

# **MISSOURI ASSOCIATION OF STUDENT FINANCIAL AID PERSONNEL**

## **CONSTITUTION AND GOVERNING BY-LAWS**

### **ARTICLE I: NAME**

The name of this Association shall be the Missouri Association of Student Financial Aid Personnel.

### **ARTICLE II: PURPOSE**

#### *Section 2.01*

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

- (1) to establish and maintain high professional standards in the administration of college, university, and other post-secondary financial aid programs;
- (2) to establish and 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 outreach 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;
- (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 to exchange 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.

## **ARTICLE III: MEMBERSHIP**

### ***Section 3.01***

#### ***Types of Membership***

- (1) Membership shall be by institutional membership, associate membership, individual honorary lifetime, and retiree membership.
- (2) Individual honorary lifetime membership shall be extended upon the recommendation of the Executive Board.

### ***Section 3.02***

#### ***Institutional Membership***

- (1) Institutional membership in the Association shall be extended to all Missouri post-secondary educational institutions eligible to receive and disburse student financial aid funds.
- (2) Persons designated by the member institutions as institutional representatives are eligible to hold office in the Association, provided they are actively engaged in some capacity of financial aid administration.

### ***Section 3.03***

#### ***Associate Membership***

- (1) Associate membership shall be open to public and private agencies and organizations as approved by the Executive Board.
- (2) Persons designated by the associate member agency or organization as associate member representatives are not eligible to hold office in the Association, with the exception of one Delegate At Large Position to be filled by an Associate Member.

### ***Section 3.04***

#### ***Retiree Membership***

- (1) Retiree membership may be granted to any member or former member who has retired;
- (2) Retiree members are not eligible to vote or hold office.

### ***Section 3.05***

#### ***Individual Honorary Lifetime Membership***

- (1) Individual Honorary Lifetime membership will be bestowed by the Executive Board to persons who are identified through a nomination process.
- (2) Individual Honorary Lifetime members are not eligible to vote or hold office.
- (3) Receipt of a certificate designating honorary lifetime membership status.

### ***Section 3.06***

Each member institution, agency, or organization shall be entitled to one vote for the conducting of official business and shall designate one representative of the institution, agency, or organization for voting purposes.

### ***Section 3.07***

The privilege to vote on official business of the Association is limited to the designated voting representative of an institutional or associate member.

### ***Section 3.08***

No limit shall be placed on the number of individuals within any member institution, agency or organization that can fully participate in Association activities, except where otherwise precluded by this or other articles.

### ***Section 3.09***

Membership in the Association will be terminated by failure to pay annual dues.

## **ARTICLE IV: OFFICERS OF THE ASSOCIATION**

### ***Section 4.01***

The officers of the Missouri Association of Student Financial Aid Personnel shall be president, president-elect, past president, vice-president, secretary, treasurer, treasurer-elect, past-treasurer, and four delegates-at-large.

### ***Section 4.02***

#### ***Eligibility***

Any person designated as an institutional representative by an institutional member of the Association is eligible to hold office.

### ***Section 4.03***

#### ***Election and Term***

- (1) The president shall serve a one-year term after having served as president-elect for one year, and then shall serve as past-president for one year (a three year commitment).
- (2) The treasurer shall serve a one-year term after having served as treasurer-elect for one year, and then shall serve as past-treasurer and Chair of the Budget and Finance Committee for one year (a three year commitment).
- (3) The vice-president and secretary shall serve one-year terms.
- (4) Each delegate-at-large shall serve a three-year term.

## **ARTICLE V: DUTIES OF OFFICERS**

### ***Section 5.01***

***The duties of the president shall be to:***

- (1) Provide fiduciary oversight of the Association;
- (2) Prepare the agenda of general meetings;

- (3) Preside at meetings of the Association and the Executive Board;
- (4) Serve as ex-officio member of all committees;
- (5) Appoint any ad hoc committees deemed necessary;
- (6) Perform other duties as instructed by the official action of the Executive Board or the general membership;
- (7) Submit an annual report to the general membership at the fall meeting; and,
- (8) Appoint all Committee Chairs, subject to the approval of the Executive Board.

***Section 5.02***

***The duties of the president-elect shall be to:***

- (1) Perform the duties of the president in the event of the absence or incapacity of the president;
- (2) Perform such duties as assigned by the president or the Executive Board.
- (3) Represent the association at the NASFAA annual meeting;
- (4) Represent the association on the Executive Council of MASFAA; and,
- (5) Propose a fiscal year operating budget for approval by the Executive Board.

***Section 5.03***

***The duties of the past-president shall be to:***

- (1) Chair Association Governance and Legal Issues Committee; and,
- (2) Chair Nominations and Elections Committee.

***Section 5.04***

***The duties of the vice-president shall be to***

- (1) Be responsible for the program for the annual meeting(s); and,
- (2) Perform such duties as assigned by the president or Executive Board.

***Section 5.05***

***The duties of the secretary shall be to:***

- (1) Record the minutes of official meetings;
- (2) Maintain the records of the Association; and,
- (3) Perform such duties as assigned by the president or the Executive Board.

***Section 5.06***

***The duties of the treasurer shall be to:***

- (1) Maintain the fiscal records and manage the fiscal affairs of the Association;
- (2) Assist the president in preparing a fiscal year operating budget;
- (3) Make an annual fiscal report to the Association;
- (4) Prepare and file annual tax returns; Serve as a member of the Committee on Budget and Finance; and,
- (5) Perform such duties as assigned by the president or the Executive Board.

**Section 5.07**

***The duties of the treasurer-elect shall be to:***

- (1) Serve as a member of the Committee on Budget and Finance;
- (2) Serve as an assistant to the treasurer,
- (3) Complete the un-expired term of the treasurer should a vacancy occur; and,
- (4) Perform such duties as assigned by the president or the Executive Board.

**Section 5.08**

***The duties of the past-treasurer shall be to:***

- (1) Serve as Chair of the Budget and Finance Committee
- (2) Oversee the preparation, implementation and management of budget; and,
- (3) Supervise the reconciliation process of the Association's accounts

**Section 5.09**

***The duties of delegates-at-large shall be to:***

- (1) Raise issues of concern from the membership to the Executive Board; and,
- (2) Perform such duties as assigned by the president or the Executive Board.

**ARTICLE VI: THE EXECUTIVE BOARD**

**Section 6.01**

The Executive Board shall be composed of twelve members: the six incumbent officers, the immediate past-president, the immediate past-treasurer, and four delegates at-large. One delegate must be an associate member of the Association and will represent associate members. The Executive Board shall meet upon the call of the president or of any three or more Executive Board members.

**Section 6.02**

Any institutional representative of a member institution of the Association is eligible for Executive Board membership.

**Section 6.03**

- (1) All meetings of the Executive Board are official and business may be conducted. The Executive Board shall hold a minimum of two meetings per year.
- (2) Two-thirds of the Executive Board members shall constitute a quorum for the transaction of business at any meeting of the Executive Board.

## ***Section 6.04***

### ***Vacancy of an Executive Board Member***

#### **1. President**

A vacancy in the office of the president shall be filled by the president-elect. The president-elect succeeding to the office of the president through such a vacancy shall serve the full one-year term as president in addition to serving the un-expired term of the previous president.

In the event of a vacancy of the president and the president-elect concurrently, the president vacancy shall be filled by means of a special election. Candidates to fill the vacancy of the president in such a case will be selected by the Nominations and Elections Committee and approved by the Executive Board. Nominations will be solicited from the membership.

The election will be held within 60 days from the time of official notification of the vacancy.

#### **2. President-Elect**

In the event of a vacancy of the president-elect, an election for the position will be called by the president of the organization. Candidates to fill the vacancy of the president-elect in such a case will be selected by the Nominations and Elections Committee and approved by the Executive Board. Nominations will be solicited from the membership.

The election will be held within 60 days from the time of official notification of the vacancy.

#### **3. President and Past-President**

In the event of a vacancy of the president and the president-elect during the same period of time, the immediate past-president shall fill the vacancy of president for the remainder of the term. An election for the position of president-elect will be called by the president of the organization. Candidates to fill the vacancy of the president-elect in such a case will be selected by the Nominations and Elections Committee and approved by the Executive Board. Nominations will be solicited from the membership.

The election will be held within 60 days from the time of official notification of the vacancy.

#### **4. Past-President**

A vacancy in the office of the past-president, shall be filled by the most recent past-president. If the most recent past-president is not able to fill the position, the past-president position will be filled by a past-president who is a current member of the association, beginning with the most recent past-president who is able and willing to serve.

#### **5. Vice President**

A vacancy in the office of the vice-president shall be filled by a representative of an institutional member of the Association, to be appointed by a majority vote of the Executive Board from nominations by the president. Such appointment shall be on an interim basis, until the next officers take office. Such appointment shall not prejudice the election of the incumbent to a regular term of office.

#### **6. Treasurer**

A vacancy in the office of the treasurer shall be filled by the treasurer-elect. The treasurer-elect

succeeding to the office of the treasurer through such a vacancy shall serve the full one-year term as treasurer in addition to serving the un-expired term of the previous treasurer.

7. Treasurer-Elect

In the event of a vacancy of the treasurer-elect, an election for the position will be called by the President of the organization. Candidates to fill the vacancy of the treasurer-elect in such a case will be selected by the Nominations and Elections Committee and approved by the Executive Board. Nominations will be solicited from the membership.

The election will be held within 60 days from the time of official notification of the vacancy.

8. Past-Treasurer

A vacancy in the office of the past-treasurer, shall be filled by the most recent past-treasurer. If the most recent past-treasurer is not able to fill the position, the past-treasurer position will be filled by a past-treasurer who is a current member of the association, beginning with the most recent.

9. Secretary

A vacancy in the office of the secretary shall be filled by a representative of an institutional member of the Association, to be appointed by a majority vote of the Executive Board from nominations by the president. Such appointment shall be on an interim basis, until the next officers take office, and shall not prejudice the election of the incumbent to a regular term of office.

10. Delegates-At-Large

In case of one or more vacancies of the four delegates at-large, each such vacancy shall be filled by a designated representative of an institutional member of the Association (or the Associate member, if the Associate delegate at-large position is vacated), to be appointed by a majority vote of the Executive Board from nominations by the president. Such appointment shall be on an interim basis, until the next officers take office, and shall not prejudice the election of the incumbent to a regular term of office.

If, due to vacancy or vacancies, more than one of the delegates at-large to the Executive Board is to be elected in the general election, the nominee receiving the largest number of votes shall serve the longest of the rotating terms to be filled and, if three members are to be elected, the nominee receiving the third largest number of votes shall fill the shortest of the rotating terms.

***Section 6.05***

The Executive Board shall have full authority over the affairs of the Association and shall perform the functions of the Association during the interim between meetings of the Association. Such authority shall not include rescinding or modifying any official action taken by the Association membership.

***Section 6.06***

***The specific functions of the Executive Board shall be to:***

- (1) Carry out the purposes of the Association;
- (2) Transact all business not otherwise provided for in the Constitution;

- (3) Approve or amend the annual budget, and other legal and official documents, when received from the president;
- (4) Ratify the president's selections of chairpersons of the standing committees and the president's establishment of all ad hoc committees;
- (5) Maintain official records of business meetings; and,
- (6) Establish and maintain written procedures for conducting the business of the Association.

## **ARTICLE VII: COMMITTEES**

### ***Section 7.01***

Committees of the Association are created to promote the purposes of or to carry out the functions of the Association and shall consist of designated representatives of institutional, associate, retiree, and honorary lifetime members of the Association. Committees shall be of three kinds: standing committees, special committees and ad hoc committees. The composition of each, and the functions each shall perform may be prescribed by the Association or by the Executive Board or the president, except where otherwise established by this or other articles.

### ***Section 7.02***

The chairpersons of the standing committees shall be appointed by the current president, subject to the approval of the Executive Board. Chairpersons shall appoint the committee members.

### ***Section 7.03***

***The standing committees shall be:***

1. Archives Committee
2. Associate Membership Committee
3. Association Governance and Legal Issues Committee
4. Awards Committee
5. Budget and Finance Committee
6. Communications Committee
7. Corporate Support Committee
8. Early Awareness Committee
9. Leadership Development Program Committee
10. Legislative Committee
11. Membership Committee
12. Newcomer/Welcome Committee
13. Nominations and Elections Committee
14. Professional Development Committee
- ~~15.~~ Program Committee
16. Research Committee
17. Site Committee
18. Technology Committee

***Section 7.04***  
***Archives Committee***

The Committee shall be responsible for keeping a historical record of MASFAP functions, events, and documents.

***Section 7.05***  
***Associate Membership Committee***

- (1) The Committee shall assist in the establishment and maintenance of effective relationships between post-secondary institutions and financial aid/bursar related agencies, ~~and~~ lending institutions, guarantee agencies and other organizations engaged in the administration of student financial aid loan programs and other higher education initiatives.
- (2) The Committee shall help establish programs to facilitate the exchange of information and ideas among Regular and Associate members of the Association.

***Section 7.06***  
***Association Governance and Legal Issues Committee***

The committee will be chaired by the immediate past-president, and members will include the president, president-elect, treasurer, and two past presidents.

- (1) The committee shall advise the Executive Board in matters regarding the Association's activities to ensure they are in accordance with the constitution, strategic plan, and purpose of the Association
- (2) The committee shall analyze and suggest changes in the strategic plan
- (3) The Committee shall research and advise the Executive Board on potential legal issues when changing association governing documents.
- (4) The Committee will maintain an association Policy and Procedures Manual.
- (5) Annually review insurance policies and submit payment request to Budget and Finance Committee (no later than April 15, or other published expiration date)
- (6) Coordinate payment of annual fees for ASCAP.

***Section 7.07***  
***Awards Committee***

The Committee shall recognize those members who have made significant contributions to MASFAP and the financial aid profession. This committee shall coordinate the Awards presented by MASFAP.

***Section 7.08***  
***Budget and Finance Committee***

Committee on Budget and Finance - The Committee shall be responsible for all financial matters for the association (i.e. tax returns, budgets, future fiscal planning, etc.). Members shall include the immediate past-treasurer as chair, treasurer- elect, treasurer, president, president-elect, site committee chair, and corporate support chair.

***Section 7.09***  
***Communications Committee***

- (1) The Committee shall provide regular communication to the general membership.
- (2) The committee shall formulate and periodically disseminate the newsletter to the Association membership.

***Section 7.10***  
***Corporate Support Committee***

The Committee shall identify and encourage appropriate opportunities for financial support and sponsorship of Association activities by the Associate members.

***Section 7.11***  
***Early Awareness Committee***

The Committee shall develop financial aid early awareness projects aimed at middle school or younger audiences in the state of Missouri.

***Section 7.12***  
***Leadership Development Committee***

The Committee shall develop and implement a program to develop future leaders for the Association.

***Section 7.13***  
***Legislative Committee***

The Committee shall serve as liaison for the Association with federal, state and local governmental organizations which directly impact financial aid, institutions and students. The committee shall maintain constant communication with federal and state lawmakers regarding pending and current legislation which affects the Association.

***Section 7.14***  
***Membership Committee***

The Committee shall seek out institutions in Missouri who are not members of the Association and shall solicit their participation for institutional membership. This committee is responsible for the annual association membership directory.

### ***Section 7.15***

#### ***Newcomer/Welcome Committee***

The committee shall welcome new members to the association, providing orientation and conveying the importance of serving on MASFAP committees and holding leadership positions.

### ***Section 7.16***

#### ***Nominations and Elections Committee***

- (1) The Nominations and Elections Committee shall consist of five representatives, one from each of five institutional members. The committee shall prepare a slate of nominees from among the designated representatives of institutional members, for the Association's regular general election.
- (2) The past-president shall be the chairperson of the committee, and shall select the members of the committee, said selections to be approved by the Executive Board.
- (3) The committee shall hold at least one meeting each year.

### ***Section 7.17***

#### ***Professional Development Committee***

The Committee shall develop programs to provide financial aid professionals in Missouri with current and pertinent information regarding any area of financial assistance. The committee shall develop materials for use by financial aid professionals to improve their ability to administer financial aid and to improve service and assistance to students.

### ***Section 7.18***

#### ***Program Committee***

The Committee shall plan and execute the programs for the Association conference.

### ***Section 7.19***

#### ***Research Committee***

The Committee shall determine, through consultation with the Executive Board, the areas of research that are most needed, then conduct that research, and then report results to the Board.

### ***Section 7.20***

#### ***Site Committee***

The Committee shall make site arrangements for all conferences, activities and other events, as necessary, and Executive Board meetings. The chair shall also serve as a member of the Budget and Finance Committee.

### ***Section 7.21 Technology Committee***

- (1) Shall oversee the technological needs of the Association.

***Section 7.30***  
***Special Committees***

- (1) Special committees may be proposed by any designated representative of the Association and may be created by a simple majority of the designated voting representatives of the Association. Creation of such committees, their jurisdiction, the number of members selected, and the tenure of the committees and the members shall be the responsibility of the members of the Association and shall be made a matter of record in the official minutes of the Association.
- (2) Announcement of the proposal of creation of any special committee shall be published to the membership at least thirty days prior to the official Association meeting at which voting for said creation is to be held.

***Section 7.40***  
***Ad hoc Committees***

Ad hoc committees may be established by the president, subject to the approval of the Executive Board. Ad hoc committees expire upon the election of the new president. The establishment and purpose of any ad hoc committee shall be made part of the records of the Executive Board and shall be made known to the Association membership.

**ARTICLE VIII: MEETINGS**

***Section 8.01***

Official meetings of the Association shall be held at least annually in the fall and official business will be conducted.

***Section 8.02***

The place and time of meetings shall be determined by the Executive Board.

***Section 8.03***

A quorum, for the transaction of all official business in any meeting, will be constituted by the presence of designated voting representatives from one-third of the voting membership.

**ARTICLE IX: NOMINATIONS AND ELECTIONS**

***Section 9.01***

Nominations shall be slated by the Nominations and Elections Committee. Nominations shall also be accepted from the general membership.

### ***Section 9.02***

A regular general election shall be held at least annually.

### ***Section 9.03***

#### ***Nominations and Elections Committee***

- (1) The Nominations and Elections Committee shall consist of five representatives, one from each of five institutional members. The committee shall prepare a slate of nominees from among the designated representatives of institutional members, for the Association's regular general election.
- (2) The past-president shall be the chairperson of the committee, and shall select the members of the committee, said selections to be approved by the Executive Board.
- (3) The committee shall hold at least one meeting each year.

### ***Section 9.04***

#### ***Call for Nominations***

Nominations from the General Membership – Nominations for candidates may be submitted, with the consent of the nominee, by members of the general membership during an electronic call for nominations, provided the nominator is a member of the Association.

### ***Section 9.05***

#### ***Voting and Elections***

- (1) The slate of candidates shall consist of nominees for the offices of president-elect, vice-president, secretary, treasurer-elect, one delegate-at-large and any office vacancies.
- (2) The slate of candidates shall be distributed to the members of the Association and elections will be held no sooner than May 1 and not later than August 1 annually. Electronic ballot for voting members will remain open for 15 days.
- (3) The nominee or candidate securing the largest number of votes for an office shall be declared elected to the office.

## **ARTICLE X: FINANCE**

### ***Section 10.01***

#### ***Operating calendar***

The fiscal year shall begin on the first day of January and end on the last day of December of the same calendar year.

### ***Section 10.02***

#### ***Budget***

An annual operating budget shall be approved by the Executive Board.

***Section 10.03***  
***Membership Dues***

- (1) Membership dues for the Association shall be assessed annually by institution, agency or organization, and are due and payable after the first day of January in each year.
- (2) The purpose of the annual dues is to meet only those expenses which are necessary and reasonable to accomplish the purpose of the Association.
- (3) The amount of dues shall be determined annually by the Executive Board, with any change requiring ratification by the membership- at-large.

***Section 10.04***

Money held by the Association in excess of the current year's expenses may be invested by the treasurer, in the name of the Association, with the consent of the Executive Board, provided said money can at any time be made available to the Association. Said excess money shall be taken into consideration in the determination of the following year's budget and dues.

***Section 10.05***

No association indebtedness shall be incurred by any member representative or by any institutional or associate member without the approval of the Executive Board.

***Section 10.06***  
***Audit***

The Executive Board shall have the fiscal records of the Association audited annually.

**ARTICLE XI: AMENDMENTS**

***Section 11.01***

The Constitution may be amended by electronic ballot with a two-thirds approval of the voting members participating, or, at any regular business meeting of the Association at-large by a vote of two-thirds of the voting members attending, providing that notice of and the text of the proposed amendment has been sent to each voting member at least thirty days prior to the voting process.

***Section 11.02***

A quorum shall consist of one-third of the voting membership of the Association.

***Section 11.03***

A quorum will be assumed, unless challenged.

## **ARTICLE XII: RULES OF ORDER**

### ***Section 12.01***

Robert's Rules of Order, Newly Revised, shall be the parliamentary authority for all procedures not covered by the Constitution of the Association.

### ***Section 12.02***

A parliamentarian, appointed by the president, must be present at each official meeting.

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Missouri Association of Student Financial Aid Personnel

Questions or Comments? Contact [masfap@masfap.org](mailto:masfap@masfap.org)