

**MISSOURI ASSOCIATION  
OF STUDENT  
FINANCIAL AID PERSONNEL**

**POLICIES AND PROCEDURES  
MANUAL**

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MISSOURI ASSOCIATION OF STUDENT FINANCIAL AID PERSONNEL

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**[Ed. Note: If Forms are not to be included with the Policies & Procedures Manual, a note or comment should be made referring the reader to the MASFAP web site.]**

## 1. INTRODUCTION

### 1.1 Use

It is the responsibility of each Executive Board member and Committee chairperson to:

1. Keep a copy of the current Policies and Procedures manual with all updates.
2. Pass manual to succeeding member at or before the time the change occurs.
3. Committee chairpersons will be responsible for replying to members of MASFAP who express interest in serving on the committee.
4. Committee chairpersons will be responsible for administering the budget in keeping with MASFAP fiscal procedures.
5. Committee chairpersons will be responsible for attending and reporting on committee activities to the Executive Board.

### 1.2 Content

The MASFAP Policy and Procedures Manual supplements the Articles of Incorporation and By-Laws by:

1. Providing an overview of the Association's structure.
2. Describing the responsibilities of members in leadership positions.
3. Presenting the Association's approved operating policies and procedures.

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### 1.3 Purpose

The MASFAP Policy and Procedures Manual has been designed to provide guidance, reference material, and historical continuity for the MASFAP Executive Board and Committee chairpersons.

This document is stored on a computer file for ease of updating and transfer as Executive Board and Committee chairs change. The computer file is maintained by the Past President from information supplied by MASFAP members and approved by the Executive Board.

Each Executive Board member and Committee chairperson is responsible for knowing the content of the MASFAP Policy and Procedures Manual and providing changes and updates, as applicable, to the Past President. The Past President reviews all changes for legality, consistency, and clarity and makes appropriate proposals for Executive Board action. Upon approval, the Past President incorporates the changes into the document.

Updates to the MASFAP Policy and Procedures Manual are printed and distributed to members of the Executive Board as changes occur.

The document should be passed on to new Committee chairpersons and Executive Board members.

## **2. EXECUTIVE BOARD**

### **2.1 Meetings**

1. The Executive Board will typically meet four times during the calendar year--January, March (Spring Conference), June, November (Fall Conference).
2. The time and place of meetings will be the decision of the President.
3. Committee chairpersons are invited to all Executive Board meetings.

### **2.2 Meeting Agendas**

Meeting agendas are prepared by the President. Items to be placed on the agenda should be given to the President at least a month before the scheduled meeting.

Regular reports to the Executive Board are to be made by the Treasurer and Committee chairpersons. Generally, written reports should be prepared ahead of time for distribution.

### **2.3 Meeting Location**

Location of Executive Board meetings is determined by the President. The meetings held in conjunction with the Fall and Spring conferences are at the conference site.

### **2.4 Meeting Minutes**

Minutes of each Executive Board meeting will be mailed by the Secretary within four weeks after the meeting.

# MISSOURI ASSOCIATION OF STUDENT FINANCIAL AID PERSONNEL

## 2.5 Detailed Officer Descriptions

### 2.5.1 PRESIDENT

#### Basic Responsibility:

Acts as chief executive officer of the organization, presides at all meetings of the Association and chairs all meetings of the Executive Board.

#### Characteristic Duties and Responsibilities:

1. Provides leadership and direction to all activities of the organization, Executive Board, and all committees.
2. Serves as the official representative of the Association and Executive Board or delegates such responsibility to another officer or member of the Executive Board.
3. Serves as the official spokesperson for the organization and Executive Board or delegates such responsibility to another officer or other Executive Board member.
4. Calls and presides at all meetings of the organization or Executive Board.
5. Appoints all Committee chairpersons subject to approval of the Executive Board and serves as ex-officio member of all committees.
6. Represents the organization at the National Association of Student Financial Aid Administrators annual meeting.
7. Represents the organization on the Executive Council of the Midwest Association of Student Financial Aid Administrators.
8. Submits an annual report to the general membership at the Fall meeting.

#### Length of Term:

The President-Elect automatically becomes President of the organization for one year. The term of office is one calendar year (January-December).

## 2.5.2 PRESIDENT-ELECT

### Basic Responsibility:

The President-Elect is an officer of the organization and performs the duties of the President in the event of absence or incapacity of the President to serve and shall perform such duties as are assigned by the President or prescribed by the Executive Board.

### Characteristic Duties and Responsibilities:

Provides assistance to the President in any area as requested.

The President-elect will attend the NASFAA Leadership Retreat. All expenses will be paid by MASFAP.

### Length of Term:

The President-Elect shall serve for one year after election and will assume the position of President the following year.

### 2.5.3 VICE PRESIDENT

#### Basic Responsibility:

The Vice President is an office of the organization and shall perform the duties of the President in the event of absence or incapacity of both the President and the President-Elect. The Vice President shall serve as chairperson of the Program Committee.

#### Characteristic Duties and Responsibilities:

1. Plan the program for the fall and spring conferences.
2. Select the Program Committee from organization members.
3. Work with the Site chairperson on physical arrangements of the program.
4. Work with the Corporate Support chairperson on vendor support for the conferences.

#### Length of Term:

The Vice President assumes responsibilities for planning conference programs at the end of the Fall Conference.

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### 2.5.4 SECRETARY

#### Basic Responsibility:

The Secretary is an officer of the organization and is responsible for recording, distributing and maintaining records of the organization.

#### Characteristic Duties and Responsibilities:

1. Records minutes of Executive Board and general membership meetings.
2. Distributes minutes of Executive Board to Board members within four weeks after the meeting.
3. Performs duties as assigned by the President or Executive Board.

Length of Office: One year after election.

#### **Recommendation from Co-Chair, Professional Development, on 10/28/2008:**

2.5.4 SECRETARY - I think something should be added about submitting web updates to Technology chair regarding the historical lists, (newcomer, committee of the year, president's award, Missouri award, etc.) Not that the lists have to be named specifically, but I don't see anywhere who is responsible for funneling that information to the Technology chair. I took care of it as Technology chair and as Secretary, but I think it really resides at Secretary to gather the info.

### 2.5.5 TREASURER

#### Basic Responsibility:

The Treasurer is an officer of the organization and responsible for developing, distributing and maintaining the financial records of the organization and the Executive Board. The Treasurer shall be ready whenever required to give the Executive Board any funds and financial records as requested.

#### Characteristic Duties and Responsibilities:

1. Maintain fiscal records and manage fiscal affairs of the organization.
2. Assist in preparing the annual operating budget.
3. Prepare an annual fiscal report for the fall conference.
4. Disburse monies of the organization.
5. Pay bills owed by the organization.
6. Maintain adequate and appropriate records of all financial transactions of the organization
7. Prepare and file annual tax returns.
8. Cooperate with annual auditors of the organization.
9. Member of the Budget and Finance Committee.

Length of Term: One year as Treasurer-Elect, one year as Treasurer and one year as Chair of Budget and Finance Committee; thus a three year commitment.

\*See Miscellaneous--Treasurer General Operating Procedures

## 2.5.6 TREASURER-ELECT

### Basic Responsibility:

The Treasurer-Elect is an officer of the organization and serves as an assistant to the Treasurer while training to assume the duties of the Treasurer when the Treasurer's term expires.

### Characteristic Duties and Responsibilities:

1. Serve as a member of the Budget and Finance Committee.
2. Carry out duties as assigned by the Treasurer or Executive Board.
3. Complete the unexpired term of the Treasurer should a vacancy occur.
4. Collect membership dues and relay membership information to the Membership Committee.
5. Collect conference registration fees and relay attendance information to the Membership Committee and Program Committee.
6. Receive all monies of the organization.
7. Attend the NASFAA Leadership Retreat for specific treasurer-related training. All expenses will be paid by MASFAP.

Length of Term: One year, but shall then succeed the Treasurer; thus, a three year commitment (Treasurer-Elect, Treasurer, and Chair of the Budget and Finance Committee).

## 2.5.7 IMMEDIATE PAST PRESIDENT

### Basic Responsibility:

The Immediate Past President is an officer of the organization and shall perform such duties as are assigned by the President or prescribed by the Executive Board.

### Characteristic Duties and Responsibilities:

1. Chairs the Missouri Award Committee.
2. Oversee the legal issues for the organization (i.e. insurance, ASCAP license, etc.).
3. Chairs the Nominations & Elections Committee.
4. Chairs the Association Governance and Legal Issues Committee

**2.5.8 DELEGATES-AT-LARGE (Four Rotating Positions)**

Basic Responsibility:

The Delegates-At-Large are officers of the organization and should be representative of the membership sectors. Their basic responsibility is to perform duties as directed by the Executive Board.

Characteristic Duties and Responsibilities:

1. Three of the delegates will represent the school sectors, and one will represent the lender sector.
2. Participate in the meetings and activities of the Executive Board and contribute to the formulation of policies and practices of the organization.
3. Perform such duties as assigned by the President or Executive Board.
4. Each delegate shall oversee the functions of committees. Refer to the organizational chart for committees of responsibility.

Length of Term:

Rotation of three years; each year there should be a new school sector delegate elected. The lender sector delegate will serve three years.

### **3. COMMITTEES**

#### **3.1 STANDING COMMITTEES**

Standing committees are permanent, required and named by the By-Laws. These committees are:

- Committee on Membership
- Committee on Nominations and Elections
- Committee on Missouri Award
- Committee on Program
- Committee on Site Arrangements
- Committee on Professional Development
- Committee on Technology and Communication
- Committee on Legislation
- Committee on Associate Membership
- Committee on Budget and Finance
- Committee on Association Governance and Legal Issues
- Committee on Early Awareness
- Committee on Archives
- Committee on Awards
- Committee on Research
- Committee on Corporate Support
- Committee on Newcomer/Welcome

#### **3.2 AD HOC COMMITTEES**

Ad Hoc Committees may be appointed by the President for the duration of his/her term.  
Current Ad Hoc Committees are: Past President's Cabinet

#### **3.3 COMMITTEE MEMBERSHIP**

Committee membership is open to a representative of an eligible institution. Membership representation should be sensitive to having representation from all sectors.

Committee chairpersons are recommended to the Executive Board by the President for approval.

Committee members are recommended to the Executive Board by the committee chairperson for approval.

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### 3.4 COMMITTEE REPORTS

Committee reports will be made as needed to the Executive Board. Year-end reports of the committee's work will be submitted in writing to the President at the end of the year.

### 3.5 TERM OF OFFICE

Committee chairpersons are limited to a two-year term.

Committee member terms are unlimited.

### 3.6 STANDING COMMITTEE DESCRIPTIONS

#### 3.6.1 COMMITTEE ON MEMBERSHIP

**PURPOSE:** The committee shall seek out institutions and organizations in Missouri who are not members of the Association and solicit their participation for institutional or associate membership.

**SPECIFIC RESPONSIBILITIES:**

1. The committee is responsible for coordinating the membership roster for publication on the MASFAP web site. This is completed on an annual basis.
2. The committee is responsible for maintaining the membership list and sending out membership renewal applications annually (January).
3. The committee is responsible for providing updated membership information to the data entry clerk.
4. The committee is responsible for recognizing new members who are attending a conference for the first time.
5. The committee is responsible for providing years of service information to the awards committee.
6. The committee is responsible for maintaining a master roster of MASFAP members and conference participants indicating individuals and/or institutions in arrears.

**3.6.2 COMMITTEES ON NOMINATIONS & ELECTIONS**

**PURPOSE:** The committee shall prepare a slate of nominees for the elected offices of MASFAP.

**MEMBERSHIP:** The chairperson is the Past President of MASFAP. The chairperson shall select five committee members who represent all sectors of the MASFAP membership, i.e.; public schools, private schools, lending institutions, and other types as identified by the chairperson.

**SPECIFIC RESPONSIBILITIES:**

1. Solicit nominations for officers from the membership.
2. Finalize the slate of officers for September publication on the MASFAP web site.
3. Solicit candidacy statements from each nominee (September).
4. Prepare candidacy statements on the web site (October).
5. Coordinate the electronic voting process with the technology chair.
6. Announce the election results just prior to or at the Fall Conference.

**3.6.3 COMMITTEE ON MISSOURI AWARD**

**PURPOSE:** The committee is to recognize an individual from Missouri who has contributed to the field of financial aid.

**MEMBERSHIP:** The Missouri Award Committee is chaired by the Past-President of MASFAP. The committee members are the previous recipients of the Missouri Award. (A list of previous recipients is listed in the MASFAP Directory.)

**SELECTION:** The Committee should solicit nominations from the MASFAP membership. Final selection is made by the committee.

**CALENDAR:** The Missouri Award is presented at the Fall Meeting. The nomination and selection process needs to be completed prior to the Fall Meeting.

### 3.6.4 COMMITTEE ON PROGRAMS

**PURPOSE:** The Committee is to plan and execute the programs for the fall and spring conferences of the Association.

**MEMBERSHIP:** The Committee is chaired by the current Vice-President of the Association. Committee members are selected by the chairperson. Consideration should be given to representation from all sectors of the Association. In addition, the Site Chairperson, the Corporate Support Chairperson, the Past Vice President, and the Chairperson of the Finance and Budget Committee serve as members.

#### **SPECIFIC RESPONSIBILITIES:**

1. For each conference the Committee is responsible for:
  - a. Selecting the theme of the conference
  - b. Providing interest sessions for all sectors
  - c. Procuring keynote speakers
  - d. Coordinating with Budget and Finance Committee and Corporate Support Committee on hospitality/entertainment
  - e. Providing for registration for the conference
  - f. Providing for printing of programs and registration materials
2. Provide for payment of honorariums to guest speakers.
3. Provide a list of audio-visual equipment needed to the Site Chairperson.
4. Evaluate each conference program.
5. Provide continuity on the Program Committee by rotating membership.

**3.6.5 COMMITTEE ON SITE ARRANGEMENTS**

**PURPOSE:** The Committee is to make all arrangements with regard to the site for all conferences in addition to site arrangements for Executive Board Meetings held throughout the year.

**MEMBERSHIP:** The Committee chair is appointed by the Executive Board. Committee members are chosen as needed by the Committee chair.

**SPECIFIC RESPONSIBILITIES:**

1. Liaison between the Program Committee and the conference site.
2. Sign all contracts and bills regarding conference site expenses and arrangements.
3. Liaison between the President and committee chairs when scheduling meetings at the conference site.
4. Member of the Program Committee.
5. Member of the Executive Board.
6. Solicits bids from new conference sites as directed by the Executive Board.

**3.6.6 COMMITTEE ON PROFESSIONAL DEVELOPMENT**

**PURPOSE:** The Committee shall develop programs which provide financial aid professionals in Missouri with current and pertinent information regarding any area of financial assistance.

**SPECIFIC RESPONSIBILITIES:**

1. Arrange for fundamentals training for new financial aid officers.
2. Coordinate any National or Regional training series held in Missouri.
3. Arrange other professional development programs as planned by committee.

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### 3.6.7 COMMITTEE ON TECHNOLOGY & COMMUNICATION

**PURPOSE:** To formulate and distribute the organization newsletter a minimum of two times a year, or as required by the Executive Board; to oversee all communication policy for the association (i.e., newsletter, listserv, and website).

**SPECIFIC RESPONSIBILITIES:**

1. The organization newsletter should be published in March, June, September, and December.
2. Solicit from the membership news items to be included in the publication.
3. Arrange for formatting and posting the newsletter to the MASFAP web site.
4. Advertising or sponsorship is not accepted in the Newsletter.
5. Stay informed on current technology and how it may affect the membership.
6. Provide training to the membership as necessary and respond to questions relating to technology in the financial aid office.
7. Assure that the MASFAP web site is maintained and updated on a timely basis. This should be accomplished through regular meetings with the appropriate personnel.

**Recommendation from Co-Chair, Professional Development, on 10/28/2008:**

3.6.7 COMMITTEE ON TECHNOLOGY & COMMUNICATION

Provide format and timetable required by ATAC for website updates.

**3.6.8 COMMITTEE ON LEGISLATION**

**PURPOSE:** The Committee is to serve as liaison for the Association with federal, state and local governmental organizations which impact directly on financial aid, institutions and students.

**SPECIFIC RESPONSIBILITIES:**

1. Maintain constant communication with federal and state lawmakers regarding pending and current legislation which affects the Association.
2. Evaluate pending and current legislation to predict the effect for students and educational institutions.

**3.6.9 COMMITTEE ON ASSOCIATE MEMBERSHIP**

**PURPOSE:** The Committee shall assist in the establishment and maintenance of effective relationships between high schools, postsecondary institutions and financial aid-related agencies, and lending institutions, guarantee agencies and other organizations engaged in the administration of student financial aid loan programs.

**SPECIFIC RESPONSIBILITIES:**

Help establish programs to facilitate the exchange of information and ideas among regular and associate members of the association.

**Policy for use of Activity Fee for Associate Concerns Committee:** The activity fee is specifically designated for use by the Associate Concerns Committee. The funds may be used at the discretion of the committee for committee projects, activities, expenses, or any other expenditure the committee deems appropriate.

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### 3.6.9 COMMITTEE ON BUDGET AND FINANCE

**PURPOSE:** The Committee will basically be responsible for all financial matters of the Association including budget preparation. The primary responsibility will be to have an operating budget in place by the time officers take their positions in January and to provide a process by which the operating budget is formed and implemented.

**MEMBERSHIP:** The Committee will be composed of a Chair (who is the immediate Past-Treasurer), Treasurer, Treasurer-Elect, an institutional member and an associate member.

#### SPECIFIC RESPONSIBILITIES

1. The proposed budget will be presented at the November Executive Board meeting for approval.
2. The Budget and Finance Committee will inform committee chairs of budget request deadline dates.
3. Budget requests from committee chairs will be reviewed and considered for inclusion in the next year's proposed budget.
4. The current Executive Board will approve the operating budget for the next year at the November meeting. The operating budget will be in place as a guideline for the officers and committee chairs on January 1.
5. The operating budget should be flexible and allow for changes. Requests for changes in the budget during the operating year should be made through the Budget and Finance Committee and presented to the Executive Board for approval.
6. The Budget and Finance Committee will be responsible for monitoring all committees' adherence to budget guidelines.
7. The Committee will provide at least one scholarship per year to a member institution's scholarship fund. (See Scholarship for details.)

**3.6.10 COMMITTEE ON ASSOCIATION GOVERNANCE & LEGAL ISSUES**

**PURPOSE:** The Committee is to advise the Executive Board regarding the association's constitution, purposes, long range plan, etc. It shall also research and advise the Executive Board on legal issues and matters.

**MEMBERSHIP:** The Committee is chaired by the immediate Past President. Committee membership is: the president, president-elect, treasurer, and two past presidents.

**SPECIFIC RESPONSIBILITIES:**

1. Research and advise the Executive Board on any legal issues or situations presented to them.
2. Review and maintain the Association's ASCAP license.
3. Review and maintain the Association's Insurance Policies.
4. Revise and maintain the Association's Policy and Procedures Manual.
  - a. Collect changes/updates from Executive Board members and Committee Chairs for the manual.
  - b. Maintains the manual in a computer format for ease of updating and transfer of data.
  - c. Prints and distributes updates to the members of the Executive Board as changes occur.

**3.6.11 COMMITTEE ON EARLY AWARENESS**

**PURPOSE:** The Committee will develop financial aid early awareness projects aimed at all students, schools and community groups in the state of Missouri

**SPECIFIC RESPONSIBILITIES:**

- Holding presentations to educate the community
- Outreach activities
- Maintaining, enhancing and marketing the WUZ UP database

**3.6.12 COMMITTEE ON ARCHIVES**

**PURPOSE:** The Committee will be responsible for keeping a historic record of MASFAP functions, events, and documents.

**SPECIFIC RESPONSIBILITIES:**

1. Committee will be responsible for receiving documents, reports, newsletters, photographs, and artifacts from members of MASFAP and compiling them in the archives.
2. Committee will be responsible to provide articles to the MASFAP Monitor, based on materials in the archives.
3. Committee will be responsible for displays at MASFAP conferences featuring materials in the archives.
4. Committee will be responsible for photographing events/activities at MASFAP functions, or for delegating that responsibility.
5. Near the end of the Executive Board's period of service, the chair should contact each member of the Executive Board and request information be provided for the archives. (For example, a written report of the activities of the committee/office and examples of other pertinent correspondence, etc.)

**3.6.13 COMMITTEE ON AWARDS**

**PURPOSE:** The Committee will recognize those members who have made significant contributions to MASFAP and the financial aid profession. The Committee shall work closely with the Missouri Award Committee to prevent duplication.

**SPECIFIC RESPONSIBILITIES:**

1. Each year review and determine areas for awards, i.e. years of service, retirement, presidential, etc.
2. Service awards shall be given at the conclusion of these years of service: 5, 10, 15, 20, and 25. Additional recognition shall be given at retirement.

**3.6.14 COMMITTEE ON RESEARCH**

**PURPOSE:** The Committee, through consultation with the Executive Board, determines the areas of research that are most needed and then implements that research.

**SPECIFIC RESPONSIBILITIES:**

1. Provide research assistance to the various committees within MASFAP as requested.
2. Communicate research findings to the MASFAP membership within six months of the completion of the research (sooner if necessary).

### 3.6.15 COMMITTEE ON CORPORATE SUPPORT

PURPOSE: The committee acts as the liaison between the association and vendors and/or sponsors interested in exhibiting, advertising or donating funds at conferences/activities of the association. There are no sponsorships of any activities. There are four available categories in which to donate: exhibit, advertising in the program, advertising on the web, or direct donation to MASFAP.

#### SPECIFIC RESPONSIBILITIES:

1. Pre-conference duties:
  - a. Check solicitation list for accuracy and completeness.
  - b. E-mail/post annual solicitation in fall for following year commitments. Finalize participation of vendors and sponsors. Contact appropriate representative if necessary.
  - c. Provide Technology Committee with solicitation forms for posting to MASFAP website.
  - d. Collect exhibition/sponsor forms and produce an excel spreadsheet of funds to collect. Forward to MASFAP Treasurer once completed.
  - e. Fees should be collected by the MASFAP treasurer ONLY.
  - f. Request Site Chair make easels for signs available where needed.
  - g. Provide Program Committee Chairperson with list of vendors and sponsors and donors with their logos for printing in the conference program.
  - h. Assign vendor tables. Assignment is across the room from left to right in order of receipt of exhibition forms.
  - i. Provide Site Chair with outline of vendor table assignments, phone line needs and other required vendor needs.
  - j. Make name tags for each vendor for placement on the table assigned to them in the exhibit area, along with posted list on doors of exhibit.
  - k. Purchase vendor/sponsor gifts of appreciation and prepare note of thanks to be presented on behalf of the Executive Board, if approved by Board. (In the past this activity has been waived.)
  - l. Each fall prepare letter of appreciation to be sent to the President or CEO of all endorsers/sponsors on behalf of the Executive Board, with Board approval.
  - m. Serve on Program Committee and Associate Member Committee.
  
2. Duties at the conference:
  - a. Prior to assigned set-up time on the first day of the conference, insure that the vendor area is set up as needed, that shipped materials are placed at the appropriate booths, and name tags are placed on assigned tables. Remain in the exhibition area to provide assistance as needed.

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- b. Place sponsorship signs, table tents and exhibit hours at correct locations.
- c. Present gifts or appreciation and recognize vendors/sponsors at designated time, if approved by the Executive Board.
- d. Distribute and collect vendor evaluation forms.
- e. Acknowledge exhibitors, advertisers and donors at each conference.

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### 3.6.16 COMMITTEE ON NEWCOMERS

**PURPOSE:** The Newcomers Committee shall be responsible for welcoming new members into MASFAP. The Newcomers Committee orients new members to MASFAP and conveys the importance of serving on MASFAP committees and holding leadership positions.

**MEMBERSHIP:** The Committee chair is elected by the current MASFAP President. Committee members are selected by the chairperson. Consideration should be given to representation from all sectors of the Association. The Committee chair will also serve as a member on the Program Committee. In addition, the prior Committee chair serves as a member.

#### SPECIFIC RESPONSIBILITIES

1. For each conference the committee is responsible for:
  - a. Planning and providing a Newcomer session.
  - b. Planning and hosting Newcomer activities.
  - c. Communicating information regarding the conference to Newcomer members.
  - d. Coordinates with the Vice President to help organize the program for each conference.
2. Providing networking opportunities for new members with existing members.
3. Send communications to Newcomer members to ensure that new members are welcomed into the Association.
4. Promotes and awards the Bob Berger Newcomer Award using the following criteria:
  - a. Accepts nominations July 1st prior to the subsequent fall conference. All nominations must include the nomination form and a letter of recommendation. Nominations will cease being accepted on October 1st prior to the subsequent fall conference.
  - b. Organizes nominations and objectively presents nominations to the committee.
  - c. The Committee abides by the Bob Berger Newcomer Award criteria (see below) and selects a candidate. If the Committee does not feel they have received a nomination equal to the Bob Berger Newcomer Award criteria, the Committee is not required to select a candidate.
  - d. The Committee chair awards the selected candidate during the Fall MASFAP conference.

#### Bob Berger Newcomer Award Criteria:

This award is intended to recognize the outstanding contributions of individuals new to the financial aid profession. It is presented in honor of the late Mr. Bob Berger, former Director of Student Financial Aid at Missouri Western State University. Bob's service in the financial aid community began in 1971 and until his untimely death in April 2002; Bob ensured that students were the focus of his career. He believed and exemplified that a student's success in education is paramount in the financial aid industry. Bob also believed in the professional development of his

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staff and the MASFAP community so that we may act as advocates for the student – just as he did. This award will serve as a reminder of Bob’s legacy to both MASFAP and the entire student financial aid profession.

To be considered for this award, each candidate must meet the following criteria:

- Be an institutional MASFAP member who is a first time financial aid professional. This administrator must have been in the profession for less than five years (as of January 1).
- Have made outstanding contributions at the institutional, regional, state, and/or national levels
- Strive to keep students’ interest his/her first priority
- Be dedicated to providing professional development to others and for themselves to better assist students
- Give back to the financial aid community
- Demonstrate leadership by participating in and supporting student aid related activities and programs

The award will be bestowed at the fall MASFAP Conference at the discretion of the Newcomers Committee only when the high standards set forth above have been met. The chosen recipient(s) will receive a paid MASFAP conference registration along with a token of appreciation from the MASFAP organization.

Nominations can be submitted to the Newcomers Committee Chairperson beginning July 1 and ending no later than October 1 prior to the subsequent fall conference. All nominations must include a letter of recommendation along with the nomination form.

**3.7 SPECIAL COMMITTEES**

Special committees may be proposed by any designated representative of the organization and may be created by a simple majority of the designated voting representatives of the organization. Creation of such committees, their jurisdiction, the number of members selected and the tenure of the committees and members shall be the responsibility of the members of the organization and shall be made a matter of record in the minutes of the organization.

## 4. GUIDELINES

### 4.1 POLICY: NOMINATIONS AND ELECTIONS

- A. The Nominations Committee and chairman are selected according to the Constitution guidelines.
- B. Selection of Members: Selection of five committee members is made by the chairperson (Past President of the Association) with approval of the Executive Board in early March. All sectors of the Association should be represented.
- C. Annual Meeting: The annual meeting of the Nominations Committee should be held at the Spring MASFAP Conference to make plans for the general election held at the Fall MASFAP Conference.
- D. Call for Nominations: May  
Each committee member is responsible for soliciting nominees for available positions. The chairman will make committee member assignments.
- E. Finalize slate of officers for September publication on the web site:  
July: Chairman and members of the Nominations Committee will cooperatively develop a slate of nominees for available positions. All candidates must have personally accepted.
- F. Candidacy Statements: September  
The Chairman must solicit a short candidacy statement from each candidate running for office.
- G. Preparation of Candidacy Statements: October  
Candidacy statements and ballots are displayed on the MASFAP website.
- H. General Election: Prior to the November Conference
- I. The voting process is conducted electronically in conjunction with the technology chair. The voting normally begins approximately two weeks prior to the fall conference and is completed prior to the beginning of the conference. The winners of the election are usually announced electronically prior to the beginning of the conference.

**4.2 POLICY: AWARDS**

- A. Award recipients are determined by the Awards Committee and the Missouri Award Committee.
- B. Award areas are determined by the Awards Committee.
- C. Lifetime Membership Awards are selected by the Awards Committee. The Awards Committee will solicit nominees from the general membership and develop a slate of candidates. The slate of candidates will be voted on by the general membership and a maximum of two candidates could be awarded lifetime memberships each year. The vote will be by ballot.
- D. Presidential Awards are selected by the President. Selection is based on service to the association. Recipients can be individuals not associated with financial aid but who have contributed to the association and its purposes. This award is presented at the fall conference.
- E. Committee of the Year is selected by the President. Selection is based on the past year's accomplishments, activities, etc. This award is presented at the fall conference.

**4.3 POLICY: MEMBERSHIP DIRECTORY**

- A. The Membership Committee is responsible for compiling the information for the Membership Directory.
- B. The computer input servicer will format the directory for publication.
- C. The Membership Committee is responsible for posting of the directory on the MASFAP web site.
- D. The directory will be published on the web site during March.

**Recommendation from Co-Chair, Professional Development, on 10/28/2008:**

**4.3 POLICY: MEMBERSHIP DIRECTORY**

Not really applicable the way it is written. Membership directory is available online to all paid members

#### 4.4 POLICY: MASFAP SCHOLARSHIP

**PURPOSE:** The Budget and Finance Committee will provide at least one scholarship per year to a member institution's scholarship fund.

1. **FUNDS:** Funds will be collected from the following sources:
  - a. **Fund-Raising:** An annual fund-raising event will be held at each spring conference. The Budget and Finance Committee will be responsible for this event.
  - b. Individual donations.
  - c. Institutional donations.
  
2. **SCHOLARSHIP RECIPIENT SELECTION:** The selection of recipients will be based on the following criteria:
  - a. The Budget and Finance Committee will determine the number and amount of the scholarship(s) awarded each year.
  - b. The recipient(s) will be chosen by drawing from the names of institutional members of MASFAP which are registered for attendance at the fall conference.
  - c. Winner(s) from the last year will not be allowed to be in the drawing for five (5) years from their winning.
  - d. The scholarship will be presented to the winning school at the fall meeting.
  - e. The winning institution will provide a follow-up about the student selected to receive the scholarship. The information about the recipient will be included in a future issue of the MASFAP Monitor.
  - f. A portion of the funds earned each year will be retained to go toward establishing an endowment fund to support the scholarship program. Management of the scholarship endowment fund will be the responsibility of the Budget and Finance Committee.

## **5. MISCELLANEOUS**

### **5.1 POLICY: ACCOUNTS PAYABLE**

Bills to the Association are paid as received; there are no accounts payable per se.

### **5.2 POLICY: ALCOHOL POLICY**

The Association will not pay for alcohol. Alcohol is to be excluded from bills of Executive Board and Association committee meals. Members are expected to pay for their own alcoholic beverages.

The Association will pay for alcohol served at receptions only as approved by the board.

### **5.3 POLICY: ELECTION CAMPAIGN POLICY**

No campaigning is allowed for MASFAP elections.

### **5.4 POLICY: CONTRACT SIGNING**

The signing of contracts pertaining to site is the responsibility of the Site Chairperson.

The signing of contracts pertaining to legal issues is the responsibility of the Legal Issues Chairperson.

All other signing of contracts is deferred to the President, unless otherwise noted.

### **5.5 POLICY: CONFERENCE SPONSORS AND VENDORS**

The Association will solicit sponsorship from various lenders, collection agencies, MDE's, scholarship foundations, etc. However, it is the policy of the Association to not promote any individual agency or institution. Other organizations may not promote MASFAP without the Association's approval.

## 5.6 POLICY: INTERNAL CONTROLS

The Budget and Finance Committee will establish an annual operating budget for the Association and the committees.

All third party billings and reimbursement expenses incurred by the Association require the signature of the appropriate committee chair or Association officer before being paid by the Treasurer. The Treasurer retains copies of all bills and expense claims. The Treasurer's records are available for inspection at any time by any officer or member of the Association.

The Association's records will be reviewed annually by an independent accountant.

## 5.7 POLICY: INVESTMENT POLICY

It is the policy of the Association to have an interest bearing checking account and to keep the excess funds in CDs. No high yield or high risk funds will be explored.

## 5.8 POLICY: MAILING LABEL AVAILABILITY

The Association provides mailing labels to its members at no cost for Association business only. Mailing labels should be requested 10 working days in advance from the Association's Data Entry Clerk. Refer to the Association Directory for the name, address, and telephone number of this individual.

Mailing labels can be obtained by Association members for other than Association business. A \$25.00 fee will be charged. Checks should be mailed to the Association Treasurer.

### **Recommendation from Co-Chair, Professional Development, on 10/28/2008:**

#### 5.8 POLICY: MAILING LABEL AVAILABILITY

references requesting mailing labels from Association's Data Entry Clerk (?) Should be requested from Membership Chair. Do we really sell our membership names? Does that have to be approved by the board?

## 5.9 POLICY: OFFICER TRAVEL

Officers of the Association are reimbursed for hotel, meals, and travel expenses incurred in attending all Executive Board meetings except for those held in conjunction with conferences. The President, as the Association's representative to NASFAA and MASFAA, receives full reimbursement of registration and travel expenses to attend the annual NASFAA and MASFAA conferences. Lodging for the president is also provided at the state conferences. The Association President-Elect and Treasurer-Elect also receive full reimbursement for registration and travel to attend the annual NASFAA Leadership Conference.

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### **5.10 POLICY: REIMBURSEMENT OF EXPENSES**

Officers and members of the Association are reimbursed for hotel, meals, and travel expenses incurred for Executive Board and committee meetings upon submitting an Expense Claim Form to the Treasurer after it is signed by the appropriate committee chair or an officer.

Automobile mileage is reimbursed at the current rate established by the IRS. Hotel and airfare/train fare reimbursements require receipts. Meals should be held to a reasonable cost.

No travel reimbursements are paid to officers or committee members for MASFAP conference attendance.

### **5.11 POLICY: RESERVE FUND**

A reserve fund of the previous year's operating expenses less conference expenses should be established by the current Treasurer.

### **5.12 POLICY: REVENUE AND EXPENSES**

Revenues received and expenses incurred by the Association are itemized individually in the Treasurer's ledger(s). The Treasurer summarizes all fiscal activity, providing annual budget and balance information to the Association at each conference and Executive Board meeting.

### **5.13 POLICY: STALE CHECKS**

Any checks written by the Treasurer and not cashed within 90 days of issue are stale-dated and automatically credited back to the Association. The reissue of stale checks is handled on a case by case basis at the joint discretion of the Treasurer and President.

### **5.14 POLICY: VENDOR, SPONSOR, EXHIBITOR CANCELLATION AND REFUND POLICY**

The Association will only make refunds to vendors, sponsors, and exhibitors if a written request and an approved reason is received by the Treasurer. Approved reasons for refunds are weather conditions, death, illness, or others specially approved by the Executive Board.

### **5.15 POLICY: INSURANCE:**

The Missouri Association of Student Financial Aid Personnel shall be responsible for the purchase of three basic types of insurance in order to safeguard the Association and its members.

1. Director and Officer Liability
2. General Corporation Liability
3. Crime (includes Bonding)

The original copies of all policies are kept at MDHE in Jefferson City, MO.

**5.16 TREASURER-ELECT/TREASURER-GENERAL OPERATING PROCEDURES**

1. Checking Account
  - a. Choose a convenient local bank to accommodate frequent deposits.
  - b. Open an interest-bearing checking account--the average balance exceeds \$20,000 over half the year--interest earned can be significant.
  - c. Provide the bank with a copy of MASFAP's federal tax-exempt status letter.
  - d. Order approximately 300 preprinted checks and 100 deposit slips to accommodate a two-year term of office.
  - e. Order a deposit-only stamp from the bank with the account number preprinted.
  - f. Have the MASFAP President named as a signatory on the account in addition to the Treasurer and Treasurer-Elect.
2. Certificates of Deposit
  - a. Arrange to receive accrual notices and/or interest checks.
  - b. Check to see that at least two of the signatories are current MASFAP members.
  - c. Keep the certificates in a safe location.
3. Membership Forms and Dues
  - a. Membership forms and money should be sent directly to the Treasurer-Elect
  - b. Name and address should be clearly printed on the forms as well as the required amount of membership dues.
  - c. Record the date and the amount of all payments received on the membership form itself.
  - d. Stamp all checks immediately upon receipt and maintain them in a secure place until a deposit is made.
  - e. Attach any check stubs, payment vouchers, phone messages, etc. to the membership form itself; don't throw away anything. If necessary, make photocopies of checks to document the name of a school or an individual or an address (some checks will arrive without a membership form.
  - f. Notify members who submit an incorrect payment right away using a copy of their own membership form showing notations of balance due, refund, etc.
  - g. Forward photocopies of all membership forms to the Membership Chairman.
  - h. File membership forms with notes and attachments alphabetically by institution.
4. Conference Registrations
  - a. Registration forms and money should be sent directly to the Treasurer-Elect.
  - b. Make sure the Treasurer-Elect name and address is clearly printed on the registration form as well as the preregistration and on-site registration fees.

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- c. Follow the same procedures in handling registration payments as for membership dues. Many individuals will pre-register for a conference but choose to pay on-site--be sure this is noted on their registration form.
  - d. Indicate all conference pre-registrations on the master roster; note persons and/or institutions with a balance due with an \*.
  - e. Be prepared to give the President-Elect a count of pre-registrations the week before the conference.
  - f. At the Conferences, plan to be at the Registration Table as much as possible to answer questions and keep things organized.
    - i. Use a master roster to log people in as they pick up their nametag and packets; check off pre-registrations, record payments received and on-site registrations.
    - ii. Bring extra copies of membership forms and conference registration forms. Make sure that everyone who has turned in money has completed a form.
    - iii. Staple money received to the relevant registration forms.
    - iv. Write receipts for all cash transactions.
5. Treasurer's Report
- a. Reports need to be prepared for distribution to the membership at each conference.
  - b. Prepare 200-300 copies and send ahead so they can be stuffed into packets.
  - c. Mid-year (June 1) and year-end (December 31) status reports should be produced and shared with Executive Board members.
  - d. Follow a standard format which incorporates the Association's budget into the accounting of income and expenses. Itemize specific items on the report as necessary for clarity.
  - e. The Treasurer's report is best maintained on computer.
6. Journals: Separate journals of income and expenditures must be maintained on a current basis with gross totals. Use columnar pads large enough to incorporate most of the Association's budget categories so you can run footings; this will make preparation of the Treasurer's report much easier.
- a. The income journal should itemize every individual check or cash payment received, even if a refund is to be issued, according to the date of deposit. Subtotals for each net deposit will make balancing monthly bank statements easier. Making deposits on a weekly basis will minimize any transaction fees charged by the bank.
  - b. The expense journal needs to include check references; supporting documentation for all debits should be maintained in a separate file. An Expense Claim Form needs to be received for all reimbursements but may be used to document other

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expenses. Expense Claims require the signature of the appropriate committee chair or an Executive Board member in addition to the Treasurer's authorization.

7. Tax Return (IRS 990EZ)
  - a. MASFAP is a tax-exempt organization: our ID# is 43-1161280.
  - b. Contact an accounting firm to prepare tax returns and do audits.
8. The MASFAP Treasurer for the tax year in question is the keeper of the books for that year.

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### 5.17 POLICY: MASFAP DATA ENTRY CLERK

#### DUTIES AND RESPONSIBILITIES:

Responsible to the members of the Missouri Association of Student Financial Aid Personnel under the direction of the President and Board of Directors.

Responsible for data entry of information and compilation of materials to be utilized by the Missouri Association of Student Financial Aid Personnel.

Maintain records for mailings and lists for conferences and general information utilized by the MASFAP organization.

Enter names, addresses, titles and telephone numbers of members of MASFAP, as well as prospective members. Compile lists for mailings and announcements of the Association. Prepare mailing labels for quarterly newsletter, conferences, and as needed by the Board of Directors of MASFAP.

Compile information for the membership directory.

Create information and files that will be used in the general operations of the organization.

Assist in developing programs, files, letters and other information that will become the permanent records of MASFAP.

Remuneration is to be set by the Board of Directors on an annual basis. The computer equipment is the property of the Missouri Association of Student Financial Aid Personnel.

#### **Recommendation from Co-Chair, Professional Development, on 10/28/2008:**

#### 5.17 POLICY: MASFAP DATA ENTRY CLERK

who is this? Looks like a combination of the Secretary and membership chair.

## 5.18 POLICY: REMOVING A BOARD MEMBER

**PURPOSE:** Occasionally, a board member needs to be removed from the board. In some cases, a conflict of interest or unethical behavior may be grounds to remove an individual from the board. In other cases, the behavior of a board member may become so obstructive that the board is prevented from functioning effectively.

Strongly felt disagreements and passionate arguments are often elements of the most effective boards (and genuine debate). Please note that arguing for an unpopular viewpoint is not grounds for board dismissal! But if a board member consistently disrupts meetings or prevents the organization from working well, removal may be appropriate.

Although board member removal is rare, MASFAP does have provisions for this situation built into the bylaws. The following strategies can be used to remove troublesome board members:

- Personal Intervention

One-to-one intervention by the board president or other board leadership is a less formal solution to managing problem board members. If a board member has failed to attend two meetings in a row, or has become an impediment to the board's work, board presidents can meet informally with the board member in question. MASFAP bylaws outline the specific cases a board member can be removed and why. In person or on the telephone, the board president can request a resignation.

- Leave of Absence

This solution is NOT contained in the MASFAP bylaws but may be added if we desire. Make it possible for individuals to take a leave of absence from the board if they have health, work, or other reasons why they cannot participate fully during the current term. A board member can maintain formal membership (but not, for example, be included for purposes of determining a quorum) if he or she is "on disability leave" or "taking a six months leave." Suggesting a leave of absence to a board member who is, for example, failing to do tasks he or she agreed to do, will offer a gracious exit and allows the board to assign tasks elsewhere.

- Impeachment

If it is decided that a board member has become derelict in their duties as described in the MASFAP constitution or by-laws, the member may be subject to impeachment. The board member can be removed by a roll-call vote, where if two-thirds of present voting members find for impeachment, the board member shall be removed from the board and a successor will be appointed by the President in accordance with guidelines provided in the MASFAP by-laws.

## 6. TITLE: STATEMENT ON THE ROLE OF MASFAP

The role of the Missouri Association of Student Financial Aid Personnel shall be:

1. To establish and to maintain high professional standards in college, university, and other post-secondary financial aid personnel.
2. To establish and to maintain effective relationships between high schools, colleges, and financial aid agencies, and organizations concerned with/or engaged in the support and/or administration of student financial aid both public and private.
3. To develop effective financial aid programs designed to encourage qualified students to pursue higher education.
4. To coordinate activities with other professional organizations with like objectives.
5. To maintain ongoing contacts with state and national assemblies in order that new ideas, projects and problems concerning present and proposed legislation can be voiced.
6. To maintain contact with federal and state officials in agencies relating to student financial aid as needed.
7. To initiate and to maintain a program of public information concerning student financial aid, and to assist those agencies dedicated to this task.
8. To provide a program of exchange of information and ideas among the members of the Association.
9. To provide training materials and programs which will stimulate and further professional growth and enable financial aid personnel to improve service to students.

## 7. FORMS

- 7.1 Organizational Chart
- 7.2 Expense Reimbursement
- 7.3 Membership Application
- 7.4 Treasurer's Report
- 7.5 Articles of Incorporation
- 7.6 Budget Transfer

**[Ed. Note: If Forms are not to be included with the Policies & Procedures Manual, a note or comment should be made referring the reader to the MASFAP web site.]**