

**MISSISSIPPI ASSOCIATION OF STUDENT FINANCIAL AID ADMINISTRATORS,  
INCORPORATED  
BY-LAWS**

**Article I – Name**

- A. The name of this organization will be the Mississippi Association of Student Financial Aid Administrators, Incorporated (MASFAA).
- B. The address of the Association is the Office of Financial Aid, Millsaps College, 1701 North State Street, Jackson, MS 39210.
- C. The Registered Agent for the Association is the Secretary of MASFAA.

**Article II – Purpose**

The purpose of this Association will be:

- A. To promote the professional competency, and association of student financial aid administrators in colleges, universities, government agencies, foundations, and others associated with private and community organizations concerned with the support and administration of student financial aid programs.
- B. To assist educational institutions, foundations, government agencies, and private and community organizations to promote and develop effective programs pertinent to student financial aid.
- C. To facilitate communication between educational institutions and sponsors of student financial aid funds through an exchange of ideas, information and experiences.
- D. To promote such systematic studies, cooperative experiments, conferences and other related activities as may be desirable or required to fulfill the purpose of this Association.

**Article III – Membership**

- A. MEMBERS: Members of the Association will consist of persons associated with colleges, universities, lending institutions, government agencies, foundations and others associated with private and community organizations concerned with the support and administration of student financial aid programs. These members will be approved by the Board of Directors, and will pay the annual dues in accordance with the regulations for payment of dues as established by the Board of Directors.
- B. TYPE OF MEMBERSHIP: Membership is individual rather than institutional.
- C. HONORARY LIFETIME MEMBERSHIP: Honorary lifetime members will be persons who have performed outstanding service in the field of support and/or administration of student financial aid, and who have made significant contributions to the Association and are not current members of the Association. Candidates for honorary lifetime

membership shall be recommended by the Board of Directors and approved by majority vote of the Association.

#### **Article IV - Board of Directors**

- A. **BOARD OF DIRECTORS:** The administrative responsibilities of the Association will be vested in a Board of Directors, composed of the elected officers of the Association. The officers of the Association will consist of a President, Vice-President, President-Elect, Immediate Past-President, Secretary, Treasurer, one Member-at-Large, and three Directors.
- B. **ELECTIONS AND TERM OF OFFICE:** The officers of the Association will be elected at the Annual Business Meeting. The President-Elect will serve one year in that position, the second year as President and the following year as Immediate Past-President. The Vice-President will serve for one year. The Secretary, the Treasurer and the Member-at-Large will serve for periods of two years; the Secretary and the Member-at-Large to be elected in odd years, the Treasurer to be elected in even years. The Directors are elected to three-year terms, with one Director elected each fiscal year. All terms of office will coincide with the fiscal year of the Association as defined in Article V.
- C. **VACANCIES:** In the event of a vacancy in the President's office, the Vice-President will succeed to that office. Except for the office of President-Elect, other vacancies will be filled by the President with the approval of the Board of Directors. When a vacancy occurs in the President-Elect's position, that office will remain vacant until such time as a special election can be held. The President will assume the duties of the President-Elect's position until a special election is held.
- D. **REMOVAL FROM OFFICE:** Officers may be removed from office for misconduct, failure to perform the duties of the office, exiting the profession, or for other just causes as determined by the Board. The officer being considered for removal will be notified in writing by the Secretary that such action is pending. The Board, in executive session, will consider the charges, review the evidence presented by all parties, and reach a decision. A two-thirds vote of the Board is necessary for removal from office. The decision of the Board will be final. The President will preside over the proceedings unless the President is being considered for removal from office. In that event, the Vice-President will preside. Parties may be represented by counsel. The Secretary, or designee, will record and transcribe all testimony. The presiding officer will provide a summary of the action of the Board to the membership at the next regularly scheduled meeting or through the Association's newsletter or listserv. Vacancies created through this action will be filled in the manner prescribed in Article IV, Section C of these by-laws.

#### **Article V – Fiscal Year**

The fiscal year of the Association begins on July 1 of each calendar year and ends on June 30 of the following calendar year.

## **Article VI - Duties of the Board of Directors**

A. The President is the Chief Executive Officer of the Association. The President will:

1. Preside at all meetings of the Association;
2. Serve as Chairperson of the Board of Directors;
3. Appoint all chairpersons and members of the committees unless otherwise provided for in the By-Laws or voted by the Board of Directors;
4. Serve as ex-officio on all committees;
5. Authorize expenditures and have the authority, in addition to the Treasurer, to pay bills of the Association;
6. Report to the membership on actions of the SASFAA Regional Council;
7. Submit an Annual Report to the Board of Directors and the Association.

B. The President-Elect is the assistant to the President. The President-Elect will:

1. Perform all duties designated by the President;
2. Perform such other duties and functions as may be required by the Association;
3. Serve as MASFAA Newsletter Editor;
4. The President-Elect has the authority to appoint a person(s) to serve as Conference Chair during the President-Elect's term of Presidential office. In the event this appointed person is unable to fulfill the duties of the Conference Chair position, the President-Elect (or if then President) shall appoint a person(s) to this position.

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

1. Be responsible for all training programs of the Association, including workshops for new aid officers, advanced level seminars, and any other training sessions required by the Association;
2. Coordinate training efforts of the Association with those of the Regional Association and the National Association;
3. Serve on such other committees as appointed;
4. Perform all duties of the President in the absence of that officer;
5. Succeed to the office of the President in the event of a vacancy in that office;

D. The Immediate Past-President is an assistant to the President. The Immediate Past-President will:

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

E. The Secretary is the scribe of the Association and the custodian of its records. The Secretary will:

1. Record and maintain minutes of the Board of Directors and of the Association;
2. Receive copies of the official annual membership list, the official list of the Board of Directors members, the proceedings of each meeting of the Association, and all workshop, project and committee reports;
3. Upon completion of each fiscal year, provide all items listed in #2 to archives committee chair within 30 days.
4. Be responsible for maintaining the Constitution and By-Laws of the Association and the Association's Policies and Procedures Manual.

F. The Treasurer is the finance officer of the Association. The Treasurer will:

1. Receive all Association monies and keep the books of the Association;
2. Pay the bills of the Association within 30 days of authorization by the President;
3. Arrange for the billing and collection of dues of the Association upon direction of the Board of Directors;
4. Be responsible for conducting all on site registrations with the assistance of the Member-at-Large;
5. Arrange for collection of the registrations for meetings of the Association;
6. Prepare and maintain an annual budget for the Association, in consultation with the President, by soliciting input of the elected officers and committee chairs and, as needed, the Past-Treasurer;
7. Submit an annual report within 30 days of the close of the fiscal year;
8. Upon the completion of the term of office, turn over to the new Treasurer, within 60 days after the close of the fiscal year, all financial records of the Association;
9. Be bonded at the expense of the Association;
10. Must file the 990P form annually in accordance with IRS regulations.

G. The Member-at-Large serves as Membership Coordinator for the State, Regional, and National Associations. The Member-at-Large will:

1. Be responsible for maintaining the membership list in coordination with the Treasurer and filing with the Secretary;
2. Perform other duties and functions as designated by the President;
3. Serve as ex-officio of the Electronic Services Committee;
4. Assist the Treasurer with conducting on-site registration at all meetings.

H. The Directors will:

1. Attend all Board of Directors meetings as called by the President;
2. Serve as the Planning Committee and be responsible for reviewing and recommending revisions to the Constitution and By-Laws of the Association and the Association's Policies and Procedures Manual.

- F. The Treasurer-Elect is an assistant to the Treasurer. The Treasurer-Elect will:
1. Assist the Treasurer in all duties outlined in the By-Laws and the MASFAA Policy and Procedures Manual.
  2. Gain Experience needed to effectively hold the office of Treasurer.

### **Article VII – Voting**

- A. In a business meeting or mail-out ballot, a 2/3 majority of members voting is required to amend the following:
1. Constitution – requires a 2/3-majority vote from the membership;
  2. By-Laws – requires a 2/3-majority vote from those members in attendance at a Business Meeting of the Association.
- B. A vote may be taken in any regular or special called meeting of the Association or conducted by mail or electronically with appropriate prior notice being given.
- C. Only active (paid) members shall be entitled to vote in any meeting of the Association or any vote conducted by mail or electronically, where appropriate prior notice has been given.
- D. Active paid members may cast absentee ballots in accordance with the Association's Policies and Procedures Manual.
- E. In the event of a tie vote during the election of officers, the Chairperson of the Nominating Committee will immediately notify the President of the Association who will immediately call a meeting of the Board of Directors who will be polled, by secret ballot, to determine the outcome.

### **Article VIII – Committees**

The President may appoint committees as are deemed necessary in order to conduct the Association's business, and unless specified elsewhere in these By-Laws, designate the chairperson of such committees. The President may also appoint other persons as deemed necessary to conduct business.

- A. All Committee members must be paid members of the Association for the year in which they serve.
- B. The Nominating Committee: The Nominating Committee is responsible for providing a slate of candidates to be voted on at the Annual Conference. The Nominating Committee will be composed of the Immediate Past-President, who serves as chair, and the four most recent Past-Presidents of the Association. In the event that one of the four most recent Past-Presidents cannot serve or is no longer an active member, the Chair will appoint another active Past-President to the committee if available.

- C. Audit/Finance Committee: The Audit/Finance Committee is responsible for performing a review or for causing a review to occur, in a manner prescribed by the Board of Directors, of the MASFAA checking account and financial records annually, evaluating liability and insurance policies, evaluating employee dishonesty bond, and making recommendations to the Board for investments and excess funds in the checking account. The President appoints the Audit/Finance Committee chair.
- D. Diversity Committee: The Diversity Committee is responsible for raising the awareness of MASFAA of the value of diversity and how the organization can benefit from diversifying. The Diversity Committee recommends speakers, presenters, and resources on diversity for training events and the Annual Conference. The President appoints the Diversity Committee chair.
- E. Planning Committee: The Planning Committee is responsible for establishing a five-year plan to be continuously built upon. The Planning Committee will systematically explore and work toward future opportunities, while analyzing and avoiding threats to the organization. The Planning Committee will make recommendations to the Board on issues as requested by the members, as well as issues of immediate or long range concerns. The Planning Committee will review and make recommendations to the Board for revisions to the Association's Constitution, By-Laws, and Policies and Procedures Manual. The Planning Committee is composed of the Directors and the Immediate Past-President who serves as chair.
- F. Training Committee: The Training Committee is responsible for all education and training programs, events and professional development of the Association. The Vice-President serves as chair.
- G. Conference Committee: The Conference Committee will be responsible for planning and conducting the Annual Conference. Other committees that function in support of the Conference Committee can be Program Committee, Local Arrangements Committee, and Site Selection Committee. The Conference Chair, in collaboration with the President, will determine the makeup of supporting committees. The President appoints the Conference Committee chair.
- H. Electronic Services Committee: The Electronic Services Committee will be responsible for all electronic services and initiatives of the Association including the Association's listserv and Web site. The President appoints the Electronic Services Committee chair.
- I. High School Relations Committee: The High School Relations Committee is responsible for all Association educational and outreach activities aimed at high school students in Mississippi. The President appoints the High School Relations Committee chair.