accompany travel claims whenever possible.

10.7.2 Lodging

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

10.7.3 Meals

Meal expenses will be allowed based on the prevailing state rate while on authorized MASFAA travel. Receipts for meals should accompany the travel claim. 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, and expenses for this meal may not otherwise be claimed for reimbursement. Receipts should accompany travel claim whenever possible.

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

10.7.5 Other miscellaneous expenses, which include the following, will be reimbursed. Receipts should accompany the reimbursement request whenever available.

- a. Phone call relating to MASFAA business. (Reason for call must be provided)
- b. Tips, other than meals or beverages.
- c. Limos, taxis, parking, etc.

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

- a. President:

- a.i.1. NASFAA – registration, cost of transportation, meals (not provided at the conference), and lodging at the annual NASFAA Conference
- a.i.2. 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
- a.i.3. Miscellaneous – postage, copying and telephone calls related to MASFAA

b. President-elect:

- a.i.1. SASFAA – cost of transportation and meals and one night lodging prior to the annual SASFAA Board meeting held prior to the annual SASFAA Conference
- a.i.2. NASFAA - registration, cost of transportation, meals and lodging for the individual's first-time attendance at the NASFAA Leadership Conference

c Vice President:

- . NASFAA - registration, cost of transportation, meals and lodging for the individual's first-time attendance at the NASFAA Leadership Conference

d Treasurer:

- . NASFAA - registration, cost of transportation, meals and lodging for the individual's first-time attendance at the NASFAA Leadership Conference

e Secretary:

- . NASFAA - registration, cost of transportation, meals and lodging for the individual's first-time attendance at the NASFAA Leadership Conference

f. Member-at-Large:

- NASFAA - registration, cost of transportation, meals and lodging for the individual's first-time attendance at the NASFAA Leadership Conference

10.8 Credit Card Use

Credit cards are secured for the President and Treasurer to cover reimbursable expenses associated with performing their duties. MASFAA has established guidelines for the acquisition and use of credit cards.

- a. The Treasurer shall secure credit cards for official MASFAA business use by the President and Treasurer.

- b. The credit will be determined by the President/Treasurer/Financial Institution.
- c. The Treasurer shall provide written guidance to each cardholder explaining appropriate card use and reporting requirements.
- d. All expenses charged to a credit card must be reported by the user to the Treasurer within ten (10) days of receiving his/her credit card statement. All itemized charges on the statement must correspond to a valid receipt.
- e. 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 MASFAA Annual Conference if MASFAA is covering any expenses under other policies for the out-going Past-President to attend any part of the MASFAA Conference and/or Board meeting.
- f. Charging personal expenses to the Association credit card is prohibited. Any violations of this policy will require immediate repayment to MASFAA. The Treasurer must report to the Board at the next board meeting. If repayment is not submitted within 30 days the credit card will be revoked.
- g. Violations of card use policies may result in cancellation of credit card privileges.
- h. Prior to issuing a MASFAA credit card, the Treasurer will obtain from each credit card user a signed *Agreement of Understanding*. This agreement outlines the obligations of the user and an understanding about potential liabilities.
- i. Credit 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.
- j. In situations where the MASFAA credit card is used by Board members conducting MASFAA 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 MASFAA credit card:
 - Reimbursement form submitted to MASFAA for reimbursable charges on the MASFAA credit card.
 - Receipts submitted to MASFAA that match the reimbursable charges on the MASFAA credit card.
 - MapQuest documentation regarding mileage in situations where reimbursement is being sought for this expense. • MASFAA credit 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.

MASFAA 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.

- a. 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.
- b. Authorization of both the Treasurer and the President are required on any check of \$5,000 or above.
- c. The President has authority to exceed any budget line by \$1,000.

Section 11: Association History

MASFAA 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

BY-LAWS
OF THE
MISSISSIPPI ASSOCIATION OF
STUDENT FINANCIAL AID ADMINISTRATORS

Article I. Membership

Members. Members of this association shall consist of persons associated with colleges, universities, government agencies, foundations, and others associated with private and community organizations concerned with the support and administration of student financial aid programs who have been approved by the Membership Committee and the Executive Board, and who have paid the annual dues in accordance with the regulations for payment of dues as established by the Executive Board and who are located in the state of Mississippi.

Type of Membership. Membership is individual rather than institutional, and is not transferable. Membership shall terminate when a member changes positions, unless he re-establishes his eligibility through the Membership Committee and the Executive Board.

Article II. Executive Board and Officers

A. Executive Board: The administrative responsibility of the association shall be vested in an Executive Board, composed of the elected officers of the association. The Executive Board shall be empowered to act on behalf of the association.

B. Officers: The officers of the association shall be President, President Elect, Vice President, Secretary, and Treasurer.

C. Elections and Term of Office: The officers of the association shall be elected at the Annual Business Meeting. The President -Elect shall serve one year in that position and a second year as President. The Vice President shall serve for one year. The Secretary and the Treasurer shall serve for periods of two years; the Secretary to be elected in odd years, the Treasurer in even years. All terms of office shall coincide with the fiscal year of the association.

D. Vacancies: In the event of a vacancy in the President's office, the Vice President shall succeed to that office. Other vacancies shall be filled by the President with the approval of the Executive Board.

5. arrange for collection of the registrations for meetings of the Association;

6. upon the completion of a term of office, turn over to the new Secretary within 30 days after the close of the fiscal year all the Association's secretarial records.

E. The Treasurer is the finance officer of the Association. The Treasurer shall:

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 Executive Board;

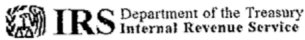
4. arrange for collection of the registrations for meetings of the Association;

5. serve on the Budget Committee and such other committees as appointed;

6. submit an annual audit within 30 days of the close of the fiscal year;

7. upon the completion of a term of office, turn over to the new Treasurer within 60 days after the close of the fiscal year all financial records of the Association.

8. be bonded at the expense of the Association.



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

	2016-2017	Sonja McMullen	Sallie Mae
2015-2016	Brenda Carson	East Central Community College	
2014-2015	Robert (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 Ms Community College	
1995-1996	Mary Givhan	Mississippi College	
1994-1995	Jean Ellis	Bank of Mississippi	
1993-1994	Joan Dambrino	Mississippi GSL Agency	
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	

11.4 Honorary Lifetime Members

Larry Blankenship	Hinds Community College
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
Joan Dambrino	IHL

Nancy D'Angelo	Education Services Foundation
Jean Ellis	BancorpSouth
Joseph Ellis*	American Beauty College
Jim Flippen	TSAC
Chet Gardner	MS Gulf Coast Community College
Mary Givhan	Mississippi College
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
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 Bost 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 MASFAA Past Presidents

2016-2017	Leigh Ann Hussey	Mississippi Gulf Coast Community College
2015-2016	Nicole Patrick	Mississippi University for Women
2014-2015	Carrie Cooper	University of MS 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	East Mississippi Community College, Mayhew Campus
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
2000-2001	Steve Greenough	University of MS 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	Mississippi Gulf Coast Community College, Jefferson 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

11.6 Logo



Appendix A: Constitution

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 in 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, Member-at-Large, Immediate Past-President, and three Directors.

Appendix B: By-Laws

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 Office of Financial Aid, Millsaps College, 1701 North State Street, Jackson, MS 39210.
- 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. The officers of the Association will consist of a President, Vice-President, President-Elect, Immediate Past-President, Secretary, Treasurer, one 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 to be elected in even years. The Treasurer-Elect is elected in odd years to serve for a period of one year. The Treasurer-Elect will automatically succeed to the office of Treasurer for a two (2) year term upon expiration of the term of the office of the previous Treasurer and the term of Treasurer-elect. 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 Vice-President will succeed to that office. Except for the office of President-Elect, 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 held.

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. The officer being considered for removal will be notified in writing by the Secretary that such action is pending. The Board, 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 is necessary for removal from office. The decision of the Board will be final. The President will preside over the proceedings unless the President is being considered for removal from office. In that event, the Vice-President 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 to the membership at the next regularly scheduled meeting or through the Association's newsletter or 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 on 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 Chairperson of the Board of Directors;

3. Appoint all chairpersons 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. Serve as MASFAA Newsletter Editor;
4. 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.

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

- a.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.2. Coordinate training efforts of the Association with those of the Regional Association and the National Association;
- a.3. Serve on such other committees as appointed;
- a.4. Perform all duties of the President in the absence of that officer;
- a.5. Succeed to the office of the President in the event of a vacancy in that office;

D. The Immediate Past-President is an assistant to the President. The Immediate Past President will assist the President and serves as chair of the nominations and elections, awards and the governance and planning committees.

1. Serve as Chairperson of the MASFAA Nominating Committee;
2. Serve as the MASFAA representative to the SASFAA Nomination Committee;
3. Serve as Chairperson of the Planning Committee.
4. Act as Parliamentarian for Board Meetings and associated meetings;

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. Receive copies of the official annual membership list, the official list of the Board of Directors members, the proceedings of each meeting of the Association, and all workshop, project and committee reports;
3. Upon completion of each fiscal year, provide all items listed in #2 to archives committee chair within 30 days.

4. 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;
5. Arrange for collection of the registrations for meetings of the Association;
6. Prepare and maintain an annual budget for the Association, in consultation with the President, by soliciting input of the elected officers and committee chairs and, as needed, the Past-Treasurer;
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 60 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 file the 990P form annually in accordance with IRS regulations.

G. 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 in coordination with the Treasurer and filing with the Secretary;
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.

H. The Directors will:

1. 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 remunerate agents and employees. The Board shall consist of the following:
2. MASFAA elected officers: President, President-Elect, Vice President, Immediate Past-President, Secretary, Treasurer, Treasurer-Elect, Member-At-Large, and the Board of Directors. A quorum will be no less than six members of the Board of Directors.
3. Attend all Board of Directors meetings as called by the President;
4. Serve as the Planning Committee and be responsible for reviewing and recommending revisions to the Constitution and By-Laws of the Association and the Association's Policies and Procedures Manual.

F. 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 MASFAA Policy and Procedures Manual.
2. Gain Experience needed to effectively hold the office of Treasurer.

Article VII – Voting

- A. In a business meeting or mail-out ballot, a 2/3 majority of members voting is required to amend the following:
 1. Constitution – requires a 2/3-majority vote from the membership;
 2. By-Laws – requires a 2/3-majority vote from those members in attendance at a Business Meeting of the Association.
- B. A vote may be taken in any regular or special 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 by mail or electronically, 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 Chairperson 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 as are deemed necessary in order to conduct the Association's business, and unless specified elsewhere in these By-Laws, designate the chairperson 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 four most recent Past-Presidents of the Association. In the event that one of the four 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 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 awareness of MASFAA of the value of diversity and how the organization can benefit from diversifying. 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. Planning Committee: The Planning Committee is responsible for establishing a five year plan to be continuously built upon. The Planning Committee will systematically explore and work toward future opportunities, while analyzing and avoiding threats to the organization. The 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 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 Planning Committee is composed of the Directors and the Immediate Past-President who serves as chair.
- 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 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 Web site. 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.