

**Oregon Association of Student Financial Aid Administrators  
Policies and Procedures  
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(Updated February, 5, 2014)**

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## **1. Introduction**

### **1.1 History**

The Oregon Association of Student Financial Aid Administrators (OASFAA) was formed in 1968 at a meeting held at what is today the Thunderbird Motel in Eugene. This meeting was organized by Jeff Lee, then Director of the Oregon State Scholarship Commission, and Richard Pahre, then Director of Financial Aid at Oregon State University. They invited all of the individuals then involved with providing financial assistance at Oregon postsecondary institutions; at this point in the history of student financial aid, many of these individuals were not yet called financial aid administrators and did not work in financial aid offices.

OASFAA thus began as a small group of professionals organized to facilitate the sharing of information to help each other cope with changing rules and regulations emerging from the first reauthorization of the Higher Education Act of 1965. It has since grown into an organization of more than 300 financial aid administrators and financial aid-related professionals that has expanded upon, while remaining true to, its founders' original purpose.

### **1.2 Purpose**

As the professional organization for Oregon financial aid administrators, support staff, and members of related agencies and organizations, OASFAA serves a variety of purposes. It provides support, training, communication and professional development opportunities for its members. OASFAA also provides public outreach programs that disseminate financial aid information to students, parents, high school counselors, and other members of the public, in addition to providing leadership in education-related public policy and legislative issues at the federal and state levels.

While public outreach and legislative involvement are not specifically mentioned in OASFAA's mission statement (see Article II of the OASFAA Constitution in Appendix A), these aspects of OASFAA's service also "foster...the effectiveness" of financial aid administrators. Providing timely and accurate financial aid information to current and potential postsecondary students and their families facilitates their participation in the financial aid process, often at an early stage, and allows the financial aid administrators with whom they later work to be more effective as a result. Providing information and expressing concerns to federal and state legislators involved with writing and voting on financial aid legislation potentially improves the system in ways that increase the effectiveness of and limit the burdens on the financial aid administrators working within it.

## **2. Organization**

### 2.1 Membership

#### 2.1.1 Types

Two types of membership are available: Voting and Affiliate.

##### 2.1.1.1 Voting Membership.

Voting membership is available to individuals who are actively employed as student financial aid administrators or staff at Oregon postsecondary educational institutions. When voting members cease to be actively employed in student financial aid, their membership reverts to affiliate status.

##### 2.1.1.2 Affiliate Membership.

Affiliate membership is available to all individuals not eligible for voting membership who have an interest in Oregon student financial aid.

A special category of affiliate “Life” members are so honored to recognize their contributions to student financial aid in Oregon. This is usually done at some time during the annual conference.

#### 2.1.2 Obtaining Membership

##### 2.1.2.1 Joining

While individuals may join the Association at any time through the payment of annual dues, the “membership year” runs from June 1 through the following May 31. Payment of dues allows the member to vote in the election of officers that precedes the Annual Conference. Dues are not prorated for membership for less than a year.

##### 2.1.2.2 Renewal

Membership renewal requires payment of dues. Dues are not prorated for membership for less than a year.

##### 2.1.2.3 Canceling Membership

Members may cancel their membership at any time. Dues or portions of dues are not refunded when members request cancellation. Membership is also cancelled if dues are not paid in full by the earlier of the end of business day on May 31 or the proceeding business day if May 31 falls on the weekend.

##### 2.1.2.4 Reinstating Membership

Membership may be reinstated by contacting the membership chair. Reinstated members must pay full year dues for the year reinstated.

### 2.1.2.5 Member Fee Waivers

Any Employee from the U.S. Department of Education who wishes to become a member or renew their membership may contact the Membership Chair to have their membership fee waived.

### 2.1.3 Participation

Voting and Affiliate members are eligible to participate in a variety of Association activities.

#### 2.1.3.1 Voting Member Participation.

Voting members are entitled to attend conferences, workshops, Executive Council meetings, and other Association events. They may also participate in the annual business meeting held during the Annual Conference, participate in the election of Association Officers, run for or be appointed to office, be appointed to committee leadership positions, and serve as members of committees.

#### 2.1.3.2 Affiliate Member Participation.

Affiliate members may attend conferences, workshops, Executive Council meetings, the annual business meeting held during the Annual Conference, and other Association events. They may also serve as members of committees, and may chair or co-chair a committee with the approval of the Executive Council. Affiliate members may not run for elective office.

## 2.2 Leadership Positions, Terms, and Duties

The Executive Council and Committee Chairs provide the leadership of the Association.

### 2.2.1 Executive Council

The Executive Council is composed of elected officers of the Association and performs the functions of the Association between meetings of the membership. These functions include assisting with the planning and execution of Association activities, allocating Association resources to those activities, authorizing and monitoring Association expenditures, determining Association policies and procedures, and discussing issues related to the work of the Association.

The elected officers that sit on the Council are the President, Immediate Past President, President-Elect, Secretary, Treasurer, Treasurer-Elect (every other year), and Segmental Vice-Presidents for Public Four Year institutions, Private (Independent) institutions, Community Colleges, and Proprietary schools. The Executive Council generally meets quarterly between June 1 and the following May 31.

Each member of the Executive Council (voting members and committee chairs) are responsible for keeping, maintaining and updating as needed, a 'Position/Committee Handbook' that they pass on to their replacement at the transition meeting. This handbook should detail current practices of their position and does not need to be approved by the Executive Council, but is only as a means of training and use as a resource for those serving in the position for best practices.

This handbook may include a list of past holders of the position, and current contacts for the position (i.e. list of all current community college financial aid directors and contact info for the VP for community college segment).

### 2.2.1.1 President

The President plans and presides over each meeting of the Executive Council and the annual business meeting, and coordinates the activities of the Association during the year. The President also acts as the Association's liaison with the Western Association of Student Financial Aid Administrators (WASFAA), which involves participation as a voting member of the WASFAA Executive Council, which meets quarterly, and representing the Association at the WASFAA Annual Conference. The President also writes articles regarding OASFAA activities for the WASFAA Newsletter. He or she also acts as the Association liaison with the National Association of Student financial Aid Administrators (NASFAA), representing the Association at the NASFAA Annual Conference in July. The President serves from Annual Conference through Annual Conference.

### 2.2.1.2 Past President

The (immediate) Past President primarily assists the President by providing information and insights concerning the previous year's activities of the Executive Council. The Past President introduces the Policy and Procedures Manual to the newly elected Executive Council as part of the transition meeting agenda and updates the manual as directed by the Executive Council. The Past President may also serve as a regular voting member on committees. The Past President is responsible for coordinating the nominations and selection of OASFAA award recipients each year. They also present the awards to the recipients at the Annual Conference. The Past President serves from Annual Conference through Annual Conference.

### 2.2.1.3 President-Elect

The President-Elect acts as parliamentarian for the Executive Council and becomes familiar with the activities of the Association, the operation of the Executive Council, and the activities of Association committees. The President-Elect also attends the NASFAA Leadership Training Workshop in early March just prior to taking office as President. The President-Elect serves as the chair of the Scholarship selection committee for OASFAA, with the other Segmental Vice Presidents. The President-Elect may also serve on and/or provide assistance to one or more committees. The President-Elect serves from Annual Conference through Annual Conference.

### 2.2.1.4 Secretary

The Secretary records, prints, and disseminates the minutes of each meeting of the Executive Council. The Secretary is responsible for forwarding approved minutes for publication on OASFAA's website. The Secretary also receives any proposed changes to the Constitution and By-Laws from the membership and forwards these proposals to the Executive Council for consideration. The Secretary is responsible for recording the new officer's names for the record in the transition meeting minutes. They are also responsible for recording the names of the award recipients given out in the previous year for the record during the transition meeting. The secretary is also then responsible for making sure the current Executive Council and award recipients are up to date on the OASFAA website. The Secretary serves from Annual Conference through Annual Conference.

### 2.2.1.5 Treasurer

The Treasurer maintains the financial records of the Association, including keeping on file the original

501(c)(3) designation conferred upon the Association on December 19, 1997. The Treasurer also assists the President in deciding how to allocate financial resources to Association activities, provides reimbursement upon request to authorized members for travel and other expenses incurred in carrying out Association business, and reports Association financial activity to the Executive Council at its regular meetings and to the membership at the annual business meeting. The Treasurer also provides copies of the IRS 501(c)(3) designation to members who require such documentation for fund-raising purposes. The Treasurer makes arrangements with the Association's bank for monthly statements and cancelled check to be mailed to the President-Elect for review as an internal fiscal control. After this monthly review the checking account information is delivered to the Treasurer. The Treasurer serves a two-year term from Annual Conference through Annual Conference of the second year. The Treasurer also provides training for the Treasurer-Elect.

#### 2.2.1.6 Treasurer-Elect

The Treasurer-Elect becomes familiar with the financial records and activities of the Association and assists the Treasurer in performing the responsibilities of that office. Such assistance includes, but is not limited to, helping with registration at the Annual conference. The Treasurer-Elect serves from Annual Conference through Annual Conference (1 year) before assuming the role of Treasurer (2 years).

#### 2.2.1.7 Segmental Vice-Presidents

The Segmental Vice-Presidents represent each of the four major categories of Oregon postsecondary schools: Public Four-Year universities and colleges, Private (Independent) universities and colleges, Community Colleges, and Proprietary institutions. They voice the concerns and interests of the members of their segments in helping to develop and revise Association policies and procedures, and they disseminate information about Executive Council activities to the members of their segments. Segmental Vice-Presidents will serve on the Scholarship Selection Committee. They may also serve on and/or provide assistance to one or more committees. Segmental Vice-Presidents also chair the annual meeting of the members of their segments held during the Annual Conference. Segmental Vice-Presidents serve from Annual Conference through Annual Conference.

#### 2.2.2 Committees

Several committees operate under Article V of the OASFAA Constitution. Committees plan various Association activities and carry out Association functions. The President nominates Committee Chairs to the Executive Council. Co-chairs may also be nominated. The President-Elect will forward nominations for their committee chairs to the current President for approval by the Executive Council. Committee chairs select committee members to be approved by the Executive Council, plan and preside over each committee meeting, and coordinate the efforts of committee members in planning the activity or function for which the committee is responsible. Committee chairs may form subcommittees if/as needed. Proposed agendas of all OASFAA events are submitted to the Executive Council for review. Unless otherwise indicated, all Committee Chairs serve from Annual Conference through Annual Conference.

##### 2.2.2.1 Annual Conference Committee

The Annual Conference Committee plans the Annual Conference usually held in late January or early February. Planning begins one year before the conference with the President's announcement during the Annual Conference of the committee chair and/or co-chair. This committee is typically the largest, having

10 to 15 members. Committee members are selected by the Chair/Co-Chairs and approved by majority vote of the Executive Council.

Before the fiscal planning meeting, the chair or co-chairs meet with the President to help develop the conference budget. Throughout the planning process, the chair or co-chairs take care to keep expenditures within the budget; however, if unexpected expenses occur or are foreseen, the chair or co-chairs may submit a request for a budget increase to the President who in turn submits a budget update to the Executive Council for approval.

The Annual Conference Committee usually holds its first meeting during the late spring or early summer and holds meetings as needed, as often as monthly, through January. Committee members take on various assignments, such as developing the conference theme, planning and organizing sessions, creating and assembling printed materials, suggesting and inviting guest presenters, planning entertainment and special events, advertising the conference, and coordinating with staff at the conference location. At each committee meeting, committee members report on their progress and request assistance as needed.

During the Annual Conference, committee members assist with registration, help coordinate sessions, and relate to the chair or co-chairs any concerns or problems brought to them by the attendees.

#### 2.2.2.2 Summer Drive-In Workshop Committee

The Summer Drive-In Workshop Committee plans the Summer Drive-In Workshop, typically held in July or August. Planning begins with the President's announcement during the Annual Conference of the committee chair and/or co-chair. The chair or co-chairs select committee members, who are then approved by majority vote of the Executive Council.

Before the fiscal planning meeting the chair or co-chairs meet with or otherwise communicate with the President to help develop the workshop budget. Throughout the planning process, the chair or co-chairs take care to keep expenditures within the budget; however, if unexpected expenses occur or are foreseen, the chair or co-chair may submit a request for a budget increase to the President, who then brings it to the Executive Council for approval.

The Summer Drive-In Workshop Committee may have their first meeting as early as March and holds subsequent meetings as required through June. Committee members take on various assignments, such as developing the workshop theme, planning and organizing sessions, creating and assembling printed materials, suggesting and inviting guest presenters, advertising the workshop, and coordinating with staff at the workshop location. At each committee meeting, committee members report on their progress and request assistance as needed.

During the workshop, committee members assist with registration, help coordinate sessions, and relate to the chair/co-chair any concerns or problems brought to them by attendees.

#### 2.2.2.3 Financial Aid 101/201 Committee

The Financial Aid 101/201 Committee plans the Financial Aid 101/201 training held annually or semi-annually if interest warrants, which is defined as having 10 or more people register. Planning begins with

the President's announcement during the Annual Conference of the committee chair and/or co-chair. The chair nominates committee members, who are then approved by a vote of the Executive Council.

Before the fiscal planning meeting, the chair meets with or otherwise communicates with the President to help develop the workshop budget. Throughout the planning process, the chair takes care to keep expenditures within the budget; however, if unexpected expenses occur or are foreseen, the chair may submit a request for a budget increase to the President, who then brings it to the Executive Council for approval.

The Financial Aid 101/201 Committee meets as needed to plan the training. Committee members take on various assignments, such as obtaining or preparing training materials, planning topics to be presented, suggesting and inviting presenters, creating and assembling printed materials, advertising the training, and coordinating with staff at the training location.

During the training, committee members assist with registration, help coordinate sessions, and relate to the chair any concerns or problems brought to them by the attendees.

#### 2.2.2.4 Support Staff Workshop Committee

The Support Staff Workshop Committee plans the Support Staff Workshop held each fall. Planning begins with the President's announcement during the Annual Conference of the committee chair and/or co-chair. The chair or co-chairs nominate committee members, who are then approved by a vote of the Executive Council.

Before the fiscal planning meeting the chair or co-chairs meet with or otherwise communicate with the President to help develop the workshop budget. Throughout the planning process, the chair or co-chairs take care to keep expenditures within the budget; however, if unexpected expenses occur or are foreseen, the chair may submit a request for a budget increase to the President, who then brings it to the Executive Council for approval.

Committee members take on various assignments, such as developing the workshop theme, planning and organizing sessions, creating and assembling printed materials, suggesting and inviting guest presenters, advertising the workshop, and coordinating with staff at the workshop location. At each committee meeting, committee members report on their progress and request assistance as needed.

During the workshop, committee member's assist with registration, help coordinate sessions, and relate to the chair or co-chairs any concerns or problems brought to them by the attendees.

#### 2.2.2.5 Legislative Committee

The Legislative committee reviews federal and state regulatory issues, develops recommendations concerning possible Association responses to those issues, and presents these recommendations to the Executive Council. The President nominates the chair of the committee to the Executive Council for approval. Planning begins with the President's announcement during the Annual Conference of the committee chair and/or co-chair. The chair nominates committee members, who are then approved by a vote of the Executive Council.

Before the fiscal planning meeting the chair meets with or otherwise communicates with the President to help develop the committee's budget. Throughout the year, the chair takes care to keep expenditures

within the budget; however, if unexpected expenses occur or are foreseen, the chair may submit a request for budget increase to the President, who then brings it to the Executive Council for approval.

Committee members take on various assignments, such as researching proposed regulatory changes, developing position statements concerning those changes, and presenting those statements to the chair. The chair reports to the President as needed, and may be called on to represent the Association's positions, in writing and/or in person, to the Executive Council and/or various government entities. As funding permits and situations warrant, every effort will be made to send the chair to Washington, D.C., to meet with legislators or their aides.

#### 2.2.2.7 Technology Committee

The Technology Committee is responsible for working with other committee chairs and Executive Council members to make sure the website information is current and accurate and for removing outdated/incorrect information. They are also responsible for communicating updates from other committees to the web servicer to update information in a timely manner or provide authorization for other OASFAA committee members to work with the web servicer liaison.

The President nominates the chair for approval by the Executive Council. Planning begins with the President's announcement during the Annual Conference of the committee chair and/or co-chair. The chair nominates committee members, who are then approved by a vote of the Executive Council. Before the fiscal planning meeting the chair meets with or otherwise communicates with the President to help develop the committee's budget. Throughout the year, the chair takes care to keep expenditures within the budget; however, if unexpected expenses occur or are foreseen, the chair may submit a request for a budget increase to the President, who then brings it to the Executive Council for approval.

The Chair is the sole designated liaison with the Association's chosen vendor for website services.

#### 2.2.2.8 Elections Committee.

The Elections Committee serves under the guidance of the OASFAA By-laws: item 3 under the Elections heading. This committee is made up of the President, President-Elect, and a third person of the President's choosing.

#### 2.2.2.9 Archives Committee

The Archives Committee keeps historical records of OASFAA including lists of past officers, committee chairs and members and award winners. Significant memorabilia, including documents, photos and trinkets may be stored by the Archives Committee for purposes of documenting the history of OASFAA. Additionally, this committee helps keep track of the property owned by OASFAA.

#### 2.2.2.10 Site Selection Committee

The Site Selection Committee has the responsibility to research site for the annual conference across the state, visit the most likely candidates, and report back findings and recommendations to the Executive Council on a regular basis. Committee members will serve for at least a two year term, with members

rotating out during different years so that there is continuity to the membership and goals. The chair of the committee is usually the past president. If asked the site selection committee could also research venues for Summer Drive In and other OASFAA trainings.

#### 2.2.2.11 Training Committee

The Training Committee serves as a resource for standing OASFAA committees and chairs, identifying potential speakers, identifying and assessing training needs and developing ad-hoc training programs as needed. The OASFAA Leadership Institute (OLI) and FA 201 are examples of ad-hoc training programs developed by the Training Committee. The Training Committee serves as a resource for high school counselor training activities and works closely with the Outreach Committee to provide training resources for other non-profit outreach activities.

The President nominates the chair for approval by the Executive Council. Planning begins with the President's announcement during the Annual Conference of the committee chair and/or co-chair. The

chair then nominates committee members, who are then approved by a vote of the Executive Council. Before the fiscal planning meeting the chair meets with or otherwise communicates with the President to help develop the committee's budget. Throughout the year, the chair takes care to keep expenditures within the budget; however, if unexpected expenses occur or are foreseen, the chair may submit a request for a budget increase to the President, who will then bring it to the Executive Council for approval.

#### 2.2.2.12 Ad Hoc Committees

Ad Hoc committees are temporary committees authorized or created by the Executive Council in efforts to address the necessary business of the Association.

#### 2.2.2.13 Newsletter Committee

The Newsletter Committee provides OASFAA members with a forum for sharing news, authoring articles, and learning about events and information of relevance to members of the financial aid industry throughout Oregon. They also help ensure that photos and other records of OASFAA conferences and events are forwarded to the Archives Committee.

The President nominates the chair for approval by the Executive Council. Planning begins with the President's announcement during the Annual Conference of the committee chair. The chair then nominates committee members, referred to as the Editorial Board, who are then approved by a vote of the Executive Council. The chair also ensures that the plan for when and in what format a periodic newsletter will be published, including submission deadlines and advertising costs, is posted on the Association's website and in each issue.

The Editorial Board, which consists of the President, Past-President, President-Elect and other volunteers, consults with the Newsletter Editor routinely and reviews each issue prior to publication. The Editor communicates with the membership regarding the Newsletter, encourages news submissions, tracks usage and placement of advertising, communicates with elected Officers and other Chairpersons regarding events and programs, invites advice and opinions from the Editorial Board, recruits volunteers, and reports to the EC regularly on the goals and achievements of the Newsletter Committee.

#### 2.2.2.14 Mentoring Committee

The Mentoring Committee oversees the progress and activities of the Mentoring Program. Responsibilities of the committee include facilitating the design of OASFAA's Mentoring Program and identifying Mentoring Partners and connect them with Mentors during the Activity Year. Additional responsibilities include implementation of the mentoring program, based on accepted principles and effective examples for creating leadership development opportunities and fostering mentoring relationships and evaluating the effectiveness of the program and making recommendations for the future of the program.

### 2.2.3 Other Chair Positions

The President-Elect will forward nominations for their committee chairs to the current President for approval by the Executive Council.

#### 2.2.3.1 Development Chair

The Development Chair (or co-chairs) identifies prospective individuals, corporations, and foundations in Oregon with which the Association can create partnerships to accomplish our mission and encourage participation in Association activities. The Development Chair(s) must have the volunteer time needed to lead the committee. The chair(s) must have connections with OASFAA members and be able to establish connections with business leaders. The Development Chair coordinates the receipt of funds according to the Fund Development pledge goals and fiscal calendar. As part of establishing the Association's annual operating budget, the Development Chair meets with or otherwise communicates with the President and Treasurer to establish the level of donor support necessary to underwrite annual Association activities.

The Development Chair is also responsible for working with the Vendor Liaison and Annual Conference Committee on Advertising, Exhibit Hall and Booth set-up.

#### 2.2.3.2 Membership Chair

The Membership Chair maintains and updates the database of Association members, and prepares and sends mailings as needed concerning membership issues. In addition, the Chair prepares lists and mailing labels when requested by the President or committee chairs.

#### 2.2.3.4 Archives Chair

The Archives Chair will carefully preserve the documents and other memorabilia of OASFAA in the most efficient ways possible. The Archives Chair will ensure the information remains categorized in a logical format to be of use when the materials are requested. The Archives Chair will keep current the historical list of OASFAA officers and award winners. The Archives Chair will also track the property of OASFAA and deliver a report on the property of OASFAA (including locations of said property and any missing property) to the Executive Council at least annually or as requested by the OASFAA Executive Council or President.

#### 2.2.3.5 Oregon Student Access Commission (OSAC) Liaison

The OSAC Liaison is both an employee of the Commission and a member of the Association who attends meetings of the Executive Council, participates in the discussion of Association plans and activities, informs the Executive Council of Commission activities, and facilitates joint OASF AA/OSAC participation in various activities. The OSAC Liaison is appointed by the Executive Director of the Commission. (Note: OSAC's name will change again 7/1/2014 to Office of Student Access and Completion so an update will need to be made when that becomes official)

#### 2.2.3.6 Vendor Liaison

The Vendor Liaison represents the vendor members of OASF AA. The Vendor Liaison is a non-voting member of Executive Council who voices the concerns and interests of the vendor members of OASF AA in helping to develop and revise Association policies and procedures. The Vendor Liaison also disseminates information about Executive Council activities to the vendor members. This is not an elected position, selected instead by vendor members to represent them, and serving in the same time frame as other elected officials (from annual conference to annual conference).

#### 2.2.3.7 Volunteer Coordinator

The Volunteer Coordinator encourages membership involvement by communicating volunteer opportunities to the membership and coordinating the placement of volunteers. The Volunteer Coordinator works closely with the President and Committee Chairs to anticipate volunteer needs for committees and events and match interested volunteers with a position that fits their skills and abilities. This position also participates in the First Timer/Newcomers' session at the annual conference.

### **3. Recognition Programs**

OASF AA Award Categories include Retirement Recognition, Distinguished Service, Unsung Hero's, Friend of OASF AA, and Lifetime Member awards.

#### 3.1 Retirement Recognition Program

Retiring OASF AA members and Affiliate Members should be recognized at the Annual Conference with an announcement of their departure and a Certificate of Appreciation. The announcement of retirement(s) should be made when the entire membership meets, usually during the banquet/lunch events.

The Past-President is responsible for coordinating the retirement program. OASF AA will not sanction nor provide time during the official program for unofficial retirement events. The Executive Council must be made aware of retirees prior to the Annual Conference and will inform each recipient that they will be receiving recognition from OASF AA. The Past-President may select an individual, who knows the retiree well, to make the presentation.

#### 3.2 Distinguished Service, Unsung Heroes, Friend of OASF AA, and Lifetime Member Awards.

The Executive Council invites nominations for the Distinguished Service, Unsung Heroes, Friend of OASF AA, and Lifetime Member awards. An example of the nomination form is in appendix I. The deadline for submission of nominations is the end of November or early December, prior to the Annual Conference.

##### 3.2.1 Distinguished Service Award

This award is the highest award given by OASFAA. This award is given to an individual who has made significant contributions to OASFAA and to the financial aid profession over a period of time, or has made an outstanding one-time contribution to OASFAA and/or the financial aid profession. This award is generally given to an active member of OASFAA.

### 3.2.2 Unsung Heroes Awards

This award is given to OASFAA voting and affiliate members who demonstrate extraordinary commitment to Oregon Students and OASFAA by working without reward or recognition. These awards have gone to members who may not serve as OASFAA committee chairs or executive board members; however, they have shown a commitment by quietly working on committees or working in their offices or communities.

### 3.2.3 Friend of OASFAA Award

This award is given to an individual who has provided exceptional service and support to OASFAA, the financial aid community, and students over an extended period of time. This award is generally given to a non-member or to an affiliate member of OASFAA.

### 3.2.4 Lifetime Member Award

Lifetime members are so honored to recognize their contributions to student financial aid in Oregon. Members can present to the Executive Council names of individuals to be considered for life membership. The Council then decides by majority vote, which, if any, of these individuals will be so honored. Names of Life Members are then presented during a special awards ceremony. This is usually done at some time during the Annual Conference.

## **4. Operations & Fiscal Policies**

### Transition Meeting

The transition meeting takes place so outgoing Executive Council members can help train their new replacements in an orderly fashion. This meeting usually takes place at the annual conference. New Executive Council members will be entered into the minutes for official recording, as well as award recipients for the previous year. Either at or shortly after the Transition meeting, the Association bank documents will be updated with current incoming authorized signatures. At the Transition Meeting, both the outgoing and incoming voting members of the Executive Council may vote on any motions or issues.

### Fiscal Planning Meeting

The President with the President-Elect will schedule a Fiscal Planning meeting (no later than April 30). At the Fiscal Planning meeting a proposed budget will be made to present to the Executive Council members at the next scheduled Executive Council meeting. Council members will then vote to approve the budget for the next fiscal year, and review/update the Policies & Procedures Manual as needed.

### 4.1 Fiscal Year

The Association's fiscal year begins June 1 and ends May 31 of the following year. The Executive Council develops an operating budget for the fiscal year.

### 4.2 Membership Year

The Association's membership year begins June 1 each year. Members who have not paid dues are not eligible to vote or run for office in the election of officers.

#### 4.3 Operating Budget Guidelines

The operating budget is generally established as follows: the President requests written budget proposals from committee chairs to be submitted as soon as possible after election results are known. Using these proposals as guides, a subcommittee of the Executive Council, consisting of the President, President-Elect, Past President, Treasurer, Treasurer-Elect (if in office), and Development Chair, along with other members of the Executive Council if deemed appropriate by the President, prepares a preliminary budget. The Treasurer then drafts the proposed budget and sends it in written or electronic form to all Executive Council members. At the next meeting of the newly elected Executive Council (usually held in May), the Council discusses, revises if needed, and approves a final budget. The Treasurer revises the budget in accordance with any changes and sends a final copy to all Executive Council members and chairs.

It is the policy of the Association that the annual operating budget will show a balance between revenues and expenditures, including support from vendors and other sponsors. Necessary flexibility is maintained among budget categories; the Treasurer and President monitor the budget throughout the year as actual revenues and expenditures become known, and funds are moved among categories as needed to conduct Association business and hold Association activities while maintaining a balanced overall budget during the year.

The operating budget is developed and maintained using a cash accounting method for each fiscal year. By this method, revenues and expenditures are recorded based on when they actually occur.

The Executive Council has the authority to consider "In-Kind" donations in the development of estimated budgets for each authorized committee.

#### 4.4 Contractual Agreements

The President or Treasurer may enter into contractual agreements on behalf of the Association. In most cases, if the contract for service is retained annually, the President or Treasurer is not required to obtain the approval of the Executive Council before signing. If, however, the contract is for a service not previously contracted or requires a payment significantly higher than in previous years, the President or Treasurer will discuss the terms of the contract with the entire Executive Council, which will then vote to approve or deny the signing of the contract.

#### 4.5 Revenue

Revenue realized by the Association comes from the collection of membership dues; conference, workshop, and training event registration fees; vendor support; and interest, dividends, and other returns earned on investments.

#### 4.6 Dues and Fees

##### 4.6.1 Amount Determination

Annual membership dues are set based on a conservative estimate of the number of Association members and projections of the amount of funds needed to cover the Association's operating expenses for the

upcoming fiscal year. Dues amounts may be changed only by a majority vote of the members present at any business meeting of the Association held during an event open to all members.

Fees that members are charged for conferences, workshops, and training events are set based on estimated costs for the events and estimated income needed from those events to balance the budget. Fee proposals may be recommended by the Executive Council or the committee chairs. A quorum of the full Executive Council will then approve, deny, or revise the proposed fees.

#### 4.6.2 Payment Process and Schedule

Members are reminded of the necessity for the payment of annual membership dues by the Membership Chair as the new membership year approaches. Members who have not paid annual dues by June 1, are subject to having their names removed from the membership list. When this occurs, membership reinstatement requires payment of the annual dues. Annual dues are not prorated for membership covering less than a full year.

Deadlines for payments for events will be determined by the event Chair in consultation with the Registration Chair. Attendees at any event must be paid in full at check-in for that event. If the attendee's registration has not been paid by their organization at the start of the event, the attendee will be asked to pay in full upon check-in for the event. Upon request OASFAA will hold the attendee's personal check for up to two weeks after the event in the anticipation of receipt of payment from their organization. If payment from the organization is not received within two weeks after the event, the personal check will be processed.

#### 4.7 Vendor Support

Support from vendors, businesses, and foundations is sought to cover many of the costs of holding conferences, workshops, and training events. Such costs include preparation and mailing of written materials, honoraria and travel costs of inviting non-member speakers, production costs of media events, conference entertainment and decorations, and special events held in conjunction with conferences and workshops.

#### 4.8 Other Revenue

The Association maintains an interest-bearing checking account, a savings account, and one or more long term but relatively accessible and conservative investments including, but not limited to, certificates of deposit, Treasury Bills, and low-risk no-load mutual funds. The interest that accrues and the dividends that are paid on these investments are used as revenue or reinvested (up to certain limits described in 4.13 below).

#### 4.9 Expenses

Association expenses occur to conduct Association business and to support Association activities. Payment for other expenses not covered under usual policies and procedures must be approved by the Executive Council. Members who incur such expenses should make every effort to seek approval prior to incurring the expenses.

##### 4.9.1 Executive Council Expenses

Executive Council expenses include purchasing meals and breaks for, and reimbursing members for travel to and from, Executive Council meetings; conducting business on behalf of the Association; sending the President-Elect and Treasurer-Elect (when in office) to the NASFAA Leadership Conference in March; sending the President or his/her designee to the NASFAA and/or WASFAA Annual Conference; sending newsletters, ballots, and other correspondence to the membership; and insuring, using, and maintaining the Association's laptop computer. Lodging expenses for the President and Conference Chair for the Annual Conference are paid by OASFAA.

If sufficient revenue is available, unplanned expenses that occur during the year are covered using a "contingency" category placed in the Executive Council budget. The use of funds in this manner requires discussion among and a majority vote by Executive Council members.

#### 4.9.2 Committee Expenses

Committee expenses include purchasing meals and breaks for, and reimbursing members for travel to and from, committee meetings and site visits; and correspondence among committee members related to planning the event.

Committee members of the annual conference and the summer drive in are expected to attend the events they help plan, including registering and paying for their transportation and expenses. By agreeing to participate on these planning committees they are making the commitment to attend the event, and accept the expense of participating as a regular OASFAA member. OASFAA will not reimburse committee members of these events for expenses normally associated with attending the event. Expenses related to the planning or putting on the event (such as a hotel stay if having to arrive early) will be paid.

Committee members for the support staff, and FA101 will be reimbursed for any and all expenses related to those events, with the assumption that they would not normally attend these events unless they were on the planning committee.

#### 4.9.3 Conference/Workshop/Training Expenses

Conference/workshop/training expenses include payments made to arrange for facilities; to provide meals and breaks at the event; to provide stipends or honoraria, travel expenses, and/or room and board assistance to non-OASFAA members invited to make presentations or provide entertainment at the event; to send mailings to the membership announcing the event; and to provide printed materials at the event.

#### 4.9.4 Special Project Expenses

Special project costs vary depending on the nature of the project, but generally include arranging for facilities and services, preparing printed materials, and advertising.

#### 4.9.5 Alcohol Policy

OASFAA will not reimburse members for alcoholic beverages in conjunction with Executive Council meetings or Committee meetings. However, there may be OASFAA sponsored events when the serving of alcohol is deemed appropriate. For example, the Annual Conference Chair is authorized to include alcoholic beverages in meals/receptions at those events. Prior to authorizing the serving of alcohol, the appropriate Committee Chair must bring the proposal to the OASFAA Executive Board for approval. The

current OASFAA insurance policy has specific exclusions that limit our coverage from losses sustained related to the consumption of alcoholic beverages.

#### 4.10 Reimbursements to Members

Authorized members are eligible for reimbursement of expenses incurred while engaged in authorized activities for and on behalf of the Association.

##### 4.10.1 Requests for Reimbursement

Requests for reimbursement are made on an official form designed for that purpose (see Appendix F). Claims for reimbursement must be forwarded to the OASFAA Treasurer for processing within 60 days of the date the expense was incurred. OASFAA reserves the right to deny a late reimbursement claim.

##### 4.10.2 Authorized Members and Activities

Executive Council members, chairs, and committee members are authorized for reimbursement of expenses incurred while conducting Association business. Except for committee members, these individuals submit their reimbursement forms directly to the Treasurer. Committee members submit their reimbursement forms to their committee chairs for review, signature, and forwarding to the Treasurer.

Activities eligible for reimbursement include travel to and from non-OASFAA conferences, symposia, and training events if attendance at those functions is part of the member's Association duties; travel to and from committee meetings; lodging and meals while conducting Association business; other costs such as telephone, fax, printing, and mailing costs incurred while conducting Association business; and certain other committee costs given prior approval by the Executive Council.

##### 4.10.3 Travel Expenses

Travel expenses are reimbursed within reasonable limits. While OASFAA policy does not prescribe specific modes and costs of travel, it does limit reimbursement to the amount of certain types of travel. Members who choose more expensive travel options are required to pay the excess costs. In some cases, (noted below), receipts must accompany the reimbursement form.

###### 4.10.3.1 Mileage

Mileage is reimbursed based on the State of Oregon's mileage reimbursement rate. Receipts are not required.

###### 4.10.3.2 Airfare

Airfare is reimbursed at the coach rate. Members are encouraged to plan ahead so that advanced purchase price reductions can be obtained. Members are also encouraged to use ground transportation when round trip mileage is less than 250 miles. Documentation showing the destination and ticket price are required.

###### 4.10.3.3 Lodging

Lodging costs are reimbursed in full when an overnight stay is required. Members are encouraged to minimize costs when possible. While sharing accommodations is one way to do this, such an arrangement is, however, not mandatory. Copies of bills are required.

#### 4.10.3.4 Meals

Meals are reimbursed up to \$35.00 per day. Members involved in Association business for less than a full day are reimbursed up to \$8.75 for breakfast, \$8.75 for lunch, and \$17.50 for dinner. Receipts are not required.

#### 4.10.3.5 Other Travel Expenses

Certain other reasonable costs may be reimbursed, such as tips, for which receipts are not required, and parking costs, for which receipts are required.

Reimbursement of other travel expenses must be approved by the Executive Council. Members should request this approval prior to incurring the expenses. Such expenses include, but are not limited to, car rental, special equipment rental, and non-standard services provided by hotel staff.

#### 4.10.3.6 Miscellaneous Expenses

Certain categories of miscellaneous costs are eligible for reimbursement.

##### 4.10.3.6.1 Telephone/Fax Charges

Telephone and fax charges incurred by authorized members while conducting Association business are reimbursed in full. Receipts on which the member has indicated which calls are related to Association business are required.

##### 4.10.3.6.2 Printing/Mailing Costs

Printing and mailing costs incurred by authorized members while conducting Association business are reimbursed in full. Receipts on which the member has indicated which costs are related to Association business are required.

##### 4.10.3.6.3 Miscellaneous Expenses

Other expenses may be reimbursed if the member has obtained prior approval for the kind and approximate amount of the expenses from the Executive Council.

Requests for refunds of fees paid for conferences, workshops, training events, or other Association activities may be made under certain conditions.

#### 4.11.1 Conditions for Granting Refunds

Members are eligible for refunds of fees paid for conferences, workshops, training events, or other Association activities if the event was canceled, if traveling to the event was made hazardous due to inclement weather, or if a personal emergency prevented the member from attending the event. Members are eligible for prorated refunds if the event was shortened, or if their participation in the event was shortened, for any of the above reasons.

#### 4.11.2 Application Process for Refund Requests

If an event was canceled or shortened due to weather-related or other reasons, the Treasurer will issue refunds without requiring written requests. Members requesting refunds for personal emergency reasons must do so by writing a letter to the Treasurer within 30 days of the event for which they are requesting the refund.

#### 4.11.3 Payment Process

The Treasurer will provide refund checks to members approved for them within 30 days of the canceled or shortened event, or within 30 days of receiving the member's written request. The Treasurer may contact the member for more information if necessary to process the request.

#### 4.12 Requests for Funding

In the event that the Association establishes a budget for this purpose, it will consider requests for funding from members, non-members, schools, and agencies for activities related to student financial aid. Requests for funding are made to the Executive Council in writing at the scheduled quarterly EC meetings.

##### 4.12.1 Funding Priorities

The Association will consider requests for funding if Association funds are available and allocated to this purpose by the Executive Council, and the project or event for which funding is requested is consistent with the goals and mission of the Association. The Association has no restriction on the types of funding proposals that individuals or groups may submit.

##### 4.12.2 Application Process

Individuals or groups requesting funds must present a written proposal to the Executive Council that describes the project or event, presents a detailed budget, indicates any funds received for the event from other sources, and discusses why funding from the Association is critical to the success of the project or event. Proposals should not exceed five (5) single-spaced pages.

The Executive Council will consider the merits of the proposal and the availability of funds at the next regular meeting. It will then either approve or deny the request, or request additional information from the applicant(s). Upon receipt of any requested information, the Executive Council will make use of e-mail, fax, or conference call capability to arrive at a decision as soon as practicable.

##### 4.12.3 Notification

The Executive Council notifies the individual or group who presented the proposal of the need for any additional information within 15 days of its meeting. After making its decision, the Executive Council notifies the individual or group who presented the proposal within 30 days.

#### 4.13 Financial Reserves

##### 4.13.1 General Policy

It is the policy of the Association to maintain asset reserves sufficient to fund all Association business and activities for a fiscal year without membership support or outside sponsorship. The appropriate amount of this reserve is determined by the Executive Council. Of this amount, approximately \$10,000 should be maintained in an interest-bearing checking account, approximately \$15,000 should be held in a savings

account, and the balance should be held in two or more relatively conservative, easily accessible investments such as certificates of deposit, Treasury Bills, and/or low-risk, no-load mutual funds.

#### 4.13.2 Annual Target Amount Determination

In an effort to maintain the healthy financial position of the Association while using funds to provide services for Association members and to further the mission of the Association, each Executive Council reviews the amount of asset reserves deemed appropriate and makes any recommendations it deems appropriate (see Section 4.13.1 above). The Executive Council will consider past revenues and expenses as part of this review. Since costs for goods and services typically increase annually, the Executive Council will also use some agreed upon measure, such as the Consumer Price index, to guide this review.

#### 4.13.3 Investment Considerations

If at the end of the fiscal year the Association has an asset reserve as outlined under the General Policy paragraph, 4.13.1, including interest and dividends generated by Association investments, no action is required. Interest and dividends may be reinvested or used as revenue.

#### 4.13.4 Procedures When Target Amount Exceeded

If at the end of the fiscal year the Association has an asset reserve that exceeds the amount determined under the General Policy paragraph, 4.13.1, including interest and dividends generated by Association investments, the amount that exceeds the General Policy amount should be made available during the following fiscal year for the benefit of Association members.

#### 4.13.5 Procedures When Target Amount Not Met

If at the end of the fiscal year the Association has an asset reserve that is less than General Policy target amount, including interest and dividends generated by Association investments, the Executive Council reviews the revenues and expenditures that resulted in this situation and determines a corrective course of action for the following year.

#### 4.13.6 Procedures If Association Dissolved

If the members should choose to dissolve the Association, all assets remaining after current debts are satisfied and bills are paid would be turned over to an organization that will administer a scholarship to assist Oregon residents in attending postsecondary institutions in Oregon. This organization must be tax exempt under section 501(c)(3) of the Internal Revenue Code

### **5. By-law Changes**

Changes to the By-Laws may be proposed by the Executive Council or by any group of five (5) voting members. The membership must be provided with a written copy of the proposed change(s), at least thirty (30) days prior to a call for a vote on the change. Changes to the By-Laws require a two-thirds majority of members voting. Voting may be done by ballot or at any business meeting held during an event open to the entire membership.

### **6. Voting Procedures**

#### 6.1 Elections

Elections are held in the fall. The Election Committee sends ballots to all voting members. Ballots must be submitted no later than two weeks after they are received to count in the official results. Individuals running for office must receive a simple majority of votes to be elected.

## 6.2 Ballots

Ballots on proposed changes to the Constitution or By-Laws may be done at any time. Ballots may be electronic and must be returned by the date specified, not to be earlier than thirty (30) days after the proposed change is presented to the membership. Adoption of proposed change(s) requires a two-thirds majority of members voting.

## 6.3 Vote Counting

The Elections Committee counts and records votes. This may be done electronically with the use of the website servicer.

## 6.4 Notification of Election/Ballot Results

Election and ballot results are communicated to the President as soon as possible after they are known. The President-Elect and President then communicate the results to the candidates and then to the membership.

## 6.5 Candidate Notification

Historically, the President-Elect notifies candidates elected and the President notifies candidates not elected. Notification is preferably by telephone but may be electronic, and should occur within three (3) working days of the date that election results are known.

## 6.6 Membership Notification

The President notifies the membership in writing or electronically of election or ballot results within fifteen (15) working days of the date that results are known.

## **7. Presidential Appointments**

The President may appoint members to certain tasks, as he or she perceives the need. Such appointments are discussed with the Executive Council.

## **8. Activities**

The Association conducts and participates in a variety of training, professional development, and outreach activities

### 8.1 Conferences/Workshops

#### 8.1.1 Summer Drive-in Workshop

The Summer Drive-In Workshop is held each summer. Historically, this workshop has been held on the campus of one of Oregon's postsecondary institutions.

Audience: Any Financial Aid Office staff members

Purpose: Updates  
(federal & state)  
Technical  
Networking  
Topical issues of the day  
OASFAA Business (if necessary)

### 8.1.2 Support Staff Workshop

The Support Staff Workshop is held typically every other fall or as deemed needed. Historically, this workshop has been held at a central location in the Willamette Valley.

Audience: Non Counseling Financial Aid Staff

Purpose:  
Educate on new trends  
Customer service  
Networking  
Communication skills  
General processing issues (i.e. forms and timelines)

### 8.1.3 Annual Conference

The Annual Conference is held each year during the first week in February. From 1968 through 2007, the conference was held at Salishan Lodge in Gleneden Beach, Oregon. In 2008, the 40<sup>th</sup> conference was held at the Eugene Hilton, with the intention of returning to the Salishan Spa and Resort (formerly Salishan Lodge) every other year. The conference returned to the Salishan Spay and Resort for the 2009 conference and in 2010 was held at the Red Lion Hotel and the River at Hantzen Beach. Following this conference, it was decided to return to the Salishan Spa and Resort annually as long as it was financially feasible for the association. In the event that the conference needs to relocate, the Site Selection Committee will research potential Oregon sites and recommend a conference location two to three years in advance of the event.

Audience: Professional Staff

Purpose: Segmental meetings – Networking  
Professional development  
Updates (federal & state)  
Topical Issues – Diversity  
Technical  
OASFAA Business

### 8.1.4 Financial Aid 101/201

FA 101/201 is held each February. This date was selected so the event occurs after the new information is provided at the annual Federal Student Aid Conference and before the awarding cycle for the upcoming year begins at most schools. It also occurs after the annual OASFAA Conference so it can be promoted at that event. FA 101 is designed to provide training in the basics of financial aid administration. FA 201 is

designed to provide more in-depth and interactive information about more complex issues of financial aid administration and management.

**Audience:** New Counselor Level (up to two years of experience) for FA 101;  
Intermediated Assistance Director/Counselor level (two to ten years of experience) for FA 201. These experience levels are guidelines only; participants at all levels should benefit from, and can attend, any sessions the participants feel are appropriate.

**Purpose:** For basic and intermediate understanding of FA process  
For refresher course of process  
Technical  
Administrative  
Networking

## 8.2 Programs

### 8.2.1 Mentoring Program

The Mentoring Program is one way in which OASFAA provides support, training, communication and professional development opportunities for association members. The primary purpose of this program is to help members gain the skills and information they need to do their jobs better. The program's secondary purpose is to foster connections among members who are likely to play key roles in the leadership of the association in the future.

Mentoring Partners participating in this program are asked to make a two-year commitment; the program is structured to include a Mentoring Year and a Volunteering Year. Participants in this program are expected to:

- Add to the mentoring program and the association's leadership through diversity of experience and perspective.
- Demonstrate commitment and openness to being mentored and to participation in professional development activities.
- Make the time commitment to be involved, with full support from their direct supervisor and institution.

## 9. Publications and Information

The Association makes a variety of information available to members and the public regarding its mission, membership, and activities. While the content remains similar, the types of communications vary somewhat each year.

### 9.1 Resource Directory

### 9.2 President's Letter (may be electronic)

### 9.3 OASFAA List Serve

### 9.4 High School Counselor/Student Support Services Training

### 9.5 Financial Aid Information Nights

9.6 OASFAA Newsletter (may be electronic)

9.7 OASFAA Blog

## **10. Legislative Activities**

The legislative activities of the Association are not “substantial” in keeping with section 501(c)(3) of the Internal Revenue Code. The Association does keep abreast of legislative changes at the federal and state levels and makes recommendations to legislators at both levels concerning policies of interest to the Oregon financial aid community

## **11. Sponsor Participation**

Sponsor participation, physical as well as financial, is an integral part of the operation of the Association. Sponsors are non-voting members of the Association, and as such are eligible to participate in many Association activities.

## **Appendices**

A. [Constitution](#)

B. [By-laws](#)

C. [Expense Reimbursement Form](#)

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E. [Development Sponsorship Information \(recognition levels and how to pledge support\)](#)

F. [Development Pledge Forms](#)

G. [Award Nomination Form](#)

H. [Listing of Previous Award Recipients](#)

I. [Listing of Current and Past Executive Council Members](#)

J. Scholarship Application

K.