



Pacific Financial Aid Association (PacFAA)

Policies & Procedures

1. PURPOSE

1-1 The Purpose of PacFAA is as follows:

PACFAA is a professional association which maintains liaison with the National Association of Student Financial Aid Administrators (NASFAA) and the Western Association of Student Financial Aid Administrators (WASFAA). The primary purposes of this Association shall be to: (a) advise and influence the policies and programs of local, regional and national agencies dealing with student financial aid; (b) protect the interests and serve the needs of students by endeavoring to maximize access to, and choice of post-secondary education; (c) promote and facilitate interaction between individuals concerned with or engaged in the support and/or administration of student financial aid at educational institutions or other public and private organizations and the sponsors of student financial and programs; and (d) promote professional fellowship and cooperation as a means to foster high standards of professional conduct in the administration and/or support of student financial aid programs.

1-2 Motto

Its motto shall be "Ka lawelawe ana i na haumana", translated as "We serve students and their needs."

1-3 Mission Statement

The mission of PacFAA is to promote and provide quality administration of financial aid programs in postsecondary institutions in the Pacific. In addition, it strives to ensure the availability of an ethical, equitable, and accessible financial aid delivery system for students attending public, private, technical and proprietary colleges and universities in the Pacific. PacFAA also provides professional development opportunities to financial aid administrators, high school counselors, and office professional staff.

2. EXECUTIVE COUNCIL

2-1 Responsibilities

The Executive Council has full authority over the affairs of the Association and performs the functions of the Association during the period between meetings of the membership. This authority does not include the power to rescind or modify official action taken by the Association.

Each member of the Executive Council shall serve as a representative of the PacFAA membership for the purpose of discussing issues and concerns brought before the Executive Council and contributing to the formation of policies and procedures of the Association.

PacFAA recognizes that it has a responsibility to respond to social and political issues that affect students and our membership. Therefore, Executive Council should respond, as it deems appropriate, to social and political issues brought to its attention by any member of the organization or by other parties whose primary focus is ensuring educational equity and access for all persons.

PacFAA also recognizes that its membership represents a diversity of political and social views. However, we believe that PacFAA has a moral obligation to those groups, which have traditionally been excluded from higher education. It is for this reason that the Executive Council should take specific action on issues, which threaten the concepts of educational equity and access, and/or issues, which discriminate on the basis of age, race, gender, sexual orientation, religion, color, national origin or disability.

2-2 Meetings

The bylaws require the Executive Council to meet during annual meetings of the Association. Regular meetings of the Council will be held at any place designated by the Executive Council. Special meetings of the Council may be called by the President or by petition of half plus one members of the Executive Council. A majority of the number of the Executive Council members as defined in the bylaws constitutes a quorum for the transaction of business. A majority is defined as one-half of the voters, plus one.

The Executive Council will typically meet at least 4 times per membership year. Traditionally, the meetings have taken place preceding or following the annual conference, with the final meeting preceding the annual conference.

Committee Chairpersons may or may not be invited to meetings as determined by the President, but may be asked to submit a written report whether they attend the meeting or not.

When voting takes place electronically between meetings, the results of the vote should be shared electronically with the Executive Council unless the information needs to remain private (for example an award winner determined that will be announced at a later date). The results should also be included in the next meetings minutes by the secretary, so that they are documented.

Meetings of members of the Executive Council shall be governed by some form of parliamentary procedure such as Robert's Rules of Order.

2-3 Meeting Agenda

Meeting agendas will be prepared and distributed in advance of each meeting by the President. The President shall, to the extent possible, attempt to provide notification to the general membership of the date and place of Executive Council meetings. Agenda items may be submitted by any member of Executive Council and/or any PacFAA member to the President by a deadline established by the President.

Regular written reports may be requested of all committees and representatives. Generally, reports are prepared in advance for distribution with specific meeting agendas.

2-4 Membership of the Executive Council

Officers:

1. President
2. President-Elect
3. Immediate Past-President
4. Vice President
5. Secretary
6. Treasurer
7. Treasurer-Elect

Representatives-at-Large:

8. No more than 3 at large from active membership, defined in article IV, section 2(b) of the associations bylaws (appointed by the President and approved by the Executive Council)

Individual PacFAA members may only serve in one elected or appointed voting position at a time. No single individual may have more than one vote.

2-5 Vacancies on the Executive Council

2-5-A President

A vacancy in the office of the President will be filled by the next most recent Past-President of the Association eligible and willing to serve on the Executive Council.

2-6-B President-Elect

The office of President-Elect shall be filled by a vote of the membership through either an annual election or special election as determined by the Executive Council.

2-6-C Immediate Past President

A vacancy in the office of the Past-President will be filled by the next most recent Past-President of the Association eligible and willing to serve on the Executive Council.

2-6-D Vice President, Secretary, Treasurer, Treasurer-Elect and Representative-at-Large

Vacancies shall be filled to complete the term as recommended by the President and approved by the Executive Council by ballot until the next regular election of officers.

3. DESCRIPTIONS OF COUNCIL POSITIONS

3-1 President

Responsibilities:

1. Acts as chief executive officer of the Association.
2. Presides at all meetings of the Association.
3. Chairs all meetings of the Executive Council.
4. Serves as a voting member of the PacFAA Executive Committee.

Typical Duties:

1. Provides leadership and direction to all activities of the Association, the Executive Council, and all standing and special committees and task forces of the Association.
2. Serves as the official representative of the Association and the Executive Council or delegates such responsibility to another officer or other members of the Executive Council as may be deemed necessary from time to time.
3. Serves as the official spokesperson for the Association and the Executive Council or delegates such responsibility to another officer or other Executive Council member as necessary.
4. Chairs and presides at all meetings of the Association and the Executive Council.
5. Appoints all special committee and task force chairpersons, subject to confirmation by the Executive Council.
6. Appoints representative-at-large from active membership.
7. Co-Chair of the Budgeting Committee
8. Co-Chair of the Outreach Committee
9. Serves as an ex-officio member of all Association committees and task forces.
10. Provides a copy of the bylaws and Policies and Procedures to all Executive Council members and appointed chairpersons.
11. Is responsible for the prompt dissemination of information to executive Council members and WASFAA.

Length of office:

The President's term shall be one year, commencing May 1, preceded by one year as President-Elect and followed by one year as Immediate Past President.

3-2 President-Elect

Responsibilities:

1. Learns the duties required of the President of PacFAA and the organizational structure

of the Association.

2. Serves as a voting member of the PacFAA Executive Committee.

Typical Duties:

1. Is a member of the Budgeting Committee.
2. Performs the duties of the President in the event of the President's absence.
3. Provides input to planning and discussion during Executive Council meetings.
4. Is the chair of the Membership Committee.
5. Member of the Nominations and Elections Committee.
6. Performs other duties as requested by the President or prescribed by the Executive Council.
7. Regularly monitors financial transactions of the association.
8. Serves as Chair of the Bylaws, Policies and Procedures Committee and ensures that proposed bylaws changes are included on the ballot of officers or on a special ballot if required.
9. Brings forth recommendation for representative-at-large positions for year as president at the first Executive Council meeting following the election results.

Length of office:

The President-Elects term shall be one year, commencing May 1, followed by one year as President and one year as Immediate Past President.

3-3 Immediate Past-President

Responsibilities:

1. Provides leadership and historical perspective during Executive Council deliberations.
2. Acts as parliamentarian for the Executive Council Meetings.
3. Serves as a voting member of the PacFAA Executive Committee.
4. May become President of the Association in the event of a permanent vacancy in the Office of the President.
5. Chairs the Nominations and Elections Committee to ensure compliance with PacFAA bylaws.
6. Chair of the Awards Committee
7. Co-Chair of the Outreach Committee
8. Is a member of the Bylaws, Policies and Procedures Committee so that proposed bylaws can be included on the ballot with nominees for office.

Typical Duties:

1. Provides historical perspective during Executive Council discussion.
2. Performs other duties as requested by the President or prescribed by the Executive Council.

Length of office:

The Immediate Past President's term shall be one year, commencing May 1, preceded by one year as President-Elect and one year as President.

3-4 Vice President

Responsibilities:

1. Serves as a voting member of the PacFAA Executive Committee.
2. Collects appropriate information to maintain the PacFAA website.
3. Co-Chair the Communications Committee
4. Chair the Training Committee
5. Serves as a member of the Conference Committee.

Typical Duties:

1. Either personally updates, or works with the Communications Committee to facilitate the update of the PacFAA website on an on-going basis and checking for conflicts with other related conferences and meetings, and advising Executive Council of any conflicts.
2. Performs other duties as requested by the President or prescribed by the Executive Council.

Length of office:

The Vice President's term shall be one year, commencing May 1.

3-5 Secretary

Responsibilities:

1. Records the minutes of the Executive Council meetings and distributes those minutes to Council Members and the Association members within 30 days of the meeting.
2. Serves as a voting member of the PacFAA Executive Committee.
3. Collects all correspondence forwarded by other Executive Council members.
4. Co-Chair the Communication Committee

Typical Duties:

1. Disburses the minutes for each executive council meeting first to the Executive Board for their review. Final corrected minutes will be sent to all of the executive council members prior to the quarterly meeting and approval will take place at the meeting.
2. Attaches pertinent information to the minutes of the Council meeting for distribution.
3. Ensures the agenda and minutes are referenced on the Website.
4. Performs other duties as requested by the President or prescribed by the Executive Council.

Length of office:

The Secretary's term shall be one year, commencing May 1.

3-6 Treasurer

Responsibilities:

1. Maintains adequate and appropriate records of all fiscal transactions
2. Maintains the financial records of the Association in accordance with the bylaws.
3. Serves as a voting member of the PacFAA Executive Committee.
4. Provides reports of the financial activity of the Association to the Executive Council.
5. Receives and disburses monies of the Association.
6. Authorize disbursements based on the approved budget.
7. Co-chair of the Budgeting committee, assists with the formulation of the Association's annual budget and recommends financial policies.
8. Assists any Association committee or sponsored activity needing advice of financial services.
9. With the direction of the Executive Council, processes various investment instruments on behalf of the association.

Typical Duties:

1. Performs other duties as requested by the President or prescribed by the Executive Council.
2. Facilitates the submission of the Association Tax Returns.

Length of office:

The Treasurer's term shall be 1 year, commencing May 1 of the year following the term as Treasurer Elect.

3-7 Treasurer-Elect

Responsibilities:

1. Learns the accounting procedures and becomes familiar with the financial records of the Association under the supervision of the Treasurer.
2. Serves as a member of the Budgeting Committee.

Typical Duties

1. Assists any Association committee needing advice as directed by the Treasurer.
2. Performs other duties as requested by the President, Treasurer or prescribed by the Executive Council.

Length of office:

The Treasurer-Elects term shall be one year, commencing May 1, followed by 1 year as Treasurer.

3-8 Representatives-at-Large (3)

Responsibilities:

1. The Representative-at-Large, from a group defined in article IV, section 2(b) of the association's bylaws, serves in the capacity requested by the President at the time of

appointment.

2. All representative-at-large positions serve as voting members of the Executive Council.

Typical Duties:

1. Assist the Council in encouraging broad representation on PacFAA Committees and a diversified slate for election.
2. Assist the Council in establishing communication links with its diverse membership.
3. Performs other duties as requested by the President or prescribed by the Executive Council.

Length of office:

The Representatives-at-Large term shall be one year, commencing May 1.

4. COMMITTEES

4-1 Standing Committees Named in the Bylaws

Bylaws / Policy and Procedure

Nominations & Elections

4-1-A Bylaws / Policy and Procedure Committee

Purpose:

Maintains and updates the bylaws and policies and procedures of the organization, allowing for orderly change as needed.

Responsibilities:

1. Provides the President and Executive Council guidance in determining the constitutionality of business conducted by the Association.
2. Initiates changes in the bylaws and/or Policy and Procedures where necessary.
3. Prepares and distributes proposed changes of the bylaws to the membership during either a regular election or a special election as directed by Executive Council for adoption.
4. Prepares and recommends to the Budget Committee a budget which will adequately cover all of the costs associated to the Committee's responsibilities.
5. Reviews copies of the minutes of the Executive Council for updating the Policies & Procedures.

Membership (as designated by the bylaws):

1. Chairperson as specified in the bylaws: President-Elect.
2. Members as specified in the bylaws: Past-President
3. Members: Appointed by the President and/or the Chairperson.

4-1-B Nominations and Elections Committee

Purpose:

1. Selects candidates for PacFAA Office.
2. Conducts the PacFAA election.

Responsibilities:

1. Develops and recommends to the Executive Council procedures for nomination and elections.
2. Solicits nominations from the PacFAA membership in advance of the Nomination Committee meeting when candidates for office are selected.
3. Informs the membership on the nominations and election procedures.
4. Selects a slate of candidates for PacFAA offices to present to the Executive Council for approval.
5. Schedules and supervises the PacFAA election process in accordance with the bylaws.
6. Prepares and recommends to the Budget Committee a budget which will adequately cover all of the costs associated with the Committee's responsibilities.

Membership:

1. Chairperson as specified in the bylaws: Past-President.
2. Members as specified in the bylaws: President-Elect
3. Members: Appointed by the President and/or the Chairperson.

4-2 Special Committees

As specified in the bylaws, the Association shall have committees as may be recommended by the president and approved by the Executive Council. These committees act in an advisory capacity only to the Executive Council. Typical committees may include but are not limited to the following:

1. Awards
2. Communications
3. Conference
4. Outreach
5. Membership
6. Budgeting
7. Training

4-3 Committee Guidelines

4-3-A Responsibilities of Committee Chairpersons:

1. Develop a calendar of activities, meetings and projects for review by the President and Executive Council. The committee chair should check the PacFAA calendar to be certain that no conflicts exist before the meeting dates are selected. The committee chair must notify the PacFAA Vice President immediately of dates selected to be added to the PacFAA calendar.
2. Prepares a budget, which will adequately cover all of the costs and income, if any,

associated with the Committee's responsibilities and proposed activities, which the Chairperson recommends first to the Budgeting Committee and, after approval is received from the Budgeting Committee, then recommends to the Executive Council for approval. Committees may not exceed their budget without prior approval from the Budgeting Committee and the Executive Council.

3. Implement the approved plan and monitor committee expenses, ensuring that expenses will not exceed approved budget. For committees that oversee events, the Chair is responsible for developing a refund policy and deadlines for fees associated with the event and is authorized to make exceptions. The Chair will request the Treasurer to create refund checks. Also, the Chair shall request event insurance, typically included in the site contract.
4. Event chairs should be sure to collect any unpaid invoices after the event has occurred.
5. Arrange for and call all meetings as deemed necessary. Give notice of the meetings scheduled to the President and Vice President who will update the PacFAA calendar.
6. Provide at least two weeks prior to the meeting date an agenda and related materials to committee members and the President.
7. Record or designate a committee member to take notes and distribute them within 30 days after the meetings to committee members and President. Include notes to pass on to following year's Committee chair.
8. Attend Executive Council meetings when requested.
9. Submit an annual report as requested by the President, but no later than the last meeting of the Executive Council except for the Conference Committee who will report as soon as possible after the conference.
10. Submit a recommended Committee budget for the following year's Committee by the designated deadline set forth by the Budget Committee (late summer/early fall).
11. Review and update relevant sections in Policies & Procedures pertaining to Committee and recommend other updates to Policies & Procedures chair no later than the winter meeting or the meeting designated by the President.
12. For committee chairs whose responsibilities include PacFAA events administer an assessment for each event in order to provide valuable feedback for the benefit of future planning and budgeting activities.
13. The Chairs of the respective committees may select members for their committees.
14. The Chair of the respective committee, in consultation with the President, can remove a committee member for failure to perform his or her assigned tasks and select a new committee member if needed.

4-3-B Selection of Committee Chairpersons:

1. Committee Chair(s) must be members of PacFAA.
2. Persons selected should be informed of the committee's purposes and their responsibilities.
3. The President may make exceptions to these guidelines when such an exception is in the best interests of PacFAA and the exceptions are not impermissible according to the bylaws.
4. The President, in consultation with the Executive Council, can remove a Committee

Chair from his or her position if that Committee Chair has demonstrated a failure to perform his or her duties. The President can then recommend a new Chair for Executive Council approval.

4-3-C Responsibilities of Committee Members:

1. Attend all committee meetings and participate in all discussions and deliberations. Notify the Committee Chair if circumstances prevent attendance at a particular meeting.
2. Adhere to deadlines for submission of committee assignments.
3. Review all agenda items prior to each meeting and come prepared for the discussions.
4. Serve as the secretary for a committee meeting if requested by the Chair.
5. Submit to the chair of the committee timely claims for reimbursement of expenses related to committee activities.
6. Committee members are usually appointed for one year.
7. Seek the input of other financial aid administrators not involved in the work of the committee; listen to divergent points of view and make decisions and recommendations based on what is best for the profession, PacFAA, students and institutions.

4-4 Committee Descriptions

4-4-A Awards Committee

Purpose:

1. Recognizes those persons who have made significant contributions to PacFAA or the financial aid profession.
2. Selects or recommends recipients for the following awards (descriptions are listed in Section 11 of this document):
 - a. Lifetime Membership
 - b. Service Recognition
 - c. Other Awards as directed by the Executive Council or recommended by the Awards Committee.

Responsibilities:

1. Annually reviews award criteria and recommends to the Executive Council any needed revisions no later than the fall meeting.
2. Solicits nominations for awards from the PacFAA membership.
3. Recommends award recipients to the Executive Council or President.
4. Secures all trophies, plaques and certificates.
5. Obtains recognition plaque for outgoing President.
6. Coordinates presentation of the awards at the annual meeting.
7. Maintains list of award recipients and provides it to appropriate Chairs for informational and record keeping purposes.
8. Reports Award recipients to the Communications Committee.
9. Produces certificates of participation for members of PacFAA's various committees, to be given at the annual conference following the member's year of service.

Membership:

1. Chairperson: Past-President
2. Members: Selected by the Chairperson and shared with the Executive Council.

4-4-B Conference Committee

Purpose:

1. Provides a conference that meets the professional needs of the PacFAA membership.

Responsibilities:

1. Prepares a detailed conference budget which includes the number of people expected and the amount to be charged as conference fees.
2. Coordinates all on-site conference arrangements.
3. Works closely with the Budget Committee to coordinate the recruiting of exhibitors and donors.
4. Coordinates all pre-conference notifications.
5. Designs a program, which accommodates the needs of the various segments of the membership.
6. Selects major speakers, which will enhance the educational quality of the program.
7. Secures appropriate entertainment and facilities to support the overall conference theme and purpose.
8. Serves as a liaison with the conference facility for meal arrangements, room requests, audio-visual needs, and all other materials necessary to support the conference.
9. Designs and oversees publication of the conference program.
10. Coordinates exhibitor spaces and participation with exhibitors.
11. Handles the pre-conference and on-site registration.
12. Handles all funds received and provides an accurate accounting at the close of the conference.
13. Consults with the prior year's Conference Committee and provides information to the following Conference Committee.
14. Final report should contain feedback from conference attendees, reports from sub-committees and overall pertinent information.

Membership:

1. Chairperson: appointed by the President and approved by the Executive Council.
2. Committee members: Vice-president and others selected by the Conference Chairperson, in consultation with the President, to chair subcommittees, as needed.

4-4-C Communications Committee

Purpose:

1. Provides, as directed, relative information to the membership electronically.

Responsibilities:

1. Maintain and updated web administrative access. Access should be given to Treasurer, Webmaster, Secretary, Vice-President and President-Elect.

2. Coordinates information flow between other PacFAA officials and the website provider.
3. Responds to requests for website updates and ensures updates are done in a timely manner.
4. Uses various communication methods to encourage use of the website.
5. Coordinates efforts with other PacFAA committee chairpersons to ensure that information on the website is fluid and up to date.
6. Makes the PacFAA Directory available online to Membership.
7. Provides relevant information from the PacFAA on-line calendar with WASFAA.
8. Assures that listserv postings are relevant, accurate, and brief as much as possible. The listserv is not to be used as a means to advertise products or events of businesses or organizations with the exception of the Federal Department of Education and the association itself, unless permission is granted by the Executive Council.
 - a. Acceptable use of the listserv includes but is not limited to: PacFAA members, general financial aid discussion, PacFAA news and activities, event coordination and committee activities, career opportunities
 - b. Unacceptable use of the listserv includes but is not limited to: commercial purposes unless cleared with the executive council, chain email messages and appeals for various non-financial aid causes, computer virus hoax messages, abusive messages or language.
9. Assures that the most current version of the bylaws and policies and procedures are posted on the website.
10. Approves web services provider invoices and sends them on to the treasurer for payment.

Membership:

1. Chairperson: Vice-President and Secretary.
2. Members: appointed by the President and/or Chairperson, traditionally has been a one-person committee.

4-4-D Budget Committee

Purpose:

1. Develops policy regarding financial matters of the Association.
2. Coordinates all fund development activities associated with the operation and financing of PacFAA.
3. Makes recommendations to the Executive Council regarding financial matters of the Association.

Responsibilities:

1. Prepares and monitors the annual budget.
2. Reviews the general financial position of PacFAA.
3. Reviews initial and subsequent budget requests by PacFAA officers and committees.
4. Assists the PacFAA Treasurer with policy issues pertaining to accounting procedures, budget and audits.

5. Plans and directs the Treasurer to execute investments for the association with the approval of the Executive Council.
6. Acts as a clearinghouse for all PacFAA fund raising activities, which may include but is not limited to preparing an annual report of income and expenses and reviewing and making recommendations for other fund development ideas, which will be presented to the Executive Council.
7. Works with the various committee chairs and the Association Treasurer to ensure fund development, coordination and continuity from year to year.
8. Investigates opportunities for non-traditional support.
9. Develops exhibitor and partnership information to send to member vendors and to post on the web site.
10. Keeps financial recording of all fund development income and expenses. Provides names and fund amounts to Treasurer for tax purposes.
11. Follows-up with vendors for outstanding invoices and any clarification of the vendor participation.
12. Ensures that vendors receive recognition for, and full benefit of, their participation.

Membership:

1. Chairperson: Co-Chaired by PacFAA President and the PacFAA Treasurer.
2. Membership: Standing members are the President – Elect and the Treasurer - Elect

4-4-J Membership Committee

Purpose:

1. Gathers data to determine potential membership.
2. Maintains membership records of the Association in conjunction with the Treasurer.

Responsibilities:

1. Develops and disseminates billing materials.
2. Uses various communication as well as the PacFAA listservs to encourage membership.
3. Sets a yearly membership goal.
4. Maintains membership data and provides membership information to Association committee and officers.
5. Maintains and produces membership lists.
6. Places a hold on non-paying members.
7. Confirms that PacFAA committee chairs and members are current members.

Membership:

1. Chairperson: President-Elect
2. Members: appointed by the President and/or Chairperson.

4-4-K Training Committee

Purpose:

1. Identifies training needs within the region and works with the state associations and WASFAA and NASFAA to ensure that these needs are met.

Responsibilities:

1. Solicits input from the members regarding the needs for training in the region.
2. Provides input to WASFAA regarding the types of training materials that should be developed. PacFAA members who serve on the WASFAA Training Committee serve as liaisons between the two organizations, working with the state associations when appropriate.
3. Develops a cadre of interested and skilled regional trainers.
4. Coordinates the PacFAA/WASFAA training workshops.
5. Recommends a training fee to the Executive Council in accordance with the fiscal guidelines for the Association.
6. Researches, develops or coordinates other training opportunities for membership.
7. Locates and coordinates training sites throughout the PacFAA region.

Membership:

1. Chairperson: Vice President
2. Members: appointed by the President and/or Chairperson.

4-4-L Outreach Committee

Purpose:

1. Provides oversight for outreach activities for the Association. Activities such as Financial Aid Nights, FAFSA Completion Nights and other community outreach events.

Responsibilities:

1. To Be Determined.

Membership:

1. Co-chairs: President, Past-President
2. Members: appointed by the President.

5. MEMBERSHIP

There shall be two classifications of membership in the Association: Active and Associate Member.

5-1 Active Membership

Active membership shall be granted to individuals employed in the administration of student financial aid or persons interested in student financial aid matters. These individuals must be from institutions of Postsecondary education and system-wide offices, government agencies, foundations and private organizations located in the region. Active members are entitled to vote.

5-2 Associate Membership

Associate members will include individuals interested in student financial aid matters in states other than those in the region. Associate members are nonvoting.

5-3 Membership Year and Payment of Dues

The membership year shall be from May 1 through April 30. Membership dues will be payable to the membership Chair.

Membership rights are not transferable. The member's status as a current member will be updated in Wild Apricot when the invoice has been paid.

Members will be terminated for non-payment of dues. PacFAA bylaws require a 15-day prior advance notice of termination and provide the opportunity for appeal to the Executive Council. (See Bylaws, Article IV, Section 7.)

Membership, attendance at events, sponsorship and display privileges at events is open to all individuals and organizations that support the mission and goals of PacFAA. PacFAA reserves the right to deny, limit or restrict membership to the association and the ability to sponsor or display at any PacFAA event. Any denial, limitation or restriction will be determined by PacFAA Executive Council. Notification of any denial or restriction will be provided by the Membership Chair and/or Budget Committee.

5-4 Standardized Information

Name	Telephone Number
Title	FAX Number
Institution Name	Internet Address
Street Address	Ethnicity (optional)
City	School Type
State	Zip code
Email address	SIS product

6. NOMINATIONS AND ELECTIONS POLICIES AND PROCEDURES

Strong leadership is essential to a strong Association. The following guidelines have been developed to ensure that capable members representing the interest of the association are nominated and elected to office.

6-1 General Policy

Officers of the Association shall be elected from among the active members of the Association. The term of office for these positions will begin May 1 and end April 30.

Nomination and election procedures are approved by the Executive Council upon recommendation of the Nomination and Election Committee. (See Section 4-1-D for committee membership.)

The Approved procedures shall be mailed (electronic mail is acceptable) to the membership at the same time the nominations are solicited. This mailing should take place within 60-180 days before the annual meeting.

Appropriate procedures should include the following:

- Nomination form
- Candidate's statement form
- Calendar
- Counting of ballots
- Destruction of ballots

6-2 Nomination Selection

The immediate past president shall solicit nominations for executive officers from the regular membership at least 45 days prior to the election. The list of nominees and biographical data shall be publicized to the membership at least 30 days prior to the election. The nomination procedures, timetable for elections and other details shall be determined by the immediate past president with the approval of the Executive Council.

Any regular member in good standing with the Association shall be eligible to become a candidate for office or for an at-large member seat on the Executive Council. Nominees must be members in good standing on or before January 1 of the election year.

6-3 Ballots and Voting

The bylaws require that a mail ballot (electronic mail is acceptable) be sent to the active membership 30 days before the annual meeting. A majority of those active members returning ballots shall determine the successful nominees. An electronic method of voting is acceptable.

6-4 Process

The Nominations Chair will select a committee as defined in section 4-1-D, and submit the recommendations to the President of the Association.

1. The committee will seek nominations from the membership of the Association.
2. The Nominations Chair will contact each nominee to confirm their desire to be nominated, verify their current membership, and verify that their institution has approved of their nomination.
3. The Nominations Committee will submit the list of nominees to the Executive Council for approval.
4. The Chair will order a membership listing to validate ballots as they are received. The Chair will tabulate the ballots and notify the President of the election results.
5. The Chair will, or request that the Electronic Services Chair, send an email to eligible voting members informing them of ability to vote online.
6. Information that the online ballot is available will be provided to the membership no later than February 1 but preferably by December 1.
7. The ballot should include the candidate's statement, educational background, organizational involvement and photo (if available).
8. In the event of a tie for any position, a special runoff election shall be held for that position within one week of the final counting of the ballots resulting in the tie.
9. At the next Executive Council meeting following the end of the voting process, the Chair will present an election report and make a motion that the ballots be destroyed.

7. MEETINGS OF THE MEMBERSHIP

7-1 Meeting at the Annual Conference

Bylaws require that the members shall meet annually on a date and time determined by the Executive Council. This has traditionally taken place at the Annual Conference. Notice of the meeting must be given by the Secretary not less than 10 days nor more than 90 days before the meeting. Notice must include the place, date, and time of meeting and the intent to present any action items to the membership.

7-2 Special Meetings

Special meetings can be called by the Executive Council, the President, and petition by 5 members of the Executive Council or by 5% or more of the active members.

If a special meeting is called by members, the request must be in writing, specify the general nature of the business proposed, and must be delivered in person or by registered mail to the President, Vice President or Secretary. The bylaws in article IX, section 2b, specify the appropriate calendar for convening a special meeting. Additional procedures for special action by the membership are designated in article IX of the bylaws.

7-3 Quorum

A quorum consists of 20% of the active members of the Association.

7-4 Minutes

Written minutes of all meetings of the membership are the responsibility of the Secretary and should be provided to the membership in advance of their next meeting.

8. FISCAL POLICIES AND PROCEDURES

The Executive Council has overall authority and responsibility for managing the fiscal affairs of the Association.

The Executive Committee has delegated to the Budget Committee the responsibility to review and recommend actions having financial implications for the Association.

8-1 Budget

The Budget Committee will develop recommendations for each income and expense item in the budget, taking into account information from committees and other sources.

The Association operates with a balanced budget. For the purpose of budget planning, approved income and expenses must be equal. Any unallocated income should be held in a contingency line item in the “expense” section of the budget. Any transfer of Association assets needed to balance the budget must be shown as a line item in the Association’s operating budget in accordance with the pre-defined use of the Association’s asset reserves.

8-1-A Budget Development Process (for Budget Committee Guidance)

The President will prescribe the schedule for budget development in consultation with the Budget Committee. There are two separate budget processes that are performed by the Executive Council and Committee Chairs each year: one is the revision to the current year’s annual operating budget and the other is preparation for the new fiscal year’s annual budget.

The revised budget process occurs first and typically takes place during spring. This happens because the annual operating budget is in place when the incoming Executive Council and Committee Chairs begin their positions. This process allows for review and revision of the already existing annual operating budget.

The Budget Committee provides the annual operating budget to incoming Committee Chairs and Executive Council to use as a guide to determine the adequacy of the current year's annual operating budget. Committee chairs receive a copy of the annual operating budget for their particular committee along with the prior committee's budget prior to or at the annual Transition Meeting to help the Committee Chair in developing a more accurate budget based on the annual goals and priorities of the Committee. The Budget Committee is responsible for advising Executive Council regarding the impact of potential decisions and activities on the fiscal health of the Association.

The annual operating budget process occurs second and takes place during the fall.

An annual operating budget will prescribe the Schedule for budget development. An operating budget for the new fiscal year (May 1 through April 30) will be developed for approval at the fall meeting of the Executive Council. The operating budget must reflect the long-term priorities of the Association as well as the priorities of the President-Elect. To facilitate this effort, each Committee Chair is asked to submit a committee budget proposal for the new fiscal year that reflects the income and expenses of the Committee for the period from May 1st through April 30th. The President-Elect proposes an annual operating budget that is shared with the Budget Committee during its meeting when creating the proposed annual operating budget.

The Budget Committee has the authority to counter balance line item adjustments in the budget for up to \$200 with the approval of all persons/committees involved in the transaction. Requests for such adjustments shall be submitted to and approved by the Budget Committee.

Guidelines for developing specific line items within budgets

Revenues:

It is generally understood that the Association must generate sufficient revenues to maintain the activities and fiscal health of the Association. Major revenue sources include, but are not limited to, the annual conference, training, and fund development.

The Budget Committee reviews and makes recommendations, in conjunction with the President, to ensure each project and committee proposal meets the overall mission and fiscal goals of the Association. Any concerns raised by the Budget Committee should be addressed prior to approval of a project or committee proposal.

1. Conference is expected to generate revenues in excess of expenses excluding membership dues and Fund Development activities, whenever possible. The President sets revenue goals in consultation with the Budget Committee and subsequently approved by Executive Council.
2. Training, as coordinated by the Training Committee, of the Association's membership is one of its highest priorities. Therefore, individual training activities may be subsidized provided the Budget Committee identifies sufficient resources to cover expenses

related to such efforts.

3. Annual Membership Dues – Membership dues are constructed to support activities of the Association. Dues should be reviewed annually.
4. Fund Development – Fund Development efforts support the goals (long and short-term) of the Association. Fund Development targets are set by the Budget Committee and are recommended for approval by the Executive Council. The Budget Committee works in consultation with the President to ensure that the target is reasonable, feasible and adjusted as needed given the goals of the Association. Fund Development revenues are used to support the on-going activities of the Association.

Expenses:

All expenses related to Association work must be approved by the President or Committee Chair prior to being incurred as explained in Section 8-1B. Any expenses incurred that have not received prior approval are subject to cancellation or non-reimbursement. Appeals are made at the discretion of the President and must be provided to the Treasurer in writing prior to reimbursement. All reimbursements must be approved by the Committee Chair, if the Committee Chair is seeking reimbursement it must be approved by the President. No committee may exceed its allocated budget.

8-1-B Budget Development Process (Committee Chair Guidance)

The President will prescribe the schedule for budget development in consultation with the Budget Committee. There are two separate budget processes that are performed by the Budget Committee each year: One is the revision to the current year's annual operating budget and the other is preparation for the new fiscal year's annual operating budget.

The revised budget process occurs first and typically takes place during spring. This happens because the annual operating budget is in place when the incoming Executive Council and Committee Chairs begin their positions. This process allows for review and revision of the already existing annual operating budget.

Each incoming Committee Chair is responsible for submitting a revised budget during the spring to the Budget Committee. The President will provide guidance to committee chairs to assist in developing annual goals and budgets. Additionally, the chairs of the Budget Committee, will provide each committee chair with a budget request form, prior committee's budget and other appropriate information prior to or at the annual Transition Meeting of the Association. Incoming Committee Chairs will be given the opportunity to submit a revised budget that reflects income and expenses projected from May 1 through April 30.

The annual operating budget process occurs second and takes place during the spring.

The Budget Committee provides an updated annual operating budget to Committee Chairs and Executive Council to use as a guide in submitting a proposed annual operating budget for the upcoming fiscal year (May 1 – April 30) during the spring. Committee chairs receive a copy of the annual operating budget for their particular committee to help develop a projected new fiscal year budget based on the annual goals and priorities of the Committee. The Budget Committee is responsible for advising Executive Council regarding the impact of potential decisions and activities on the fiscal health of the Association.

Requests for modifications to the official budget must be submitted to the Budget Committee who will then make recommendations to the Executive Council. No action may be taken by Committees without prior approval by the Executive Council. Absent any special multi-year contract, committee budget allocations not fully expended do not carry forward to the subsequent fiscal year.

8-1-C General Budget Guidance

In the event that the budget is not approved at the start of the fiscal year, the Treasurer is authorized to make the following expenditures:

1. All legitimate, unpaid obligations that were incurred during the previous fiscal year.
2. Committee expenses are not to exceed a total of \$500 during the interim period until a budget is approved.
3. All other expenditures authorized by the Executive Council.

Requests for modifications to the annual operating budget must be submitted to the Budget Committee who will then make recommendations to the Executive Council. No action may be taken by Committees without prior approval by the Executive Council. Absent any special multi-year contract, Committee budget allocations not fully expended do not carry forward to the subsequent fiscal year.

The Budget Committee will continuously review the annual operating budget and make recommendations for modification as necessary to the Executive Council.

The Executive Council will review the budget at each meeting and take action on recommended modifications.

The Treasurer is authorized to make payments up to the total amount in each budget category.

The Budget Committee is authorized to approve payment of unanticipated emergency expenses that exceed the approved budget. This authority can be exercised only in those rare circumstances when waiting for Executive Council budget review would cause legal or financial liability, or would significantly impair the mission of the Association.

Management of Funds:

1. Moneys will be deposited into one of two categories of accounts: operating and asset reserve.
2. The operating account(s) will be used to pay all PacFAA obligations. Signing authority will be appointed by the Executive Council for this account; only one signature will be needed to execute transactions less than \$1,000.

3. Co signatures are required for checks issued by the Treasurer for \$1,000 or more.
4. The asset reserve account will be used only in a fiscal emergency and only after authorization by the majority of Executive Council members. The rules governing signature authority and other account transactions are the same as those for the operating account. To best allocate for needs, short-term investment decisions can be made with the agreement of the President, Treasurer and the Budget Committee.
5. At each Budget Committee meeting, (generally held prior to each Executive Council Meeting), the President-Elect will verify that (s)he has reviewed the most recent bank statements for all accounts along with a reconciliation of the most recent bank statement.
6. The Association should endeavor to maintain asset reserves equal to two year's operating expenses. This is recommended by using the average of the last three year period as a guide. In addition, the Association will endeavor to maintain asset reserves to cover all approved outstanding contractual obligations.

8-2 Travel Expenses

Claims for reimbursement must be submitted by the claimant within 30 days of the travel. Travel reimbursements are authorized up to the approved budget. Those submitting travel expense reimbursement claim must have the appropriate signature, if applicable, prior to the reimbursement form being submitted to the Treasurer.

Committees: Committee chairs are responsible to provide committee members with copies of reimbursement forms and policy guidance. Committee chairs must sign all requests submitted by its members. Reimbursement for travel to committee meetings will only be paid if the committee chair approves such travel in advance.

Committee chairs: Committee chairs are expected to process and forward committee member's reimbursement claims to the treasurer in a timely manner. Committee chairs must submit their reimbursement claims to the President for approval prior to submission for reimbursement to the Treasurer.

Executive Council: Executive Council members will receive reimbursement for defined expenses incurred to attend Executive Council meetings. Reimbursement claims for Executive Council members require the President's signature for approval.

Executive Council Officers: Officers of the Association will be reimbursed for official travel associated with their PacFAA position. The Treasurer shall submit reimbursement forms to the Vice President for approval. Other officers do not require the President's signature on reimbursement claims.

Other: The President must approve reimbursement of all non-committee expenses.

PacFAA reserves the right to deny a late or unauthorized reimbursement claims.

The following may be reimbursed:

1. Airfare, not to exceed the cost of coach class fare. PacFAA members are encouraged to obtain air reservations as early as possible to take advantage of

- lower fares.
2. Traveling members may be asked to coordinate lodging expenses with their Committee Chair or Budget Committee.
 3. Private car use between the member's home and either the airport or the meeting location at a rate to be adjusted annually to follow the approved guidelines of the Internal Revenue Service for such reimbursement.
 4. Rental car expense only if approved by the President prior to the meeting or activity.
 5. Self-Parking.
 6. Meal costs are reimbursed at the US General Services Administration (GSA) rate and no longer require a receipt for reimbursement. More information on GSA rates can be found at www.gsa.gov. Meals will be reimbursed according to business travel time.
 7. Gratuities for hotel and transportation personnel up to 15% with a receipt. Gratuities for meals are included in the per diem allowances for meals.
 8. In the case of Executive Council or committee meetings held in conjunction with the Annual Conference, only those expenses for meals and lodging in excess of expenses associated with attending the conference will be reimbursed. Transportation, conference registration, lodging and meals during the conference, and other such expenses are the responsibility of the member. Extra nights lodging will be paid when Executive Council members are required to attend a meeting at the conference necessitating one or more night's stay prior to, or subsequent to, the conference.
 9. For persons who can save the Association airfare expenses through an additional night stay or through other standard discount rates, up to one additional day of lodging and per diem may be authorized by the President.

Receipts are required for all expenses except meals or any expense of less than \$3 a day.

8-3 General Policy Honoraria

The Association does not compensate members of PacFAA with miscellaneous income, salary or honoraria. This includes involvement as trainers, presenters, guest speakers, committee members, committee chairs, or members of the Executive Council.

8-4 Contractual Agreements

The President is the only PacFAA member authorized to enter into contractual agreements. The President may authorize a committee chair to sign a contract in the event that time is of the essence to secure favorable rates.

Legal counsel may be retained to assist the President with Executive Council approval.

Copies of signed contracts must be sent to the Treasurer and to the PacFAA member responsible for the function related to the contract.

8-5 Retention of Records

The Treasurer is responsible for maintaining all invoices, reimbursement claim forms,

canceled checks, contracts, financial reports, tax returns, and other such documents pertaining to receipt and expenditure of funds for a period of seven years.

When a Treasurer leaves office, the aforementioned records will be surrendered to the incoming Treasurer.

8-6 Refund Policy

All refunds must be brought to the Executive Council for approval.

9. AWARDS

PacFAA supports the recognition of persons who have made significant contributions to the Association or to the financial aid profession. Nominations are received from the members. Recipients are selected by the Executive Council. Awards are presented at the annual conference and the Awards Committee selects appropriate mementos or certificates. The award descriptions are provided here. Please visit the PacFAA website for a list of award recipients.

9-1 Certificates of Appreciation

Generally these are given to all Committee Chairs and Committee Members on an annual basis to recognize their efforts throughout the previous year and are created by the Awards Committee.

9-2 Distinguished Service

Presented in recognition of outstanding contributions by an individual to the field of financial aid through leadership, research, scholarship and/or exemplary service to the Association's activities, at the highest level, over a sustained period of time. The recipient does not have to be a PacFAA member. The award is approved and granted by a 2/3 majority vote of the executive council.

9-3 Lifetime Membership

This award is presented to an individual who has made continued and significant contributions to the financial aid profession and PacFAA. These individuals become members of PacFAA for life and will have PacFAA dues for individual membership waived for all future years.

Lifetime members are entitled to a conference registration rate reduced by 50% of the current rate.

9-4 President's Mahalo Award

This award is given to the President to thank them for their service to PacFAA.

10. ALCOHOL

PacFAA will not reimburse members for alcoholic beverages in conjunction with Executive Council Meetings or Committee Meetings. However, there may be PacFAA sponsored

events when the serving of alcohol is deemed appropriate which must be approved by the Executive Council.