

Policies and Procedures Manual

Nebraska Association of Student Financial Aid Administrators
(NeASFAA)

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1 HISTORY OF NeASFAA

2 The Nebraska Association of Student Financial Aid Administrators had its beginning at Kearney State
3 College in the spring of 1967. Dr. Jean Harvey, Financial Aid Administrator at Creighton University, foresaw
4 the need to have an organized professional association of financial aid officers in the state, and personally
5 contacted all of the higher education schools which were administering financial aid programs. Dr. Harvey
6 invited them to an organizational discussion meeting in Kearney. This meeting was hosted by Donald
7 Tewell who was, at the time, Director of Financial Aid at Kearney State.

8 At this meeting, it was decided that an organization was needed to accomplish the following:

- 9 • develop professionalism among aid officers of Nebraska;
- 10 • provide a means to bring together aid officers for the discussion of common problems;
- 11 • influence federal and state legislation dealing with student financial aid programs and to provide
12 an avenue for dissemination of ideas and concerns of students and administrators in financial
13 aid problems;
- 14 • provide training for newly appointed aid officers;
- 15 • assist secondary school counselors in their work with students in planning their future by
16 providing timely and updated information concerning financial aid;
- 17 • provide a means of affiliation with the Midwest Regional Student Financial Aid Organization.

18 With these goals and objectives in mind, an organizational and constitutional committee was selected,
19 with G. Heinicke of Concordia College as Chairperson. The first organizational association meeting was
20 held in September of 1967. The association requested and received acceptance for affiliation with the
21 Midwest Regional Association of Student Financial Aid Administrators.

22 At the Spring Meeting in 1978, the Association voted to sever affiliation with the Midwest Region and join
23 the Rocky Mountain Association of Student Financial Aid Administrators.

24 2 NeASFAA POLICIES AND PROCEDURES MANUAL

25 2.1 Purpose

26 The Nebraska Association of Student Financial Aid Administrators (NeASFAA) Policies and Procedures
27 Manual (PPM) has been designed to provide guidance, reference material, and historical continuity for
28 the NeASFAA Board of Directors and Committee Chairpersons. Each member of the Board of Directors
29 and the Committee Chairperson is responsible for knowing the content of this manual, and providing
30 pertinent corrections and changes. This document should be stored and passed on to future persons in
31 similar leadership roles.

32 The manual is reviewed at least annually for any necessary revisions. The document is stored
33 electronically, maintained by the Secretary, for ease in updating and for transfer purposes as changes take
34 place in the Board of Directors and Committee Chairpersons.

35 2.2 Content

36 The NeASFAA PPM supplements the Articles of Incorporation and Bylaws by: (1) providing an overview of
37 the Association's structure; (2) describing the responsibilities of members in leadership positions; and (3)
38 presenting the Association's approved operating policies and procedures.

39 2.3 Version Control

40 Document version control is a way of making sure which is the current iteration of a document. Version
41 control is important because then you know everyone is working from the same version of a document.
42 NeASFAA controls document versions manually with a version control table preceding the Table of
43 Contents in the Policies and Procedures Manual.

44 The version control table includes the version, date, author, and rationale. Utilize version 0.1, 0.2, etc.
45 until the document is approved by the Board of Directors. Once approved, it becomes version 1.0, 2.0,
46 etc. Subsequent edited versions become 1.1, 1.2, 2.1, 2.2, etc.

47 When referencing the Policies and Procedures, communicate which version you are using.

48 2.4 Use

49 It is the responsibility of each Board member and Committee Chairperson to: (1) bring their manual to all
50 Board/committee meetings; (2) keep the manual current by adding and removing material (e.g. Board of
51 Directors membership list, new organizational operating policies or forms); and (3) pass the manual on to
52 the succeeding member as soon as feasible at or after the annual meeting in April.

53 2.5 Definitions

54 References to time frames within this manual will be in calendar days unless they are specifically noted
55 otherwise. The Association's fiscal year begins July 1 and ends June 30.

56 2.6 Citations

57 All citations used in this manual refer to the Association Bylaws unless noted otherwise.

58 3 NeASFAA MISSION & PURPOSE

59 3.1 NeASFAA Mission Statement

60 The Nebraska Association of Student Financial Aid Administrators (NeASFAA) exists primarily to promote
61 the professional preparation, effectiveness and mutual support of persons involved in student financial
62 aid administration. In addition, NeASFAA exists to bring about the implementation of programs that will
63 have a positive impact on students' ability to pay for programs of higher education.

64 In order to effectively serve the needs of its members, NeASFAA shall strive to encourage its members to
65 serve in a leadership role within the Rocky Mountain Association of Student Financial Aid Administrators
66 (RMASFAA) and the National Association of Student Financial Aid Administrators (NASFAA).

67 The Association shall serve as a forum for its members and act as a focus for the expression of views on
68 matters relating to the development, funding and administration of student financial aid.

69 While the Association's primary goal is to provide an avenue for preparation to those members who are
70 directly responsible for the administration of student aid programs, NeASFAA shall strive to expand its
71 training services to include other individuals who play a major role in assisting students in completing and
72 paying for programs of higher education.

73 In order to effectively meet the goals of its mission and the diverse and changing needs of the post-
74 secondary education community, NeASFAA seeks to maintain a spirit of cooperation and an approach
75 which is flexible, equitable and innovative.

76 3.2 NeASFAA Purpose

77 NeASFAA exists to:

- 78 • develop professionalism among aid officers of Nebraska;
- 79 • provide a means to bring together aid officers for the discussion of common problems;
- 80 • influence federal and state legislation dealing with student financial aid programs and to provide
81 an avenue for dissemination of ideas and concerns of students and administrators in financial
82 aid problems;
- 83 • provide training for aid officers;
- 84 • assist secondary school counselors in their work with students in planning their future by
85 providing timely and updated information concerning financial aid;
- 86 • provide a means of affiliation with the Rocky Mountain Association of Student Financial Aid
87 Administrators (RMASFAA) and the National Association of Student Financial Aid Administrators
88 (NASFAA).

89 4 BOARD OF DIRECTORS [Article V]

90 4.1 Composition

91 As defined in the by-laws, the Board of Directors is composed of the elected officers of the Association:
92 the President, President Elect, Past President, Treasurer, and Secretary. The balance of the Board is
93 comprised of one sector representative from each of the four sectors. The four sectors are: 1) two year
94 public institutions; 2) private colleges and universities; 3) four year public colleges and universities; and 4)
95 associate membership.

96 The general membership elects its governing officers to a specific office. Doing so eliminates historical
97 conflict, prepares the newly elected Directors for their specific task, enhances planning and reduces
98 confusion of the membership over its role in the election process. Members wishing election to the Board
99 of Directors shall be listed as running for a specific officer position. The Nominations and Election
100 Committee shall operate under this premise.

101 At the first meeting of the newly elected Board of Directors, the Directors shall officially ratify the election
102 results of the new Directors. This shall be the first item of business on the agenda. While the Articles and
103 Bylaws provide only for the Directors to elect the officers, it is incumbent on the Directors to follow the
104 wishes of the membership.

105 4.2 Meetings

106 The Board of Directors will meet at least four times per year. The times of these meetings will be the
107 decision of the President but should be at a time which is most convenient for members. One of these
108 meetings will be held in conjunction with the Spring Conference of the Association. Notification of
109 meetings shall be given to all members in accordance with the Bylaws of the Association [Article 5, Section
110 10].

111 The Board of Directors may choose to conduct meetings through electronic means.

112 Committee Chairpersons and/or Vice Chairpersons shall be invited to meetings as determined by the
113 President.

114 A summary of Parliamentary Procedures is found in Appendix 1 and 2 of this manual. Board members
115 shall not be reimbursed by the Association for travel or lodging expenses incurred while in attendance at
116 Board meetings.

117 Meals may be provided to Board members during meetings, subject to the approval of the President.

118 4.3 Meeting Agendas

119 Meeting agendas will be prepared and distributed within fourteen days of each meeting. This activity shall
120 be performed by the President or designee in accordance with Article IV, section 13.

121 Regular reports are to be made by standing Committee Chairpersons (or their representatives) and Sector
122 Representatives. Reports by ad hoc committees will be made at the discretion of the President.
123 Committee and sector reports will be distributed at the meeting of the Board.

124 4.4 Location of Meetings

125 Location of Board of Directors' meetings will be determined by the President.

126 4.5 Meeting Minutes

127 Minutes will be distributed by the Secretary to the Board members for final approval at the next regularly
128 scheduled board meeting in accordance with Article V, Section 16 of the Bylaws of the Association.

129 4.6 Retention of On-Line Voting Records

130 The Secretary shall keep all emails with motions, seconds, discussions, and votes until the end of the
131 following fiscal year. It is allowable to keep these records in electronic form provided they can be
132 reproduced as necessary.

133 4.7 Primary Responsibilities of the NeASFAA Board of Directors

134 4.7.1 Support and Advise the Association Officers

135 The Board shall continually review the actions and plans of the elected officers and other Board members
136 to ensure the organizations goals and objectives are being met.

137 4.7.2 Ensure Effective Planning

138 Board members must be involved extensively in the planning process and help to implement the
139 objectives, including acquisition of new resources, if needed. The Board should formally and
140 enthusiastically approve the plan following an extended opportunity for consultation and revision.

141 4.7.3 Ensure Adequate Resources

142 The Board should periodically review the association's revenue raising rationale, assets, expenses and
143 expected expenditures to ensure that adequate resources are available.

144 4.7.4 Manage Resources Wisely

145 An important part of serving the public trust is protecting accumulated assets and ensuring current
146 income is managed properly. As NeASFAA is incorporated and tax exempt under federal law, the Board's
147 obligation goes well beyond its members. This is most commonly done by helping to develop and approve
148 an annual budget. All historical and current information pertinent to such discussions should be available
149 upon advance request from the Treasurer or Finance and Audit Committee Chair.

150 4.7.5 Determine and Monitor Programs and Services

151 What the organization does for its members greatly determines the significance of the organization. The
152 Board's fundamental role is to determine if the current or proposed programs and services are consistent

153 with NeASFAA's stated mission and purpose. The Board must carefully consider the competing priorities
154 and concerns of the Association. Although officers and committees have a certain degree of autonomy,
155 financial and programmatic decisions should not be made independently, unless it is unavoidable.

156 **4.7.6 Enhance the Organization's Public Image**

157 Achievements and contributions of the membership should be well publicized. Timely written reports
158 from the officers and committees and explanations of Board actions are essential to promoting group
159 understanding and commitment. Likewise, no Board member should represent him/herself as speaking
160 for the Board unless specifically authorized to do so.

161 **4.7.7 Serve as an Appeals Panel**

162 The Board, or certain members of the Board, will serve as a final appeals panel.

163 **4.7.8 Assess its Own Performance**

164 At their last meeting of each year, the Board will review its performance in the following areas:
165 membership composition, the member identification process, organizational structure and overall
166 performance in meeting the responsibility to carry out the mission and purpose of the association.

167 **4.7.9 Ensure vacant Board Positions are filled**

168 **President:** If the President dies, resigns, or otherwise permanently vacates the presidency prior to the end
169 of the regular term, the President-Elect shall perform the duties of the President for the balance of the
170 term as well as the normal scheduled term for succession. The President-Elect shall also perform the
171 duties of the President in the temporary absence of the President.

172 **Immediate Past-President:** If the Immediate Past-President dies, resigns, or otherwise permanently
173 vacates the office of Past-President prior to the end of the regular term, the next most recent available
174 Past-President shall perform the duties of the Immediate Past- President for the balance of the term.

175 **Sector Representative:** A vacancy in the office of Sector Representative shall be filled by an eligible person
176 from an institution holding an eligible membership in NeASFAA, to be recommended by the sector the
177 office will represent. The Board of Directors will ratify the selection.

178 **President-Elect, Secretary, and Treasurer:** A vacancy in any office other than that of President, Immediate
179 Past-President, or Sector Representative shall be filled by an eligible person from an institution holding an
180 eligible membership in the Association, to be appointed by a majority vote of the Board of Directors from
181 nominations presented by the President. Such appointment shall be on an interim basis until the next
182 general election of officers, and shall not prejudice the election of the incumbent to a regular term.

183 **4.8 Detailed Officer Descriptions**

184 **4.8.1 PRESIDENT [Article VI, Section 7]**

185 The President acts as the chief executive officer of the Association, presiding at all meetings of the
186 Association and chairing all meetings of the Board of Directors.

187 **4.8.1.1 PRESIDENT Responsibilities**

188 Provides leadership and direction to all activities of the Association, the Board of Directors, and all
189 committees of the Association.

190 Delivers notices and agendas for any regular or special meeting of the members and/or Board of Directors
191 which specifies the place, date, and hour of the meeting. This notice must be sent in accordance with
192 Article IV, section 13.

193 Upon installation, the President shall provide the association with goals and objectives for his/her term of
194 office.

195 Provides guidance to committee planning, including the establishment of committee goals and objectives.

196 Monitors compliance with and achievement of presidential goals and objectives. Calls and presides at all
197 meetings of the Association and the Board.

198 Annually requires all Board members and committee chairs to sign the conflict of interest form before
199 participating in their first Board meeting. Signed forms will be stored in NeASFAA's electronic storage
200 location.

201 Uploads agenda and directs all Board members to upload reports to NeASFAA's electronic storage
202 location.

203 Maintains a list of Board members, their addresses, telephone numbers, FAX numbers and e-mail
204 addresses.

205 Serves as the official representative of the Association and the Board, or delegates such responsibility to
206 another board member as necessary.

207 Shall appoint a member to serve as the Association Historian (see Section 6.1).

208 Serves as the state delegate and voting representative from NeASFAA at the Rocky Mountain Association
209 of Student Financial Aid Administrators (RMASFAA) Board of Directors meetings. If the President is unable
210 to attend the RMASFAA Board of Directors meetings, he/she should appoint a state delegate from the
211 Board of Directors to serve in this capacity.

212 Affirms and approves all Committee Chairpersons. The President approves committee membership as
213 recommended by the Committee Chairperson.

214 Executes all contracts for the association.

215 Submits an annual report to the Association on all matters which may be of interest or concern to the
216 Association members which have taken place during that term of office.

217 Provides written article(s) to the RMASFAA Association News Committee upon request.

218 **4.8.1.2** *PRESIDENT Length of Office*

219 The President shall automatically take office for a period of one year commencing with the installation of
220 officers at the conclusion of the Business Meeting of the Spring Conference.

221 **4.8.2** **PRESIDENT-ELECT [Article VI, Section 8]**

222 The President Elect shall perform the duties of the President in the event of the absence or incapacity of
223 the President to serve and shall perform such duties as are assigned by the President or prescribed by the
224 Board of Directors.

225 **4.8.2.1** *PRESIDENT-ELECT Responsibilities*

226 Provides assistance to the President in any areas as requested.

227 Serves as the Committee Chairperson of the Nominations and Elections Committee.

- 228 Serves as the Board liaison to the Professional Development and Recognition Committee.
- 229 Serves as the Association's Parliamentarian at all Board meetings, the Business Meeting at the spring
230 conference, and as a resource to Committee Chairpersons.
- 231 Finalizes goals and objectives as stated in candidacy for President-Elect.
- 232 In preparation for assuming the Presidency, should prepare the following items by April:
- 233 • Set attainable goals/priorities for the year.
- 234 • Establish specific committee goals consistent with goals/priorities.
- 235 • Select committee Vice Chairs and committees.
- 236 Responsible for creating committee interest forms to identify potential committee members for the next
237 membership year.
- 238 Represents NeASFAA at the NASFAA Leadership Conference Workshop if directed by the Board of
239 Directors.
- 240 Arranges for President's plaque presentation at the Spring Conference.
- 241 **4.8.2.2 *PRESIDENT-ELECT Length of Office***
- 242 A period of one year, following the Business Meeting of the Spring Conference. The President Elect
243 automatically becomes President one year later.
- 244 **4.8.3 *PAST-PRESIDENT [Article VI, Section 11]***
- 245 Past President shall perform such duties as assigned by the President or prescribed by the Board.
- 246 **4.8.3.1 *PAST-PRESIDENT Responsibilities***
- 247 Serves as the Committee Chairperson of the Association Governance Committee.
- 248 Represents NeASFAA as the State delegate at the fall RMASFAA Board of Directors meeting.
- 249 Serve as Chair of the Board of Directors and preside at the annual meeting in the absence of the President
250 and the President-Elect.
- 251 **4.8.3.2 *PAST-PRESIDENT Length of Office***
- 252 A period of one year, following the Business Meeting of the NeASFAA Spring Conference.
- 253 **4.8.4 *SECRETARY [Article VI, Section 9]***
- 254 The Secretary is responsible for recording, distributing, and maintaining the records of the Association
255 and the Board of Directors as described in Section 4 of this manual. Performs other duties as assigned by
256 the President or prescribed by the Board of Directors.
- 257 **4.8.4.1 *SECRETARY Responsibilities***
- 258 Prepares and distributes Board meeting minutes to the Board of Directors, Committee Chairpersons, and
259 other designated Association members within a four-week time period of any meeting of the Board or
260 Association.
- 261 Manages NeASFAA's electronic storage account, maintaining an organized file structure and moving
262 documents within NeASFAA's electronic storage location as necessary to accommodate the file system.
263 Also maintains Board members access to NeASFAA's electronic storage location by adding and removing
264 members after the end of the Spring Conference.

265 Maintains the most current electronic version of the Association Policy & Procedures Manual and Bylaws.
266 Shall keep all emails with motions, seconds, discussions, and votes until the end of the following fiscal
267 year. It is allowable to keep these records in electronic form provided they can be reproduced as
268 necessary.

269 Serves as the official correspondent for the Association. Responsible for sending sympathy cards to
270 members in accordance with Section 5.15.

271 Responsible for sending cards to members leaving the Association.

272 Retains the Association's corporate seal and makes available for Association business needs when
273 appropriate.

274 Maintains the electronic version of the Association's letterhead and logo and coordinates its use.

275 Collects Association paperwork as outlined in Section 6.1 and forwards all required documents to the
276 Historian for storage.

277 **4.8.4.2 SECRETARY Length of Office**

278 A period of two years, following the Business Meeting of the NeASFAA Spring Conference. The secretary
279 shall serve a staggered term with the treasurer, with the secretary being voted on in even numbered years
280 and the treasurer being voted on in odd numbered years.

281 **4.8.5 TREASURER [Article VI, Section 3 and 10]**

282 The Treasurer is an officer of the association and shall be responsible for maintaining all financial records
283 of the Association and performing transactions as directed by the Board.

284 **4.8.5.1 TREASURER Responsibilities**

285 Receives and disburses monies of the Association in accordance with the directives established by the
286 Board of Directors.

287 Maintains general ledger records and supporting documentation of all transactions.

288 Reconciles all Association monetary accounts on a monthly basis.

289 Cooperates with the Association's Finance and Audit Committee Chair in completing the annual audit. The
290 audit shall be performed within a reasonable timeframe after fiscal year end.

291 Maintains the Association's liability insurance policy on an annual basis.

292 Coordinates preparation and filing of all necessary Association tax returns by November 15 of each year.

293 Prepares and presents financial statements for the Board of Directors.

294 Submits Nonprofit Corporation Biennial Reports which are due in odd numbered years. Treasurer is listed
295 as Registered Agent Domestic Change of Registered Agent and/or Office form must be completed at time
296 new Treasurer is installed.

297 Recommends and consults with the Board of Directors to develop and maintain proper reserve levels and
298 investment of funds.

299 Serves as an ex-officio member of the Finance & Audit and Membership Connections Committees.

300 Prepares to pay Association expenses at all appropriate association activities. Maintains inventory list of
301 equipment purchased by NeASFAA.

302 Performs other financial duties as outlined in section 5.

303 Performs other duties as assigned by the President or prescribed by the Board of Directors.

304 **4.8.5.2** *TREASURER Length of Office*

305 A period of two years, following the annual audit of the association. The treasurer shall serve a staggered
306 term with the secretary, with the secretary being voted on in even numbered years and the treasurer
307 being voted on in odd numbered years.

308 **4.8.6** **SECTOR REPRESENTATIVES [Article V, Section 3]**

309 NeASFAA is comprised of four sectors: 1) Two year public institutions; 2) Private colleges and universities;
310 3) Four year public colleges and universities; and 4) Associate membership. Each sector must elect a Sector
311 Representative. Each Sector Representative shall serve as a Board member representing the interests of
312 their respective sectors and serving as the communication link from the Board to sector members.

313 **4.8.6.1** *SECTOR REPRESENTATIVES Responsibilities*

314 Serves as the initial contact for new sector members. Advocates NeASFAA membership.

315 Serves on the Nominations & Election Committee. Communicates sector information, plans and activities.
316 Serves as facilitator for sector meetings.

317 Prepares and shares sector activities reports for the Board of Directors.

318 Performs other duties as assigned by the President or prescribed by the Board of Directors.

319 **4.8.6.2** *SECTOR REPRESENTATIVES Length of Office*

320 A period of two years, following the Business Meeting of the NeASFAA Spring Conference. Sector
321 Representatives shall serve staggered terms, with the private colleges and universities, and associate
322 representatives voted on in odd numbered years, and 2-year public and 4-year public representatives
323 voted on in even years.

324 **5** **COMMITTEES [Article VII, section 1 - 7]**

325 NeASFAA utilizes the following committees. NeASFAA committees should make every attempt to
326 coordinate their activities with state and national committees with similar responsibilities while
327 representing the multicultural diversity of our membership, institutions and students.

- 328 • Association Governance Committee
- 329 • Corporate Development Committee
- 330 • Finance and Audit Committee
- 331 • Membership Connections Committee
- 332 • Nominations & Election Committee
- 333 • Professional Development and Recognition Committee
- 334 • State and Federal Relations Committee
- 335 • Ad Hoc Committees

336 Ad hoc committees may be appointed to carry out specific and necessary functions of the Association.
337 The President is responsible, subject to Board approval, for the creation of such a committee which shall
338 address the specific purpose, the scope, authorized time limit and membership composition.

339 5.1 Committee Chairpersons

340 5.1.1 Committee Chair Responsibilities

341 Committee Chairpersons shall develop formal goals and objectives, plans of action, and priorities for the
342 coming year. The Vice Chairpersons shall be involved in the planning processes for the smooth
343 development of the committee. Since the Board is the final authority for the actions of the committee, it
344 is important that they review the goals, objectives, and priorities of each committee. Individual committee
345 plans should support the mission of the Association.

346 Committee Chairpersons are responsible for notifying members of their committee appointments,
347 arranging all committee meetings, and distributing the meeting agendas. They should submit committee
348 calendars and general membership activities in a timely manner to the Communications Committee
349 representative for inclusion in the general Association calendar.

350 Committee Chairpersons are responsible for submitting the committee's annual budget to the Finance
351 and Audit Committee and being accountable for the budget approved by the Board of Directors.
352 Committee Chairpersons shall monitor all expenses to ensure that they are legitimate expenses of the
353 committee.

354 Itemized expenses should be submitted by the Committee Chairperson to the Treasurer via the NeASFAA
355 Expense/Reimbursement Claim Form.

356 Committee Chairpersons should ensure that minutes are taken at each committee meeting. All committee
357 records are passed on annually to the incoming Chairperson.

358 Each Committee Chairperson or the Committee Chairperson's designee is responsible for submitting news
359 articles to the Communications committee for possible inclusion in the NeASFAA Newsletter.

360 Committee Chairpersons and Vice Chairpersons will attend Board of Directors meetings if requested by
361 the President. Committee Chairpersons should submit a written report at the Board of Directors
362 meetings.

363 Committee Chairpersons will be responsible for completing a final yearend report. This written report is
364 shared with the NeASFAA Board of Directors and presented during the business meeting at the spring
365 conference. It will include a list of accomplishments as well as suggestions and recommendations for
366 future committees.

367 Committee Chairpersons may have other duties as assigned by the President or prescribed by the Board
368 of Directors.

369 5.1.2 Committee Membership Policy

370 Committee members must be NeASFAA members in good standing as defined in the Bylaws.

371 All committees should have "two-deep" leadership with a Chairperson and a vice chair. The Vice
372 Chairperson succeeds the Committee Chairperson for the second year on the committee at the Annual
373 Business Meeting, except for the Professional Development and Recognition Vice Chairperson who will
374 succeed the Professional Development and Recognition Chairperson following the conclusion of the
375 spring conference. This shall assist in developing continuity on all committees.

376 After the new President-Elect is determined the following people will meet to select the new vice chairs:
377 current President-Elect, current Vice Chairpersons and newly elected President-Elect.

378 The President-Elect will select replacements for any vacated Committee Chairperson and the Chairperson
379 will fill any vacated Vice Chairperson positions with assistance and guidance from the Board of Directors.

380 After the spring conference the President and Chairpersons shall determine committee member
381 appointments utilizing the committee interest form.

382 It is recommended that as many members as possible be invited to participate with consideration given
383 to sector, institution and associate membership. Committee Chairpersons should coordinate their
384 selections to minimize appointment of members to multiple committees.

385 These policies are established to best serve NeASFAA and its committee structure. The President, with
386 Board approval, may make exceptions to these policies when such exceptions are in the best interest of
387 NeASFAA.

388 **5.1.3 Term of Appointment**

389 The term of office for Committee Chairpersons and members is one year. The Vice Chairperson serves one
390 year and then becomes the Committee Chairperson the following year.

391 **5.1.4 Committee Meeting Expenses**

392 Travel expenses incurred by committee members in attending committee meetings are not reimbursable
393 expenses.

394 **5.1.5 Detailed Committee Descriptions**

395 **5.2 ASSOCIATION GOVERNANCE COMMITTEE**

396 **5.2.1 Association Governance Purpose**

397 The purpose of the Association Governance Committee is to review and recommend to the Board of
398 Directors changes to the Association Bylaws and Policies and Procedures Manual to ensure the
399 Association's written statements are consistent with the manner in which it conducts business.

400 **5.2.2 Association Governance Duties**

- 401 • Once changes to the Bylaws are identified, the committee shall draft language for the proposed
402 changes and provide the membership at large with a summary/rationale of the changes. No
403 vote shall be taken until at least thirty (30) days after copies of the proposed changes have been
404 provided to the membership. Approval of the proposed change(s) requires a majority/quorum
405 of the voting representatives.
- 406 • Once changes to the Policy and Procedures Manual are identified, the committee shall draft
407 language for the proposed changes and provide the Board of Directors with a
408 summary/rationale of the changes. The Board may recommend revisions as appropriate.
409 Approval of the proposed change(s) requires a majority/quorum of the Board of Directors.
- 410 • Chair is responsible for updating committee timeline.

411 **5.2.3 Association Governance Recommended Committee Composition**

412 Committee members should be selected in accordance with the Committee Membership Policy (see
413 Section 3.2). The immediate Past-President serves as Committee Chairperson. The President-Elect serves
414 as ex-officio. Other members may be recommended by the Committee Chairperson.

415 5.3 MEMBERSHIP CONNECTIONS COMMITTEE

416 5.3.1 Membership Connections Purpose

417 The purpose of this committee is to promote, maintain and connect NeASFAA membership.

418 5.3.2 Membership Connections Duties

- 419 • Actively recruit and encourage membership and participation in NeASFAA
- 420 • Maintain the membership directory as the official membership list for the Association based on
- 421 paid membership dues collected by the treasurer.
- 422 • Membership is renewed annually (July 1-June 30). Invoices for membership renewal must be
- 423 distributed as described in section 5.2.
- 424 • Follow up with institutions that have not paid membership dues on time. Make sure dues,
- 425 including any late fees, are paid up before spring conference for institutions sending individuals
- 426 to attend.
- 427 • Submit names of potential new members or former members whose dues have not been paid
- 428 for three (3) or more years to the Board of Directors for approval.
- 429 • Manage social network account
- 430 • Create, collect, disseminate and archive information that is important to NeASFAA members.
- 431 • Maintain NeASFAA webpage and editorial control over content of the website
- 432 • Manage NeASFAA Listserv
- 433 • Solicit articles and informational items to share with the association
- 434 • Maintain a master calendar of events important to the association
- 435 • The committee shall perform other duties as assigned by the President or prescribed by the
- 436 Board of Directors.

437 5.3.3 Membership Connections Recommended Committee Composition

438 Representation from each sector. Ex officio Member: Treasurer

439 5.4 CORPORATE DEVELOPMENT COMMITTEE

440 5.4.1 Corporate Development Purpose

441 The Corporate Development Committee is responsible for soliciting funds to support the purposes of the
442 Association, except for the collection of membership dues.

443 5.4.2 Corporate Development Duties

- 444 • Solicit sponsorship funds from organizations supporting the mission of NeASFAA.
- 445 • Solicit vendors for the annual conference.
- 446 • Coordinate the billing and collection of sponsorship funds with assistance from the Treasurer.
- 447 • Request donations of giveaways from members for the annual Support Staff Workshop.
- 448 • It is the responsibility of the Corporate Development Committee to recommend 2-3 non-profit
- 449 organizations located in the area of the spring conference to the Board of Directors at the
- 450 winter meeting for approval. Preference should be given to organizations that are connected to
- 451 education and have limited funding opportunities. It is the responsibility of the Corporate
- 452 Development Committee Chair to solicit monetary donations and supplies from members and
- 453 arrange the presentation at the spring conference.

- 454 • Provide a list of sponsors and vendors to the Professional Development and Recognition
455 Committee Chair at least one month prior to any meetings of the membership for appropriate
456 recognition.

457 **5.4.3 Corporate Development Recommended Committee Composition**

458 Committee members should be selected in accordance with the Committee Membership Policy (see
459 Section 3.2). The current Associate sector representative should be a committee member.

460 **5.5 FINANCE AND AUDIT COMMITTEE**

461 **5.5.1 Finance and Audit Purpose**

462 This committee is responsible for reviewing the general financial position of the Association and advising
463 the Board relative to fiscal matters.

464 **5.5.2 Finance and Audit Duties**

- 465 • Develops and presents the annual budget to the Board of Directors for approval.
466 • Presents and justifies the annual budget to the Association membership at the spring
467 conference business meeting.
468 • Reviews budget requests from the officers and Committee Chairpersons.
469 • Establishes and enforces the Financial Policies and Procedures of the Association (see section 5
470 of this manual).
471 • Researches and makes recommendations to the Board of Directors regarding reserve levels,
472 investment opportunities, and other financial matters as assigned by the Board of Directors.
473 • Conducts the annual audit in coordination with the Treasurer. The audit shall be performed
474 within a reasonable timeframe after fiscal year end.
475 • Submits annual audit report to the President within 30 days after the audit is completed and to
476 the Board of Directors at the Board meeting immediately following the audit.
477 • Reviews and updates the Strategic Fiscal Plan (as described in Section 5.9). Maintains and
478 updates the audit guide (as found in Appendix 3).
479 • The committee shall perform other duties as assigned by the President or prescribed by the
480 Board of Directors.

481 **5.5.3 Finance and Audit Recommended Committee Composition**

482 This committee shall be comprised of independent Association members selected in accordance with the
483 Committee Membership Policy (see Section 3.2). The Treasurer and President-Elect shall serve as ex-
484 officio members of the committee.

485 **5.6 NOMINATIONS & ELECTION COMMITTEE [Article VII, Section 6]**

486 **5.6.1 Nominations & Election Purpose**

487 This committee is charged with conducting the nominations and general election processes for NeASFAA
488 offices in accordance with the following timeline.

489 **5.6.2 Nominations & Election Duties**

- 490 • Solicits nominations for open positions and obtains resumes of nominees.
491 • Committee meets to develop and approve the final slate of candidates for NeASFAA offices.

- 492 • Conducts the NeASFAA election process by 1) sending the ballot to the voting member of each
493 institution via e-mail/ paper and 2) announcing the slate to the association membership via the
494 listserv and the web page.
- 495 • Ballot collection and tabulation is to be conducted by the Committee Chairperson and
496 designated committee member(s). A candidate who receives the greatest number of votes cast
497 is elected. In the case of a tie vote, the Chairperson of the Nominations and Elections
498 Committee, in the presence of one other NeASFAA member, shall flip a coin to determine the
499 winner.
- 500 • Non-elected candidates are to be notified by the Committee Chairperson before he/she notifies
501 the elected candidates (to ensure courtesy is extended to the non-elected candidates before
502 election results are publicly announced).
- 503 • The election results should be reported to the President by the Committee Chairperson.
- 504 • Election results should be reported by the President to the membership.
- 505 • The Committee is responsible for promoting the summer institute scholarship.
- 506
- 507 • The Chair of Nominations and Elections Committee will contact the summer institute
508 scholarship recipient and include steps for recipient to obtain the scholarship.

509 **5.6.3 Nominations & Election Recommended Committee Composition**

510 The committee membership is comprised of the five elected Sector representatives and the President-
511 Elect (Committee Chairperson)

512 **5.7 PROFESSIONAL DEVELOPMENT AND RECOGNITION COMMITTEE**

513 **5.7.1 Professional Development and Recognition Purpose**

514 This committee is charged with providing opportunities for members to receive training, professional and
515 leadership development and to recognize the achievements of our members through association awards.

516 **5.7.2 Professional Development and Recognition Duties**

- 517 • Plan, coordinate, supervise and direct all training activities sponsored by the association
518 including but not limited to: 1) State conferences, 2) Department of Education training, 3)
519 Training initiatives sponsored by RMASFAA and NASFAA.
- 520 • Announce and solicit nominations for the association awards. Assist the President with
521 appropriate recognition of award winners at the annual conference.
- 522 • Develop budgets and timetables to implement annual goals consistent with the strategic
523 directions established by the Board of Directors.
- 524 • Assess each year all training, professional development and recognition initiatives. Provide
525 summary reports to the Board of Directors. Use information gained in assessments to establish
526 new programming for the association membership.
- 527 • Order gifts/awards for the Rookie of the Year, Bob Minturn Special Recognition, Distinguished
528 Service and Past President's plaques.
- 529 • Update the Membership and Communications Committee with dates, times and locations of
530 training events as soon as these are established to facilitate the continued updating of the
531 online calendar.

532 **5.7.3 Professional Development and Recognition Awards**

533 The purpose of association awards is to recognize and honor members who have contributed to
534 NeASFAA’s mission. The Professional Development and Recognition Committee will facilitate the
535 nominations through regular announcements. Nominations are submitted directly to the President of the
536 Association. Nominations are sought annually. However it is at the discretion of the President and/or the
537 Board of Directors to make an award in these categories:

- 538 • Bob Minturn Special Recognition Award – given to an outstanding financial aid professional who
539 is a NEASFAA member in recognition of their leadership activities within the financial aid
540 profession.
- 541 • Rookie of the Year Award – special recognition given to a NeASFAA member for their first major
542 contribution to the work of the association.

543 Award given by the President:

- 544 • Distinguished Service – an award given at the discretion of the President. This is to recognize
545 extraordinary service to the association given by an individual over the past year.

546 **5.7.4 Professional Development and Recognition Recommended Committee Composition**

547 Committee members should be selected in accordance with the Committee Membership Policy (see
548 Section 3.2). The President Elect shall serve as an ex- officio member of this committee. Members should
549 have a working knowledge of developing training materials and training evaluation tools.

550 **5.8 STATE AND FEDERAL RELATIONS COMMITTEE**

551 **5.8.1 State and Federal Relations Purpose:**

552 To fulfill the NeASFAA objectives regarding legislative action on a local, state and national level.

553 **5.8.2 State and Federal Relations Duties**

- 554 • Organize work of committee and refer to committee timeline for committee activities
- 555 • Review and adhere to NeASFAA policies for the state and federal relations committee
- 556 • Schedule monthly state and federal relations committee planning meetings
- 557 • Monitor state and federal relations committee budget and spend with Board-approved limits
- 558 • Communicate activities of the committee to the NeASFAA Board and NeASFAA membership
- 559 • Provide a written summary to the NeASFAA Board, noting initiatives that came before the
560 Legislature last year, and laying groundwork for future discussions for the association
561 membership.
- 562 • Develop a set of core principles, agreeable to all the sectors within NeASFAA, for approval by the
563 Board to guide our advocacy work with the Nebraska Legislature.
- 564 • Monitor and provide reports to the association of activities in the Legislature during the
565 legislative session that relate to the Nebraska Opportunity Grant, the Access College Early
566 Scholarship program and any other higher education initiatives
- 567 • Devise a policy position for each of the legislative initiatives that the committee identifies as
568 critical and needs addressed by the committee, keeping in mind the core principles outlined by
569 this committee.
- 570 • Prepare and provide testimony at committee hearings on behalf of NeASFAA when relevant bills
571 are being considered.

- 572 • Assist members with contacting members of the Legislature to advocate on behalf of their
573 students.

574 **5.8.3 State and Federal Relations Recommended Committee Composition**

575 Representation from each sector. Ex officio Member: President, President Elect. Chair to be appointed by
576 NeASFAA President.

577 **5.9 AD HOC COMMITTEE(S)**

578 The President is authorized to form Ad Hoc Committees to address specific needs and/or concerns which
579 may not directly fall under the auspices of standing committee. The President shall select a chairperson,
580 and vice chairperson. Ad Hoc Committee formation and leadership positions are subject to approval by
581 the Board of Directors.

582 Unless stated otherwise in the formation of the committee, the committee shall not function beyond two
583 (2) calendar years after its creation. There is no limit to the number of ad hoc committees which may be
584 in existence at one time but prudence should be used. There is no limit to the number of times an ad hoc
585 committee can be reauthorized.

586 **6 GENERAL ASSOCIATION POLICIES AND PROCEDURES**

587 **6.1 Alcohol Policy**

588 Funds from the NeASFAA Treasury shall not be used to purchase any alcoholic beverages for any function.

589 **6.2 Awards**

590 The Association strives to maintain a consistent method of recognizing the many contributions of its
591 members. In doing so, the Professional Development and Recognition Committee is responsible for
592 implementing an equitable and reasonable award process. See Section 3.5.6 of this manual for the
593 complete committee description.

594 **6.3 Complimentary Room**

595 Contracts with hotels for the fall institute and spring conferences will provide for the following (to the
596 extent possible):

- 597 • One "grand suite" for the President.
598 • Standard Rooms for guest speakers, RNASFAA President, NASFAA National Chairperson, and
599 NASFAA President. Standard rooms can be upgraded to suites, if available, for persons listed
600 above.

601 **6.4 Conference Sponsors and Exhibitors**

602 **6.4.1 Policies**

603 Sponsorship of functions by outside organizations at NeASFAA conferences will be encouraged by the
604 Association.

605 The Association shall provide a designated vendor display area at the annual conference.

606 Sponsors and vendors will receive visibility only through Association channels or by direct Association
607 approval.

608 6.4.2 Procedures

609 The Professional Development and Recognition Committee will be responsible for coordinating exhibitors
610 and sponsors at the meetings of the membership.

611 6.4.2.1 Sponsors

612 The sponsors will receive credit for their sponsorship at the conference. Sponsors shall pay the established
613 conference registration fee.

614 6.4.2.2 Exhibitors

615 Exhibitors must be members of the association to exhibit at the conference. Exception may be granted by
616 the Board of Directors on a case-by-case basis; should an exception be made the registration and
617 exhibition fee will not be waived.

618 Exhibitors serving the aid profession will be actively invited to display their products/services.

619 All approved exhibits will be displayed in an area designated for that purpose by the Association.

620 The distribution of any promotional material by an approved exhibitor will take place only in the area
621 designated for exhibitor displays.

622 There will be no promotional material distributed by any unapproved exhibitor. The exhibitor will receive
623 credit for exhibiting at the conference.

624 Exhibitors shall pay the established conference registration and exhibition fee.

625 6.5 Electronic Equipment

626 All electronic equipment purchased by NeASFAA is NeASFAA property. This equipment may be assigned
627 to NeASFAA members from time to time for use by members while conducting NeASFAA business. The
628 Treasurer will maintain an inventory list of equipment. It is recommended that equipment needs be
629 evaluated every two (2) years by the Board of Directors.

630 6.6 Record Retention

631 Records should be retained as follows (electronic storage is permissible):

Record Type	Retention Period
Tax documents/transactional records	7 years
Tax returns	Indefinitely
Historical documents (i.e. minutes, committee reports, officer reports, etc.)	Indefinitely (stored on the NeASFAA website)
Governing documents (all versions of Bylaws and Policies & Procedures)	Indefinitely (stored on the NeASFAA website)

632 6.7 Summer Institute Scholarship

633 NeASFAA will provide two scholarships annually to NeASFAA members for the RMASFAA Summer
634 Institute, one for a member on an intermediate/advanced track and one for a member on a beginner
635 track. The amount of the scholarships will be determined by the Board each year. Applications for the
636 scholarship are annually publicized throughout the association and made readily available to all members.
637 Scholarship recipients are asked to contribute back to NeASFAA by volunteering for and actively
638 participating on a NeASFAA committee, volunteering as a trainer, or presenting at
639 a NeASFAA conference.

640 Responsible Committee: Nominations and Elections

641 Application Process: Applications for the intermediate/advanced track will be made available in
642 September/October timeframe; applications for the beginner track will be made available during
643 February/March. Scholarship application and draft are both located in NeASFAA's electronic storage
644 location. Sector representatives can reach out to members in their sector and encourage applications.
645 Completed scholarship applications will be sent to the Chair of the Nominations and Elections Committee
646 via mail, email, or fax by the designated due date.

647 Selection: After collecting all the applications, the Nominations and Elections chair will block out all
648 personal identifiers contained in the applications and maintain a master file of the original applications.
649 The Chair will send the applications to the committee, and the committee will respond individually with
650 their top choices. The chair will tabulate the results. If there is not a clear winner, the committee can meet
651 via conference call to determine the winner. One recipient for each track will be selected. The committee
652 will also select an alternate in case the recipient cannot attend. The alternate will not be notified unless
653 the first choice is unable to attend.

654 Notification/Awarding: The Chair of Nominations and Elections Committee will contact the scholarship
655 recipients and include steps for recipient to obtain the scholarship. A scholarship acceptance letter has
656 been developed and was added to NeASFAA's electronic storage location for future use. The Chair will
657 complete the Expense Reimbursement form (from NeASFAA website) and coordinate with the NeASFAA
658 treasurer for payment of the scholarship. Should RMAFAA Summer Institute not be held as scheduled,
659 scholarship awarding and approval is at the Board's discretion.

660 **7 FINANCIAL POLICIES AND PROCEDURES**

661 **7.1 Accounts Receivable Policy**

662 Collection of all outstanding accounts to NeASFAA will be the responsibility of the Treasurer. The
663 Treasurer will be responsible for following up on all receivables and will report to the Board.

664 If the account is uncollected after 180 days, the Treasurer must bring it before the Finance & Audit
665 Committee. The Finance and Audit Committee will provide a recommendation to the Board of Directors
666 for write-off approval.

667 **7.2 Membership Dues**

668 Annual dues for NeASFAA are established by the Board of Directors. The membership year is July 1 through
669 June 30. Membership dues are due by September 1. If dues are not paid, a \$50.00 late fee will be added
670 to the September 1 billing statement. Additionally, individuals attending conferences or workshops will
671 be charged the nonmembership fee. Requests to bill for dues after conferences or workshops shall be
672 refused.

673 After the spring budget meeting where dues are set, the first membership invoices will go out by June 1st.
674 By July 15th a second statement will go out to those who have yet to pay their membership. By September
675 1st an invoice will go out to those who have not yet paid their dues with balances due including late fees.

676 New membership applications are reviewed by the NeASFAA Board of Directors during the next regularly
677 scheduled meeting. Membership dues are payable within 45 days following the approval of the
678 application. Membership is established as of the receipt of these dues for the year in which the dues are
679 received. An exception will be made for dues received after the Annual Spring Conference, but before July

680 1, to apply towards the next membership year. Member rates are applicable for NeASFAA functions and
681 conferences following receipt of the dues.

682 7.3 Registration Fee Refund Policy for Conferences and Workshops

683 All requests for refunds shall be in writing from the institutional representative and sent to the Treasurer.

684 A 100% refund shall be granted if the request is postmarked at least 15 calendar days, prior to the start
685 of the activity. The treasurer shall confirm that the fee was received and issue the refund.

686 Requests for exceptions based on extenuating circumstances must be received within 15 days after the
687 activity. Up to 100% may be refunded, upon approval of the Treasurer and President.

688 Registration fees may be transferred to another individual as follows:

- 689 • NeASFAA member registration fees to another NeASFAA member.
- 690 • Non-NeASFAA member fees to any individual.
- 691 • NeASFAA member registration fees may be transferred to a nonmember when the additional
692 nonmember fee has been paid.

693 7.4 Late Fees

694 The Professional Development and Recognition Committee will establish a date by which registration for
695 conferences and workshops is due. Registrations received after the date established by the Committee
696 will be assessed a late fee of \$50.00.

697 7.5 Waiver of Conference Registration Fee

698 All persons attending the Conference will be expected to pay the registration fee with the following
699 exceptions: RNASFAA President, NASFAA National Chairperson, NASFAA President, speakers outside the
700 Association and/or profession.

701 7.6 Reimbursements, Honoraria, and Travel Expense

702 NeASFAA members who serve as conference speaker/presenters may not be reimbursed for any personal
703 expenses related to the conference (i.e., registration, transportation or room and board). An honorarium
704 may be paid to members who are designated "keynote" speaker at NeASFAA functions.

705 An exception to this policy may be made by the Board of Directors.

706 The Professional Development and Recognition Committee is authorized to pay travel expenses, hotel
707 accommodations and meals for non-member speakers for their requested participation period. (e.g. if
708 speaking one day, cover one day/overnight charges; if speaking two days, cover two days/overnight
709 charges.)

710 The Professional Development and Recognition Committee will ascertain as to whether nonmember
711 speakers will receive any additional fees (i.e. honoraria, stipends). Approval by the Professional
712 Development and Recognition Committee Chairperson is needed before final commitments are to be
713 made. NeASFAA will pay mileage for non-member speakers at the federal mileage rate, or airfare
714 whichever is less.

715 **7.6.1 Officer Travel**

716 During the course of the year, NeASFAA Officers may be requested to make appearances at non-NeASFAA
717 conferences. While NeASFAA encourages this interaction, it cannot assume the financial responsibility of
718 sending these officers to such conferences.

719 The President (incoming RMASFAA state delegate) and Past-President (RMASFAA state delegate) will be
720 reimbursed by NeASFAA for travel expenses not already reimbursed by RMASFAA for the Fall RMASFAA
721 conference and board meeting.

722 Travel associated with officer duty will be reimbursed at the federal mileage rate.

723 **7.7 Contract Signing Policy**

724 Only the current President or his/her designee may sign a contract binding the Association.

725 Purchases, commitments, contracts, etc. which are greater than \$1000 require a written contract.
726 Contracts which are greater than \$2,000 require Board of Director approval before the President is
727 authorized to sign contracts on NeASFAA's behalf.

728 Contracts which involve hotels and/or conference center properties will be reviewed by the appropriate
729 Committee Chairpersons and approved by the Board of Directors.

730 Contracts which involve non-hotel and/or meeting site properties (i.e. printing, supplies, entertainment
731 groups, etc.) will be reviewed by the responsible Committee Chairpersons for the activity/event prior to
732 contract signature.

733 NOTE: "Contract" in this policy statement is meant to include purchase orders, letters of intent or similar
734 documents.

735 **7.8 Insurance Policy**

736 The NeASFAA Treasurer shall be responsible for the purchase of insurance to safeguard the corporation
737 and its members.

738 **7.8.1 General Liability**

739 The General Liability Insurance Policy is to protect the Corporation with regard to personal property,
740 valuable paper, income loss, money coverage, fire, medical product, property damage, advertising
741 liability, host liquor, personal injury, hired and non-owned automobile and blanket contractual.

742 **7.9 Strategic Fiscal Plan**

743 The purpose of an investment policy is first to safeguard the funds of the Association, and secondly to
744 produce an interest income which is as high as possible. The Treasurer in consultation with the Finance &
745 Audit Committee and President shall be authorized to invest NeASFAA funds. A review of the investments
746 shall be performed at least annually by the Finance & Audit Committee.

747 The Association will maintain a general fund and a reserve fund.

748 The general and reserve funds are both involved in the investment plan. The Treasurer is authorized to
749 invest on behalf of NeASFAA as directed by the Board of Directors and only in products offered by an FDIC
750 approved entity.

751 Any reserve funds invested for the Association by the Treasurer must be established so that two signatures
752 by officers of the Board are required for withdrawal.

753 The Treasurer is not authorized to use an investment broker to assist in the management of the funds to
754 invest. Only those investments issued by the U.S. Treasury or Agencies of U.S. Government are authorized.

755 **7.10 Reserve Fund Policy**

756 A reserve fund has been established by the Association to set aside funds not normally required for
757 operation of the Association. The level of funds to be maintained in the Reserve Fund is to be a minimum
758 amount equal to fifty (50%) percent of the Association's annual operating budget

759 **7.11 Revenue and Expenditures Policy**

760 It is essential that all NeASFAA funds are managed by the Treasurer, all income deposited into a NeASFAA
761 account, and all expenses paid from one account. This will simplify accounting procedures and maximize
762 interest income.

763 **7.11.1 Checking Accounts**

764 NeASFAA shall have only one checking account, which shall be an interest bearing account.

765 Signatories will include the Treasurer and another officer of the Board, with the address of the Treasurer
766 appearing on the account.

767 All NeASFAA income and expenses shall pass through this account, with all deposits made within 15 days,
768 and all accounts payable made within 30 days.

769 A purchase order does not constitute payment for any Association activity.

770 Payment/Reimbursement requests are to be presented to the Treasurer and are to include the
771 appropriate Reimbursement Form and receipt(s).

772 The Treasurer is not authorized to cash personal checks.

773 **7.12 Sales Tax Reimbursement Policy**

774 NeASFAA is a tax exempt organization as classified under Internal Revenue Service Code 501(c)(6) and is
775 exempt from the payment of federal taxes. NeASFAA is not, however, exempt from paying state taxes.

776 **7.13 Check Policy**

777 If a NeASFAA check becomes void, it is the payee's responsibility to request in writing that a duplicate be
778 issued. Such requests will be sent to the Treasurer.

779 A stale check that is later reissued will be charged to the same account from which it was originally issued
780 if the fiscal year records are still open.

781 An account entry is made in the Treasurer's Report of the current year titled "Prior year(s) expenditures"
782 when the stale check is from a closed prior fiscal year.

783 An ongoing "Stale Check Record" will be maintained as a part of NeASFAA's permanent financial records.

784 NOTE: By declaring a check stale, NeASFAA is not relinquishing its obligation to the payee. Therefore
785 NeASFAA does not deem it necessary to remind the payee to cash a check.

786 **7.14 Other Expense Considerations**

787 No member of the Board of Directors will be reimbursed for travel or lodging expenses when traveling to
788 and from board meetings.

789 Meals may be provided during meetings of the Board and/or committees.

790 7.15 Expressions of Condolences

791 From time to time it may be appropriate for NeASFAA to express condolences upon the death of a
792 NeASFAA member or a family member. These guidelines are provided as a suggested response. At the
793 discretion of the President, alternative expressions may be approved.

794 In remembrance of a current NeASFAA member, a memorial of \$25 is suggested. The President shall
795 direct the Secretary to send a sympathy card to the family indicating the recipient of the memorial.
796 The memorial check will be sent directly to the designated organizations by the Treasurer.

797 Sympathy cards will be sent, by the Secretary, at the direction of the President. Monetary remembrances
798 will be made at the discretion of the Board of Directors. Upon Board approval, Treasurer will send a memorial
799 directly to the organization. Examples might include children, spouse, or parent of current members, past
800 members, retired members, or regional and national colleagues. In all situations, the Secretary shall send an
801 e-mail to the NeASFAA list serve notifying the membership at large of any expressions of condolences.

802 8 APPOINTED POSITION

803 8.1 Historian

804 Annually the President shall appoint a Historian. It will be the responsibility of the Historian to assist the
805 Secretary in the collection and maintenance of historical documents relevant to the organization.

806 Records that will be maintained include, but are not limited to the following:

- 807 • All NeASFAA newsletters
- 808 • All treasurers' reports given at Board of Directors meetings
- 809 • Budgets as initially approved by the Board of Directors and year-end budgets
- 810 • Conference registration and promotional material
- 811 • Membership roster for each year
- 812 • Minutes from all Board Meetings
- 813 • Minutes of Annual Association Meetings
- 814 • End of the year officer and committee reports as presented to the general membership at the
815 annual business meeting.

816 The Secretary will request that the above documents be submitted from each Board member and
817 committee chairs responsible for the required reports.

818 The Historian is responsible for gathering the documents from the Secretary and then sorting and storing
819 them at the designated storage site.

820

APPENDIX 1

821

PARLIAMENTARY PROCEDURES: Motions, Debates, and Votes

822

Note: Nothing should go to discussion without a motion on the floor.

823

I. How A Motion is Introduced

824

a. Member makes motion (voting member) [ex. "I move to..."]

825

b. Another member seconds motion (voting member) [ex. "I second the motion to..."]

826

c. Modification/Withdrawal of motion (voting member)

827

i. Maker may modify/withdraw motion before Chair (President) states question

828

ii. If maker modifies prior to Committee Chair (President) stating questions, person

829

(voting member) seconding motion may withdraw

830

iii. Another member (not the maker or the one who seconds initial motion) requests

831

modification by maker. If modification is accepted, the "suggestor has seconded

832

modified motion"; no other second is necessary.

833

II. Committee Chair (President) states question on motion [ex. "It is moved and seconded to..." "Is there any discussion?"]

834

835

a. Motion is pending

836

b. Motion is open to debate

837

III. How Debate is Handled

838

a. Three cases where floor assigned to person who may not have been first to rise and address chair (President). Anyone invited to the Board meeting may participate in debate.

839

i. Member making motion has not already spoken; preference over others.

840

ii. No one entitled to floor second time in debate on same issue, same day, if other

841

member not spoken desires floor.

842

iii. Committee Chair (President) knows persons seeking floor have opposing views

843

(member to be recognized not determined by 1 or 2 above). Floor alternates

844

between those favoring and opposing.

845

846

IV. Speaking in Debate

847

a. Obtaining and Assigning the Floor

848

i. A member asks to be recognized (e.g., raises hand or placard) when no one else has the floor.

849

ii. The Chair (President) or Parliamentarian (President-Elect) recognizes the individual.

850

b. Each member has the right to speak twice on the same question, same day. Maker of the motion has the first right to the floor. Debate must be confined to the merits of the motion.

851

852

c. Member spoken once cannot make second speech, same question, if other member not spoken on question desires floor.

853

d. Asking a question or making brief suggestion is not considered speaking in debate.

854

855

856

857

858

V. Closing Debate

859

a. Presiding officer (Chair/President) can close debate after each member has exhausted right to debate or no further debate [ex. "Any more discussion?"]

860

b. Order of assembly

861

- 862 i. Move the previous question (move to vote now) [ex. "I move to vote now..."]
 863 1. Brings assembly to immediate vote
 864 2. Takes precedence over all debatable or amendable motions
 865 3. Out of order when another has floor
 866 4. Must be seconded
 867 5. Not debatable or amendable
 868 6. Requires 2/3 vote
 869 c. Limit or extend limit of debate
 870 i. Reduce number of length of speeches permitted; require certain hour or specified
 871 length of time debate to close
 872 ii. Takes precedence over all debatable amendable motions
 873 iii. Out of order when another has floor
 874 iv. Must be seconded
 875 v. Not debatable
 876 vi. Is amendable; any amendment not debatable
 877 vii. Requires 2/3 vote

878 **VI. How A Vote Is Handled**

- 879 a. Committee Chair puts questions [ex. "It is moved and seconded to..."]
 880 b. States exact question assembly deciding
 881 c. May explain effect of "aye" vote and "not" vote

882 **VII. Committee Chair takes vote [ex. "Those in favor, say 'aye' (pause), those opposed, 'nay'"]**

- 883 a. By voice
 884 b. By show of hands
 885 c. Affirmative vote called first
 886 d. Negative vote always called for

887 **VIII. Committee Chair (President) announces results**

- 888 a. Report of voting, stating which side has motion
 889 b. Declares motion adopted or lost [ex. "The ayes/nays have it, the motion carries/fails."]
 890 c. States effect of vote or orders execution
 891 d. Announces next item of business, as applicable
 892

893 **HOW TO ACCOMPLISH WHAT YOU WANT IN A MEETING:**

- 894 • Motion/Amendment: Propose new idea or action for group or change wording being discussed.
 895 • Refer to committee: Idea or proposal being discussed needs more study and investigation.
 896 • Postpone/Lay on the table: Want membership to have more time to consider the question
 897 under discussion and postpone it for future consideration (usually next meeting).
 898 • Postpone indefinitely: Kill a motion that is being discussed.
 899 • Previous question: Discussion has gone far too long and you want to stop discussion and vote.
 900 • Limit/extend debate: Discussion is getting long and you want to limit debate or you think it
 901 deserves more attention and want to extend debate.
 902 • Recess: Take a break.
 903 • Adjournment: You want the meeting to end.
 904 • Call for Orders of the Day: You feel the Chair (President) is not following the approved agenda.
 905 • Point of Order/Request Information/Parliamentary Inquiry: You have a comment/question
 906 about something, but aren't debating; clarification of rules, facts of the motion, etc.

907

APPENDIX 2

908

PARLIAMENTARY PROCEDURES: Table of Precedence of Parliamentary Motions

909 This table illustrates the motions from the strongest (1) to the weakest (16). A stronger motion always
910 takes precedence over any weaker motion and becomes the next business to come before the meeting.

911 **PRIVILEGED MOTIONS (1 to 5)** have to do with special matters of immediate importance which, without
912 debate, should be allowed to interrupt consideration of anything else.

913 **INCIDENTAL MOTIONS (6)** are equal in rank among themselves and considered in the order moved.

914 **SUBSIDIARY MOTIONS (7 to 15)** assist the assembly in treating or disposing of a main motion.

915 **MAIN MOTIONS (16)** are equal in rank among themselves. They have zero precedence since they may not
916 be considered when any other motion is on the floor. How business is introduced to the assembly.

Rank	Motion	Second	Amend	Debate	Vote	Purpose
1	Fix Time of Next Meeting	Y	Y	N	Maj.	Close meeting
2	Adjourn	Y	N	N	Maj.	Close meeting
2	Recess	Y	Y	N	Maj.	Interrupt meeting
4	Question of Privilege	N	N	N	Chair	Assert rights
5	Orders of the Day	N	N	N	Chair	Assert rights
6	Appeal Decision	Y	N	Y	Maj.	Assert rights
6	Close Nominations	Y	Y	N	2/3	Hasten action
6	Division of the House	N	N	N	None	Count votes
6	Object to Consideration	N	N	N	None	Prevent action
6	Parliamentary Inquiry	N	N	N	None	Clarify rules
6	Point of Order	N	N	N	Chair	Assert rights
6	Suspension of Rules	Y	N	N	2/3	Hasten action
6	Methods of Voting	Y	Y	N	2/3	Types of votes
6	Request for Information	N	N	N	Chair	Seek information
6	Withdraw a Motion	N	N	N	Maj.	Prevent action
6	Division of a Question	Y	Y	N	Maj.	Simplify motion
6	Consideration by Paragraph	Y	Y	N	Maj.	Simplify motion
6	Dispense w/ Reading/Minutes	Y	N	N	Maj.	Hasten action
7	Lay on the Table (temporary)	Y	N	N	Maj.	Delay action
8	Previous Question	Y	N	N	2/3	Close debate
9	Limit/Extend Debate	Y	Y	N	2/3	Hasten/delay action
10	Postpone	Y	Y	Y	Maj.	Delay action
11	Refer to Committee	Y	Y	Y	Maj.	Study/Delay
12	Committee of the Whole	Y	Y	Y	Maj.	Consider informally
13	Amend an Amendment	Y	N	Y	Maj.	Modify amended motion
14	Amend	Y	Y	Y	Maj.	Modify motion
15	Postpone Indefinitely	Y	N	Y	Maj.	Prevent action
16	General Main Motion	Y	Y	Y	Maj.	New business
16	Reconsider	Y	N	Y	Maj.	Change decision
16	Rescind	Y	Y	Y	2/3	Change decision
16	Take from Table	Y	N	N	Maj.	Hasten action
16	Special Order/Business	Y	Y	Y	2/3	Hasten action

917 **APPENDIX 3**
918 **AUDIT GUIDE**

919 **I. Purpose:**

920 a. The Finance and Audit Committee has a responsibility to the Association membership to
921 ensure the accounting records are maintained and disclosed by the Treasurer in
922 accordance with all applicable laws and Board requests.

923 **II. Audit Procedure:**

924 a. The Finance and Audit Committee Chair will contact the NeASFAA Treasurer to schedule
925 the annual audit for a day and time mutually acceptable. The audit should be conducted
926 no later than 90 days after the fiscal year end by the Finance and Audit Committee
927 members. A report will be submitted to the NeASFAA President within 30 days of the
928 audit and to the Board of Directors at the Board meeting following the audit.

929 **III. Items to Review during the Audit:**

930 a. Board of Directors Minutes

931 i. Review Board minutes to ensure approval of annual budget.

932 ii. Review Board minutes to ensure any Board action(s) pertaining to budget and/or
933 financial adjustments were subsequently enacted by the Treasurer.

934 b. Balance Sheet and Profit/Loss Statements

935 i. The Treasurer will provide a Fiscal Year Trial Balance Report that reflects all
936 financial transactions for the year.

937 ii. Randomly select expenses and track them from claim form, to check book, to the
938 detail on the Fiscal Year Trial Balance Report. Confirm payments were made
939 accurately and within 30 days.

940 iii. Randomly select different types of deposits (conference, membership...) and
941 track them from the "make deposit" page in QuickBooks to the detail on the Fiscal
942 Year Trial Balance Report. Confirm that deposits were made within 15 days.

943 c. Bank Statements and Reconciliation Reports

944 i. Verify the bank statement reconciliations were processed and balanced

945 ii. Verify that all checks are accounted for and all were related to Association
946 business

947 iii. Verify that the beginning balance and ending balance on the bank statement
948 match those on the QuickBooks reconciliation report.

949 d. Certificate of Deposit Review

950 i. Treasurer needs to provide bank statements for each CD that had activity during
951 the fiscal year in review.

952 ii. Review bank statements to the QuickBooks report that shows activity including
953 interest, purchases of CDs and closing of CDs.

954 iii. Verify the CD balances are correctly reflected in the Balance Sheet

- 955 iv. Verify signature authority on Association CDs
- 956 e. IRS Form 990N
- 957 i. Verify the IRS tax documents were submitted on time
- 958 f. Insurance Liability Policy
- 959 i. Verify the association has an active Insurance Policy.
- 960 ii. Review the Insurance Policy to ensure the Association is protected from liability.
- 961 g. NeASFAA Policy and Procedures Manual
- 962 i. Review the NeASFAA Policy and Procedures Manual to ensure that the Treasurer
- 963 is complying with the outlined duties/responsibilities pertaining to the financial
- 964 interest of the Association.
- 965 h. Reserve Fund
- 966 i. Verify the reserve fund is at least 50% of the Association's Annual operation
- 967 budget.